# 2019 MIPS Submission Training Guide

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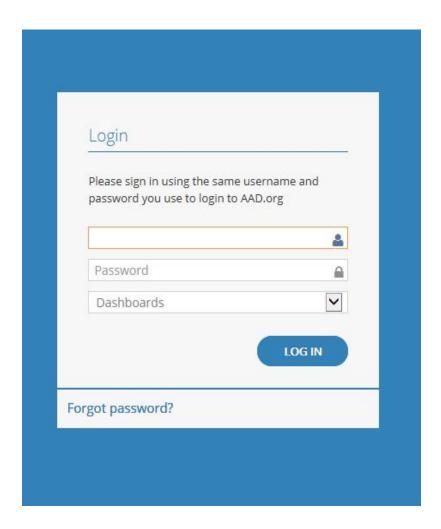### Accessing your dashboard

➢ 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.



➢ After logging in you will be taken to the main DataDerm dashboard page. You will want to click on the '**2019 Dashboard'** button at the top right of your page.

## Welcome screen

➢ Upon logging in, you will view your main dashboard.  In order to proceed to submission 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. 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.

**Select an appropriate reporting option to get started**

Practice: 6 - Web Demo practice ⌄    Performance Year: 2019 ⌄

### 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

### 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

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➢ After selecting group/individual, you will be brought to your main dashboard page. As shown below. 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 '2019 MIPS Module Training Guides'.

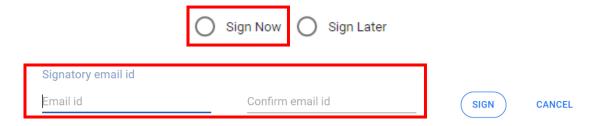| NAME & NPI | TIN | ELIGIBILITY | SETTINGS | DRCF STATUS | QUALITY | PI | IA | TOTAL SCORE ⓘ | SUBMISSION |
|---|---|---|---|---|---|---|---|---|---|
| LAURA MARTIN 1295800191 | 123456789 | ✓ | ⫶⫶⫶ | 📄 | 31.5/45 | 0/25 | 15/15 | 46.5 | SUBMIT |

➢ 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**'.



➢ 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.

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



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

**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. ↻

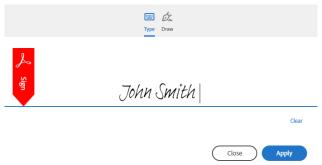| Name<br>Refresh Agreement | Status | Completed Date | Signatory | Sign | |
|---|---|---|---|---|---|
| Individual DRCF<br>↻ 📄 | Signed | 01/16/2020 | DataDerm@aad.org | ○ Re-Sign Now | ○ Re-Sign Later |

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

| TIN | ELIGIBILITY | SETTINGS | DRCF STATUS | QUALITY | PI | IA | TOTAL SCORE ⓘ | SUBMISSION |
|---|---|---|---|---|---|---|---|---|
| 101520192 | ✓ | ⫯⫯⫯ | 📄 | 31.2/45 | 12.25/25 | 15/15 | 58.45 | SUBMIT |

➤ To continue the submission process, click the '**Submit**' button for your practice/provider.

| 31.2/45 | 12.25/25 | 15/15 | 58.45 | SUBMIT |
|---|---|---|---|---|

➢ 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.



➢ 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.

➢ 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)

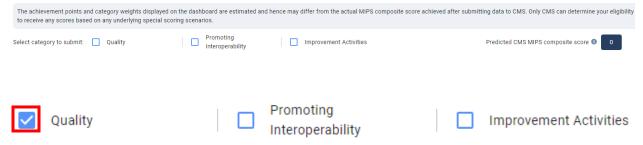| Question | Answer |
|---|---|
| Are you a MIPS-eligible clinician who is eligible to receive an automatic reweighting for the PI Category of MIPS? Click on "View more" to view the list of clinicians eligible to receive automatic reweighting of the PI category of MIPS. View More | ○ Yes ⦿ No ∨ |
| EC's who have had their Hardship Exception Application Approved do not have to submit the PI Category. Have you applied and been approved for the Hardship Exception Application? View More | ○ Yes ⦿ No ∨ |
| 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 | ○ Yes ⦿ No ∨ |
| 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 | ○ Yes ⦿ No ∨ |
| Is the clinician associated with a practice that is in a zip code designated as rural, using the most recent Health Resources and Services Administration (HRSA) Area Health Resource File data? View More | ○ Yes ⦿ No ∨ |
| 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 ∨ |

➢ 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.

The achievement points and category weights displayed on the dashboard are estimated and hence may differ from the actual MIPS composite score achieved after submitting data to CMS. Only CMS can determine your eligibility to receive any scores based on any underlying special scoring scenarios.

