

---

Texas Health Care Information Collection - THCIC  
Health Facilities Numbered Letter, Volume 15 Number 3  
June 5, 2012

---

## *New Feature!* Multiple User Logins

When the THCIC System (System) is upgraded in July 2012, a new feature will allow providers/facilities to have multiple login userIDs for access to the System, if it is desired. Currently, each facility has only one userID to access functions in the System and must “share” the login if other internal facility staff requires access.

### **How will multiple provider userIDs work?**

The assigned Provider Primary Contact will be authorized to access a new “link” called “User Management” on the System dashboard screen (will be located by the “My Account” link), which will allow for the addition of up to six (6) individual users for that facility. Only the person listed as the Provider Primary Contact will be able to access the User Management screen.

The individual users are assigned specific accesses to the System by the Provider Primary Contact under the User Management link. There will be two types of user “roles”: Data User and Data Certifier.

### **Data User**

- Authorized to add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
- May run all of the reports on the Reports tab, Frequency of Errors, Hardcopy Report and Summary Report
- Authorized to perform advance searches
- Authorized to generate a Pre-Certification Data Report (new in September)

### **Data Certifier**

- Authorized all accesses as a Data User (above)
- Authorized to generate Certification Data (Encounter on Demand (EOD))

### In This Issue

Multiple User Logins

Security and Login Password

IQI and PDI Review

2q2011 PUDF Release

PUDF Price Increase

What’s New

Due Dates

Training

Survey

Contact us

- Authorized to download Certification File
- Authorized to download Certification reports
- Authorized to Certify quarterly data (WebCert)
- Authorized to run Pre-Certification Data Report (new in September)

The Provider Primary Contact may “add users” (up to six (6)) by providing the person’s name, phone number, email address, and indicate the user type; Data User or Data Certifier; and may set up individual users to receive specific email notifications from the System. Once the user information has been entered and saved by the Provider Primary Contact, the System will send the new user an email notification for accessing the System.

Each new user will be assigned a unique login userID by the System and will need to set up their login password once the System has sent the user an email notification containing their login userID. The password criteria must meet the new security guidelines. (See the security article in this newsletter for password criteria)

Note: The Provider Primary Contact should not add their own information as one of the six (6) users as the System will already have this information (as previously provided to THCIC staff) and will provide special “user” authorizations to the Provider Primary Contact. Facilities will have a total of seven (7) unique logins; 6 user roles (Data Users or Data Certifiers) and 1 Provider Primary Contact.

### **Provider Primary Contact**

The Provider Primary Contact will have access to more functions in the System than a Data User or Data Certifier user role, which include:

- Authorized functions will be the same as Data User and Data Certifier
- Access to the Data Management tab (new in September)
- Access to the User Management (new)
- Assigns user “role” (Data user or Data Certifier) access to the System (new)
- Disables user “role” access to the System (new)
- Clears Intrusion Locks
- Authorized to “delete” batch data (submission files)
- Authorized to run data claim “clean-up” actions (MRR (modify/replace/remove function) & DR (duplicate removal function)) (new-Data Management Tab in September)
- Receives all system email notifications
- Count of rejected claims from file submissions notification
- Frequency of Error Report (FER)
- Notified if “generate certification” is selected by user (new)
- Notified when quarterly certification data is ready for review
- Notified when quarterly certification has been completed
- Special notification such as scheduled outages

### **Alternate Contact**

Additional upgrades to the System include automated system email notifications sent to the Alternate Contact, which include the same email notifications sent to the Provider Primary Contact.

The Alternate Contact may be assigned a “user role” (Data User or Data Certifier) by the Provider Primary Contact if they need to access the System. We recommend the Alternate Contact be added since this person will be considered the backup to the Provider Primary Contact.

