



THE CAHPS HEALTH PLAN DATABASE

CAHPS Health Plan Submission System User Guide

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Sponsors

Submission Instructions

This section provides instructions for those that have a sponsor account for the CAHPS Health Plan Database.

Registration

If you previously participated in the CAHPS Health Plan Database, you do not have to register for a new account. Once the submission system opens, existing sponsors will receive an email with instructions on how to re-activate your account. If you did not receive the email, please contact the CAHPS Database at CAHPSDatabase@Westat.com. Your account will contain the information you entered from previous years.

If this is the first time participating in the CAHPS Health Plan Database, you will need to register for an account. You will receive an email with your username and password after your account registration has been approved. Once you have received your account username and password, you may start the submission process.

Submission System

The submission system contains five sections: Overview, Plans, DUA, Questionnaires, and Data. Instructions for each section are provided in this User Guide.

As a sponsor you have the ability to:

- Review the status of your health plans
- Add, edit, or delete health plans
- Submit DUA
- Submit questionnaires
- Submit data files

Authorization Form. If your health plan is a member of a coalition, you must submit the coalition authorization form. Coalitions seek your authorization to include your results in a special report that the CAHPS Database compiles for coalitions. This report compares plan-specific results for coalition members, for quality improvement purposes.

The authorization form cannot be submitted through the online submission system. This item must be submitted to the CAHPS Database by email, mail or fax.

1. Overview

Once you have logged into your account, you will arrive in the overview section. It contains submission status, account details, and information about the submission system.

Submission Status

In the submission status tab, you will be able to view your health plans and the status of each plan. If you submitted data in a previous year, the table will be pre-populated with the key characteristics for each health plan from your previous submission. You can view the status of the DUA, questionnaire, data file and final database approval. The status will automatically update based upon the progress in the submission system.

Account Details

In the account details tab, you can view your contact information, password, and account activity information.

2. Plans

Plan Information

You can edit existing plans, add new plans, and delete health plans in the plan information tab.

You are required to enter health plan name, product name, population, product type and state. This plan name will appear in your sponsor report in the Online Reporting System.

To add a plan, select the Add Health Plan button at the top of the table. To edit or delete a plan select the Edit or Delete button in the plan information table. See Example 1-1 for example of the plan information table.

Example 1-1. Health Plan Information Table



Plan Name	Product Name	Survey Type	Product Type	State	Vendor Email	Action
Plan 1	Plan A	AM	HMO	AL		Edit Delete

Deleted plans will be displayed at the bottom of the table. If you deleted a plan by accident, select the Reactivate button that appears in the left most column for deleted plans.

If you have a vendor that needs access to submit information and files on your behalf, you will need to enter the email address of the vendor in the vendor email address column. Once the email address is entered and saved, an email will be sent to the vendor with the appropriate information needed to submit materials for your plans. We recommend that you check the status of your account often to ensure that your vendor has provided the necessary items. All required steps must be completed by the Submission System close date in order for your data to be accepted in the Health Plan Survey Database. Once you have entered your plans, you should submit a DUA.

3. Data Use Agreement

All sponsors participating in the CAHPS Health Plan Database must submit a signed DUA. The DUA states that you will send us the data, we will protect it, and we will give you a report, upon request, at no charge. The respondent-level data submitted to the CAHPS Database is classified by HIPAA as a Limited Data Set, which by definition excludes any personal identifiers and covers confidentiality issues. We encourage you to start this process as soon as possible, especially if your legal department must review the agreement before signing. The DUA should be submitted to the CAHPS Database prior to submitting the data files. Instructions for submitting the DUA are below.

About

Data collection vendors may not sign a DUA on behalf of a participating sponsor organization (even if they have been given permission by the health plan or participating sponsor organization to handle the actual submission of data).

Any changes or modifications to the DUA will require approval and execution by both parties. A new DUA or addendum may be required.

Submit

To submit a DUA, you should first insert all of the requested information in the given fields (organization name, DUA signer's name, etc.). Then, select the "Choose File" button to locate your DUA. Finally, select "Upload DUA."

Summary

After you submit a DUA, you may view the summary page. On this page, you can view the status of your DUA, which will indicate whether your DUA is accepted, pending, or rejected. If your DUA is pending, it is still being processed. If your DUA has been rejected, we will reach out to you, and you will have the chance to upload a new DUA.

4. Questionnaires

The questionnaire section contains information on the questionnaire submission process, how to submit a questionnaire, and how to view a summary of the questionnaires you have submitted.

About

Each plan requires a copy of the CAHPS questionnaire used. Each questionnaire file must be associated with one of following survey types:

- Adult Medicaid

- Child Medicaid
- Child Medicaid with Chronic Conditions Item Set
- Children’s Health Insurance Program (CHIP)
- CHIP with Chronic Conditions Item Set

Submit

You will need to complete two steps to submit a questionnaire: 1) Upload a questionnaire, and 2) Link the questionnaire to a health plan.

