IPRO

New York State Department of Health

Medicaid Perinatal Care Quality Improvement Project

Instruction Module 1: Login to the Prenatal Portal and Download Excel Data Entry Forms

Submitting medical record reviews to the NYSDOH is a three-step process,

with an instruction module for each step of the process.

Module 1:   Login to the Prenatal Portal and Download Excel Data Entry Forms

Module 2:   Complete Excel Data Entry Forms and Send Data to Your Computer Desktop

Module 3:   Return Excel Data to the Prenatal Portal

Module 1 provides detailed instruction for creating a Portal Password, downloading your practice medical record review data entry forms, and viewing your pratice sample.

Module 2 provides instruction on using the Excel Data Entry Forms to enter medical record review information, and sending that information to your computer desktop when done (Export Data).

Module 3 directs users in sending the medical record review data from their computer desktop to the Prenatal Portal (Upload Data), and confirming the submission was successful.

Instruction Module 1:   Login to the Prenatal Portal and Download Excel Data Entry Forms

Getting Help

Create a Portal Password

Practice-Level Questions

Download Patient Data Entry Forms
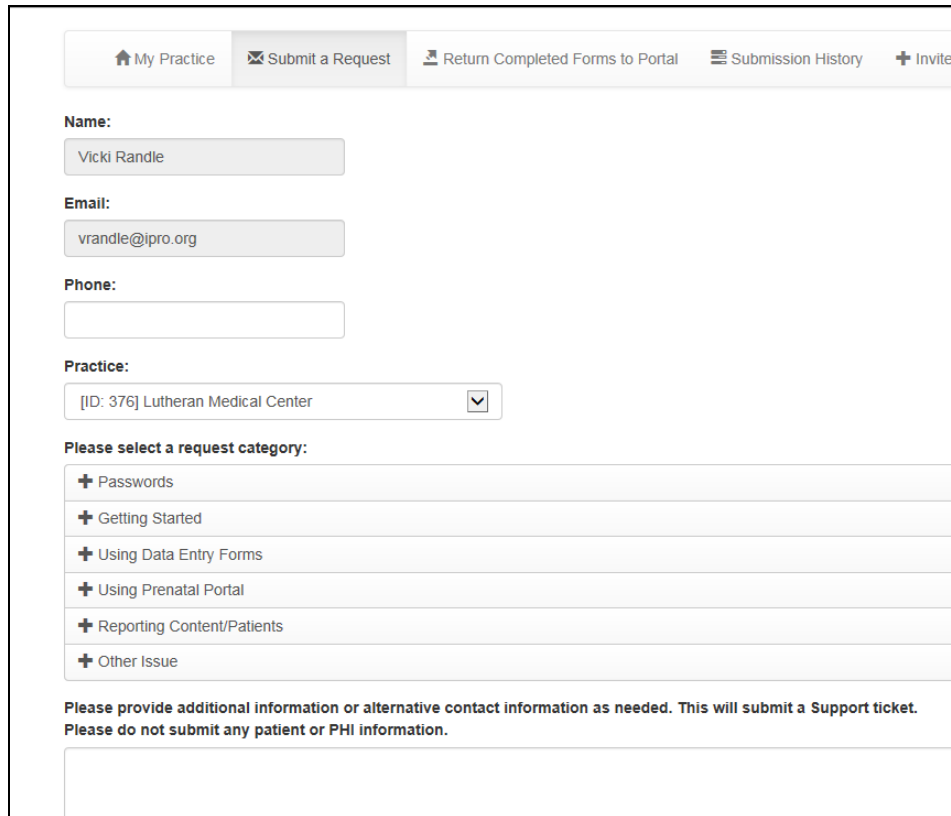
Additional Features

Getting Help

Help is available before logging into the Prenatal Portal.

1. Go to the Prenatal Portal at *http://prenatal.ipro.org*. You do not have to log in.

2. If you need help, select the **Submit a Request** tab at the top of the Login page.

   Submit a Request is available from all Portal pages.

3. Select the plus sign (**+**) next to a request category.

   Select from the Frequently Asked Questions that appear in the expanded menus.

   A text box at the bottom of the page allows entry of additional questions or contact information.

