Michigan Health System Testing Repository (HSTR)

Health System Testing Registration and User Guide
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1.0 - Getting Started: Health System Testing Repository (HSTR)

Overview
This document is provided as an instructional guide by the Michigan Department of Health and Human Services (MDHHS) for collecting and recording relevant information on Eligible Professionals (EP) and Eligible Hospitals (EH) (collectively referred to as providers) that test with one or more of the Public Health agencies for promoting interoperability or system on-boarding purposes.

By registering in Health System Testing Repository (HSTR), users can provide the required information to inform the State of Michigan of their intent to become connected to a particular public health system. Depending on whether the user represents an Eligible Professional (EP) or Eligible Hospital (EH), the user can provide information relevant to:

- Michigan Birth Defects Registry (MBDR),
- Michigan Birth Registry (MBR),
- Michigan Care Improvement Registry (MCIR),
- Michigan’s Dental Registry (MiDR),
- Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR),
- Michigan Disease Surveillance System Electronic Lab Reporting (MDSS-ELR),
- Michigan Syndromic Surveillance System (MSSS),
- Michigan Cancer Surveillance Program (MCSP), and
- Newborn Screening – CCHD (NBS-CCHD)

2.0 - Accessing Health System Testing Repository (HSTR)
The Michigan Health System Testing Repository (HSTR) is accessible to users by navigating to the following URL: https://mimu.michiganhealthit.org/
The Main page provides a programmatic overview as well as links to create a new registered account or log into the application as a returning user.

3.0 - New User Registration

(1) To gain access to the application, you must become a registered user. To start this process, select the **Register** button under the Create a new account or select **Register** in the top right navigation.

(2) Upon selecting **Register**, a pop-up window appears with information required to be entered for a user account. Fields with a red asterisk * are required to be completed.
(3) The user must select Register button once all fields have been completed. If the user attempts to register on the registration page but has not completed all the required fields, error messages appear to complete any incomplete fields. The user must complete these fields before the user can successfully complete the registration process.
Important Registration Notes:

- The e-mail address added in the registration process becomes the user’s username.
- The phone number entered is used for contacting the user and/or the user’s organization about issues, next steps, etc. For this reason, please enter a valid phone number.
- The password must be a minimum of 8 characters and include: an uppercase letter, lowercase letter, a number, and special character (!@#$).

(4) Once all the required fields have been completed, select the Register button.

(5) The system automatically sends an e-mail to the e-mail address provided to verify the authenticity.
(6) Follow the instructions in the e-mail to confirm the account. Once the account is confirmed, the user can access the application.

If the e-mail has not been confirmed, the system does not allow the user to gain access to the site. The user is prompted with following error message: “You must have a confirmed email to log on. The confirmation token has been resent to your email account.”

(7) To gain access to the application, the user may now select the log in button or the Log in navigation item located in the top right:

(8) A pop-up window appears with the login credentials. Enter the account login credentials and select Log in button.
4.0 - Forgot Password

If the user had successfully completed the registration process, but forgot their password, there are a few steps he/she can take to reset it.

(1) When a user attempts to login with an incorrectly entered password. The system automatically prompts the user with the following error message:

Invalid username or password. Please try again.

(2) When the user needs to recover their password, he/she may do so by selecting Forgot your Password? on the Log in pop-up window.
(3) The user is required to enter the e-mail address added during the registration process. Once entered, select **Email Link** icon.

![Email Link Icon](image)

(4) The user receives an e-mail that navigates him/her to a reset password page.

(5) Enter the user account e-mail address with the new password and select **Reset** button.

![Reset Password Form](image)

(6) The user receives a confirmation that the reset was successful and can access the application by selecting **click here to log in**.

![Reset Password Confirmation](image)

**4.1 – Account Lockout**

1) User is required to log in to the application every 180 days. If the user is locked out of the application he/she can use the password reset process described above to unlock their account.
The user will see the message above and will be prompted to follow the password reset process to unlock their account.

5.0 - HSTR Application

When a user logs into the application, they are directed to their home page. In most instances, a new user does not have any organizations tied to their account yet.
The Health System Testing Repository collects data separated into levels: organization, registration, facility, and provider. The organization is the highest level of information collected. Within the organization, the application collects additional information that segments the data into registration, facility, and provider information. A registration is a compiled list of one or more facilities that share a common Electronic Health Record (EHR) and share the same registration type (eligible hospital or eligible professional). Within each registration, there are facilities that represent the actual physical address that submits health system reporting from the individual professionals (known as providers).
Below is a sample of how the data is collected:

5.1 – Home and Navigation Menu

5.1.1 – Home

The Home Page is where most users will be directed on login. It can also be accessed by clicking the home link or MDHHS image in the navigation bar at the top of the page.
The Home page is designed to help you quickly view and update your organization’s information. Each quick link will help navigate you to the place in the main workflow needed to update the associated information. If you are missing information needed for that task selected it will direct you to add it first.

