
ACCESSING OBQM REPORTS

To access OBQM Reports:

1. Access the HCFA OASIS System in your state.
(Figure 1.)
2. Select HHA OBQM Reports.

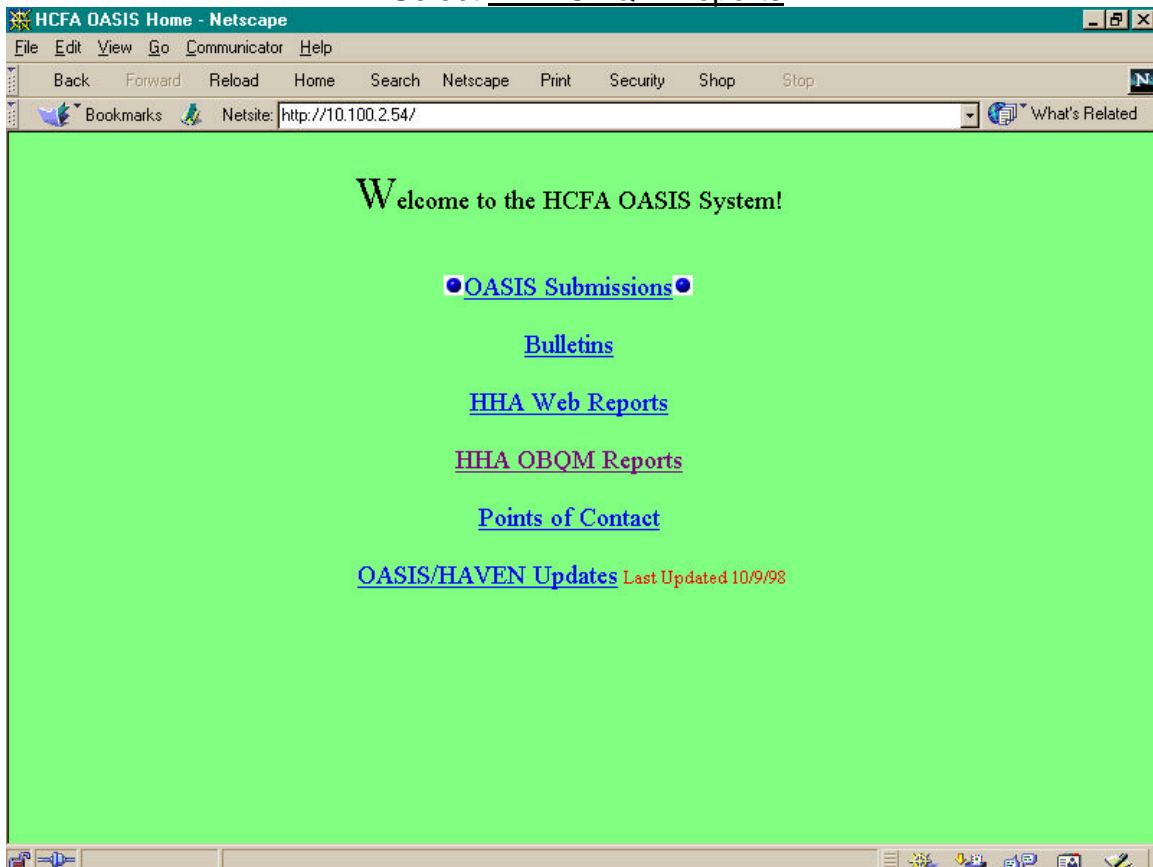


Figure 1. HCFA OASIS System—Welcome Page

3. The OBQM Online Reports page will display. If you are a first-time user, select Datawindow Report Viewer Plug-In. (Figure 2.)

NOTE: If you have previously downloaded the plug-in for use with the HHA Web Reports, it is not necessary to download it again.



