



2020 MIPS Submission Training Guide

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We advise using Google Chrome as it is the most compatible web browser with DataDerm.

Accessing your dashboard

- Please click on the link (<https://dataderm.aad.org/Dashboard/login.aspx>) to be taken to the dashboard. Login to the screen below using your AAD member ID credentials.




- Upon logging in, you will view your main dashboard. In order to proceed to the MIPS Module you will need to click on the 'MIPS' tab (Last icon on this main page).



- You will be brought to the following page. Ensure your practice name is at the top as well as the correct performance year '2020'.
- You will need to choose if you are reporting as a **Group** or **Individual**. ****If you are a practice with less than 2 providers, you will only have the choice of reporting as an Individual.**

Practice: 6 - Web Demo practice Performance Year: 2020




Individual Reporting

An individual is defined as a single clinician identified by their

- Individual National Provider Identifier (NPI)
- Tied to a single Taxpayer Identification Number (TIN).

If you report only as an individual

- You will report measures and activities for the practice(s)/TIN(s) under which you are MIPS-eligible and be assessed across all 4 performance categories at the individual level.
- Your payment adjustment will be based on your Final Score derived from the 4 MIPS performance categories.



Group Reporting



A group is defined as a single TIN with 2 or more clinicians (of which at least one clinician within the group must be MIPS eligible) as identified by their NPI, who have reassigned their Medicare billing rights to a single TIN.

If you report only as a group

- You must meet the definition of a group at all times during the performance period and aggregate the group's performance data across the 4 MIPS performance categories for a single TIN.
- Each MIPS-eligible clinician in the group will receive the same payment adjustment based on the group's performance across all 4 MIPS performance categories.

- After selecting group/individual, you will be brought to your main dashboard page. The following should be completed prior to signing DRCF (Data Release Consent Form):
 - NPI validation (if you are reporting individually)
 - TIN validation
 - Eligibility
 - Settings questions completed
 - Data on the MIPS categories you plan to submit (e.g., Quality, PI, IA)

If you need to complete any of the items above, please visit our [DataDerm Resource Library](#) under the "General Training Guides and Forms"> "2020 MIPS Module Training Guides".

NAME & NPI	TIN	ELIGIBILITY	SETTINGS	DRCF STATUS	QUALITY	PI	IA	TOTAL SCORE
JOHN AAMODT 1790723302	098977543	✓	⋮		33.0/45	22.00/25	15.00/15	

- To sign the DRCF, you will click on the icon under the DRCF Status.

DRCF STATUS



- The DRCF box will display and the bubble next to EchoSign will be selected. You can either sign the DRCF now by selecting '**Sign Now**'. Or you can select '**Sign Later**' and the contract will be emailed to you (the provider's email who is signing the form).
- You will need to input your email address as shown below. And click '**Sign**'.