The Data tables contains all the active information you have access to separate into the different levels inside. To view and archived or deleted information you will have to navigate to the Achieved page under the Data dropdown in the main navigation.

5.1.2 – Navigation Men
The navigation menu enables users to quickly access applicable information.

- **Home** – Navigates the user to the main screen that contains information regarding the organization(s) associated to the user.
- **Data** – This is a drop down for links to information not in the main workflow
  - **OIDs** – Navigates to table that the user can view all OIDs that are currently tied to them.
- **Manage Contacts** – If the user has already completed the workflow it will navigate to a page that they can see and update their organizations contacts. If the user has not completed the workflow they will be redirected to add one.

- **Archived and Deleted** – Navigated the user to a page where they can view and un-archive/un-delete their organizations’ data.

- **Promoting Interoperability Confirmation Letter** – If the user has already completed the workflow it will navigate to a page that they can generate a promoting interoperability letter for one of their registrations. If the user has not completed the workflow they will be redirected to add one.

- **User Information** – Displays the user logged into the system through their validated email address. By selecting the username, it navigates the user to the individual account information. The User can update profile information or reset password (NOTE: The User Account information is located next to the Log Off item in the navigation).

- **Log Off**

### 5.2 – Organizations
Organizations are the top level of information tracked in HSTR.

#### 5.2.1 – Add an Organization
(1) The user can add organizations by selecting the **Add Organization** button on the home page then Add organization button on the organization page.
(2) The user will be redirected to the add organization form.

The Organization Name must be a unique name. When you attempt to enter an organization that already exist, they will be able to request access to the existing organization. **Please do not attempt to create a new organization if one already exist in the system by changing the name.**
Instead, select the **Request Access** button. By selecting this, it automatically sends an email to the organization’s data owner to add you as a user to view the information. Please be aware that your name and email address are provided to the organization’s data owner.

(3) Once the unique organization have been added, select the **Save & Continue** button.

a. If any required fields were not successfully completed, the application prompts the user with any error messages with the fields required to be added.

b. If no errors exist, a message displays that the organization was submitted for approval.

c. At this point there is nothing else you will need to do. A HSTR representative will review your request. When you are approved you will receive an email prompting you to fill out more information in your organization and finish applying.

### 5.2.2 – Edit an Organization

When an organization is successfully added to Health System Testing Repository (HSTR), it appears on the Organization List page. The organization details provides the organization name, the organization OID, Owner, and Qualified Organization:
(1) To view or edit additional organization details, select the **Continue>>** button. This will put you in the workflow for the selected organization.

When an organization is created, the **Organization OID** is not added. This will be set when you create your first facility that requires an OID.

### 5.2.3 – User Management

(1) After adding an organization the next step of the workflow is managing the users that will be able to modify / view the organizations information. The User Management of the organization appears with any users added to the organization. If no users have been added, the table states: No data available in table.

For each organization created within the Michigan Health System Testing Repository, there is a singular ‘owner.’ By default, the owner is set to the user that created the organization. This value represents the person responsible for entering information as it pertains to the public health system requirements. This person is accountable for the integrity of the organization, registration, facility, and provider information. When the organization’s owner must be modified, please contact applicationsupport@mphi.org.

The owner has the ability to add users to their organization by clicking the add user button on the User Management page.
Add Users

(1) Owner and Full Access users of an organization can add users by selecting Add User icon.

(2) When Add User is selected, a pop-up window appears to add another user’s e-mail address. Enter the e-mail address of a user you’d like to add and select Search.

(3) The application returns any results associated with that e-mail address provided. If no results return, the user can send an invitation to registered in the application by selecting Send Invite.

If the user exists within the application, it displays the first and last name of the user and a dropdown to select an access level:
There are four levels of access to organization information: Owner, Full Access, Limited Access, and Read-only.

- The Organization Owner is accountable for the integrity of the information report at the organization, registration, facility, and provider level.
  - There is only one owner per organization.
  - Only MDHHS can edit the owner of an organization.
  - An owner is responsible for adding users to organization and confirming accounts.
  - Owners can add, edit, and delete organization, registration, facility, and providers.
- Full Access users can view and Edit the organization, registration, facility, and provider information.
  - MDHHS, the Organization Owner, and other Full Access users can add and Edit users to an organization.
- Limited Access users can view and Edit the registration, facility and provider information.
  - Limited Access can add, Edit, archive, and delete registration, facility and provider information.
- Read Only users can only view the organization, registration, facility and provider information.

(4) Once you have determined the appropriate access level, select Add User.

By selecting Add User, the user appears in the users within the organization table. It displays the User First and Last Name, Access Level, Start Date (date the user was added), End Date (date the user was removed), and any further actions.
The organization’s owner will receive an email notification whenever another user has been added or invited to their organization.

The requested user receives an email notification to set up an account.

**Users within the organization**

Once a user is added to an organization, the owner and full-access users can modify user’s permission levels, remove access and reactivate access to deactivated accounts in the organization. All users can view other user’s information by selecting **View User** under the **Actions**.