Figure 2. OBQM Online Reports Page

4. A Save As box will display. (Figure 3.)

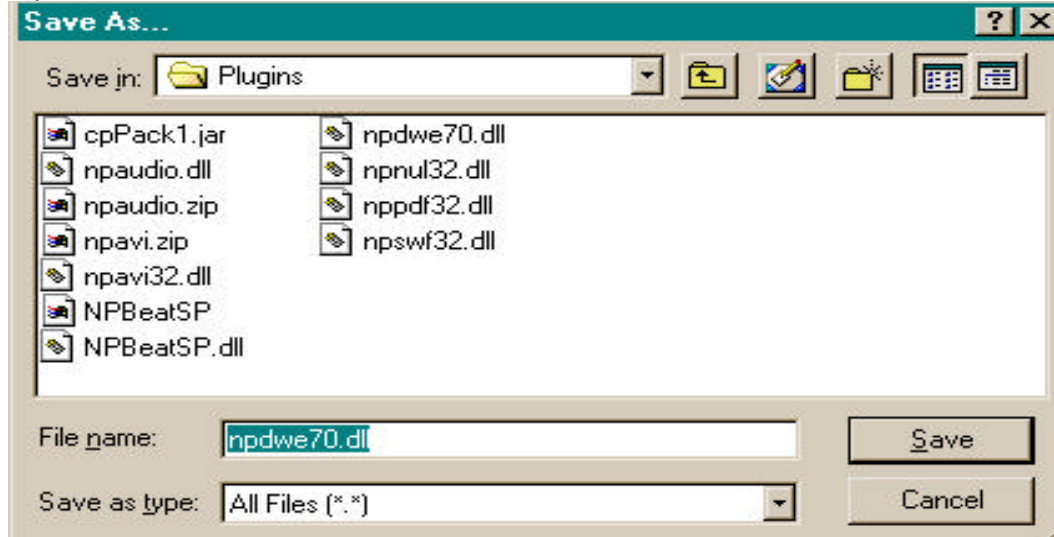


Figure 3. OBQM Online Reports Page Save As Box

If you are using **Netscape**:

Save the file to C: (where C is your hard drive)
C:/ProgramFiles/Netscape/Communicator/Program/Plugins.

If you are using **Internet Explorer**:

Save the file to C:/Program Files/Internet Explorer/Plugins.
Note: If this directory does not exist, save the file to
C:/Program Files/Plus!/Microsoft Internet/Plugins.

5. After saving the plug-in, you will return to the OBQM Online Reports page. (Figure 2.)
6. Select List OBQM Reports.

7. The Online Reports Login page will display. Enter your agency login name and password. Point and click on the **OK** button. (Figure 4.)

NOTE: This login name and password are the same as that used to submit your OASIS data.

