

Aggregate Reporting via CERES – version MSTCVS

For the Michigan Society of Thoracic and Cardiovascular Surgeons

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by ARMUS CORPORATION

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Introduction

This document is for MSTCVS member hospitals that contribute to the MSTCVS aggregate reporting database.

Current Manual Process

The following has been performed every quarter by all member hospitals:

- 1) Member hospital logs into the secure ARMUS FTP site and uploads their STS harvest file.
- 2) ARMUS Professional Services (PS) downloads harvest files from the FTP site
- 3) ARMUS PS manually imports harvest files into the aggregate DB
- 4) ARMUS PS notifies MSTCVS when the aggregate DB is available for reporting

New Automated Process

The following process will take effect August 2012:

- 1) Member hospital logs into the secure CERES web application and uploads their quarterly STS harvest file
- 2) CERES automatically imports harvest records into the aggregate DB
- 3) The records are available for reporting as soon as the upload is complete

Prerequisites to support the New Automated Process

- 1) Meet the new support team
- 2) Training on how to use CERES
- 3) Secure registration process

Meet the New Support Team

The previous manual process was owned by Michael Gordon at ARMUS. All future issues related to CERES and the COAP STS Aggregate DB should be directed to the CERES team going forward:

1. Product Manager: Ujin Chang
 - a. ARMUS Phone: 650-264-4077
 - b. ARMUS Email: uchang@armus.com
 - c. Ujin can answer all questions regarding CERES functionality and will provide additional training upon request.
2. Product Support: Marcelo Gobelli
 - a. ARMUS Phone: 650-264-4076
 - b. ARMUS Email: ceres.support@armus.com
 - c. All technical support issues and questions should be directed to the support team

How to use CERES

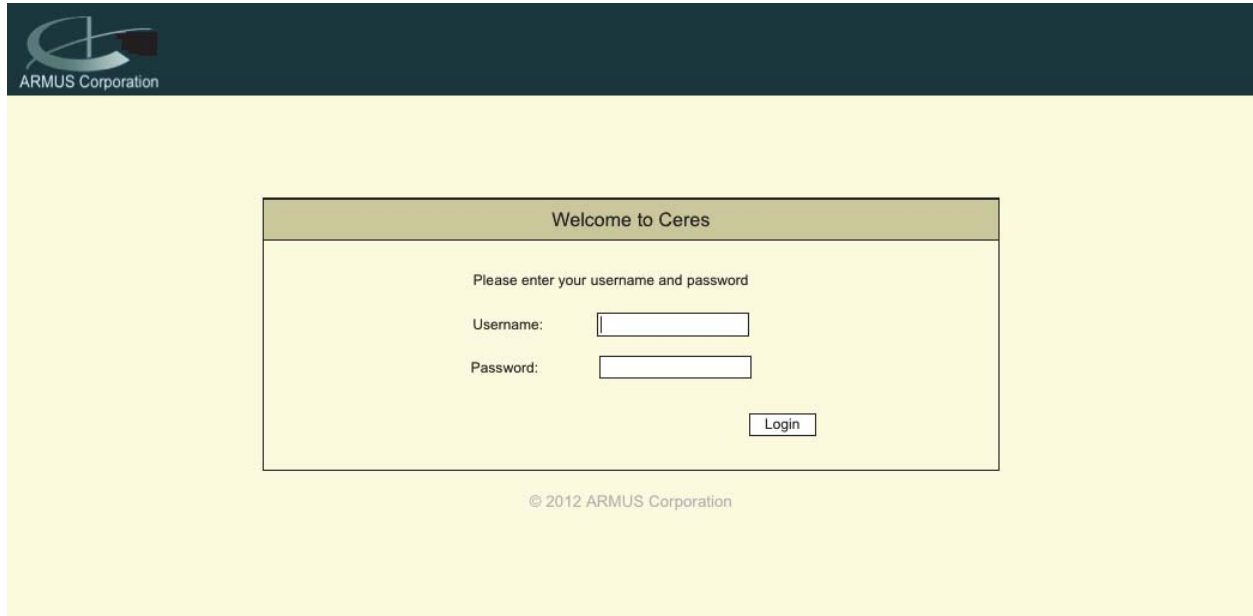
File Preparation

Please keep the following rules in mind when generating your STS Harvest files:

- The CERES application is designed to accept the STS Harvest file format. This includes the bar-delimited formatting and strict use of the specified harvest coding.
- Only one STS data version per file is allowed. Files containing more than one data version will be rejected.
- The file must be saved on your local machine or network.
- Every uploaded file must have a unique filename. At a minimum, please indicate the date range of the file. For example: "Q4_2012_....."
- Files will be rejected if they do not contain the following required headers (this should not be a problem if your file is STS-compliant):
 - DataVrsn
 - ParticID
 - RecordID
 - MedRecN
 - AdmitDt
 - SurgDt
 - DischDt
 - HospNPI
 - SurgNPI
- Records will be rejected if they contain a HospNPI value that was not submitted during the registration process

Logging In

1. Access the login page at: <https://ceres.armus.com>
2. Enter your username and password
3. Press the Login button



ARMUS Corporation

Welcome to Ceres

Please enter your username and password

Username:

Password:

Login

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Upon successful login you should see the Home page as shown next.

Home Page

This is the only page that MSTCVS members need to use. If you are a new user, the page will show “Missing” data as shown below.

The screenshot shows the ARMUS Corporation Home Page for General Hospital. At the top left is the ARMUS Corporation logo. At the top right are links for 'Help' and 'Logout'. Below the header is a navigation bar with 'Upload History' selected. The main content area is divided into two sections: 'Cumulative Upload Stats' and 'Uploaded Files'.

Cumulative Upload Stats

First Surgery	Last Surgery	Valid Records
Missing	Missing	0

Buttons: Upload Harvest File, Refresh

Uploaded Files

Double-click a row to view the detailed STS Processing Report.

Uploaded at	Filename	Comments	First Surgery	Last Surgery	Total Records	Valid Records	Updates	Processing
No records to view								

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Buttons: Processing Report, Export, Refresh

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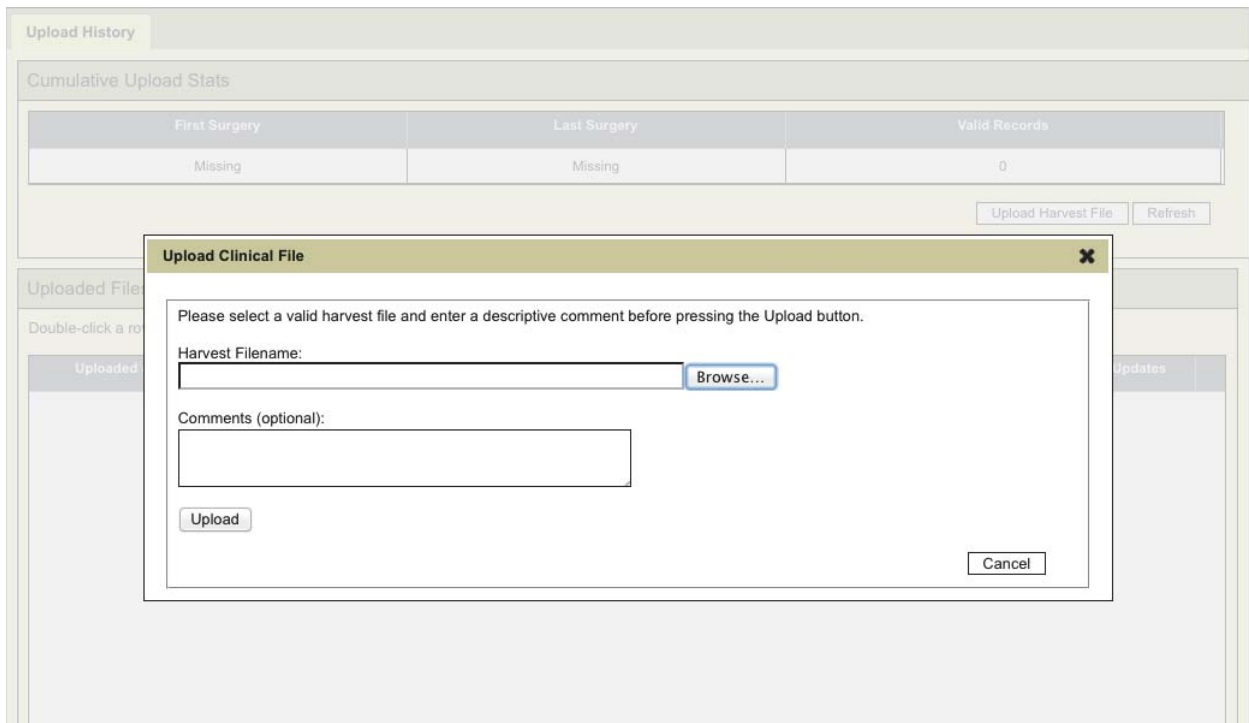
Please note the “Upload Harvest File” button in the image above. This button will be active only during harvest periods. At all other times the button will not appear and be replaced with a message:

