

## How to Download Corrected SIERA Files from HCAI's SIERA Portal for upload into the Hospital Quality Improvement Platform

### Background:

This is a step by step guide of how to pull down the corrected SIERA files from HCAI's SIERA portal. The HQI Team is aware many of the corrections are made in the SIERA portal and have been notified of a way to download these files to upload and participate in the [Hospital Quality Improvement Platform](#).

Uploading the data that you have already corrected in the SIERA system will allow full analytic capabilities of your hospital's data in the HQIP platform, with the possible exception of readmission/ revisit metrics (because the SIERA download files return "Valid" or "Invalid" in the Social Security Number (SSN) field rather than the actual numbers you uploaded). To have same-site readmission/revisit metrics available in HQIP, you can upload Medical Record Numbers (MRN) or other unique patient identifiers for your encounters instead of Abstract Record Numbers (ARN) when you upload data into the SIERA portal. In cases where SSNs are missing, the HQIP platform will attempt to use the data in the SIERA ARN file to identify readmissions/revisits to your hospital instead of SSN.

Contact us at [HQIAnalytics@hqinstitute.org](mailto:HQIAnalytics@hqinstitute.org) at any time and we'll guide you through the process.

### Pulling Down a Custom Report:

1. Log into [HCAI's SIERA Portal](#).
2. When logged in, you'll see a similar screen below. You'll be able to see the data that has already been reported to HCAI.
  - a. Please note the following:
    - i. You can filter it by the facility (if you manage multiple ones).
    - ii. You can filter it by Current/Active. We can use this function to view past quarters.

HCAI ID	Facility Name	Period	Data Available
[Redacted]	Ambulatory Surgery	<a href="#">01/01/2022-03/31/2022</a>	Data Available
[Redacted]	Emergency Dept	<a href="#">01/01/2022-03/31/2022</a>	Data Available
[Redacted]	Inpatient	<a href="#">07/01/2021-12/31/2021</a>	Data Available

3. To download any of the encounter types, click on either **Ambulatory Surgery, Emergency Department, or Inpatient**.

4. Click on **Selected Data Element Report** and take note of the **Reporting Period** at the top.

The screenshot shows the HCAI Report Dashboard. At the top, the HCAI logo is visible. Below it, the 'Report Dashboard' section displays the report type as 'Ambulatory Surgery', the reporting period as '01/01/22-03/31/22', the due date as '05/15/22', and the status as 'Data Available'. A red arrow points to the 'Selected Data Element Report' link in the 'Other Report Information' section. The dashboard also includes a 'Report Status' section with a 'Refresh' button and a 'DATA AVAILABLE' notification. Below this, there are two options for submitting patient data: 'Option 1: Upload and Validate a Patient Data File' and 'Option 2: Enter or Correct Patient Data Records'. The 'Report Validation Summary' section shows a total of 36 records and a last validation date of 04/15/2022. The 'Standard Edits Summary' table shows 0 records with fatal, critical, or warning flags. The 'Comparative Edits Summary' and 'Trend Edits Summary' sections also show 0 errors. The 'Attachments & Posted Reports' section is at the bottom right.

5. Fill in the Service Date field with the corresponding quarter dates of the report and click **Filter**.

The screenshot shows the 'Data Filter' dialog box. It contains instructions to narrow the display of records by selecting data element(s) and filter criteria. The 'Filter Grouping' is set to 'OR' and 'Sort By' is set to 'Ascending'. The 'Service Date From' field is filled with '01/01/2022' and the 'To' field is filled with '03/31/2022'. Below these fields is a table for selecting data elements to filter, with columns for 'Select Data Element to filter', 'Action', and 'Enter Filter Criteria'. The 'Filter' button is highlighted with a red box.

6. Once filtered, you will return to this page where it lists all your records. Click on **Export**.

### Selected Data Element

Report Type: Ambulatory Surgery Report Period: 01/01/22–03/31/22 Due Date: 05/15/22 Status: Data Available HCAI ID: [REDACTED]

DATA AVAILABLE: This report has been submitted and certified, and its data has been approved. Data from the report is now available to the public via the HCAI website and other sources.

Report Data ?

Sequence Number	Abstract Record Number	Social Security Number	Zip Code	Date of Birth	Sex	Race A	Race B	Race C	Race D	Race E	Ethnicity	Service Date	Disposition of Patient	Expected Source of Payment	Preferred Language Spoken
Total Charges															

Filter Print Export



7. All the files will save in the following format: **FacilityID-EndQuarterDate-SDE**

**Please save the file and add IP, ED, or AS at the end of the filename to help us distinguish the files otherwise it will save over the previously downloaded data.**

Example filenames:

- a. IP: 123456789\_20220301\_SDE\_IP
- b. ED: 123456789\_20220301\_SDE\_ED
- c. AS: 123456789\_20220301\_SDE\_AS

8. After downloading all the corrected SIERA files, reach out to the HQI Team at [HQIAnalytics@hqinstitute.org](mailto:HQIAnalytics@hqinstitute.org) to set up an account in our [SFTP](#) to drop the file(s) in.