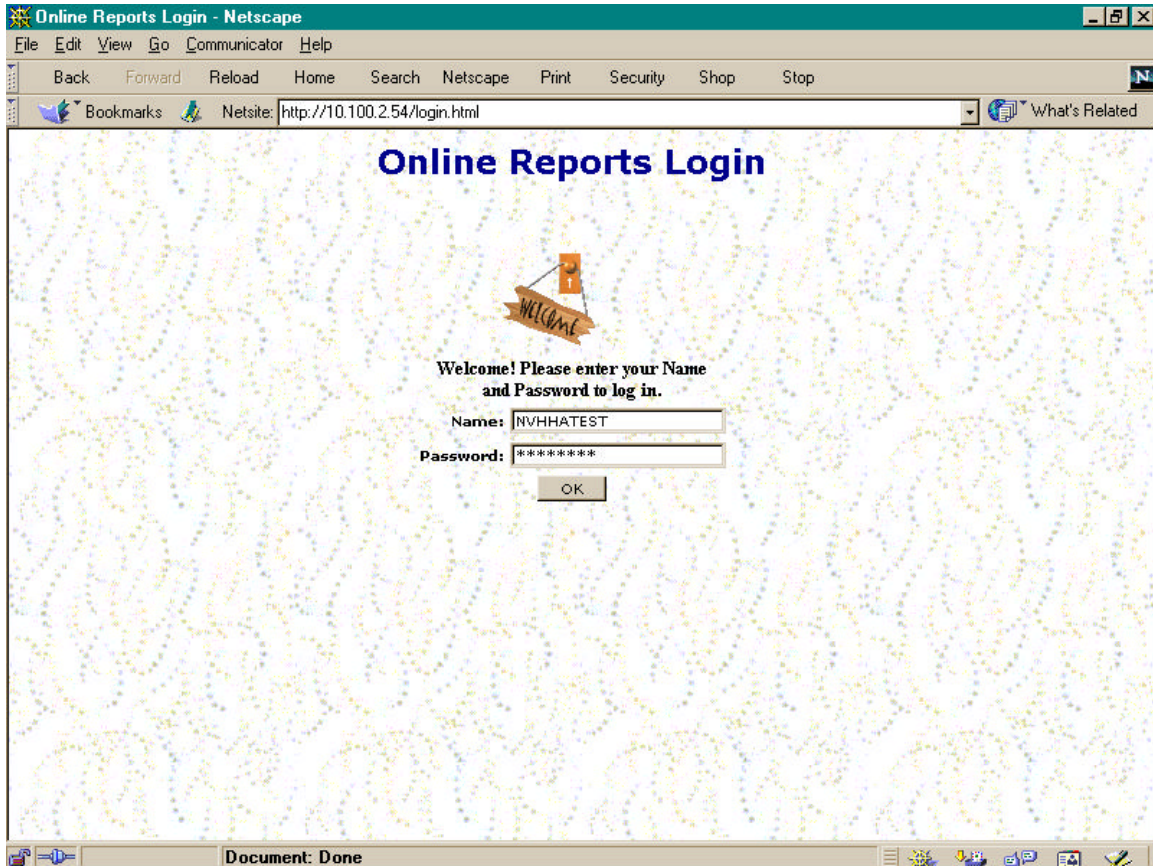


Figure 4. Online Reports Login Page

8. The Report Request & Response page will display. The left window is the report request section for this page. The right window is the report response section for this page. (Figure 5.)