This screenshot shows the 'Cumulative Upload Stats' section. The table is identical to the one in the previous screenshot, showing 'Missing' data for First and Last Surgery and 0 Valid Records. However, the 'Upload Harvest File' button is replaced by a message: 'Uploading is currently disabled', which is circled in red. A 'Refresh' button is still present.

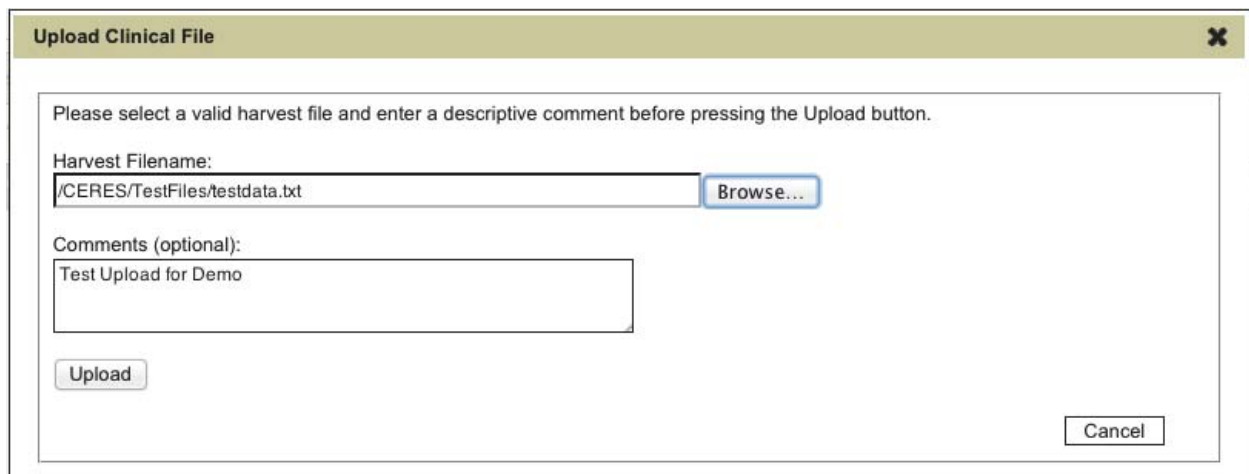
While the uploading feature is disabled, you can still login and review your upload history.

