



## **DATA SUBMISSION TECHNICAL GUIDE**

# **Process Intelligence Performance Engine (PIPE): Data Submission Instructions**

Version 1.3

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### **Sharing Data Files and Protected Health Information (PHI) Securely**

Email is **NOT** a secure mode of data transmission. Do **NOT** send any patient-specific information to MNCM via email.

For secure data transfer options, contact [support@mncm.org](mailto:support@mncm.org).

## SUMMARY OF CHANGES

### Version 1.1 to 1.2

- sFTP upload process has been replaced with new secure file hosting system
- Updated data upload client language and instructions
- Re-ordering of some information

### Version 1.2 to 1.3

- Process to replace imported data files has changed. Changes addressed in the process flow, portions of Step 5 addressing data corrections, and the removal of references to file naming conventions.
  - It is no longer necessary for a replacement file to share the same file naming convention as the file being replaced.
- Added Archiving Imports section to clarify Archive Imports functionality.

## ABOUT PIPE

MN Community Measurement's (MNCM) Process Intelligence Performance Engine (PIPE) is designed to quickly analyze data received from a medical group to calculate the denominator, numerator, and rate summaries for MNCM's entire suite of measures using one set of data files. The PIPE Data Submission Instructions document contains the steps to import prepared data into the PIPE application data tables.



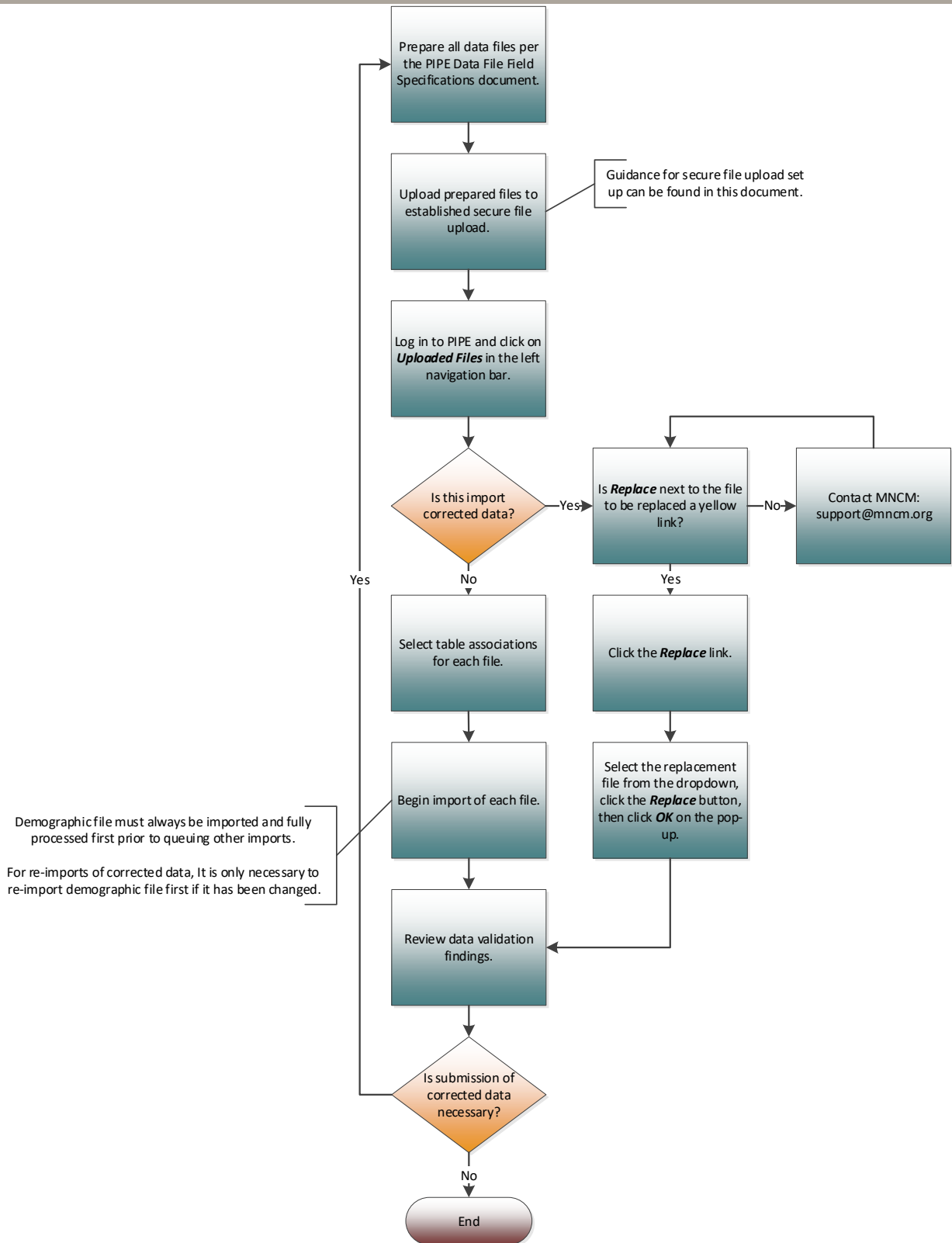
### 📍 PIPE Portal URL:

- <https://portal.mncm.org/login>

### 📍 Additional PIPE Resources:

- [PIPE Registration Guide](#)
- [PIPE Data File Field Specifications](#)

## DATA SUBMISSION PROCESS FLOW



## DATA SUBMISSION PROCESS STEPS

Data submission includes the import of patient-level data into the PIPE application data tables for later use in measure calculation.



### **Step 1: Prepare data files**

Utilize the latest [PIPE Data File Field Specifications](#) document, and the [PIPE PRO Assessment Tool Reference](#) document when applicable, to create all data files for upload and import.

### **Step 2: Upload data files**

Upload prepared CSV format files. If necessary, refer to the [Data File Creation Tip Sheet](#) for instruction on creating a CSV file using Excel.

- Obtain a secure file upload Username and Password from MNCM by contacting [support@mncm.org](mailto:support@mncm.org).
- Secure Upload credentials:
  - Host Address: <https://upload.mncm.org>
  - Protocol: HTTPS
  - Logon Type: Normal

### **Step 3: Set up data table associations**

- Log into PIPE and click on **Uploaded Files** in the left navigation bar (Figure 1).

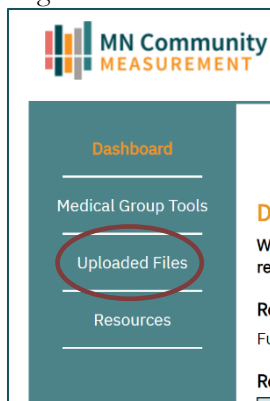


Figure 1

- Newly uploaded files will appear under Uploads.
  - Select associated table for each file (Figure 2-A).
  - Click **Add** (Figure 2-B).

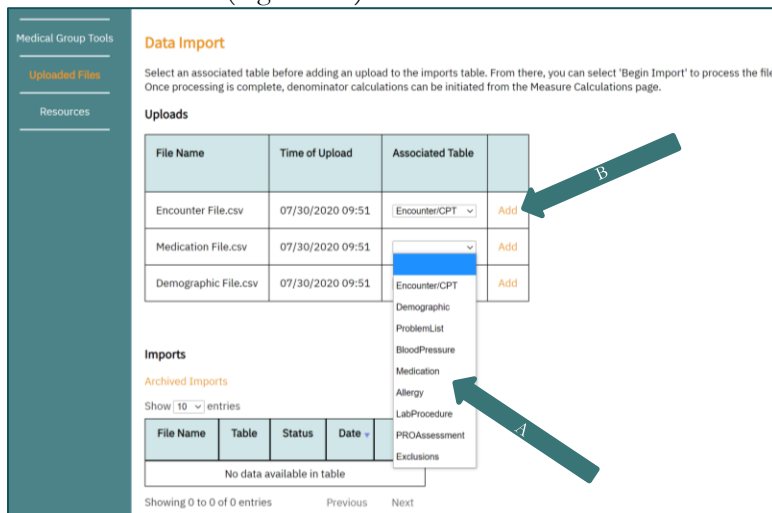



Figure 2

### Step 4: Import data



The Demographic file must always be imported and fully processed prior to the import of any associated clinical data files. The data in the Demographic file lays the groundwork for the storage and association of all other data.

- Click **Begin Import** on the Demographic file (Figure 3).