**5.3– Registrations**

Once you are completed with users that have access to your organization hit Save & Continue. The next step of the workflow is to add a registration. The registration page for the organization appears. The registration details display in the table. A registration is a group of facilities and providers that share a common Electronic Health Record (EHR) vendor. Registration are separated into two provider types: Hospital and Providers. This is due to different promoting interoperability eligibility requirements for hospitals and providers.
5.3.1 – Add a Registration

To add a registration navigate to the registration page in the workflow and select the Add Registration button. The next page will required the registration details to be added.

**Registration**

![Registration Page](image)

**Field definitions:**

- **Registration Type** – The user may select Hospital or Professional. By default, the registration type is Professional. This determines what public health systems are available for the group of eligible facilities/providers. This value cannot be altered once created.

- **Registration Name** – Many users have multiple registrations. This field is used as an identifiable field to help users easily differentiate their registrations. The registration name must be unique within the organization. When it is not unique, an error message appears:

- **Our EHR system is** – The selection determines whether the Electronic Health System is leased or shared with other organizations. This field allows for multiple organizations to standardize their EHR Vendor and EHR Product / Version to the organization that hosts or leases the Electronic Health System. To determine what selection should be made, the following guidelines should be taken into consideration:
• Select **Leased/Shared to other organizations** when your organization allows other private practices that are not affiliated with your organization to lease or share the Electronic Health System that your organization financed. When this is selected, other organizations have the ability to determine that the EHR Vendor used in your registration is also used by the private practice.

• Select **Leased/Shared from another organization** when your private practices have an agreement/contract with another organization that hosts an Electronic Health System that your practice may access.

• Select **only used by this organization** when your organization does not contract/lease and hosts the Electronic Health System.

**EHR Host Organization** – When the registration is **Leased/shared from another organization**, the user must determine the EHR host organization. A selection is available for the organization name, EHR Vendor, and EHR Product/Version.

When a user selects the EHR host organization, the EHR Vendor, EHR Product / Version, HL7 Version and configuration fields automatically populate with the host organization’s information.

**EHR Vendor** – The Electronic Health Record Vendor name.

**EHR Product / Version** – The name and version of the product used by the EHR Vendor.

**EHR Implementation Date** – The date the Electronic Health Record System was implemented at the organization.

**HL7 Version** – Defined versions of HL7 message standards set by Certified Electronic Health Record Technology (CEHRT).

**Is EHR configured to capture the MCIR HL7 Fields?** – Select Yes or No if the EHR used is configured to capture MCIR HL7 Fields.

**Does this Registration participate with MAPS?** – Select Yes if your registration has been approved for Michigan Automated Prescription System (MAPS) participation by the State of Michigan Department of Licensing and Regulatory Affairs (LARA).

If you choose ‘Yes’, your request will be reviewed by a MAPS Editor. Once your request is validated you will be able to generate and print the MAPS confirmation letter.

**Note** – Your request will not be submitted until you click the Save and Continue button on the Registration page.

Once the required registration information has been added, select **save** button.

A confirmation message appears that the registration was successfully created. The system automatically navigates the user to the facility step in the workflow. The user must add facilities and providers to the registration to complete the process.

**5.3.2 – Edit a Registration**

From the registrations page a user can select a registration to edit its information.
5.3.3 – Manage Confirmation Letters
The confirmation letter is a hard copy validation of the promoting interoperability milestones achieved by the facilities and providers in a given timeframe. The milestones are tracked through the promoting interoperability status.

(1) To generate a confirmation letter, on your home page click the Data menu at the top of the screen and select Promoting Interoperability Confirmation Letter.

(2) Select the Organization you wish to use from the drop down provided.

(3) Select the Registration you wish to use from the drop down provided. Click Continue.

(4) The Registration details appears including the Public Health Systems the providers participate in. Letters may be generated for any of the public health systems the provider participates with.
To generate a new promoting interoperability confirmation letter or MAPS letter, select the status from the Promoting Interoperability Status dropdown box of the public health system for which the letter is desired and then click on the Generate New button.

NOTE: If you select the (Default Letter) option for the Promoting Interoperability Status, the system generates a letter that includes all facilities and all statuses achieved with that public health system.

The system creates the letter and applies a date and time stamp to the letter. The system will notify you of the completion of the letter with a message banner. The message will inform you of the date and time stamp applied to the letter you generated so you know which letter to select from the Created Letters dropdown for viewing.

Click the Download action button to display your letter in pdf format. This letter will be retained by the system and you will be able to access this letter at any point in the future. If you have previously created a letter and would like to view it, select the letter’s date and timestamp from the Created Letter dropdown and select Download.
5.3.4 – Manage Contacts

There are two types of contacts that are stored within the Michigan Health System Testing Repository (HSTR) Facility and Public Health System contacts.

The Facility contact is staff within the organization whose responsibility is to be a liaison between public health editors and internal organization staff. This individual handles any communications that are necessary between a facility, such as any provider clarifications, facility address information, etc. The facility contact is added when a facility is added to a registration (if applicable, see 5.4.1 – Add a Facility).