Upload File

1. Start by pressing the Upload Harvest File button. The Upload dialog will appear:

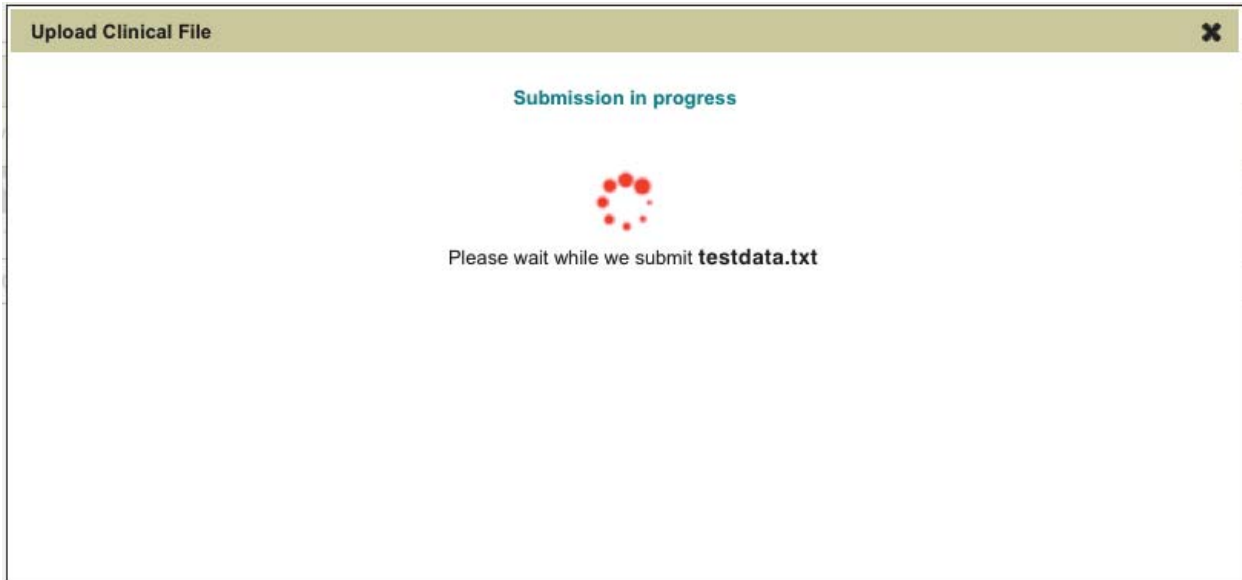


2. Press the Browse button and select the STS Harvest file you will be uploading. Comments are optional but recommended in case you need to review your upload history at a later date.