Imports							
Archived Imports							
Show 10 entries							
File Name	Table	Status	Date				Error Rate
Test Medical Group 2_CRC Demog 12.21.22.csv	patient	Finished	12/21/2022 18:41	Begin Import	Replace	Archive	0 out of 93 - 0.0%

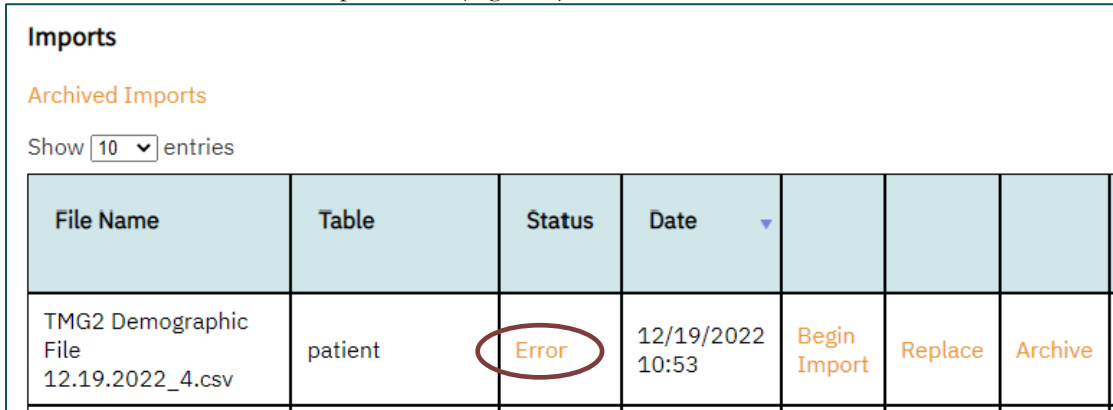
Figure 3

**Step 5: Review data validation findings, if applicable**

Once import is complete, if the message in the Status column of the Imports table indicates **Finished**, the import was completed successfully without data validation issues. If the message in the Status column indicates **Error**, data validation findings must be reviewed.


To review validation issues:

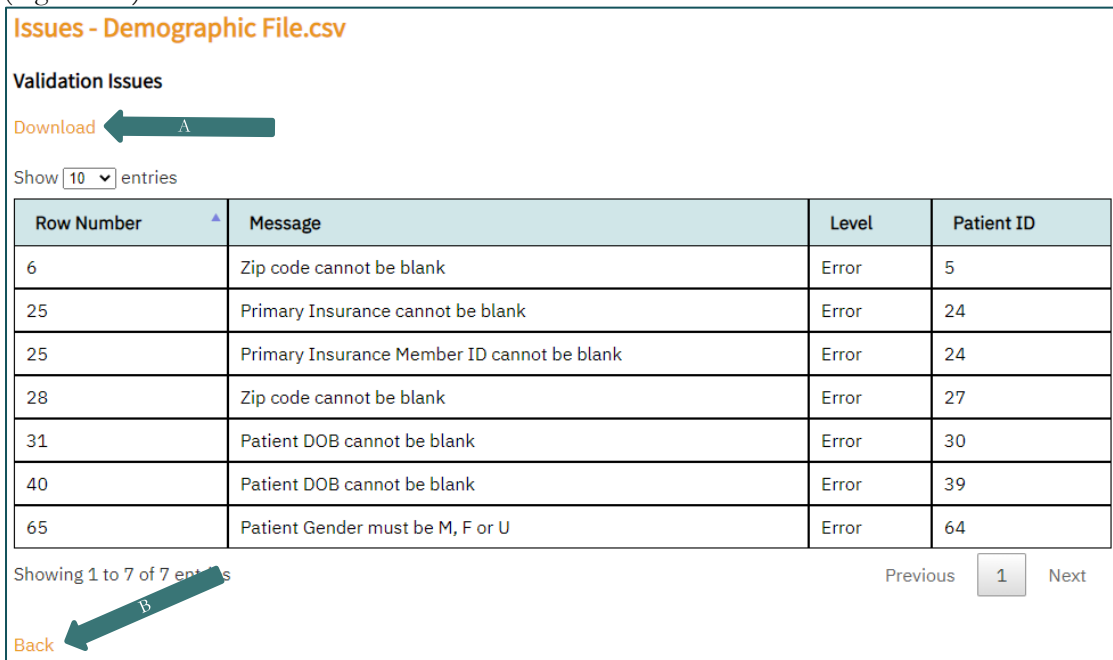
- Click the **Error** link in the Import table (Figure 4).