### **Certifier Contact**

The assigned Certifier Contact receives automated system email notifications when:

- “Generate Certification” is selected by Provider Primary Contact or by a Data Certifier (new)
- Quarterly certification data is ready for review
- Quarterly certification has been completed

The Certifier Contact “Name” is listed on the “Certification Screen” in WebCert and is the Certifier of Record. The Certifier Contact may be assigned a “user role” (Data Certifier) by the Provider Primary Contact if access to the System is required. (The assigning of a user role is not necessary if the Provider Primary Contact and the Certifier Contact is the same person.)

### **Assigning or Changing a Provider Contact**

Each facility is responsible for assigning and notifying THCIC who the Provider Primary Contact, Alternate Contact, and Certifier Contact will be for the facility. When one of the contacts is no longer acting in this capacity, it is the facility’s responsibility to provide updated contacted information to THCIC.

Provider contact information must be updated using the form located at <http://www.dshs.state.tx.us/thcic/hospitals/THCIC-Contact-Update-Form.pdf>.

The current assignments for Provider Contacts are listed on the THCIC webpage (<http://www.dshs.state.tx.us/thcic/hospitals/FacilitiesList.xls>). If a Provider Contact needs to be updated or changed, please use the THCIC-Contact-Update-Form document listed in the preceding paragraph.

## *Security, Logins, and Passwords - Provider Login*

In early to mid-July 2012, the THCIC System (System) will change the way providers/ facilities log in to the System. All login userIDs will change for each provider and will no longer be associated with a provider’s THCIC ID Number; i.e. “th000116”.

The new provider login userID will consist of random characters.

*Note: Provider THCIC ID Numbers will not change; only the login userID will change.*

New provider login userIDs will be assigned by the System and will be sent to the Provider Primary Contact by email notification. For persons that are the Provider Primary Contact for multiple providers/facilities, they will receive an email for each of their facilities and will be assigned multiple login userIDs, one for each facility.

Each time a facility changes/updates a Provider Primary Contact the System will issue a new login userID and email an automated notification to the new Provider Primary Contact containing a new login.

When this system upgrade takes place, the old login userID will become obsolete. Once the Provider Primary Contact receives the new login userID, they must set up a new login password. Passwords will have specific requirements to meet security guidelines when the System upgrade goes live.

\*There will be no changes to a Submitter login.

## IQI and PDI 2010 Quality Report Review

All reporting hospitals that submitted 2010 inpatient data should be reviewing the Quality Reports (IQI and PDI). On March 30, 2012 THCIC sent email notification to all hospital primary contacts providing access information to the Quality Reports. The review and comment period began on April 2 and ends on June 3. THCIC will release the 2010 Quality Reports in early summer on the THCIC website at [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

Hospitals may access the Quality Report review area at <https://webds.dshs.state.tx.us/HospitalReview/login.asp>

Please use the login information that was provided to the hospital's THCIC Primary Contact on March 30.

## Inpatient and Outpatient Public Use Data File (PUDF) Release 2nd Quarter 2011

THCIC released the 2nd Quarter 2011 Inpatient and Outpatient PUDF on May 14, 2012. The CD will be automatically mailed out to purchasers of the 2011 PUDF that have already pre-paid.

Organizations interested in purchasing the Inpatient and/or Outpatient PUDF may view the ordering information linked below.

Additional information on the Inpatient PUDF may be found at <http://www.dshs.state.tx.us/thcic/hospitals/Inpatientpudf.shtm>

Additional information on the Outpatient PUDF may be found at:

<http://www.dshs.state.tx.us/thcic/OutpatientFacilities/Outpatientpdf.shtm>

## PUDF Price Increase

Effective July 1, 2012 the Center for Health Statistics will increase the price of the Inpatient and Outpatient Public Use Data Files (PUDF). Orders for the PUDF received after July 1 must be purchased at the new price.

### **Inpatient PUDF**

2009 – 2011, \$6000 per calendar year or \$1750 per quarter

2006 – 2008, \$625 per quarter

1999 – 2005, Free Download

### **Outpatient PUDF**

2010 – 2011, \$6000 per calendar year or \$1750 per quarter

4q2009, Free Download

The cost to reporting hospitals and ambulatory surgery centers will be available at a 50% discount. Updated order forms will be available on-line beginning June 25.