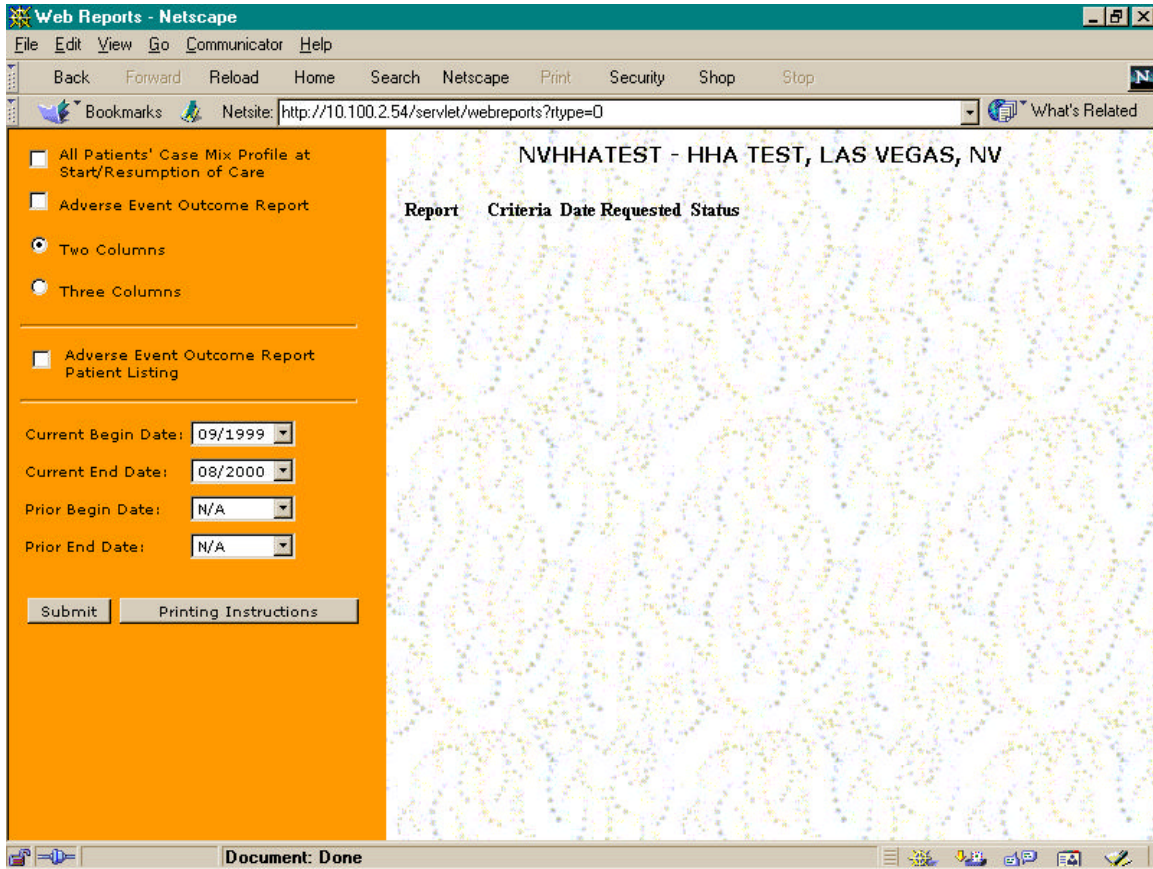


Figure 5. Report Request & Response page.

REQUESTING OBQM REPORTS

1. To select a report to be requested, click the check box preceding the desired report name. Multiple reports can be requested in the same submission by clicking multiple check boxes. (Figure 6.)



Figure 6.

The following OBQM Online Reports are available:

- All Patient's Case Mix Profile at Start/Resumption of Care
 - Adverse Event Outcome Report
 - Adverse Event Outcome Report Patient Listing
2. The Case Mix Report and the Adverse Event Outcome Report default to a two-column report, but a three-column report is also available for these.

The two-column report displays an agency's current mean values on all measures as well as a (national) reference sample of home health patients.

The three-column report includes a comparison of the prior period as well.

3. Click the radio button preceding the desired format. (Figure 7.)

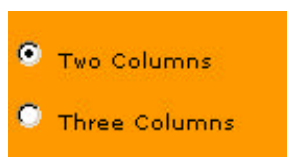
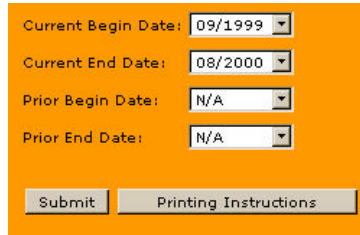


Figure 7.

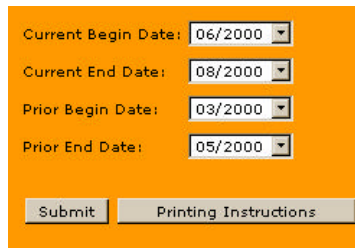
4. When requesting reports, date ranges may be changed to suit the requestor's needs. The default reporting date for the two-column format is a 12 month period ending 2 calendar months prior to the current month. Since the two-column format does not include a comparison of the prior period, the drop-down boxes for "Prior Begin Date" and "Prior End Date" will display as "N/A". (Figure 8.)



The screenshot shows a form with four date selection fields and two buttons. The fields are: Current Begin Date (09/1999), Current End Date (08/2000), Prior Begin Date (N/A), and Prior End Date (N/A). The buttons are labeled "Submit" and "Printing Instructions".

Figure 8.

The default reporting date for the three-column format includes both current and prior periods. The current date range for the three-column format is a 3 calendar month period ending 2 calendar months prior to the current month. The coinciding prior date range defaults to a 3 calendar month period prior to the current date range. The requestor may use the default date ranges or enter other desired date ranges. (Figure 9.)