The Public Health System contact is staff within the organization whose responsibility strictly deals with a specified public health system, such as the Michigan Care Improvement Registry or Michigan Syndromic Surveillance Program. The public health system contact is added when a public health system is added to a registration (if applicable, see 5.4.8 – Add Public Health System).

5.3.4.1 - Update and View Contacts

(1) To view the contacts available under a registration, the user must select the Manage Contacts under the Registration.

(2) The Manage Contacts page automatically appears. By default, the facility contact tab displays.
If you do not have any facility contacts, the table displays no available data. This can occur when:

a. Your organization does not have any facilities (To add one, navigate to 5.4.1 – Add a Facility), or
b. Your organization does not have any active facilities.

(3) All active facility contacts display within the facility contact tab. The user may view the Facility Name, Contact’s Name, Position, Phone Number, and Email.

(4) When a user has owner or full access permissions, the user has the ability to update the facility or multiple facility contacts by selecting the Actions button.

The user may update the facility contact:

- for a single facility by selecting Update Contact for Facility
• for more than one facility at once by selecting **Update Contacts for Multiple**

Below is the step-by-step process of updating a single site and updating more than one facility.

5.3.4.2 - **Update Single Facility Contact**

(1) If a single facility information must be updated, the user will be able to update it by selecting and editing a facility from the facility list page.
(2) The selected facility information appears. The user may update the Facility Contact by:
   a. Changing the existing Facility Contact’s First Name, Last Name, Position, Organization, Phone Number and Contact Extension. The user cannot edit the user’s email address.
   b. Create a new contact by selecting the **Clear** button and enter all required fields. The user is only required to enter any fields with a red asterisk.
   c. Set the Facility Contact to the current user logged in by selecting **set to current user** button. The fields automatically populate with the user’s information.
   d. Select an existing contact by selecting the contact’s first and last name in the dropdown for **Set to organization contact**.

(3) Once the appropriate changes have been applied, the user must select the **Save** button.
(4) A success message appears when the changes are successfully applied.

5.3.4.2 - **Update Multiple Facility Contacts**

(1) If multiple facility information must be updated, the user should select **Update Contacts** under the **Registration**.
(2) Then select **Actions** and **Update Contacts Multiple**
(3) A pop-up window automatically appears with the selected Facility’s contact information. The user must first determine the facilities that should be updated by:
   a. Applying the changes to all facilities by selecting the **Select All** checkbox
   b. Applying the changes to select facilities by selecting the specified Facility names.
Once the appropriate facilities are selected, the user may update the contact information by:

a. Changing the existing Facility Contact’s First Name, Last Name, Position, Organization, Phone Number and Contact Extension. The user cannot edit the user’s email address.

b. Create a new contact by selecting the Clear button and enter all required fields. The user is only required to enter any fields with a red asterisk.

c. Set the Facility Contact to the current user logged in by selecting set to current user button. The fields automatically populate with the user’s information.

d. Select an existing contact by selecting the contact’s first and last name in the dropdown for Set to organization contact.
(5) When the appropriate changes are applied, select the **Save** button.

(6) A success message appears when the changes are successfully applied. The success message displays the number of facility contacts that were updated.

5.3.4.1 - Update and View Public Health System Contacts

(1) To view the contacts available under a registration, the user must select the **Manage Contacts** under the action of the **Registration**.

(2) The Manage Contacts page automatically appears. By default, the facility contact tab displays. To update the public health system contacts, select the **Public Health System** tab.
If you do not have any public health system contacts, the table displays no available data. This can occur when:

a. Your organization does not have any facilities, or
b. Your organization does not have any facilities testing with a specific public health system.

(3) All existing public health system contacts display. The user may view the Public Health System Name, Registration Type, Contact’s Name, Position, Phone Number, and Email.

(4) To update a public health system contact, select the **Update PHS Contact** option under **Action** button on the specific public health system.

(5) A pop-up window with the selected public health system’s contact details appears. The public health system contact that was selected appears within the top of the pop-up window.
(6) The user may update the contact information by:
   a. Changing the existing public health system contact’s First Name, Last Name, Position, Organization, Phone Number and Contact Extension. The user cannot edit the user’s email address.
   b. Create a new contact by selecting the Clear button and enter all required fields. The user is only required to enter any fields with a red asterisk.
   c. Set the public health system Contact to the current user logged in by selecting set to current user button. The fields automatically populate with the user’s information.

(7) When the appropriate changes are applied, select the Save button.
(8) A success message appears when the changes are successfully applied. The success message displays the public health system that was updated under which registration.

5.3.5 – Locked Registration
To facilitate a secure and controlled data cleanup environment, a new locked registration functionality was added. The functionality allows public health editors and administrators to restrict data changes on a specified registration.