4. Select the **Submit** button beneath the text box.

5. You will receive an email confirmation your request has been received. IPRO Health Informatics

   personnel respond to all questions by telephone (if requested) or email within two business days.
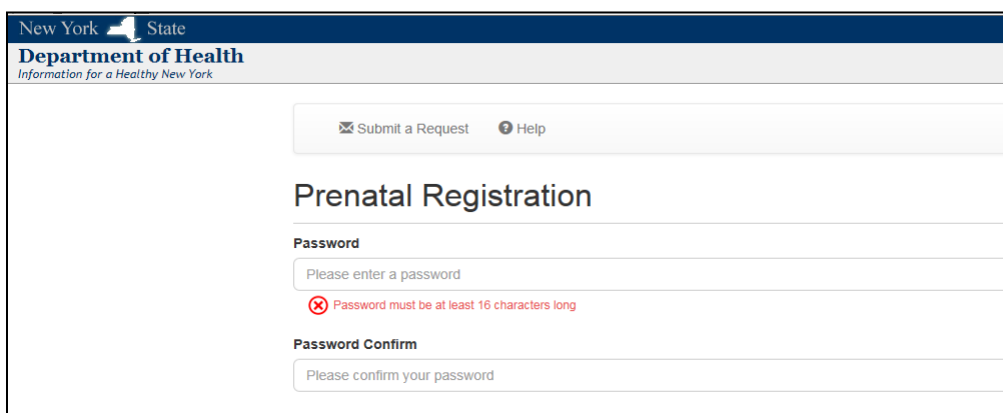

You may also submit a request directly by emailing prenatal@support.ipro.us.

Provide a description of the issue you are experiencing, and the method by which you prefer a response.
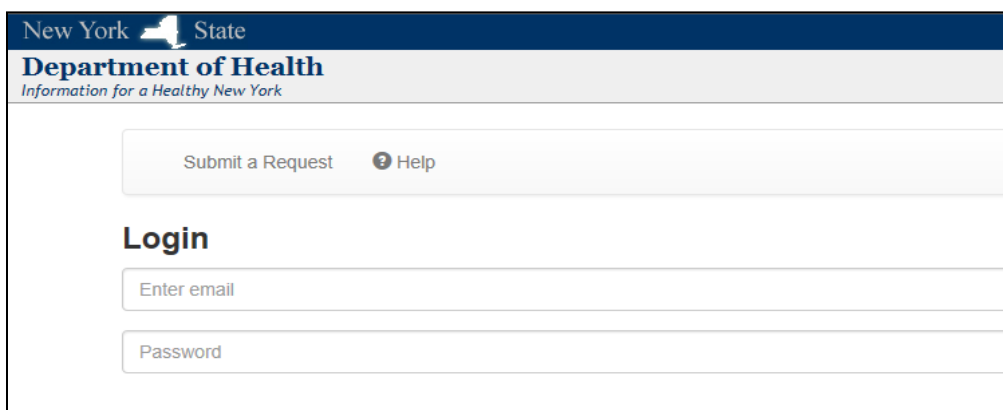
Create a Portal Password

The Primary Contact identified for your practice, and whose contact information was emailed to the IPRO Clinical Project Manager (vrandle@ipro.org), will receive an email invitation to access the Prenatal Portal and create a Portal Password.

1. The Primary Contact will receive an email with the Subject Line "Please access the NYSDOH Prenatal Portal upon receipt."
2. Clicking on the link contained in the email, as instructed, will take the user to the Prenatal Registration page.
3. NOTE: THIS LINK WILL EXPIRE 48 HOURS AFTER THE EMAIL IS SENT. If the link has expired, email prenatal@support.ipro.us (as described on the previous page) to have the link resent.

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✉ Submit a Request   ❓ Help

Prenatal Registration

Password

Please enter a password

❌ Password must be at least 16 characters long

Password Confirm

Please confirm your password

4. Create and confirm a password. 16 digits are required – an address or phrase is suggested as an aide to memorize the password.
5. Select the **Submit** button, advance to the Login page, and Log in.

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Department of Health
Information for a Healthy New York

Submit a Request   ❓ Help

Login

Enter email

Password

Passwords are needed only to access the Prenatal Portal.

Passwords are not needed to open the downloaded Excel Data Entry Forms.

Practice-level Questions

The first time a user logs in, a set of four practice-level questions are displayed.

The user can elect to answer at that time or later, but needs to enter the data only once.

To close the Practice-level Questions screen, and advance to the My Practice page containing the Excel file of patient-specific data entry forms, select 1 of 2 options:

1. Answer each question and select **Save.**

   If you later want to change your answers, Submit a Request to have the page reset.

2. If you would like to answer the questions later, select **Not Now.**

   The questions will be displayed again at each user log in until answered and saved.

Selecting a blue information icon ⓘ displays a full description of the related field and values.

Prior to entering individual-level data, please answer four practice-specific questions. These questions will not be repeated as you complete the patient medical record reviews.