☒ Sign Now ☐ Sign Later

Signatory email id

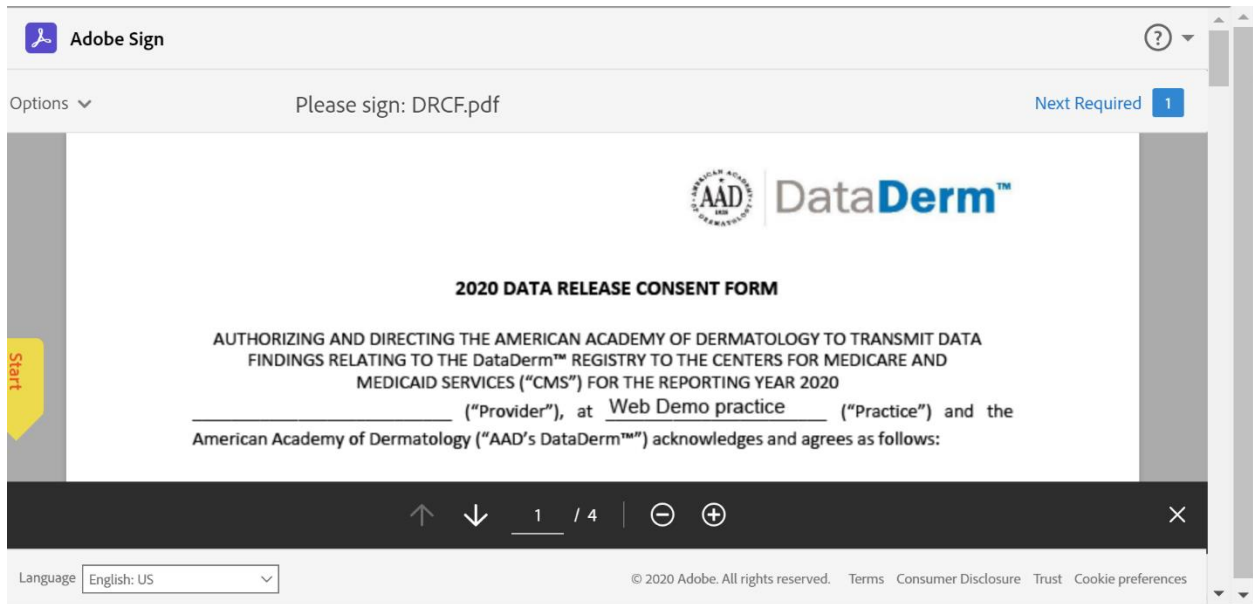
Email id

Confirm email id

SIGN

CANCEL

- The DRCF agreement will populate as shown below.
- Read through the agreement and confirm that all information (provider name, practice name/ID, TIN, etc.) are correct. Scroll to the bottom of the agreement.



Adobe Sign

Options ▾ Please sign: DRCF.pdf Next Required 1

2020 DATA RELEASE CONSENT FORM

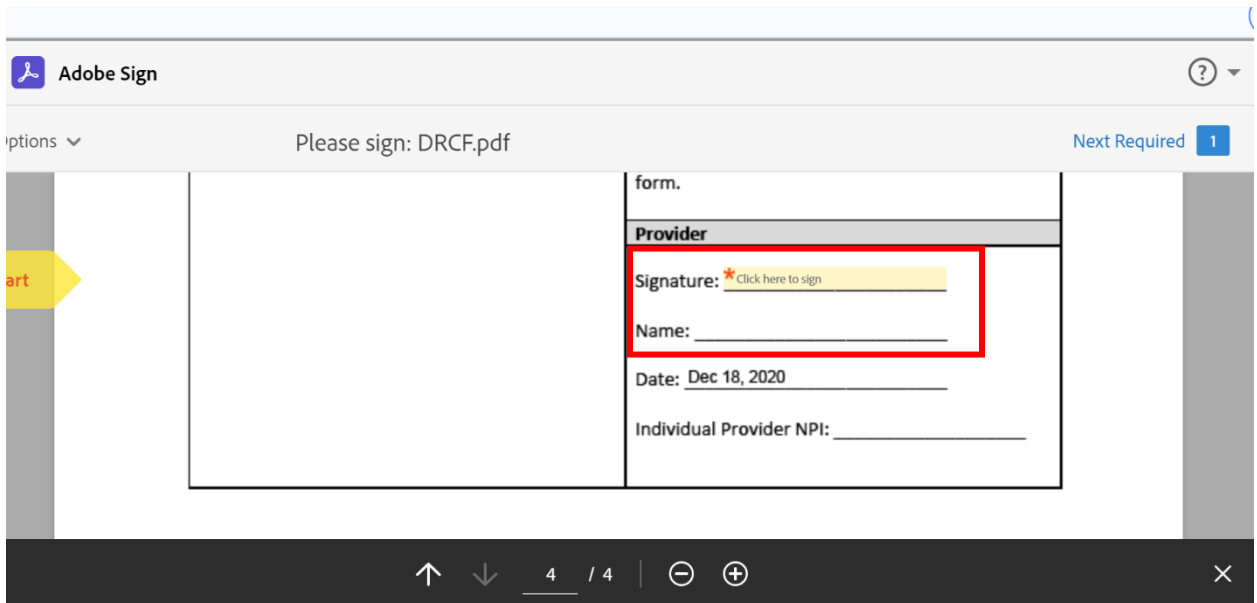
AUTHORIZING AND DIRECTING THE AMERICAN ACADEMY OF DERMATOLOGY TO TRANSMIT DATA FINDINGS RELATING TO THE DataDerm™ REGISTRY TO THE CENTERS FOR MEDICARE AND MEDICAID SERVICES ("CMS") FOR THE REPORTING YEAR 2020

____ ("Provider"), at Web Demo practice ("Practice") and the American Academy of Dermatology ("AAD's DataDerm™") acknowledges and agrees as follows:

Language English: US

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- On the fourth page of the DRCF, click 'Click to Sign'.



Adobe Sign

Options ▾ Please sign: DRCF.pdf Next Required 1

form.

