

VCN Data Repository



MSR File Submitter

Training



*at the* UNIVERSITY of CHICAGO

# Agenda



- Introduction to the System
- Accessing the site
- File Submission

# Introduction to the System



- The VCN Data Repository and Web Portal are information systems created to serve VCN's member agencies through improved reporting and analysis of care provided
- The system is comprised of a data submission interface, a secure data repository and an analytics/dashboarding system
- Each agency has access to only the data they have submitted, as well as system-wide information

# Introduction to the System



## Security Reminder

The VCN Web Portal falls under the same security regulations around patient data that govern your agency – the same best practices around handling data and user credentials apply here as well.

# Accessing the System



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# Accessing the Site

- The VCN Data Portal is available at <https://vcn.norc.org/vcn-portal/>
- Click on the Login button to enter the portal



## Welcome to the Vermont Care Network Data Repository Web Portal!

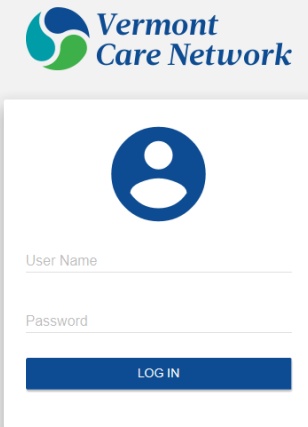
Here you will gain access to the VCN Data Repository and Analytics System. Our system wide data collection and analytics platform.

The main goals of this repository are to:

- Develop a standardized system for collecting data and performing reporting and analytics for member agencies, to improve care quality, and support the health care triple aim.
- Gain efficiency by having a single point of contact for data requests related to our members' data that resides in the repository.
- Support coordination and collaboration among our member agencies.

# Accessing the Site

- Enter your email and password to log in

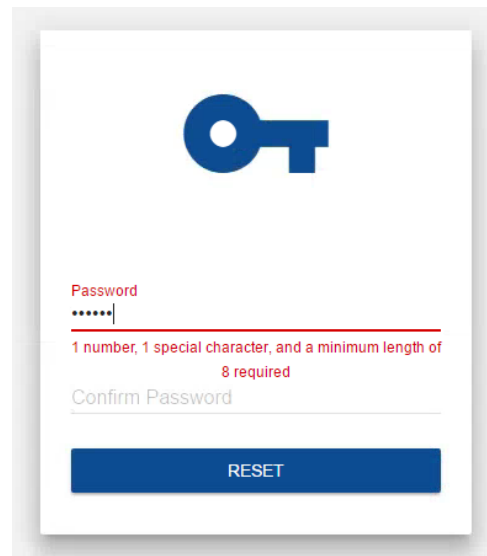


The image shows a login form for the Vermont Care Network. At the top left is the logo, which consists of a stylized 'V' made of blue and green circles followed by the text 'Vermont Care Network'. Below the logo is a white rectangular box containing a blue circular icon of a person. Underneath the icon are two input fields: 'User Name' and 'Password'. At the bottom of the box is a blue button with the text 'LOG IN' in white. Below the login box is a notice paragraph.

Notice: This Portal is for Authorized Users only. The data within this system is protected under Vermont Patient Privilege, 42 CFR Part 2, FERPA and HIPAA. By logging into this system you confirm that you have legitimate access to the enclosed data, and that you will abide by all member agency and VCN data repository applicable policies, procedures, State and Federal laws. Violators are subject to civil and criminal penalties. [VCN Data Repository Policies and Procedures](#)

# Accessing the Site

- The first time you log in, you will be prompted to change your temporary password:



A screenshot of a password change form. At the top center is a large blue key icon. Below it, the word "Password" is written in red. Underneath is a text input field containing six dots. Below the input field, red text reads "1 number, 1 special character, and a minimum length of 8 required". Below that is a "Confirm Password" label and another text input field. At the bottom of the form is a blue button with the word "RESET" in white capital letters.