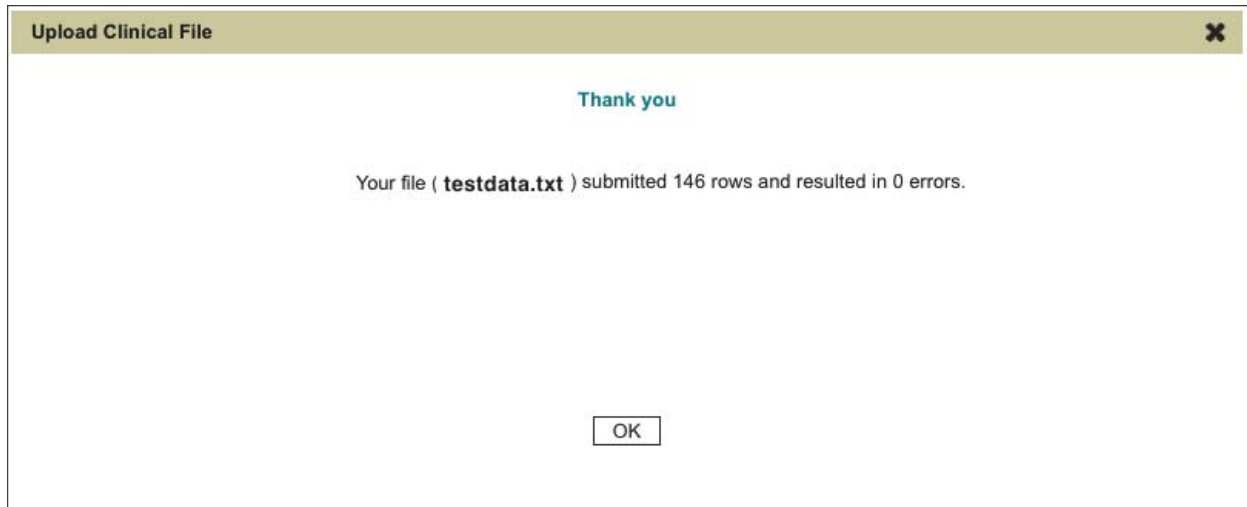


3. Press the Upload button

4. When you press the upload button the Submission In Progress message will appear for about 5 seconds while the file is being validated (row details are not read at this time):




5. Assuming your file is formatted properly, you should get a confirmation message. Press OK to close the dialog and view import status.



Upload complete

A successful upload does not mean processing is complete. It only means that the entire file has been received and confirmed to be an STS harvest file. Check the Processing column, which will show one of two possible states:

- **In Process** means each row is being read, validated, and imported into the Reporting DB.
 - You can get live updates on the number of records imported to date by pressing the Refresh button in the Uploaded Files module.
- **Completed** means all processing is finished. The data is ready for reporting.
 - You can update your cumulative upload stats by pressing the Refresh button in the Cumulative Upload Stats module.


General Hospital [Help](#) [Logout](#)

Upload History

Cumulative Upload Stats

First Surgery	Last Surgery	Valid Records
10/02/2011	12/30/2011	146

Uploaded Files

Double-click a row to view the detailed STS Processing Report.

Uploaded at	Filename	Comments	First Surgery	Last Surgery	Total Records	Valid Records	Updates	Processing
03/31/2012 0:00	testdata.txt	Test Upload for Demo	10/02/2011	12/30/2011	146	146	No	Completed

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Processing Report

Double-click a row in the Uploaded Files module to view the detailed processing report, which will appear in a pop-up as shown below. The first table displays the row that you just clicked:

STS File Processing Report ✕

Processed File Summary

This is the file that you selected. The report appears below.

Uploaded at	Filename	Comments	First Surge	Last Surge	Total Rec	Valid Recor	Updates	Matched	Not Match	Match%	Processing
10/11/2010 13:4	testData.txt	post build test	11/28/2008	06/25/2010	541	541	No	451	90	83.4%	Completed

Processed File Report

Records appear in this report if they are missing a required field (as indicated in the columns below), or if new a Surgeon NPI, duplicate, or update is detected.

Status	DataVrsr	Partic. ID	Record ID	MedRecID	Admit	Surgery	Discharge	Hosp NPI	Surg NPI	Surgeon	Duplica	Update
invalid.null_re	2.61	11000	Missing	9928688	11/18/2009	11/20/2009	11/25/2009	1962464016	1234567891	Surg2	N	N
invalid.null_m	2.61	11000	201079	Missing	11/17/2009	11/17/2009	11/23/2009	1962464016	1234567892	Surg1	N	N
invalid.null_a	2.61	11000	201045	72316370	Missing	11/13/2009	11/20/2009	1962464016	1234567893	Surg2	N	N
invalid.null_s	2.61	11000	201446	22758644	12/18/2009	Missing	12/22/2009	1962464016	1111111111	Surg1	N	N
distributed	2.61	11000	201487	22752805	12/20/2009	12/23/2009	12/27/2009	1962464016	1111111111	Surg2	N	Y
distributed	2.61	11000	666308	22682899	12/04/2009	12/04/2009	12/10/2009	1962464016	1234567891	Surg1	Y	N
invalid.null_d	2.61	11000	666127	23992868	11/18/2009	11/20/2009	Missing	1962464016	2222222222	Surg2	N	N
invalid.null_h	2.61	11000	666079	22540828	11/17/2009	11/17/2009	11/23/2009	Missing	3333333333	Surg1	N	N
invalid.null_s	2.61	11000	201045	12316370	11/09/2009	11/13/2009	11/20/2009	1962464016	Missing	Surg2	N	N
distributed	2.61	11000	201020	2304003	11/09/2009	11/11/2009	11/18/2009	1962464016	*4565456545	*New SurgNPI	N	N

