

How to Download Corrected SIERA files from HCAI's SIERA Portal to Submit to the Hospital Quality Improvement Platform

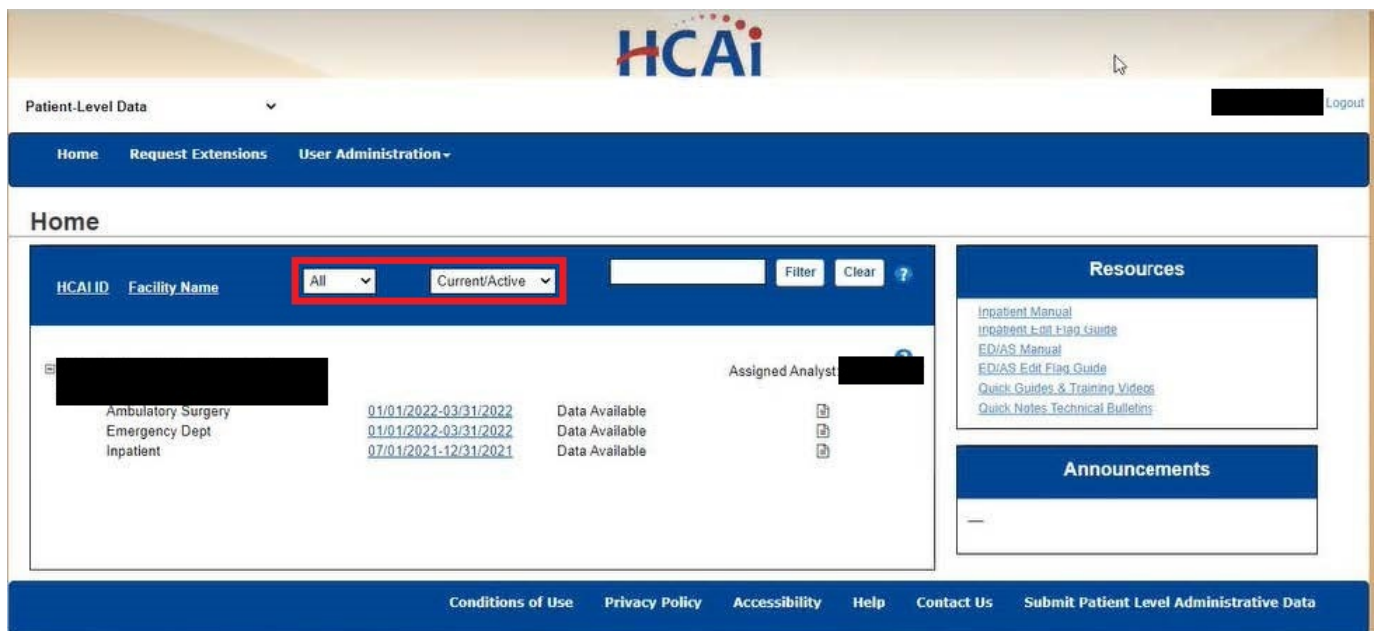
Background:

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 off the portal to upload and participate in the [Hospital Quality Improvement Platform](#).

Contact us at 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.



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, there is a navigation bar with the HCAI logo and a user profile. Below this, 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 'Report Period' field. Below the dashboard, 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 'Other Report Information' section on the right includes links for 'Data Distribution Report (DDR)', 'Selected Edit Flag Report', and 'Selected Data Element Report', with a red arrow pointing to the latter. The 'Report Validation Summary' section shows a total of 36 records and various validation metrics. 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 on how to narrow the display of records. 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', both fields are highlighted with a red box. Below these fields, there is a table for selecting data elements to filter, with columns for 'Select Data Element to filter', 'Action', and 'Enter Filter Criteria'. At the bottom, there are 'Filter', 'Cancel', and 'Reset' buttons, with the 'Filter' button highlighted by 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 necessary files, reach out to the HQI Team at HQIAnalytics@hqinstitute.org to set up an account in our [SFTP](#) to drop the file in.