



QUICK START GUIDE

CHECK. CHANGE. CONTROL. CHOLESTEROL™ DATA SUBMISSION

GETTING STARTED

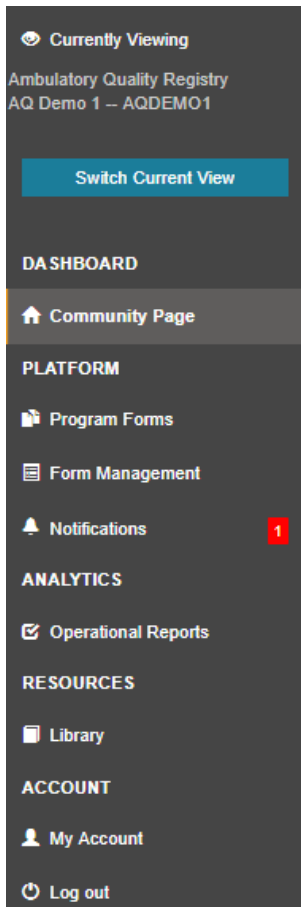
Users not already registered for the program should go to www.heart.org/changecholesterol and select “Register and Submit Data” in the center of the page. Follow the instructions to complete the registration form with details for your Healthcare Organization. Once registered, an account will be created in the data submission platform for new participants within 24-72 hours. If you do not receive log in credentials, we recommend checking your spam filters.

Note: It is highly recommended that users gather data using the Data Collection [Worksheet](#). organizations should report on data collected from Jan. 1 to Dec. 31, 2018. The deadline to submit data is May 31, 2019.

Users with new or existing accounts can navigate directly to <https://aha.infosarioregistry.com/login> and enter their log in credentials. They will be immediately redirected to the community page. Using the left navigation bar, the user can update forms and complete any required actions.

- If the user is submitting data for more than one organization, the user will be prompted to select one organization at a time for which they can make updates and submit data. After selecting the specific organization, the user will be directed to that organization’s community page.
- To navigate to a different organization’s page, the user will need to click “Switch Current View.”

NAVIGATION



The healthcare organization (HCO) being viewed is located at the top of the panel. In this case, the account “AQ Demo 1” is open.

Switch Current View – If applicable, users may select other organizations they have permissions to access.

Community Page – Update organizational homepage.

Program Forms – Access data submission forms.

Form Management – Complete site characteristics for advanced benchmarking.

Notifications – Locate recognition program updates.

Operational Reports – View healthcare organization and benchmarking data.

Library – Locate all resources related to the registry (e.g., data entry worksheets, guides, measure information).

My Account – Manage your password.



ENTERING DATA

STEP 1: Select Program Forms from the left navigation bar

STEP 2: There are two sections on this page.

- Add Forms - section to add new data submissions
- Edit Forms - section to edit already existing data submission
- *Note:* The year refers to the year the data were collected.

STEP 3:

- If “Check. Change. Control. Cholesterol – 2018” is not under the Edit Forms section, click “Add New” to the right of “Check. Change. Control. Cholesterol – 2018” to add a data form for entering 2018 data.
- If “Check. Change. Control. Cholesterol – 2018” is in the “Edit Forms” section then click on it and skip STEP 4.

STEP 4: Enter the reporting year (2018) and click “Submit.” The reporting year refers to the year the data were collected.

STEP 5: Enter your organization’s data into questions 1 – 6 (Q1 – Q6) for Participation Award eligibility. Remember to enter data only from Jan. 1 to Dec. 31, 2018 for the 2019 award cycle. Question 6 must equal “Yes” for award eligibility.

TIP: Save data as it is entered by clicking on the “Save” button in the top right of the page. There is not a button marked “Submit.”



STEP 6: Navigate to the “Measure Submission” tab in the top right corner. For Gold Award eligibility all fields on the “Participant Information Tab” in step 5 must be completed and Q6 must equal “Yes”.

Note: If the Tab column is not available, it can be expanded by pressing the blue icon with three horizontal lines in the top right of the form window.

The screenshot shows the 'Measure Submission' form for MIPS #438: Statin Therapy for the Prevention and Treatment of Cardiovascular Disease. The form is titled 'Check, Change, Control, Cholesterol Data Submission'. It includes a 'Save your work' button with a red arrow pointing to a 'Save' button and a 'Save & Exit' button. The form is divided into sections for 'Measure Numerator/Denominator Submission - Gold Award Eligibility', 'Measure Description', 'DENOMINATOR', and 'NUMERATOR'. The 'DENOMINATOR' section lists three reporting criteria for this measure. The 'NUMERATOR' section lists patients who are actively using or who receive an order (prescription) for statin therapy at any point during the measurement period. The form includes two input fields: 'Denominator: Q7. How many total patients are in all of the above risk groups?' and 'Numerator: Q8. How many of these patients were prescribed or were on statins?'. A red arrow points to the 'Save & Exit' button. A red arrow points to the 'Measure Submission' tab in the top right corner. A red arrow points to the 'Step 7: Enter your Denominator and Numerator for MIPS 438 for patients seen in the reporting year' text box.

STEP 7: Enter Denominator and Numerator information for [MIPS #438: Statin Therapy for the Prevention and Treatment of Cardiovascular Disease](#). Patients should be specific to the 2018 reporting year and be inclusive of all three denominator groupings specific in the measure. Please refer to the [Data Collection Worksheet](#) for the denominator groupings.

STEP 8: When all data are entered, click the “Save & Exit” tab at the top of the page. There is no “Submit” button. Data may be edited at any time. All recognition awards will be based on a “snapshot” of data available in the platform on May 31, 2019 at 11:59 p.m. ET.