The screenshot shows a form with four date selection fields and two buttons. The fields are: Current Begin Date (06/2000), Current End Date (08/2000), Prior Begin Date (03/2000), and Prior End Date (05/2000). The buttons are labeled "Submit" and "Printing Instructions".

Figure 9.

5. After desired dates are entered, click on the **Submit** button located in the bottom left corner of the page. (Figure 9.)

- A response box will display stating that the report request has been submitted and that the requestor should log off and return later to retrieve the report. (Figure 10.)

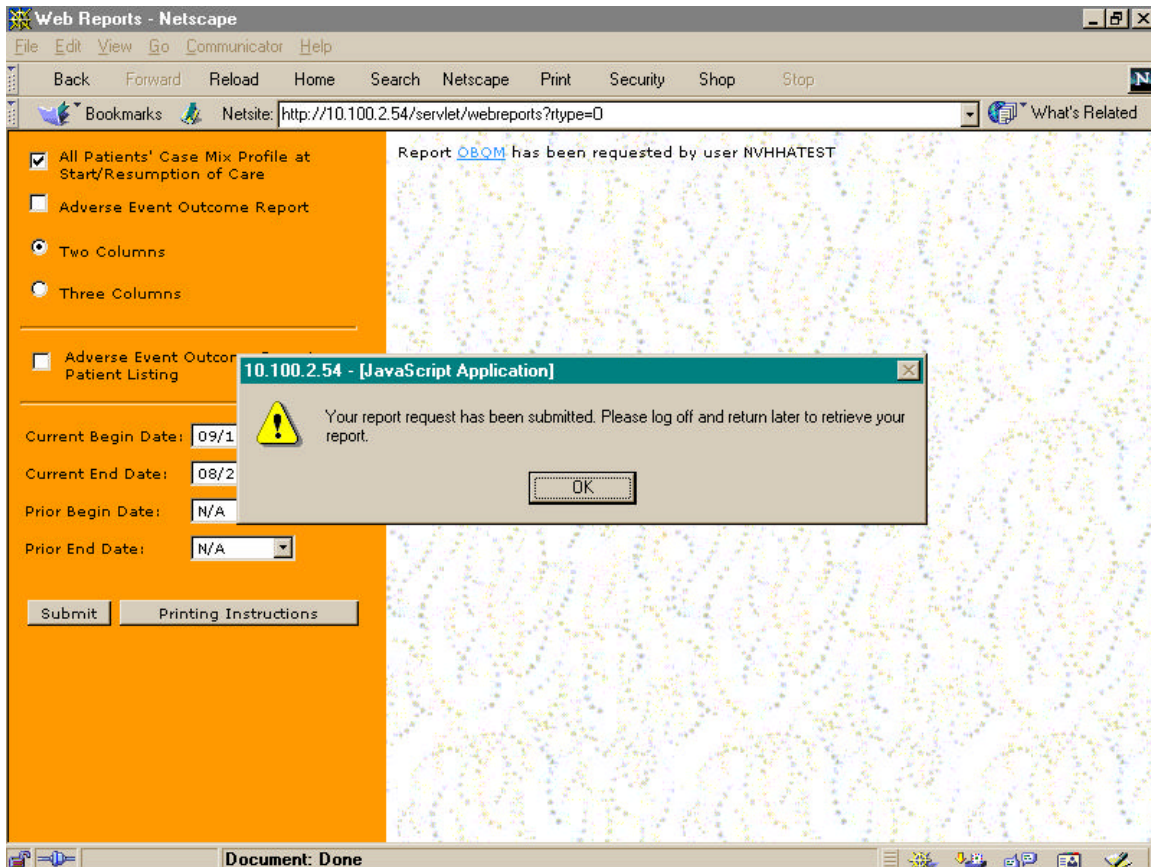


Figure 10. Submission response message.

- Point and click on the **OK** button. (Figure 10.)

8. The Report Request & Response page will display once again. The newly requested report with a status of Requested will display at the top of the requested reports list. (Figure 11.)