During the data cleanup process, you and any additional staff added to your organization may view any registration, facility, or provider data. However, you will not be able to add or edit any of the data.
A public health editor may contact you prior to locking your information, but you will always be able to view if your data has been locked.

When a registration is locked, there is no further action required by the user. A public health editor may contact you when the registration is unlocked. If you have further questions, contact your public health system contacts by selecting here.

5.4 – Facilities
A facility is a physical address in which the providers are completing the promoting interoperability measures for their respective public health system. Each facility is located within a registration, which is a list of all facilities that share a common electronic health record (EHR). There are currently two ways to add and modify facilities. You can update them one at a time by selecting them and updating their information or updating multiple facilities at a time through an excel upload.

5.4.1 – Add a Single Facility
A facility is a physical address with providers that are testing for a public health system and submitting health messages.

- Dependent on the public health system, the application requires unique identifiers to be set for the facility, such as the MCIR Site ID, Facility OID, NBS Hospital Code, etc.
- Subsequently, to retain the uniqueness of a facility, the application does not allow duplicate names to be entered.

Navigate to the facility page and select Add Single Facility button.

(1) Dependent on the registration type (hospital/professional), the system prompts the user to select the public health system the facility participates with. The user may select one or more participating systems/registries.
a. If the registration type is **professional**, the provider is eligible to participate in Michigan Care Improvement Registry (MCIR), Michigan Disease Surveillance System Electronic Case Reporting (MDSS - eCR), Michigan Syndromic Surveillance System (MSSS), Michigan Cancer Surveillance Program (MCSP), Michigan Birth Defects Registry (MBDR), and Michigan’s Dental Registry (MiDR).

![Image of Public Health System Selection]

b. If the registration type is **hospital**, the provider is eligible for Michigan Birth Defects Registry (MBDR), Michigan Birth Registry (MBR), Michigan Care Improvement Registry (MCIR), Michigan Disease Surveillance System Electronic Case Reporting (MDSS - eCR), Michigan Disease Surveillance System Electronic Lab Reporting (MDSS - ELR), Michigan Syndromic Surveillance System (MSSS), and Newborn Screening Program (NBS-CCHD).

c. **NOTE**: Certain individual professionals are not eligible to participate with MSSS, including Certified Nurse Midwives, Chiropractors, Dentists and Dental Surgeons, Ophthalmologists/Optometrists, and Podiatrists.

(2) The user must add at least one public health system by selecting the checkbox associated with the public health system. The user may add additional public health system(s), if applicable.

(3) For each public health system selected, the user is required to enter a public health system contact. By default, the contact information is collapsed. When a user adds a public health system, the contact information defaults to the user adding the facility. If the public health system already exists in the registration, the previously saved contact information appears. The user may update the contact information by:

a. Changing the existing Facility Contact information. This includes their First Name, Last Name, Position, Organization, Phone Number, Extension, and Email.
b. Create a new contact by selecting the **Clear** button and enter all required fields. The user is only required to enter any fields with a red asterisk.

c. Set the Facility Contact to the current user logged in by selecting **set to current user** button. The fields automatically populate with the user’s information.

d. Select an existing contact by selecting the contact’s first and last name in the dropdown for **select contact already registered within organization**.

(4) When a public health system that requires an organization OID in the HL7 Messages is selected, the organization OID field appears. The user must enter the organization OID. If the organization does not have an OID you can generate a new one by clicking the **Create OID** button. If an OID is created this way the field will be read only as you know have an OID in our system.

(5) Once confirmed, the user must select the **Continue** button.

The user is automatically redirected to Add Facility. Any fields with a red asterisk, *, are required to be completed. Some fields are public health specific. For example, Newborn Screening – CCHD requires a unique NBS Hospital Code. Michigan Birth Defect Registry, Michigan Birth Registry, Michigan Cancer Surveillance Program, Michigan Syndromic Surveillance System, Newborn Screening – CCHD, Michigan’s Dental Registry requires an Organization OID and Facility OID. If you do not know how to obtain this information, contact the public health system support email by selecting **Questions and Support**.

(6) Each facility is required to have a facility contact. These can be modified the same way that the public health system contacts can be.

(7) Once the facility information have entered, the user may select **Save and Continue**.

**5.4.2 – Add, Edit & Archive Multiple Facilities**

(1) The user must select **Upload multiple Facilities** under the table on the Facilities page.

(2) The Registration page appears. The user must select **View Facilities** under the Action column of the registration.

(3) The upload multiple facilities page appears. The page displays the public health system for which the facilities within the registration are eligible.
(4) Export the current registrations information and open the file.
(5) You may be required to select **Enable Editing** on the excel file. The file provides the ability to add, update, or remove multiple facilities located within the registration.