Step 1

To upload a questionnaire, select the survey type, CAHPS survey version, and locate your questionnaire file by selecting the Browse button.

Step 2

After you have uploaded the questionnaire you will be taken to the next page where you will link the questionnaire to a health plan of the same survey type. Only health plans with the same survey type as the questionnaire will be available to link to. Select the plans you would like to link with the check box in the Link to Plan column and select the Link Questionnaire button at the bottom of the page.

Summary

After you submitted a questionnaire you will be taken to the summary page where you can view all of your uploaded questionnaires. On this page, you can:

- View the number of plans a questionnaire is linked to
- View the status of the questionnaire
- Link the questionnaire to additional plans

Example 3-1. Questionnaire Summary Table

Action	File Name	Survey Type	Survey Version	Date Received	Plan Linked To	Status
Link	Data Collection .docx	AM	5.0	5/15/2017 2:29:39 PM	2	Conditional Approved
Link	Test questionnaire.docx	CM	5.0	5/15/2017 3:16:49 PM	1	Approved

5. Data

Submit

Data files submitted to the CAHPS Database must conform to the [Data File Specifications](#). For additional information on CAHPS protocols, please visit: <https://cahps.ahrq.gov/surveys-guidance/hp/index.html>.

The submit page lists all your plans. Select the Submit button to the left of the plan name to begin the data file submission process. It is important to note, your questionnaire must have been approved to submit data for that plan.

To submit a data file, enter additional information about the survey administration and upload the data file. Enter how the sample was selected, mode of survey administration, and the field start and end date. Use the Browse button to locate your data file to upload. Once you have entered the additional information and selected the data file, select the Submit button and the database will immediately process the data file.

Once your data file has been processed an evaluation summary will appear. The evaluation summary will tell you if your data file passed or failed. Review the survey administration, file information, header level report and the member level report. After you have reviewed the data and confirmed information is correct, select the Confirm button at the bottom of the page. If you need to cancel the data submission, select the Cancel button at the bottom of the page. See Example 4-1 for example of a data file evaluation summary report.

Example 4-1. Data File Evaluation Summary Report

Plan Name: Plan1	Survey Administration: Mail with Phone follow-up
Sponsor Name: Baxter Sponsor	Sample Selected: Followed CAHPS protocol
Product Name: PlanA	Start Date: 3/2017
Survey Type: AM	End Date: 5/2017
Product Type: HMO	File submitted: ADULT_racehelp_1 valid rest blankpass.csv
State: MD	File size: 187 KB
	Time submitted: 6/2/2017 9:01:35 AM

File Status:  Passed, Data rows in file: 1350, Survey Completes:237

Select Report:

Column	Field	Value in File	Status	Comment
1	Measurement Year	2016		
2	Data File Type	1		
3	NCOA Healthcare Organization ID	143		

Vendor Submission Instructions

This section provides instructions for vendors.

Registration

Vendors must register for an account every year. The CAHPS Database will review your request and get back to you within one business day. Once approved you will receive an e-mail with your username and password that will allow you access to the submission system.

Submission System

The submission system contains four sections: Overview, Plans, Questionnaires, and Data. Instructions for each section are provided in this User Guide.

Vendors have the ability to:

- Review the status of health plans they are assigned to by a sponsor
- Submit questionnaires
- Submit data files

Data Use Agreement (DUA). Vendors cannot submit a DUA on behalf of a sponsor. However, you can view the status of a sponsor's DUA within the Submission System.

1. Overview

Once you have logged into your account, you will arrive in the overview section. It contains submission status, account details, and information about the submission system.

Submission Status

In the submission status tab, you will be able to view the health plans assigned to you by each of your sponsor clients and view the status of each plan

You will only see the health plans that a sponsor has assigned you as the vendor. The DUA status, questionnaire status, data file status, and final approval status will automatically update based upon progress in the submission system.

Account Details

In the account details tab, you can view you contact information, password, and account activity information.

2. Plans

Plan Information

You will only see the health plans that your sponsor has entered. You cannot edit, add, or delete health plans. You can only review the plans that have been entered. See Example 2-1.

Example 2-1. Vendor View of Plan Information Table

<u>Sponsor Name</u>	<u>Plan Name</u>	<u>Product Name</u>	<u>Survey Type</u>	<u>Product Type</u>	<u>State</u>
Example Sponsor	Example Plan	Test	SC	HMO	AK
Example Sponsor	Example Plan	Test	AM	FFS	CA

3. Questionnaires

The questionnaire section contains information on the questionnaire submission process, how to submit a questionnaire, and how to view a summary of the questionnaires you have submitted.

About

Each plan requires a copy of the CAHPS questionnaire used. Each questionnaire file must be associated with one of following survey types:

- Adult Medicaid
- Child Medicaid
- Child Medicaid with Chronic Conditions
- Children’s Health Insurance Program (CHIP)
- CHIP with Chronic Conditions

Submit

You will need to complete two steps to submit a questionnaire: 1) Upload a questionnaire, and 2) Link the questionnaire to a health plan.