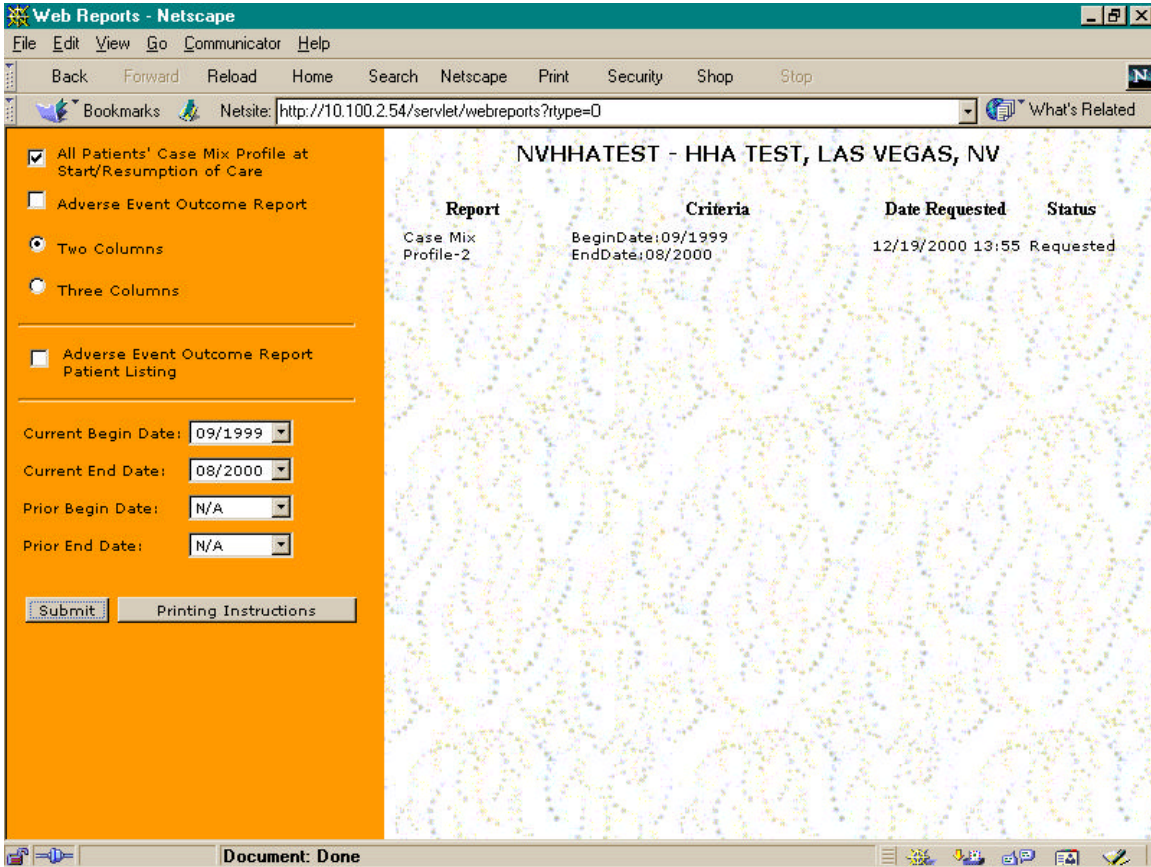


Figure 11. Report Request & Response page showing status of Requested.

NOTE: Since report request response times may vary, the requestor should now log off and return later to retrieve the requested report.

VIEWING COMPLETED OBQM REPORTS

1. To view a completed report, return to the OBQM Report Request & Response page.
2. A listing of previously run reports for your agency will display on the left side of the page in the response window. In order to view a report, click on the name of the desired report. (Figure 12.)

