

SNF Collaborative: Portal User Guide

About the New Portal Guide

This document serves as a guide to navigate and use MPRO's secure web portal created for the Skilled Nursing Facility (SNF) Collaborative. As a participating facility in the collaborative, you agree to submit timely data using the platform detailed below. MPRO will analyze the data submitted each quarter and provide SNFs with facility-specific feedback reports.

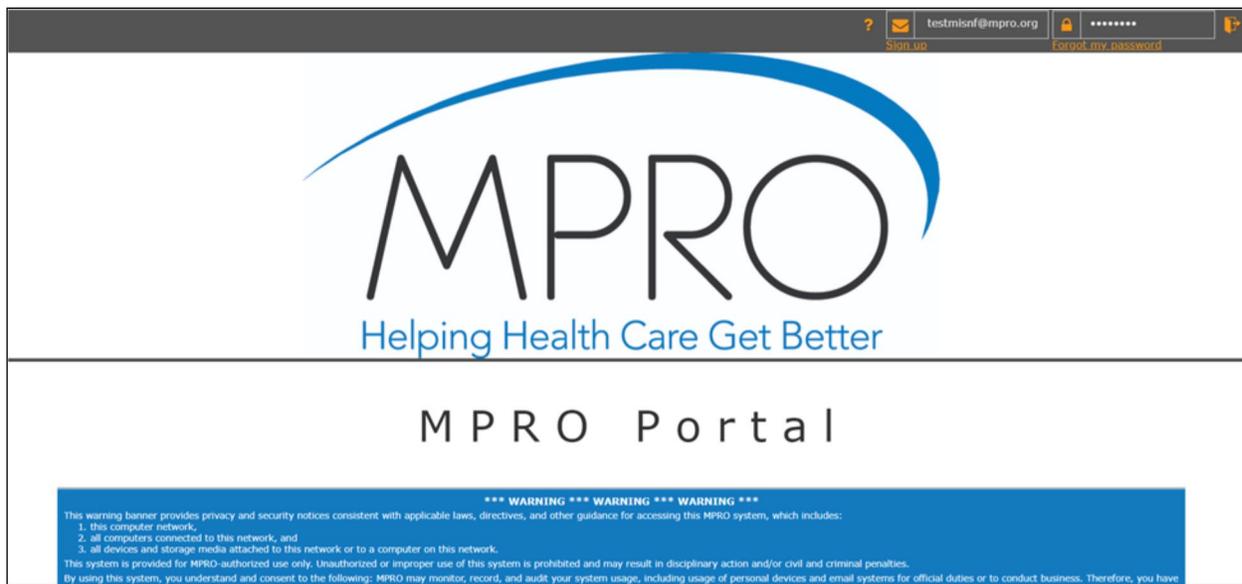
Data uploaded to this portal are to be used for **quality improvement purposes only**. The intent of the data is to assist participating hospitals and SNF providers to target areas for improvement and work collaboratively to identify intervention strategies. Data are **not** to be used for any administrative purposes including changes to referral patterns or development of a preferred provider list.

Portal Access

At the time of joining the SNF Collaborative, each participating SNF should have provided two contacts to serve as the facility's portal users. Additional contacts may be identified, but a minimum of two contacts from each site is required. If you have rights to multiple facilities, your username (your email address) will remain the same. Prior to the portal opening on November 1, 2019, MPRO will email each user an assigned username (your email address) and a temporary password. You should **change your temporary password** once you enter the site. MPRO will not have access to your password. If you forget your password, you will be able to make a new one without MPRO's support.

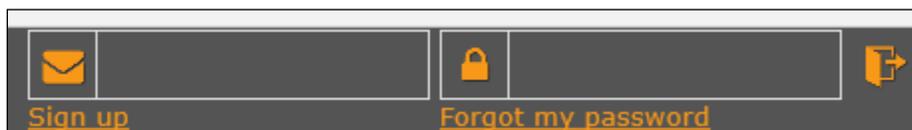
If you would like to grant additional users access to your facility's portal, a formal request must be sent to: snfportalhelpdesk@mpro.org.

If your facility fails to submit data for two consecutive quarters, you will no longer have access to the SNF portal and your facility's account will be deactivated.