Oleg's Test Practice

Practice Typeⓘ
- ☐ Federally Qualified Health Centerⓘ
- ☐ Perinatal Regional Referral Centerⓘ
- ☐ Hospital Clinicⓘ
- ☐ Independent Practiceⓘ
- ☐ Otherⓘ

Are clinicians in the practice familiar with the 2009 (updated March 2015) NYSDOH Medicaid Prenatal Care Standards? The Standards are available at www.health.ny.gov/health_care/medicaid/standards/prenatal_care/ⓘ

[▾]

Case Management Criteriaⓘ
Check all practice triggers for patient referral to Health Plan High-Risk OB Case Management.
- ☐ Assistance scheduling multiple appointmentsⓘ
- ☐ Follow up for missed appointmentsⓘ
- ☐ Tobacco cessation servicesⓘ
- ☐ Alcohol or drug abuse servicesⓘ
- ☐ Facilitation of referralsⓘ
- ☐ Facilitation of 17 alpha hydroxyprogesterone treatmentⓘ
- ☐ Transportationⓘ
- ☐ Home visitationⓘ
- ☐ Practice does not refer patients to Health Plan Case Managementⓘ

Vaccine Administration. Does the prenatal practice administer vaccinations?ⓘ
[▾]

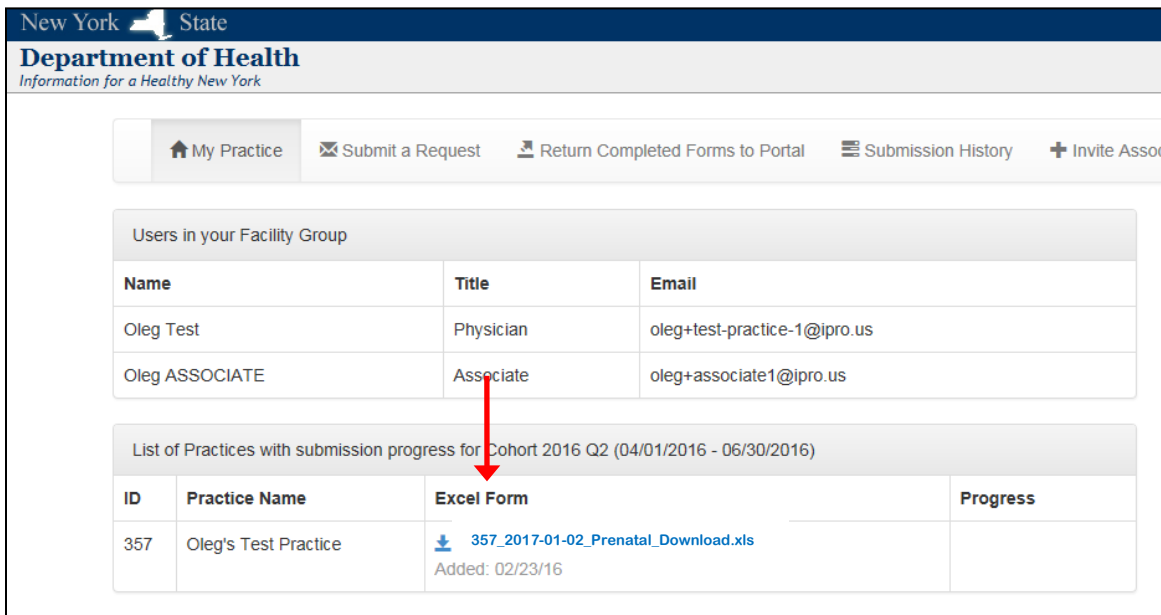[Not Now] [Save]

Download Data Entry Forms

Medical record review results will be entered in data entry forms pre-populated with your patient sample.

The forms reside in an Excel file on the Prenatal Portal, and are accessible only by your practice.

The file must be downloaded to your computer to see your patient list and enter data.

To download the Excel data entry forms:

1. Go to the My Practice page.

2. Locate the heading **Excel Form**.

3. Locate the file with the naming convention **ID_Date_Prenatal_Download**.

4. Click on the file name.

5. If you use Internet Explorer, a message bar will appear at the bottom of the page.

6. Click on the down arrow next to the **Save** command and select **Save and Open.**

7. The file can be found in on your computer in the default folder for downloads created by your IT personnel. Most often this is the **Downloads** folder.

Web browsers other than Internet Explorer often default to the folders **Downloads** or **Desktop**, or allow you to choose the Save destination. If you are using another web browser and require assistance, please Submit a Request.

View and Verify Patient Sample

With the Excel file open, you will be able to see the patients attributed to your practice
from NYSDOH prenatal care and delivery billing data.