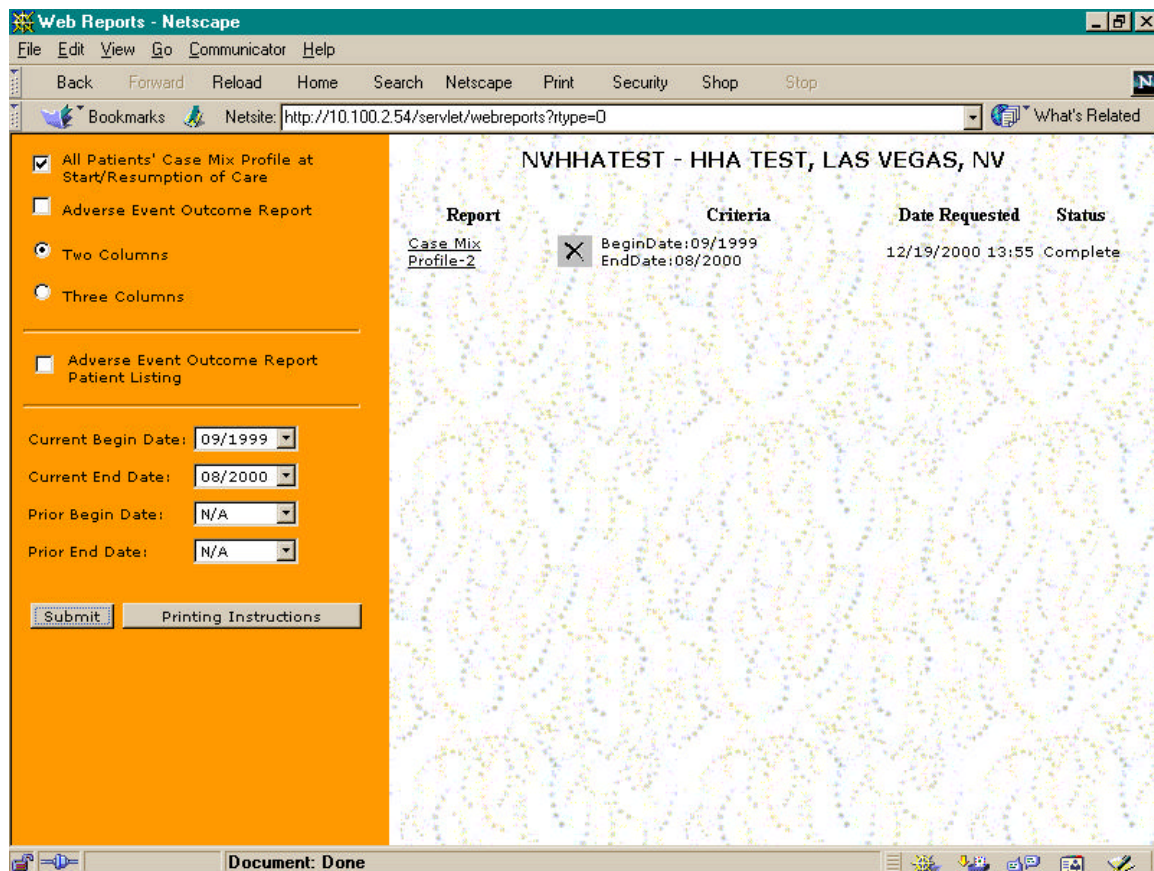


Figure 12. Report Request & Response Page.

NOTE: The criteria used for each report, the date it was requested, and the status of the report will also display. Use this information to select the desired report when multiple reports are listed.

3. There is also a Delete Icon present next to previously run reports when the status is listed as Complete. Use this icon to delete this report from the report listing.



1. In order to print, while viewing a report you must right click anywhere on the report and select print from the menu that pops up. The Print Icon in your browser will not print the report. (Figure 13.)