Provider


Signature: [Click here to sign](#)

Name: _____

Date: Dec 18, 2020

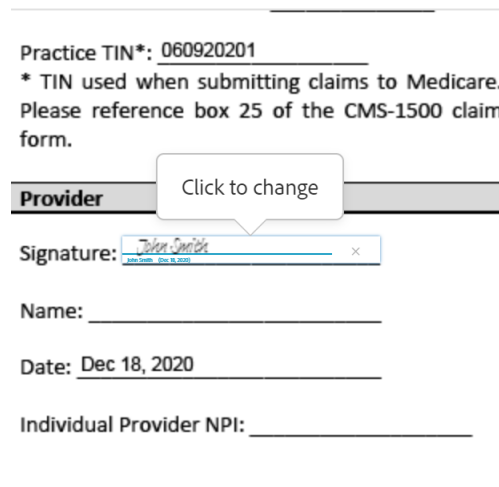
Individual Provider NPI: _____

- The following box will appear. Type your full name into the designated field. If you'd rather draw the signature, you can select the 'draw' tab. Then click '**Apply**'.




The interface shows a header with 'Type' and 'Draw' tabs. Below is a red 'Sign' button with a signature icon. A signature 'John Smith' is shown in a blue line. To the right is a 'Clear' link. At the bottom are 'Close' and 'Apply' buttons.

- The signature will be applied to the DRCF as shown below. You will need to then click the button '**Click to Sign**'.



The form contains the following fields and text:

- Practice TIN*: 060920201
- * TIN used when submitting claims to Medicare. Please reference box 25 of the CMS-1500 claim form.
- Provider** (with a 'Click to change' tooltip)
- Signature:  (with a close button 'x')
- Name: _____
- Date: Dec 18, 2020
- Individual Provider NPI: _____

Click to Sign


- You will receive the message below. You will be able to download the signed DRCF by click on 'download a copy'.


You're all set

You finished signing "DRCF.pdf".

Copies will be e-mailed to all parties. You can also [download a copy](#) of what you just signed.

- You can exit out of this box. And your DRCF status should read 'Signed'.

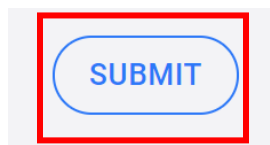
** If your status does not read 'signed', you may have to click the refresh button. 

Name Refresh	Agreement	Status	Completed Date	Signatory	Sign
Group DRCF 		Signed	12/18/2020	DataDerm@aad.org	<input type="radio"/> Re-Sign Now <input type="radio"/> Re-Sign Later

- After closing out of the DRCF window, your DRCF icon should be green signifying a signed agreement.

098977543				33.0/45	22.00/25	15.00/15		SUBMIT
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- To continue the submission process, click the '**Submit**' button for your practice/provider.



- The following Submission Checklist page will appear. The following items must have a green check in order to continue with submission: NPI is valid, TIN is valid, DRCF is signed, Payment is complete. You must also have data on one or multiple MIPS categories. If required items have a red 'X', you will need to exit this page and complete the item.
- You can then click '**Next**' in the bottom corner to continue.

MIPS - Submission Checklist
Provider: JOHN AAMODT NPI: 1790723302 TIN: 098977543

Validation Checklist	STATUS
Is your NPI valid? *	✓
Is your TIN valid? *	✓
Is DRCF signed? *	✓
Is payment complete?	✓
Is Quality category eligible for reporting? 6 Measures Selected 1 Outcome/High Priority Measure Selected	✓
Is PI category eligible for reporting? CEHRT ID is Valid Mandatory Attestations Complete Objective Requirements Met	✓
Is IA category eligible for reporting?	✓

CLOSE
NEXT

- You will be brought to the MIPS Eligibility Confirmation page below. It will confirm your NPI, TIN, signed DRCF and your eligibility. These items should all prepopulate.

Eligibility Confirmation

Submission Settings

Select Category

Submit

TEST SUBMISSION MODE - ON

Incase your NPI/TIN (for individual reporting) or TIN (for group reporting) is eligible to opt-in to MIPS, you will be required to decide whether to opt-in to MIPS or report voluntarily. The decision to opt-in or to report voluntarily cannot be changed once it has been made. If you decide to opt-in to MIPS, you will be subject to MIPS payment adjustments for 2021 payment year. If you are not eligible to opt-in, please indicate if you meet all the 3 Low volume threshold criteria required to be eligible to report for MIPS. Read more about the opt-in and voluntary participation [here](#).

NPI: 1790723302 ✓
TIN: 098977543 ✓
DRCF: Signed ✓

MIPS - Eligibility Confirmation

You may change the eligibility for your profile from settings panel of your MIPS profile.

Do you meet or exceed all the 3 criteria of the low volume threshold to be eligible to report for MIPS? To view your MIPS eligibility status you will need to login to your QPP account by clicking [here](#).