Step 1

To upload a questionnaire, select the survey type, CAHPS survey version, and locate your questionnaire file by selecting the Browse button.

Step 2

After you have uploaded the questionnaire you will be taken to the next page where you can link the questionnaire to a health plan of the same survey type. Only health plans with the same survey type as the questionnaire will be available to link to. Select the plans you would like to link with the check box in the Link to Plan column and select the Link Questionnaire button at the bottom of the page.

Summary

After you submitted a questionnaire you will be taken to the summary page where you can view all of your uploaded questionnaires. On this page, you can:

- View the number of plans the questionnaire is linked to
- View the status of the questionnaire
- Link the questionnaire to additional plans

Example 3-1. Questionnaire Summary Table

Action	Sponsor Name	Plan Name	File Name	Survey Type	Survey Version	Date Received	Plan Linked To	Status
Link	Ex. Sponsor	Ex. Plan 1	Test1_2013_AM_Accept.txt	SC	5.0	5/22/2014 8:43:24 AM	1	Approved
Link	Ex. Sponsor	Ex. Plan 2	Test1_2013_AM_Accept.txt	AM	5.0	5/22/2014 8:43:24 AM	1	Pending Review

4. Data

Submit

Data files submitted to the CAHPS Database must conform to the [Data File Specifications](#). For additional information on CAHPS protocols, please visit: <https://cahps.ahrq.gov/surveys-guidance/hp/index.html>.

The submit page lists all of your plans. Select the Submit button to the left of the plan name to begin the data file submission process. It is important to note, your questionnaire must have been approved to submit data for that plan.

To submit a data file, enter additional information about the survey administration and upload the data file. You will need to enter how the sample was selected, mode of survey administration, and the field start and end date. Use the Browse button to upload the data file. Once you have entered the additional information and selected the data file, click the Submit button and the database will immediately process the data file.

Once your data file has been processed, an evaluation summary will appear. The evaluation summary will tell you if your data file passed or failed. Review the survey administration, data file information, header report and the member level report. After you have reviewed the data and confirmed the information is correct, select the Confirm button at the bottom of the page. If you need to cancel the data submission, select the Cancel button at the bottom of the page. See Example 4-1 for example of a data file evaluation summary report.

Example 4-1. Data File Evaluation Summary Report

Sponsor Name: Example Sponsor Product Name: First Population: AM Product Type: HMO State: VA	Survey Administration: Sample Selected: Start Date: End Date: File submitted: File size: Time submitted:	Mixed Followed CAHPS protocol 10/2014 2/2014 AM_DataFile.txt 2 KB 5/21/2014 10:12:22 AM			
File Status:  Awaiting Confirmation, Data rows in file: 10, Survey Completes:8					
Select Report: Header Report Member Level Report:					
ColumnField	Valid Values	Invalid Values	Blank Values	Status	Comment
1 Record ID (RecordID)	10	0	0		
5  Disposition	10	0	0		
8  Survey Bound (Bound)	10	0	0		

Coalition

Submission Instructions

This section provides instructions for those that have a coalition account for the CAHPS Health Plan Database.

Registration

Coalitions are required to register for an account every year. Once you submit the registration form, the CAHPS Database will review your request and get back to you within one business day. Upon approval, you will receive an e-mail with your username and password that will allow you access to the submission system.

Plan Wish List

To ensure the accuracy of the plans included in the coalition report a coalition must submit an Excel file that includes all health plans to be included in their coalition report to CAHPSDatabase@westat.com.

Authorization Form

All health plans that authorize their data to be included in your coalition report must submit an authorization form to the CAHPS Database.

Submission System

As a coalition, you will only have access to the overview section of the submission system. In the submission system, coalitions have the ability to review the status of all health plans assigned to your coalition

1. Overview

Once you have logged into your account, you will arrive in the overview section. This section contains the submission status, account details, and information about the submission system.

Submission Status

In the submission status tab, you will be able to view your health plans and the status of the plans in a table. See Example 1-1.

Example 1-1. Coalition View of Submission Status Table

SponsorOrg	Health Plan	Product Name	Survey Type	Product Type	State	Authorization Form	DUA Status	Questionnaire Status	Data File Status	Final Approval Status
Ex. Sponsor	Test 4	Test	SC	HMO	AK			Approved	Passed	
Ex. Sponsor	Example Plan	Example Product	CM	POS	AL					
Ex. Sponsor	Example Plan 2	Example Product	AM	POS/PPO	MD			Pending Review		
Ex. Sponsor	Example Plan 3	Example Product	CMC	FFS/Indemnity	NY					

You will only see the health plans that have submitted an authorization form. The DUA status, questionnaire status, data file status, and final approval status will automatically update based upon progress in the submission system.

Account Details

In the account details tab, you can view your contact information, password, and account activity information.