- The excel file provides the current list of all active facilities within the registration. If there are no facilities, the excel file generated will be blank.
- Any field that is required has ‘Required’ in row 3 associated with the column. Some columns are public health specific.
- A user has the option to perform the following actions:
  - Add a new facility by adding a new row of information. The user is required to complete all required fields in the new row.
If there are existing facilities, the application exports the data associated with those facilities. The following actions can be performed:

- Update existing facility information. This could include facility information, facility contact or public health system.
- IMPORTANT NOTE – When a facility must be renamed, please add this to the column Changes to existing facility name.
- Remove any facilities that have left the practice.
  - You may remove the entire row of data collected for the facility.
  - The application sets the facility’s application status to Archived upon successfully uploading.

(6) Once all updates are completed, save the excel file to a secure location and return to the upload multiple facilities page.

(7) The user must attach the excel file by selecting Select a file to import and navigate to the location the file was saved.

(8) Once a file is provided, select upload.

(9) When the file is uploaded, the application automatically verifies that all required fields for the public health system are located within the file. If errors exist, the application will prompt the user with any errors in the attached file. If no errors exist, the application automatically displays an upload summary of all the changes that are applied. Select continue if the updates should be applied.
The user is automatically redirected to the public health system contact and organization OID. The contact information defaults to the organization's owner; please update to the correct information and select submit.
(11) Once the changes have been applied, the user is redirected to the provider page. The user may now add providers. A message appears verifying the multiple facilities were successfully uploaded.
5.4.3 – Edit a Single Facility
To edit a single facility, select the facility in the facility table and update the information pertaining to it and save.

5.4.4 – Creating Facility OIDs
If your organization is submitting public health data to Michigan from multiple sites (i.e., event or service locations), each site will need its own facility OID number, which should be an extension or branch off the organization’s object identifier (OID) (e.g., 888.888.8.88) plus some numbering scheme you define (e.g., 888.888.8.88.1, 888.888.8.88.2, 888.888.8.88.3).

Since no other organization shares the organization’s object identifier (OID), the user simply needs to make sure the numbers added create a unique OID.

The assignments and branching numbers is at the organization’s discretion, but please do not use leading zeros (e.g., .01, .002, .003) as they may not process properly in public health systems. Instead, please ensure that your branches start with a number between 1 and 9. For example:

- Correct: 9.99.999.9. 999999.9.9999.1000
- Incorrect: 9.99.999.9. 999999.9.9999.0001

5.4.5 – Add/Remove Public Health System(s) to a facility
When adding a facility, the user is required to select at least one public health system the facility can test for promoting interoperability. The public health systems available for the facility to test with are dependent on if the registration the facility is located under is an eligible hospital or eligible professional.

Once the facility is created, the user can update the public health system by:

- Updating the public health system on a single facility, or
- Updating the public health system on multiple facilities in the Upload Multiple Facilities.

All users must follow the following steps to add a public health system:

1. Navigate to the Facility List page and select the facility you wish to update. You will be directed to add or remove any Public Health Systems. Some Public Health Systems require more information to be added.
2. Once you are done selecting any Public Health Systems Continue to the Facility information page and fill out any newly required fields then Save and Continue.
3. The Facility is now testing with a new Public Health System you will still need to update any providers that are also using this Public Health System.

As a reminder, when a registration is an eligible professional, the provider is eligible for:

- Michigan Birth Defects Registry (MBDR),
- Michigan Cancer Surveillance Program (MCSP),
- Michigan Care Improvement Registry (MCIR),
• Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR),
• Michigan Syndromic Surveillance System (MSSS), and
• Michigan’s Dental Registry (MiDR).

When the registration type is hospital, the provider is eligible for:

• Michigan Birth Defects Registry (MBDR),
• Michigan Birth Registry (MBR),
• Michigan Care Improvement Registry (MCIR),
• Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR),
• Michigan Disease Surveillance System Electronic Lab Reporting (MDSS-ELR),
• Michigan Syndromic Surveillance System (MSSS), and
• Newborn Screening Program (NBS-CCHD).

(1) This step is for users that would like to add a public health system to multiple facilities. To start this process, you may select the Upload Multiple Facilities icon on the facilities page.

(2) The user is automatically redirected to the Upload Multiple Facilities. To update multiple facilities, select the export current facility list icon. It is important to note that the upload that is exported is dependent on the registration type; the example below is of a professional registration type. Hospital registration types have a different file that is exported.

Upload Multiple Facilities

Instructions
1. Select the export current facility list button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
   - Add new facilities by completing all the required fields in a new row;
   - Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
   - Add a new public health system to existing facility;
   - Remove an existing public health system on an existing facility, or
   - Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. Select a file to import and locate the file.
5. Once attached, select upload. Any errors in the file will be returned in summary.

(3) An excel file appears within the browser, select the file.
(4) You may be required to select **Enable Editing** on the excel file. The file provides the ability to add, update, or remove multiple facilities located within the registration.

- The excel file provides the current list of all active facilities within the registration.
- Any field that is required has ‘Required’ in row 3 associated with the column. Some columns are public health specific.