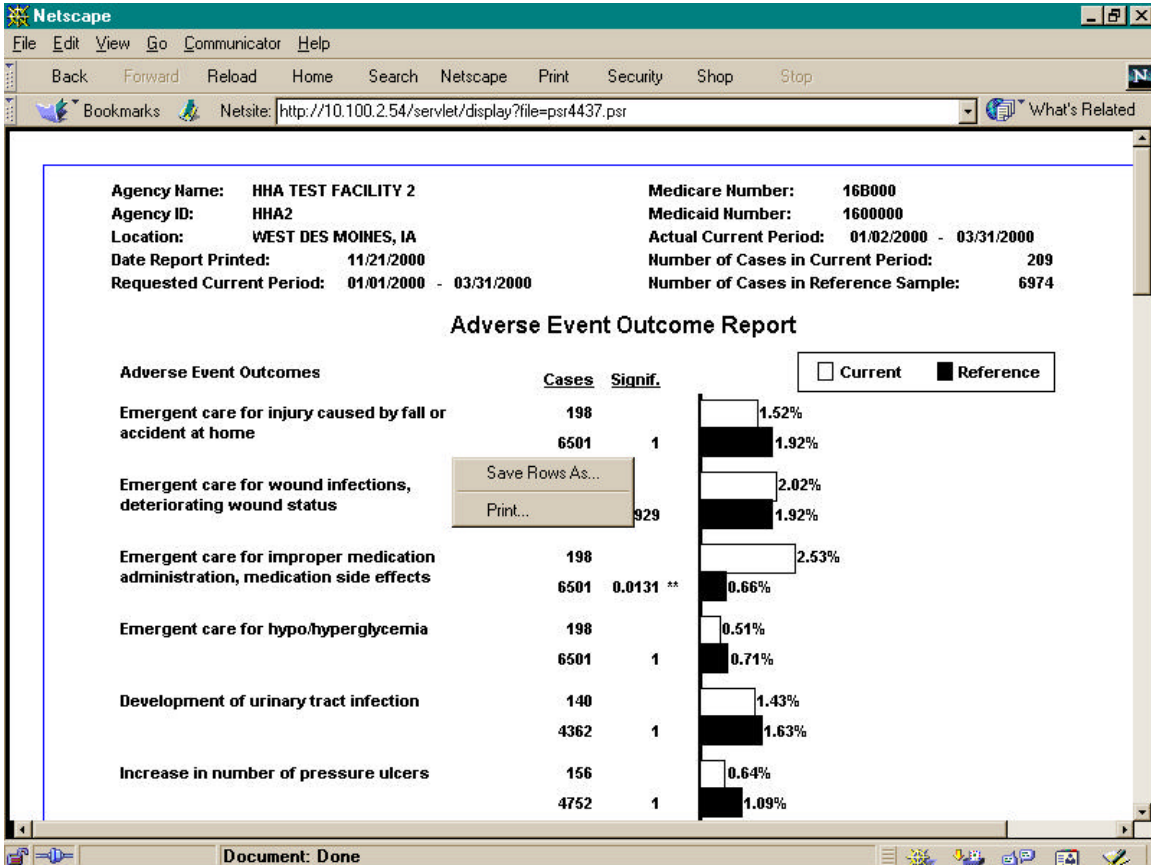


Figure 13. Printing OBQM Online Reports

2. The requestor is given the option to Print or Save Rows As. (Figure 14.)

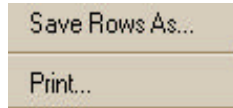


Figure 14.

3. To save the report to disk, select the **Save Rows As** button. A Save As box will appear. (Figure 15.)

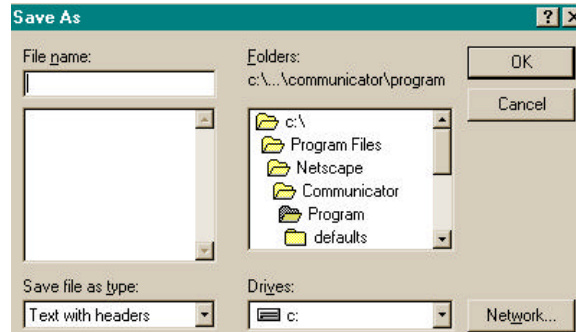


Figure 15.

4. Select the folder in which to save the report and then type the desired file name. Click the **OK** button. (Figure 15.)