☒ Yes
☐ No

➤ Click **'Next'** to continue.

*****If the information on the page above is incorrect, click exit. You will need to contact FIGmd to correct any eligibility information.**



➤ You will be brought to the settings confirmation page. Your previously answered settings questions will populate as shown below.

Settings Confirmation

CEHRT ID (0015EWE9FCA13M5)

The automatic extreme and uncontrollable circumstances policy applies to MIPS eligible clinicians who are located in a Centers for Medicare & Medicaid Services (CMS)-designated region that has been affected by an extreme and uncontrollable event (such as FEMA-designated major disaster) during the 2020 MIPS performance period. Do you qualify for automatic extreme and uncontrollable circumstances exception OR have applied and received an approval for reweighting of certain categories of MIPS? [View More](#)

Are you a MIPS-eligible clinician who is eligible to receive an automatic reweighting for the PI Category of MIPS? Click on "View more" to view the list of clinicians eligible to receive automatic reweighting of the PI category of MIPS. [View More](#)

CMS allows non-submission of PI data for eligible clinicians whose application for Hardship Exception has been approved. Has your application for Hardship Exception been approved? [View More](#)

CMS provides exemption for reporting on the PI category and fewer reporting requirements in the IA category, if the clinician has 100 or fewer Medicare Part B patient-facing encounters (including telehealth services) during one or both of the 12-month segments of the MIPS determination period. Do you qualify to be a non-patient facing clinician? [View More](#)

Is the clinician associated with a practice that has 15 or fewer clinicians (NPIs) billing under the practice (TIN) during one of the 12-month segments of the MIPS determination period? [View More](#)

Is the clinician associated with a practice that is in a zip code designated as rural by the Federal Office of Rural Health Policy (FORHP), using the most recent FORHP Eligible ZIP code file data? [View More](#)

Is the clinician associated with a practice located in an area designated as a Health Professional Shortage Area (HPSA) by CMS? [View More](#)

☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☒ No
☐ Yes ☒ No

➤ Click **'Next'** to continue.

***** If the information on the page above is incorrect, click exit. You will need to edit your settings questions on the main dashboard page.**



- You will be brought to the page below where you will need to select your categories you'd like to submit.

Disclaimer:

- The intent of this tool is for score estimation purposes only. Scoring is subject to change, based on periodic policy updates, eligibility reviews, and technical integration developments. CMS predicted scores are directly fetched from the score preview interface and hence may not match with the MIPS estimated scores on the dashboard. The preliminary scoring may or may not show any special scoring or statuses (like small practice). Per CMS, these will not be reflected until the final scores are released.
- You cannot submit Promoting Interoperability data using multiple submissions methods. Any conflicting data for a single measure or required attestation submitted through multiple submission types will result in a score of 0 for the Promoting Interoperability performance category.

Select category to submit: ☐ Quality | ☐ Promoting Interoperability | ☐ Improvement Activities Predicted CMS MIPS composite score ⓘ 0

☒ Quality | ☐ Promoting Interoperability | ☐ Improvement Activities

- You can select the box to the left of the categories you'd like you submit. After selecting the category, the page will expand to display the measures/activities you've reported.

**** The quality category will display the following:**

Quality (6 Measures Selected)						Predicted CMS Quality score		
Duration: 01/01/2020 to 06/19/2020						32.96/45 ^		
MEASURE ID	MEASURE TITLE	Met	Not Met	EP exclusions ⓘ	EP ⓘ	EP exceptions	End to End Reported?	Performance Rate
QPP137137	Melanoma: Continuity of Care – Recall System	24	0	0	89	60	×	100%
QPP138138	Melanoma: Coordination of Care	46	0	0	156	100	×	100%

Example of the expanded information from the quality category

**** The PI category will display the following:**

Promoting Interoperability (13 Measures Selected)						Predicted CMS PI score	
Duration: 01/01/2020 to 06/19/2020						22.00/25	
MEASURE ID	MEASURE TITLE	Exclusion claimed?	Numerator	Denominator	Reported?		
PI_HIE_1	Support Electronic Referral Loops By Sending Health Information	×	50	60	✓		
PI_PHCDRR_1	Immunization Registry Reporting	×	-	-	✓		


Example of the expanded information from the PI category

** The IA category will display the following:

Improvement Activities (3 Activity/ies selected) Duration: 01/01/2020 to 04/30/2020		Predicted CMS IA Score 15.00/15 ^
Activity ID	ACTIVITY	Attestation
IA_AHE_1	Engagement of New Medicaid Patients and Follow-up	✓
IA_AHE_3	Promote Use of Patient-Reported Outcome Tools	✓

Example of the expanded information from the IA category

** Each category will display the predicted CMS category score. After you have selected your categories, your predicted CMS composite score will appear in the top of screen.