File Name	Table	Status	Date			
TMG2 Demographic File 12.19.2022_4.csv	patient	Error	12/19/2022 10:53	Begin Import	Replace	Archive


Figure 4

- The Validation Issues table and/or Process Errors table will be displayed for review (Figure 5).
  -  Rows with errors are not written to the data tables. Contact [support@mncm.org](mailto:support@mncm.org) with questions.
  - Reports of the data in the Validation Issues or Process Errors tables may be downloaded by clicking the **Download** link (Figure 5-A).
- Once review of validation issues is complete, return to the Uploaded Files page by clicking **Back** (Figure 5-B).



**Issues - Demographic File.csv**

Validation Issues

[Download](#) 

Show  entries

Row Number	Message	Level	Patient ID
6	Zip code cannot be blank	Error	5
25	Primary Insurance cannot be blank	Error	24
25	Primary Insurance Member ID cannot be blank	Error	24
28	Zip code cannot be blank	Error	27
31	Patient DOB cannot be blank	Error	30
40	Patient DOB cannot be blank	Error	39
65	Patient Gender must be M, F or U	Error	64

Showing 1 to 7 of 7 entries Previous  Next


[Back](#) 

Figure 5

To import corrected data:

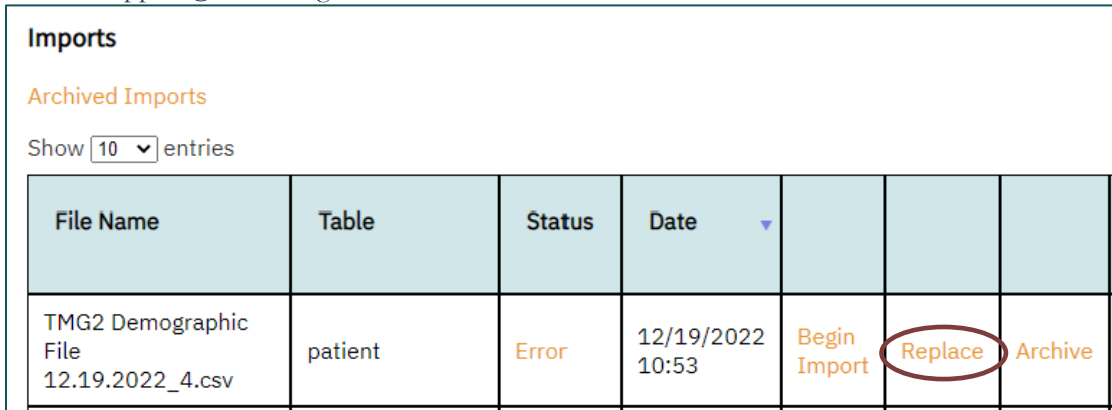


This process completely overwrites/replaces all data associated with the file being replaced.

- Correct data errors following the PIPE Data File Field Specifications, making query corrections as needed.
- Create a new import file and place this new file in the secure file hosting system associated with PIPE.

On the Imports table, click **Replace** on the file that must be overwritten (Figure 6).

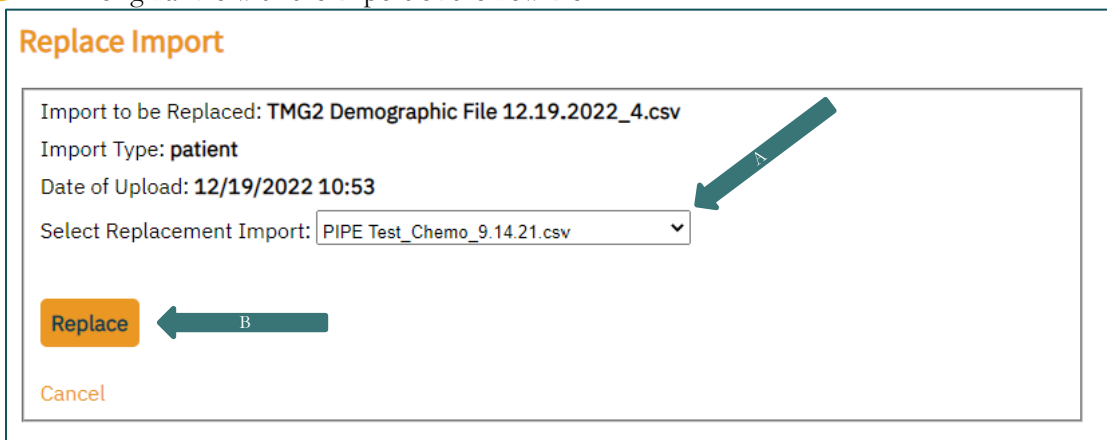
- If **Replace** text next to the file name is black and not an active link, contact [support@mncm.org](mailto:support@mncm.org).