# Accessing the Site

- Your password must be at least 8 characters long and contain at least one of each of the following: UPPER CASE LETTERS, lower case letters, numbers and special characters/symbols
- Your password will change every 90 days - You will be prompted to change your password 14 days before it expires
- Password resets can be requested from your agency's site administrator

# Accessing the Site



The screenshot shows the VCN Data Repository website. At the top left is the Vermont Care Network logo. A dark blue navigation bar contains a hamburger menu icon on the left and a user profile icon on the right. The main content area features a central heading "Welcome to the VCN Data Repository" and a sub-heading "Use the ☰ to navigate and 👤 to access your profile and preferences." Below this are three main sections: "MSR File Submissions" with a cloud and upload icon and a link to "MSR Guide"; "Reporting Area" with a dropdown arrow and icons for bar chart, line graph, and pie chart, and a link to "Getting Started User Guide"; and "Admin Center" with a gear icon and a link to "Admin Guide". At the bottom, there is a section for "Additional Resources" with a link to "Policies and Procedures". Two blue callout boxes are overlaid on the page: one on the left pointing to the hamburger menu icon with the text "Site functionality is available from this menu", and one on the right pointing to the user profile icon with the text "Account settings are available from this menu".

# Account Settings



First Name  
Johannes

Last Name  
Heussy

Organization  
ADMINS

Email  
huessy-johannes@norc.org

Application Role  
System Administrator

Dashboard Role  
Dashboard Administrator

[CHANGE PASSWORD](#)

You will be able to update your name and email here

The gear icon will take you to the User Settings screen

You can change your password here

# File Submission



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# File Formatting

- The same formatting rules and validation requirements that have historically been applied by the state of Vermont will also be used in the VCN file submission.
- The file submission interface will also allow for “Validation Only” submissions if you wish to check an MSR file for errors before submitting to the state of Vermont.