Predicted CMS MIPS composite score  69.96

- Please review that the measures/activities are accurate. Once you have confirmed your information is correct, you can click on the '**Next**' button on the bottom right.

****if data is inaccurate, you can exit this page and return to the category to edit your data. Please ensure that the data you are inputting is true and accurate.*

NEXT

- The page below will display. You will need to input the email address you'd like to receive the confirmation submission email. This email can be your provider's email, administrator's email, etc. You can also input multiple emails separated by a comma.

** e.g. DataDerm@aad.org, DrJSmith@ygmail.com, AAD@aad.org

- And then check all boxes on this page in order to submit.
**Please ensure all information (NPI and TIN) is accurate.

Registered Email Address *:

- ☐ I have verified that my NPI-1790723302 is accurate.*
- ☐ I have verified that my TIN-098977543 is accurate.*
- ☐ I have read, reviewed and signed/attested to the Data release consent form.*
- ☐ I have verified that the data I am reporting is true and accurate to the best of my knowledge.*
- ☐ I attest that any activity selected under the IA category of MIPS was performed for a minimum consecutive 90 day period.*

- Once you have verified all information, click the '**Confirm & Submit**' button on the bottom right.

CONFIRM & SUBMIT

- The Submission Report will display confirming your submission to CMS. The CMS scores for the categories you submitted will display.

You have successfully submitted your MIPS data on 12/18/2020.

MIPS 2020 - Submission Report

Practice Name - Web Demo practice

NPI - 1790723302

TIN - 098977543

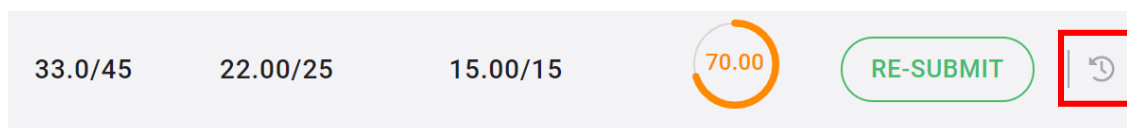
Submission Date - 12/18/2020

Quality Duration: 01/01/2020 to 06/19/2020		CMS Score 32.96/45	STATUS SUCCESS
MEASURE ID	MEASURE TITLE	ACHIEVEMENT POINTS	
410	Psoriasis: Clinical Response to Systemic Medications	5.80	
137	Melanoma: Continuity of Care - Recall System	11.00	
138	Melanoma: Coordination of Care	11.00	
431	Preventive Care and Screening: Unhealthy Alcohol Use: Screening & Brief Counseling	6.20	

- You can close out of this box by clicking '**Close**' on the bottom right.

CLOSE

- You will be on your main MIPS dashboard. Your category scores and total score will display. You will also have a 're-submit' button if you'd like to add/edit data and submit. You can view your submission history by clicking the clock icon to the right of the "re-submit" button.



Total score displayed against each submission attempt is the score achieved for that particular submission attempt only. CMS MIPS category score and CMS MIPS composite score are actual CMS preliminary scores as available with CMS based on most recent and successful submission attempt with CMS for any or all MIPS categories.

Previous Submission Attempts:		CMS MIPS Category Score			CMS MIPS Composite Score	
		32.96 QUALITY	+	22.00 PI	+	15.00 IA
					69.96	
NPI	TIN	Categories reported	Date of submission	Total score ⓘ	Status	
1790723302	098977543	Improvement activities Promoting interoperability Quality	12/18/2020	69.96	SUBMITTED	
1790723302	098977543	Improvement activities Promoting interoperability Quality	12/18/2020	69.96	SUBMITTED	

Submission history view



*** You will receive a submission confirmation email that will display your category scores. Your total score will be available in your dashboard.

We have successfully submitted your 2020 data to CMS for the categories mentioned below. You may also download the submission report by logging in to your MIPS dashboard.

Practice ID: 6

Practice name: Web Demo practice

NPI: 1790723302

TIN: XXXXX7543

Submission status: Successful

Category	Score (Latest score available with CMS)	Status
Quality	32.96	Successful
PI	22.00	Successful
IA	15.00	Successful

Example of submission confirmation email

- Congratulations, you have now successfully completed submission for MIPS 2020 Reporting through the AAD's DataDerm. We thank you for your participation this year and look forward to serving you with your 2021 reporting. If you have any additional questions, please email the DataDerm team (dataderm@aad.org).