## What's New

THCIC has added a new page on our website called "What's New with THCIC". Information on this page will rotate as new reports, analyses, data releases, and updates become available.

See more at: <http://www.dshs.state.tx.us/thcic/What-s-New-With-THCIC/>

## Upcoming Due Dates

### **June 1**

3q2011 completion of certification

4q2011 certification data review begins

1q2012 submission of data due

### **June 3**

2010 Quality Indicator Report review and comment period ends. Comments due

### **Aug 1**

1q2012 correction period ends

### **Sep 4**

4q2011 completion of certification

1q2012 certification data review begins

2q2012 submission of data due

## Training - Submission, Correction, Certification

THCIC provides Webinar trainings, at no cost, on the data reporting processes required of all Texas hospital and ambulatory surgery centers.

Webinar dates are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>. There is no limit on how many times you can sign up for the training and refresher training is encouraged. If you would like to attend Webinar training(s) or have questions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and:

Provide your preferred training Date and Time in the “Subject” line; and the following in the message area:

THCIC ID Number  
Facility Name  
Participant(s) Name and Title  
E-mail Address  
Phone Number

THCIC Webinar training is provided on the 1) Submission (electronic and manual entry); 2) Correction; and 3) Certification methods.

## We Want to Hear From You

THCIC Survey: 4 short questions  
Visit this survey website and provide your feedback:  
<http://www.surveymonkey.com/s/XKFHWR9>

Watch the THCIC website for further information pertaining to this survey and for results:  
<http://www.dshs.state.tx.us/THCIC/>

## Contact Us

**Virginia:**  
System13 web site – <https://thcic.system13.com>  
Helpdesk – 888-308-4953

**Austin:**  
THCIC web site – [www.dshs.state.tx.us/thcic](http://www.dshs.state.tx.us/thcic)  
DSHS-Center for Health Statistics-THCIC – 512-776-7261

Public Use Data File (PUDF) information—512-776-7261

## THCIC Staff

Bruce Burns, D.C.	512-776-6431
Rules and policy issues, 837 format issues	
Miren Carranza	512-776-3287
Project Manager	
Wang-Shu Lu	512-776-6453
Facility reports and data analysis	
Tiffany Overton	512-776-2352
Facility training (submission, correction, and certification)	
Dee Roes	512-776-3374
Facility compliance	

THCIC fax – **512-776-7740**

## THCIC History

On September 1, 2003 the legacy agencies Texas Health Care Information Council (THCIC), the Texas Department of Health (TDH), the Texas Commission on Alcohol and Drug Abuse (TCADA), and the Mental Health branch of the Texas Department of Mental Health and Mental Retardation were merged to form the Texas Department of State Health Services (DSHS) in response to the passage of HB 2292 (78th Texas Legislature). All functions of THCIC continue in the Center for Health Statistics within DSHS.

THCIC was created by Chapter 108 of the Health and Safety Code by the 74th Texas Legislature in 1995.

<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.108.htm>

### Applied Research

#### Quality of Care Reports

<http://www.dshs.state.tx.us/THCIC/Publications/Hospital/IQIREport/IQIREport.shtm>

<http://www.dshs.state.tx.us/thcic/publications/hospitals/PDIReport/Quality-of-Children-s-Care-in-Texas-Hospitals,-2009.doc>

#### Statistical Reports

<http://www.dshs.state.tx.us/thcic/publications/hospitals/Statisticalreports.shtm>

### Rules

Rules that apply to the Texas Health Care Information Collection are found in Chapter 421 of Title 25, Part 1 of the Texas Administrative Code.

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=4&ti=25&pt=1&ch=421](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421)

Visit Us Online

View a variety of Consumer Reports at  
[www.dshs.state.tx.us/thcic](http://www.dshs.state.tx.us/thcic)