# Submission Process



 Home

 MSR File Submissions

File Upload  
link

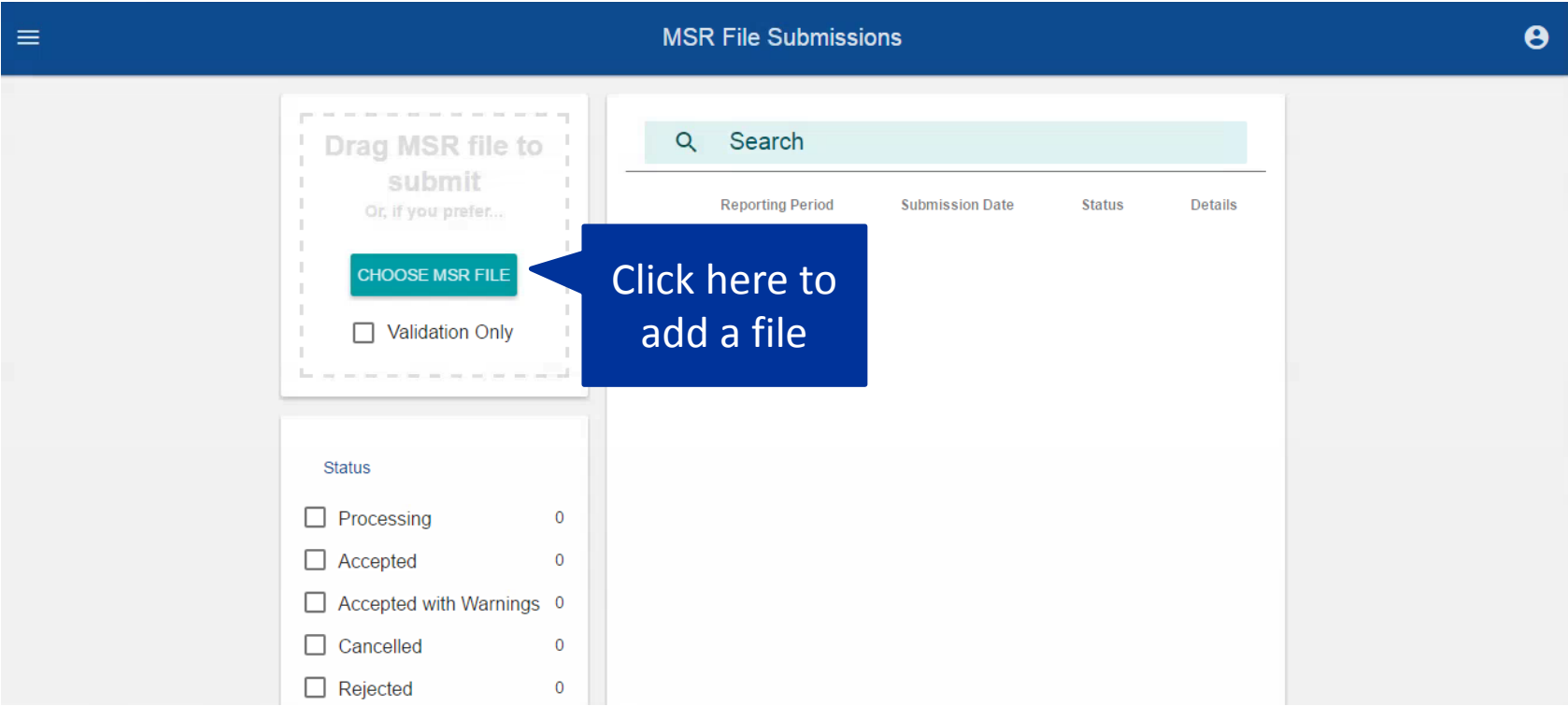
 Reporting Area

 Admin Center

Reporting Area



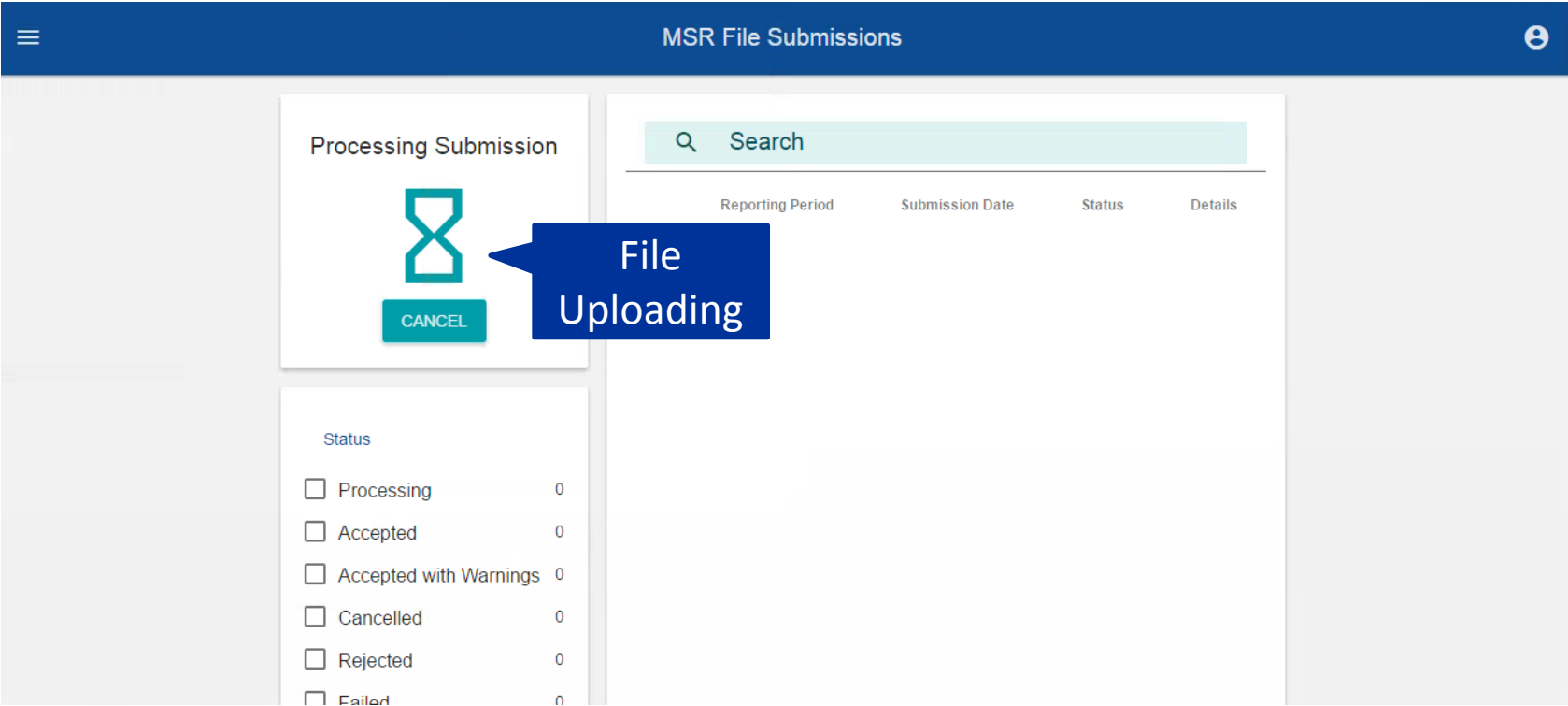
# Submission Process



The screenshot shows the 'MSR File Submissions' web interface. On the left, there is a 'Drag MSR file to submit' area with a 'CHOOSE MSR FILE' button and a 'Validation Only' checkbox. A blue callout box points to the 'CHOOSE MSR FILE' button with the text 'Click here to add a file'. Below this is a 'Status' section with a list of submission statuses and their counts: Processing (0), Accepted (0), Accepted with Warnings (0), Cancelled (0), and Rejected (0). On the right, there is a search bar and a table with columns for Reporting Period, Submission Date, Status, and Details.

Reporting Period	Submission Date	Status	Details
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# Submission Process



The screenshot shows the 'MSR File Submissions' interface. On the left, a 'Processing Submission' dialog box is open, featuring a teal hourglass icon and a 'CANCEL' button. A blue callout bubble with the text 'File Uploading' points to the dialog. Below the dialog is a 'Status' summary table:

Status	Count
<input type="checkbox"/> Processing	0
<input type="checkbox"/> Accepted	0
<input type="checkbox"/> Accepted with Warnings	0
<input type="checkbox"/> Cancelled	0
<input type="checkbox"/> Rejected	0
<input type="checkbox"/> Failed	0

The main content area on the right includes a search bar and a table with columns: Reporting Period, Submission Date, Status, and Details.