(5) Once the excel file is open, you have the option to update any field within the file. To add a public health system, the user must scroll to the **public health system testing with** section. If you do not see the public health system you expect, you may be under the incorrect registration type.
View of excel file for a **professional** registration type:

<table>
<thead>
<tr>
<th>Public health systems testing with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y/N</td>
</tr>
</tbody>
</table>

At least one is required

If this example, the facility has ‘Y’ for Michigan Care Improvement Registry (MCIR), Michigan Syndromic Surveillance System (MSSS) and Michigan’s Dental Registry (MiDR).

View of excel file for a **hospital** registration type:

<table>
<thead>
<tr>
<th>Public health systems testing with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
</tr>
<tr>
<td>Y/N</td>
</tr>
</tbody>
</table>

If this example, the facility has ‘Y’ for Michigan Care Improvement Registry (MCIR) and Michigan Disease Surveillance System Electronic Lab Report (MDSS-ELR) and Michigan Syndromic Surveillance System (MSSS).

(6) When a public health system must be added, the user must add a ‘Y’ under the column for the public health system. In the example, ‘Y’ was added to the Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR)
(7) Each public health system requires specific public health system identifiers. Please add these unique identifiers in the appropriate sections of the upload:

   a. Michigan Care Improvement Registry (MCIR) specific fields are located under MCIR Information as shown within the excel file in Pink section
   b. Michigan Disease Surveillance System Electronic Lab Reporting (MDSS-ELR) specific fields are located under MDSS-ELR as shown in the excel file in a Blue Section.
   c. Newborn Screening Program (NBS-CCHD) specific field are located under the NBS-CCHD as shown in the excel file in the Gray section.
   d. Michigan Birth Defect Registry (MBDR), Michigan Birth Registry (MBR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), Newborn Screening Program (NBS-CCHD), and Michigan’s Dental Registry (MiDR) specific fields are located within the yellow section of the excel file.

(8) Once all the required fields have been added, save the excel file to a secure location and return to the upload multiple facilities page.
(9) The user can attach the excel file by selecting **Select a file to import** and navigating to the location the file was saved.

(10) When a file is selected, the file name appears within the provider upload page. If applicable, when a file is selected incorrectly and a new file must be added, the user may select the **Change** button to locate the correct file.
(11) Once the correct file is added, select **upload**.

(12) When the file is uploaded, the application automatically verifies that all required fields for the public health system are located within the file. If errors exist, the application will prompt the user with an errors in the attached file. If no errors exist, the application automatically displays an upload summary of all the changes that are applied. Select **continue** if the updates should be applied.

(13) The user is automatically redirected to the public health system contact and organization OID. The contact information defaults to the organization’s owner; please update to the correct information and select **Submit**.
Once the changes have been applied, the user is redirected to the provider page. The user may now add the new public health system to providers within the facility. A message appears verifying the multiple facilities were successfully uploaded.

(14) Once the changes have been applied, the user is redirected to the provider page. The user may now add the new public health system to providers within the facility. A message appears verifying the multiple facilities were successfully uploaded.

5.5 – Providers

5.5.1 – Add a Single Provider

The last step of the workflow is to add/update and providers under the facilities. Navigate to the provider list page. You can get there by selecting an existing facility or add/update provider quick link.

(1) Select **Add Single Provider** button within the provider’s page. *(Note: A provider and facility record represent a hospital. A hospital should have more than one provider.)*
(2) A form appears with any previously created facilities. The user must select a facility from the dropdown and select **save**.

![Add Single Provider - Select Facility](image)

Select an existing facility. If the facility you are looking for is not within the list, you must close this window and add the facility.

Select associated facility:

- Demo - Facility

Create

(3) Dependent on the facility selected, the system prompts the user to select the level of testing the facility is currently involved in with the public health system. The user must select at least one public health system by changing the dropdown associated with the public health system. The testing options available are:

- Currently Testing With
- Previously Tested With
- Never Tested With

The status of Previously Tested With is considered to be an Archived public health system. The status of Never Tested With is considered to be a Deleted public health system. If applicable, the user may add additional public health systems.
(4) The user is required to enter provider specific details. This includes the NPI, First Name and Last Name (Note: Hospitals will not need to enter this information as the provider record is automatically added when the facility is created).

(5) Once all required fields have been completed, select save.

(6) Any error appears next to any fields that were incorrectly entered. If no errors, a success message appears. The provider added appears within the active tab.
5.5.2 – Add, Edit, & Archive Multiple Providers

(1) From the provider page select the **Upload Multiple Providers** button. (Note: If you do not see these buttons, you are located under a hospital. Hospitals do not have to upload provider information; the facility and provider are automatically created when adding a facility).

(2) The upload multiple providers page appears. Select the **Export current provider list** icon to download the list of providers currently registered.

(3) An excel file appears within the browser; select the file.
(4) You may be required to select **Enable Editing** on the excel file. The file provides the ability to add, update, or remove multiple providers located within the registration.