File Name	Table	Status	Date			
TMG2 Demographic File 12.19.2022_4.csv	patient	Error	12/19/2022 10:53	Begin Import	Replace	Archive

Figure 6

- Select the name of replacement file from the Replacement Import dropdown (Figure 7-B) and click **Replace** (Figure 7-B). Then click **OK** on the confirmation pop-up.
  - Clicking OK on the confirmation on the pop-up automatically kicks off the removal of the original file with the import of the new file.

**Replace Import**

Import to be Replaced: **TMG2 Demographic File 12.19.2022\_4.csv**

Import Type: **patient**

Date of Upload: **12/19/2022 10:53**

Select Replacement Import:

**Replace**

Figure 7

Once the Demographic file has successfully been imported and processed, complete Steps 4 and 5 on remaining files. Data import (Step 4) may be started on all remaining files at once. Imports will be queued by the system.



## ARCHIVING IMPORTS

To keep the list of files in the Import table manageable, the Archive feature may be used.



Clicking **Archive** next to a file moves the file from the Imports list to the Archived Imports page (Figure 8).

**Imports**

[Archived Imports](#)

Show  entries

File Name	Table	Status	Date				Error Rate
Test Medical Group 2_CRC Encounter 12.27.22.csv	encounter	Finished	12/27/2022 11:10	Begin Import	Replace	<b>Archive</b>	0 out of 93 - 0.0%

Figure 8

Archived imports can be viewed via the **Archived Imports** link (Figure 8).

- Important notes on Archived Imports:
  - ⚠ Archiving a file **does not** remove the data from PIPE.
  - ⚠ Archived files cannot be replaced unless they are moved back from the Archived Imports page to the Imports table using the **Un-Archive** link (Figure 9).
    - Once the file is returned to the Import table, the file can be replaced.

**Archived Imports**

File Name	Table	Status	Date		Error Rate
EK_Lab-Proc.csv	procedure	Finished		<b>Un-Archive</b>	0 out of 62 - 0.0%

[Back](#)

Figure 9



- **Data File Format:** Files must be in UTF-8 encoded CSV format. Steps to create a CSV file can be found in the [Data File Creation](#) tip sheet.
- **File Import Order:**
  - Demographic files must be submitted and fully processed before all other file types.
  - Do not attempt to process/queue more than one file of the same type. Wait until the previous file of a given type has successfully completed import before beginning the import of another file of the same type (e.g., two Demographic files).
- **During Import:**
  - A status bar will appear in the Status column of the Import table. The status bar displays the import progress along with estimated time to completion (Figure 4). The status bar will automatically update every 30 seconds.
  - The PIPE User completing the import action, as well as the registered Primary Contact, will receive an autogenerated email when data import is complete for each file.
- **Validation Issues/Process Errors:**
  - MNCM understands that a certain level of data errors is unavoidable. Errors and warnings must be reviewed to decide if found issues are reasonable or if corrections are needed. Contact [support@mncm.org](mailto:support@mncm.org) with questions.
  - Individual records indicating Error in the Error Level column were not written to the data tables. To successfully write these records to the data tables, these data must be corrected in the data file via query adjustments and/or source data cleaning and the corrected file re-imported.
  - Records indicating Warning in the Error Level column may be an indication of data errors. Review and investigate warnings to verify that data is correct.
  - Process Errors:
    - Records with Process Errors are not written to the data tables.
    - Certain characters and data delimiters can produce Process Errors (e.g., double quotation marks in the middle of a text string [O”Hare vs. O’Hare], foreign language characters [Báñez vs. Banez], commas in the middle of a data element [10,000]).
    - Generally, Process Errors are minimal, but MNCM encourages building logic into queries to remove unexpected characters and delimiters that could cause processing issues.
    - MNCM will review any errors identified during initial onboarding with the medical group to provide guidance where necessary.