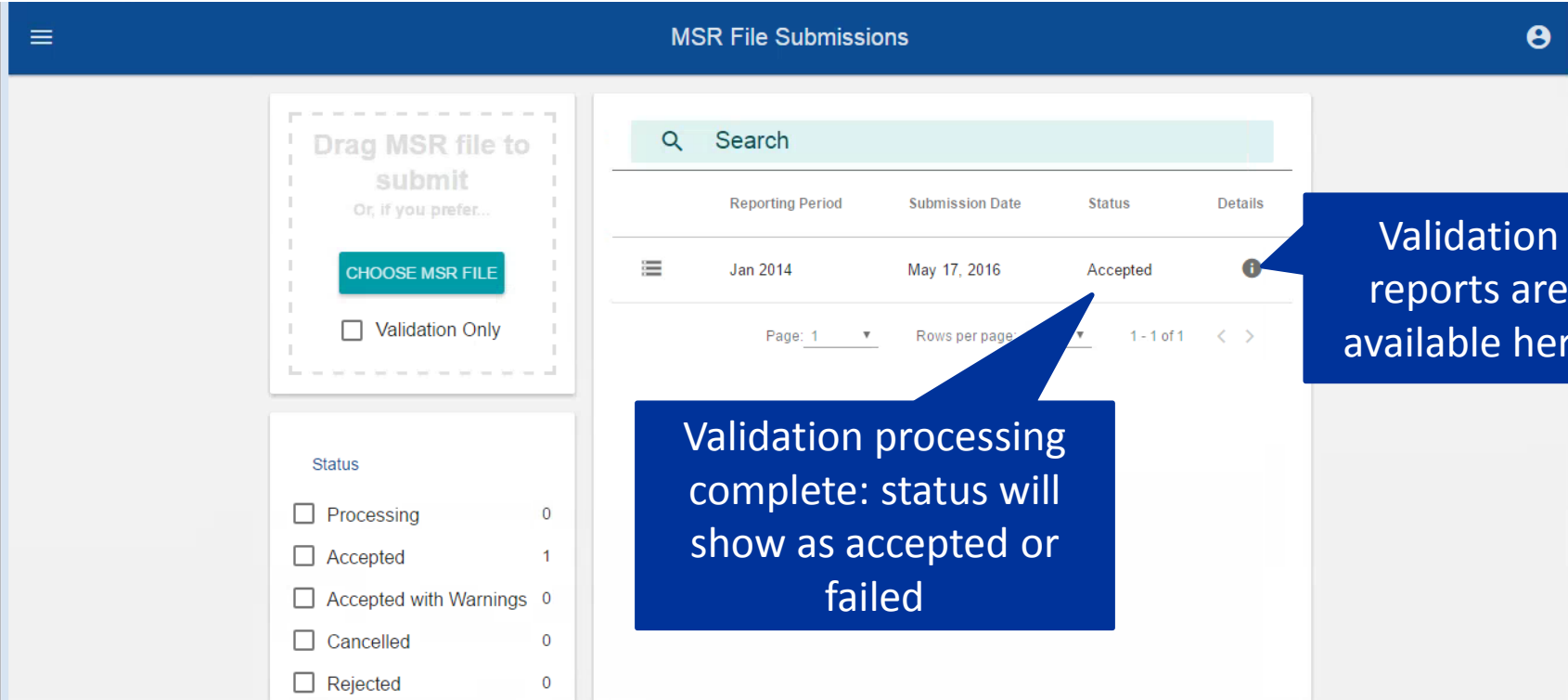


# Submission Process


The screenshot displays the 'MSR File Submissions' interface. On the left, a 'Processing Submission' dialog box is open, featuring a green 'CANCEL' button. A blue callout box with the text 'Validation Processing' points to the dialog. The main content area includes a search bar and a table with columns for 'Reporting Period', 'Submission Date', 'Status', and 'Details'. Below the table, a 'Status' filter section lists various submission states with their respective counts.

Status	Count
<input type="checkbox"/> Processing	0
<input type="checkbox"/> Accepted	0
<input type="checkbox"/> Accepted with Warnings	0
<input type="checkbox"/> Cancelled	0
<input type="checkbox"/> Rejected	0
<input type="checkbox"/> Failed	0

# Submission Process



The screenshot shows the 'MSR File Submissions' interface. On the left, there is a 'Drag MSR file to submit' area with a 'CHOOSE MSR FILE' button and a 'Validation Only' checkbox. Below this is a 'Status' filter section with checkboxes for Processing (0), Accepted (1), Accepted with Warnings (0), Cancelled (0), and Rejected (0). The main area contains a search bar and a table with columns for Reporting Period, Submission Date, Status, and Details. A table entry shows 'Jan 2014', 'May 17, 2016', and 'Accepted'. A callout points to the 'Accepted' status, stating 'Validation processing complete: status will show as accepted or failed'. Another callout points to an information icon in the 'Details' column, stating 'Validation reports are available here'.

Reporting Period	Submission Date	Status	Details
Jan 2014	May 17, 2016	Accepted	

# Error Reporting

The screenshot shows the 'MSR File Submissions' interface. A modal window is open for a submission from 'Jan 2014', which is marked as 'ACCEPTED'. The submission was made by 'Test User' on '05/17/2016 at 2:14 PM'. The modal displays two reports available for download:

- MSR1 QA Report (MSR1 Quality Assurance Report, msr1.qa.html)
- MSR2 QA Report (MSR2 Quality Assurance Report, msr2.qa.html)

A 'CLOSE' button is located at the bottom right of the modal. In the background, a search bar and a list of submission statuses (Processing, Accepted, Accepted with Warnings, Cancelled, Rejected) are visible.

Validation reports available for download for each submission will be visible here

# Error Reporting



## MSR Data Validation Report

#Results: 714 | #Warn: 142 | #Fail: 572

### Record #1 - #Results: 1 | #Warn: 1

WARNING:  
"Invalid value [] found for field: [redacted]"; name=SSN10;first\_name=Recipient;name\_fragment=[redacted];DOB=[redacted];account\_number=00000105-001;Social Security Number Suffix: [redacted]  
Rule67.1  
*Must be a valid code. If not specifically required by a program, it can also be Blank*  
termination\_condition: Condition on termination  
CONDITION: not(in(ppa,"11, 12"))

### Record #175 - #Results: 1 | #Fail: 1

FAIL:  
Unacceptable value[] encountered. Valid values: [1, 2]  
[redacted];Client\_ID=30005303;Primary Program Assignment=12;  
If Previous Treatment By Mental Health Facility Of Any Kind field was answered YES then this must contain one of the following: 1 = Yes, 2 = No If not specifically required by a program it can also be: Blank Zero  
prev\_inpatient: Inpatient  
CONDITION: in(ppa,"11, 12") and in(prev\_treat,"1")

### Record #238 - #Results: 3 | #Warn: 1 | #Fail: 2

WARNING:

# Questions?