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The second module (the processing report) displays records that meet one of the following conditions:

- 1) Has a null or invalid value in one of these fields (these records were NOT imported):
 - a. DataVrsn
 - b. ParticID
 - c. RecordID
 - d. AdmitDt
 - e. SurgDt
 - f. DischDt
 - g. HospNPI
 - h. SurgNPI

- 2) Contains a value that is not per the harvest coding specification (these records were NOT imported):
 - a. For example, instead of values “1, 2, 3” the file contains “yes, no, other”
- 3) Contains an unrecognized, new SurgNPI (these records were imported)
 - a. When new SurgNPI are detected they are automatically added to the “Surgeon Lookup Table” to avoid duplicate surgeons.
 - b. New SurgNPI appear in bold green font for your reference, along with the submitted Surgeon Name.
 - i. If you know that this surgeon has been imported before but see it listed in green, this may indicate a mistyped SurgNPI
 - ii. If you are importing a surgeon that is new to the Aggregate DB, then check for a green listing to confirm that the surgeon was recognized as a new, unique surgeon.
- 4) Could potentially be a Duplicate (these records were imported)
 - a. A submitted record is flagged as a potential Duplicate it shares the same MedRecN, AdmitDt, and DischDt values as a previously submitted record.
 - b. To delete a duplicate, email ceres.support@armus.com and request that we manually delete the record. Please include the HospName, RecordID, and DischDt of the record that should be deleted.
 - c. Note: if a record has a null MedRecN value, the duplicate check will not occur.
- 5) Is deemed a deliberate Update (these records were imported)
 - a. A submitted record is considered a deliberate Update if it shares the same HospNPI and RecordID value as a previously submitted record.
 - b. The most recently uploaded instance will always overwrite the previous instance.

Actions that may be performed from the Processing Report include:

- All columns can be sorted
- Press the Export button to obtain a copy of the processing report in excel
- Press the X button in the dialog header, or press the Esc button on your keyboard to close the report and return to the Home page.

Registration

Per security requirements, every person who uses the CERES application must have their own user account. So if you intend to use the CERES application, please register.

Step 1: Pre-registration

For security reasons, all requested user accounts must be approved by MSTCVS before ARMUS can create the account. ARMUS has already created many user accounts based on a list provided by MSTCVS. If you were not included in the initial list, or are not sure, please submit the following to MSTCVS:

- Required:
 - Your first and last name
 - Your email address
 - Your preferred username
 - The names of every hospital that you manage
- Optional but will facilitate a quick turnaround: the Hospital NPI for each named hospital
- Optional if you manage multiple hospitals: the text you want to see in the Ceres application header (e.g. “General Hospital” in the screen shots above).

Step 2: Registration

Assuming that the above information has been delivered to ARMUS, your user account will be created by ARMUS Professional Services.

1. Upon account creation you will receive a “Registration” email that contains a unique Registration URL that is specific to your user account.
2. Access the Registration URL and reset your password
3. Wait for the confirmation page

Step 3: Login

Once your registration is complete, follow the instructions (documented above) on How to Use CERES.

Appendix A: FAQ

Some frequently asked questions:

1. The images in the user manual (this document) show that a text file (*.txt) is being uploaded. The CERES Application will accept both text files AND the STS Harvest format (*.dat).
2. You must rename the files that you intend to upload. Otherwise if you need our help with a specific file, we won't be able to tell which file you are talking about. Acceptable conventions include today's date, or the date range found within the file.