1. 15 patients (from smaller practices) or 25 patients (from larger practices) will be listed on the Excel file front page.

2. Verify 10 of the 15 patients (smaller practices) or 20 of the 25 patients (larger practices) listed were seen by your practice for primary prenatal care associated with a 2014 delivery. (Tip: If a patient delivered more than once in 2014, see the Infant DOB on the open Data Entry Form).

3. The additional 5 patients are listed as an oversample – to be selected from in the event other patients were not seen by your practice for primary prenatal care (for example, seen for ultrasound only).

4. If fewer than 10 patients (smaller practices) or 20 patients (larger practices) from the total list were seen by your practice for primary prenatal care, please **Submit a Request** and ask the IPRO Clinical Project Manager to contact you to discuss the attribution. An additional, or second, practice sample will be placed on the Prenatal Portal.

After Enabling Macros (see Open Data Entry Forms on next page),

you can select **Print Patient List** if you wish to print the list

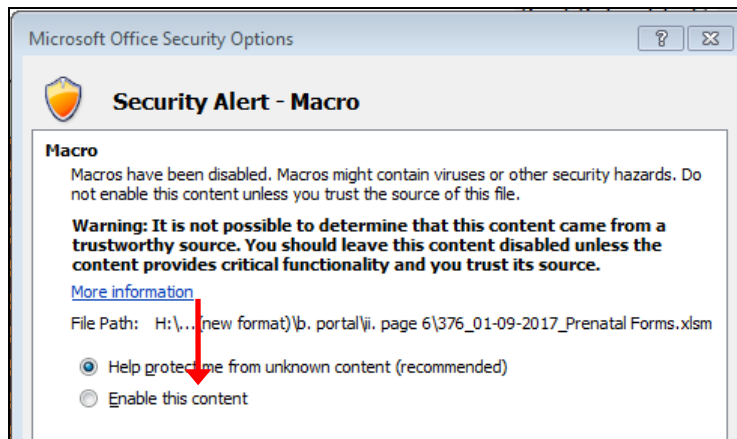to look up patients, retrieve medical records, or assign reviews.

Open Data Entry Forms

Every time you open the Excel file, you must Enable Macros.

1. Click on **Options** at the top left of the Excel file front page.   A dialog box will open.

2. In the dialog box, select **Enable this content** and click **OK**.

3. Open a form by selecting **Enter Data** on a row with a patient name.

For guidance on navigating and completing the Data Entry Forms,

see Module 2: Complete Excel Data Entry Forms and Send Data to Your Computer Desktop.
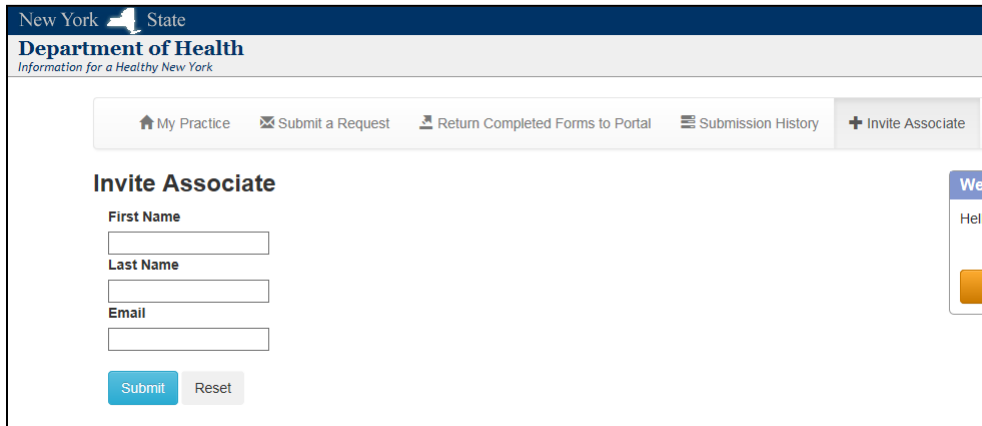
Additional Features

Invite Associates to use the Prenatal Portal

Multiple reviewers in a practice may:

- Download a copy of the Excel Data Entry Forms.

- Return data for any number of completed forms to the Prenatal Portal.

The practice Primary Contact can grant additional reviewers access to the Prenatal Portal:

1. Select the tab **Invite Associates**.

2. Enter the Associate's name and email address and select **Submit**.

3. The Associate will receive an email invitation to create a password and log in.

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🏠 My Practice   ✉ Submit a Request   ⬇ Return Completed Forms to Portal   ☰ Submission History   ➕ Invite Associate

Invite Associate

First Name

Last Name

Email

Submit   Reset

Wel
Hello