(5) The excel file provides the current list of all active facilities and providers within the registration. It is separated into two sheets: Provider and Facility Reference.
6. The value entered in the Facility Name **must** match an active facility in the registration. To review the active facility information in the registration, the user must select **Facility Reference** sheet.
(7) When the facility reference sheet is selected, the user is redirected to view the sheet. It displays the Facility ID, Facility Name, and the public health system the facility is testing with. In the example below, facility is testing with Michigan Care Improvement Registry. Therefore, a user can only:

- Add providers to a facility named: Facility.
- Add providers to Michigan Care Improvement Registry (MCIR)

The **facility name** and **public health system cannot** be updated in the upload multiple providers excel sheet.
(8) The user must return to the provider sheet by selecting the provider sheet.

(9) Once on the provider sheet, the user can:
   a. Add a new provider by adding a new row of information. All required fields must be completed and the provider must be added to an active facility and test with a public health system that the facility entered is testing.
   b. Update an existing provider. The changes could include changing the Facility, NPI, First Name, Last Name, and public health system.
   c. Remove a provider by removing an entire row of data or remove the public health system selection.

(10) Once all updates are completed, save the excel file to a secure location and return to the upload multiple facilities page.

(11) The user must attach the excel file by selecting Select a file to import and navigate to the location the file was saved.
(12) Once a file is provided, select **upload**.

![Upload Multiple Providers](image)

(13) When the file is uploaded, the application automatically verifies that all required fields for the public health system are located within the file. If errors exist, the application will prompt the user with an errors in the attached file. If no errors exist, the application automatically displays an upload summary of all the changes that are applied. Select **submit** if the updates should be applied.

![Provider Upload Summary](image)

(14) Once the changes have been applied, the user is redirected to the provider page. A message appears verifying the multiple providers were successfully uploaded.

![Congratulations](image)
5.5.3 – Edit a Single Provider

(1) The User must navigate to the provider that requires updates and select continue.
(2) A form with the provider details appears.

(3) The user may edit any field within the provider. Once the appropriate changes have been applied, select save.
(4) If required fields are removed or incorrect data entered, the system prompts the user with error messages to correct the mistakes. If no errors exist, a successful confirmation appears.

(5) Any updates to the Provider Name or NPI display within the provider page.

5.5.4 - Archive a Single Provider

Each provider within the Health System Testing Repository (HSTR) has a status of Active, Archived, or Deleted.

A provider should be archived only for the following reasons:

- The professional or hospital is no longer actively testing with or submitting health messages to a public health system.
- The hospital was acquired by another organization.
- The professional retired or left the facility.

Before archiving a provider, please be aware of the following system functionality:
• Archiving a provider removes the provider from promoting interoperability confirmation letters generated for that public health system from the date archived.
• Archiving a provider archives the individual public health system association the provider has within a selected facility. If a provider is testing for more than one public health system, each individual record of the provider associated with the public health system should be archived for the provider to be completely removed.

(1) If it is determined that a provider should be archived, select the Continue button on the provider record. A form will appear with a list of the provider details.
(2) To archive the Provider remove the Public Health System the provider is associated with.

A warning message, as shown in yellow, reminds the user that archiving the provider removes the provider from the promoting interoperability confirmation letter.

(3) The provider is now located under the archived tab for providers on the archived and deleted information pages.

5.5.5 – Add or Remove Public Health System(s) from a provider(s)
You can update the Public Health Systems by editing the providers(s) in question through the updating single or update multiple providers workflow. Change the dropdown to the current testing status for the Public Health System listed, then Save and continue. Please keep in mind that a provider can only choose a testing status for a Public Health Systems that the facility is
currently testing with. If the facility is not testing with one that needs to be added you will have to update the facility first.

6.0 – Questions and Support
The Michigan Department of Health and Human Services understands that while testing for promoting interoperability questions and concerns arise. The following supporting resources have been created to help you get the information you need as efficiently and effectively as possible.

### Public Health System Support
For questions and concerns related to the specific public health system, the following resources are available:

- Michigan Care Improvement Registry (MCIR): MDHHS-MU-MCIRHelp@michigan.gov
- Michigan Cancer Surveillance Program (MCSP): MCSP.Help@altarum.org
- Michigan Syndromic Surveillance System (MSSS): MSSS.Help@altarum.org
- Michigan Birth Defects Registry (MBDR): MBDR.Help@altarum.org
- Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-e): MDHHS_MDSS@michigan.gov
- Michigan Disease Surveillance System – Electronic Lab Reporting (MDSS-ELR): MDHHS_MDSS@michigan.gov
- Newborn Screening – CCHD (NBS-CCHD): NBS.Help@altarum.org
- Michigan’s Dental Registry (MiDR): MiDR@altarum.org
- Michigan Birth Registry (MBR): eBirthreporting.Help@altarum.org

Example of questions for the public health system includes:

1. What is my public health testing status?
2. What are the next steps in the testing process?
For questions and concerns related to the functionality of the application, the following resources are available:

- HSTR Support: applicationsupport@mphi.org

Examples of questions for the application support include:

1. I’m not able to log in to the application, can you help me?
2. I’m having issues accessing this section of the application because I get an error when I try to navigate to it, can you assist me?