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 measure ID, measure name, number of patients who met the

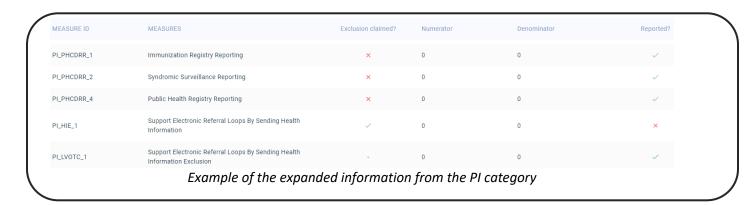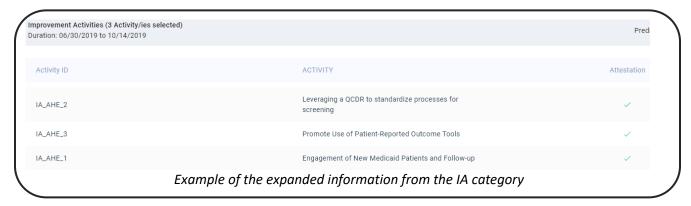| MEASURE ID | MEASURES | Met | Not Met | EP exclusions ⓘ | EP ⓘ | EP exceptions | End to End Reported | Performance Rate |
|---|---|---|---|---|---|---|---|---|
| AAD5 | Biopsy Reporting Time – Clinician to Patient | 19 | 0 | 0 | 25 | 0 | ✕ | 100% |
| ACMS1 | Adherence to Mohs Micrographic Surgery Appropriate Use Criteria | 11 | 7 | 0 | 25 | 0 | ✕ | 61.11% |

*Example of the expanded information from the quality category*

** The PI category will display the measure ID, measure name, if an exclusion was claimed, numerator, denominator, and if the measure was reported.

| MEASURE ID | MEASURES | Exclusion claimed? | Numerator | Denominator | Reported? |
|---|---|---|---|---|---|
| PI_PHCDRR_1 | Immunization Registry Reporting | ✕ | 0 | 0 | ✓ |
| PI_PHCDRR_2 | Syndromic Surveillance Reporting | ✕ | 0 | 0 | ✓ |
| PI_PHCDRR_4 | Public Health Registry Reporting | ✕ | 0 | 0 | ✓ |
| PI_HIE_1 | Support Electronic Referral Loops By Sending Health Information | ✓ | 0 | 0 | ✕ |
| PI_LVOTC_1 | Support Electronic Referral Loops By Sending Health Information Exclusion | - | 0 | 0 | ✓ |

*Example of the expanded information from the PI category*

** The IA category will display the measure the Activity ID, activity name, and if the activity was attested. On the top of the IAs the duration will be displayed as well.

**Improvement Activities (3 Activity/ies selected)**
Duration: 06/30/2019 to 10/14/2019
Pred

| Activity ID | ACTIVITY | Attestation |
|---|---|---|
| IA_AHE_2 | Leveraging a QCDR to standardize processes for screening | ✓ |
| IA_AHE_3 | Promote Use of Patient-Reported Outcome Tools | ✓ |
| IA_AHE_1 | Engagement of New Medicaid Patients and Follow-up | ✓ |

*Example of the expanded information from the IA category*

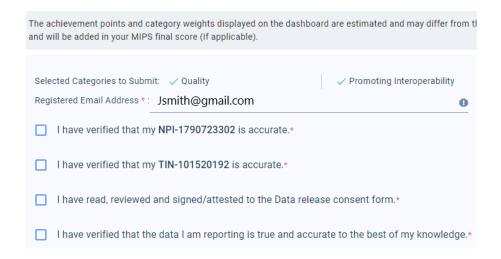** Each category will display the predicted CMS category score. After you have selected your categories, your predicted CMS composite score will appear in the top of screen.

> Predicted CMS Quality score    30.02

> Predicted CMS MIPS composite score ⓘ    56.02

➢ 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 that all information (NPI and TIN) are accurate.

The achievement points and category weights displayed on the dashboard are estimated and may differ from th and will be added in your MIPS final score (If applicable).

Selected Categories to Submit:   ✓ Quality                    ✓ Promoting Interoperability

Registered Email Address * :   Jsmith@gmail.com                                         ⓘ

☐   I have verified that my **NPI-1790723302** is accurate.*

☐   I have verified that my **TIN-101520192** 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.*

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

<div style="text-align:center;">

**CONFIRM & SUBMIT**

</div>

➢ 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 01/23/2020.

### MIPS 2019 - Submission Report

Practice Name - Web Demo practice

TIN - 101520192                                              Submission Date - 01/23/2020

| Quality | CMS Score | STATUS |
|---|---|---|
| Duration: 01/01/2019 to 12/31/2019 | 30.02 | SUCCESS |

| Promoting Interoperability | CMS Score | STATUS |
|---|---|---|
| Duration: 07/01/2019 to 10/16/2019 | 11.0 | SUCCESS |

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

<div style="text-align:center;">

**CLOSE**

</div>

➢ 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.

| TESTPROVIDER TESTLNAME 1790723302 | 101520192 | ✓ | ⚙ | 🖹 | 30.02/45 | 11/25 | 0/15 | 41.02 | RE-SUBMIT |
|---|---|---|---|---|---|---|---|---|---|

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

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Hello,

We have successfully submitted your 2019 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: XXXXX0192

Submission status: Successful

| Category | Score (Latest score available with CMS) | Status |
|----------|------------------------------------------|--------|
| Quality | 30.02 | Successful |
| PI | 11.0 | Successful |
| IA | N/A | Not submitted |

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➢ Congratulations, you have now successfully completed submission for MIPS 2019 Reporting through the AAD's DataDerm. We thank you for your participation this year and look forward to serving you with your 2020 reporting.  If you have any additional questions, please email the DataDerm team (dataderm@aad.org).