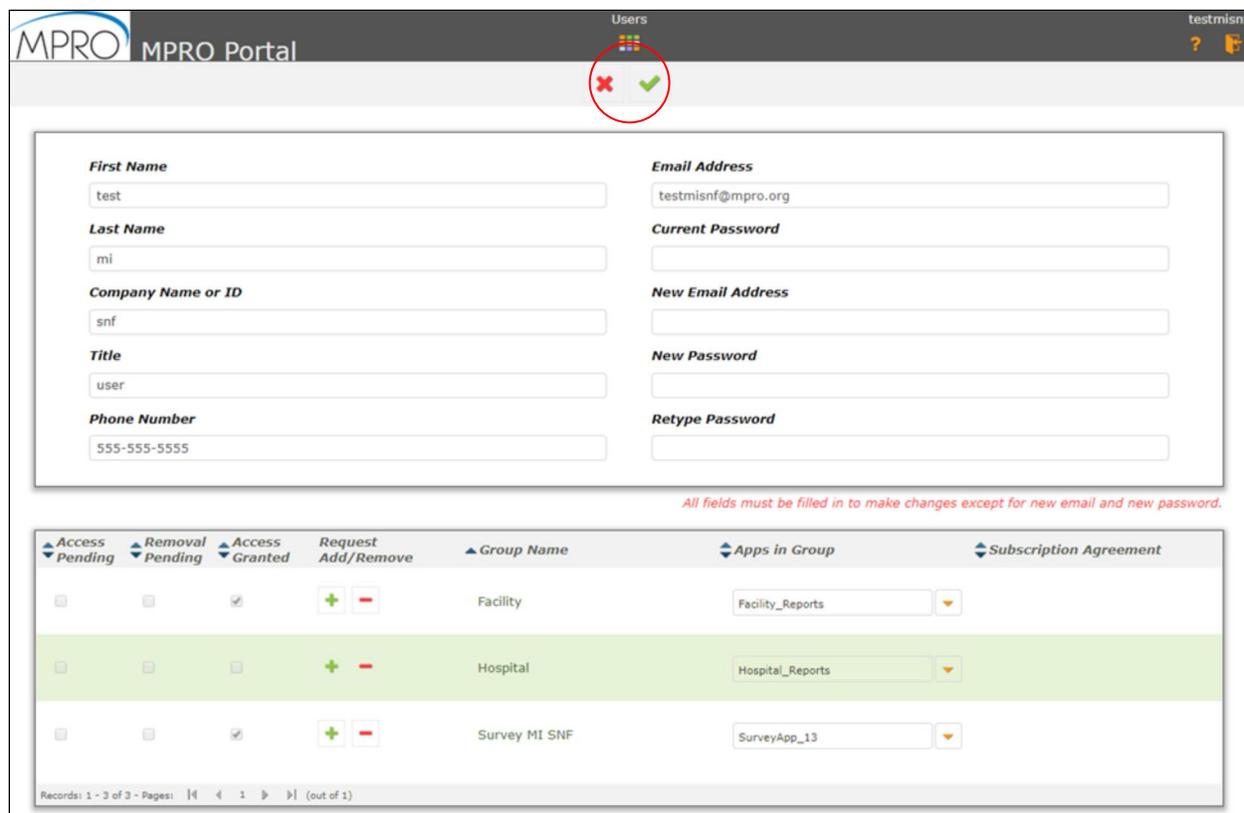


Logging in for the First Time

1. Go to <https://portal.mpro.org>



2. In the top right corner next to the envelope, enter your email address.
3. In the top right corner next to the lock, enter your provided password.
4. To enter the portal, click the icon of the opened door with an arrow.



MPRO Portal

Users testmisnf

First Name
test

Last Name
mi

Company Name or ID
snf

Title
user

Phone Number
555-555-5555

Email Address
testmisnf@mpro.org

Current Password

New Email Address

New Password

Retype Password

All fields must be filled in to make changes except for new email and new password.

| Access Pending | Removal Pending | Access Granted | Request Add/Remove | Group Name | Apps in Group | Subscription Agreement |
|--------------------------|--------------------------|-------------------------------------|--------------------|---------------|------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | + - | Facility | Facility_Reports | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + - | Hospital | Hospital_Reports | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | + - | Survey MI SNF | SurveyApp_13 | |

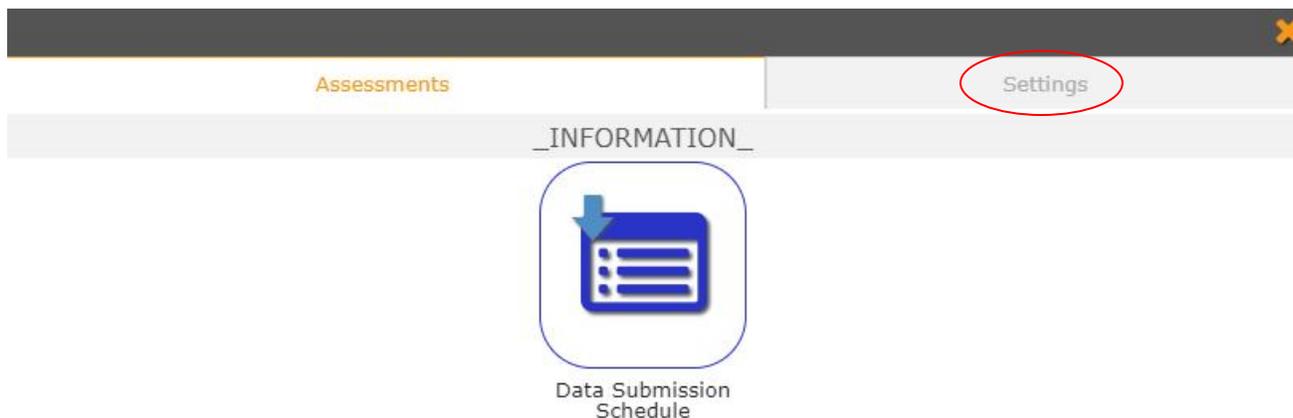
Records: 1 - 3 of 3 - Pages: 1 (out of 1)

- Review current information, add or correct as necessary.
- You should **change the temporary password MPRO gave you**. Enter your temporary password and your new password, retype your new password then click the green check mark located at the top of the page to save.

Logging in for the Second Time

(Once you have successfully logged in to the portal, each subsequent login will take you directly to the SNF Active Data Submission icon.)

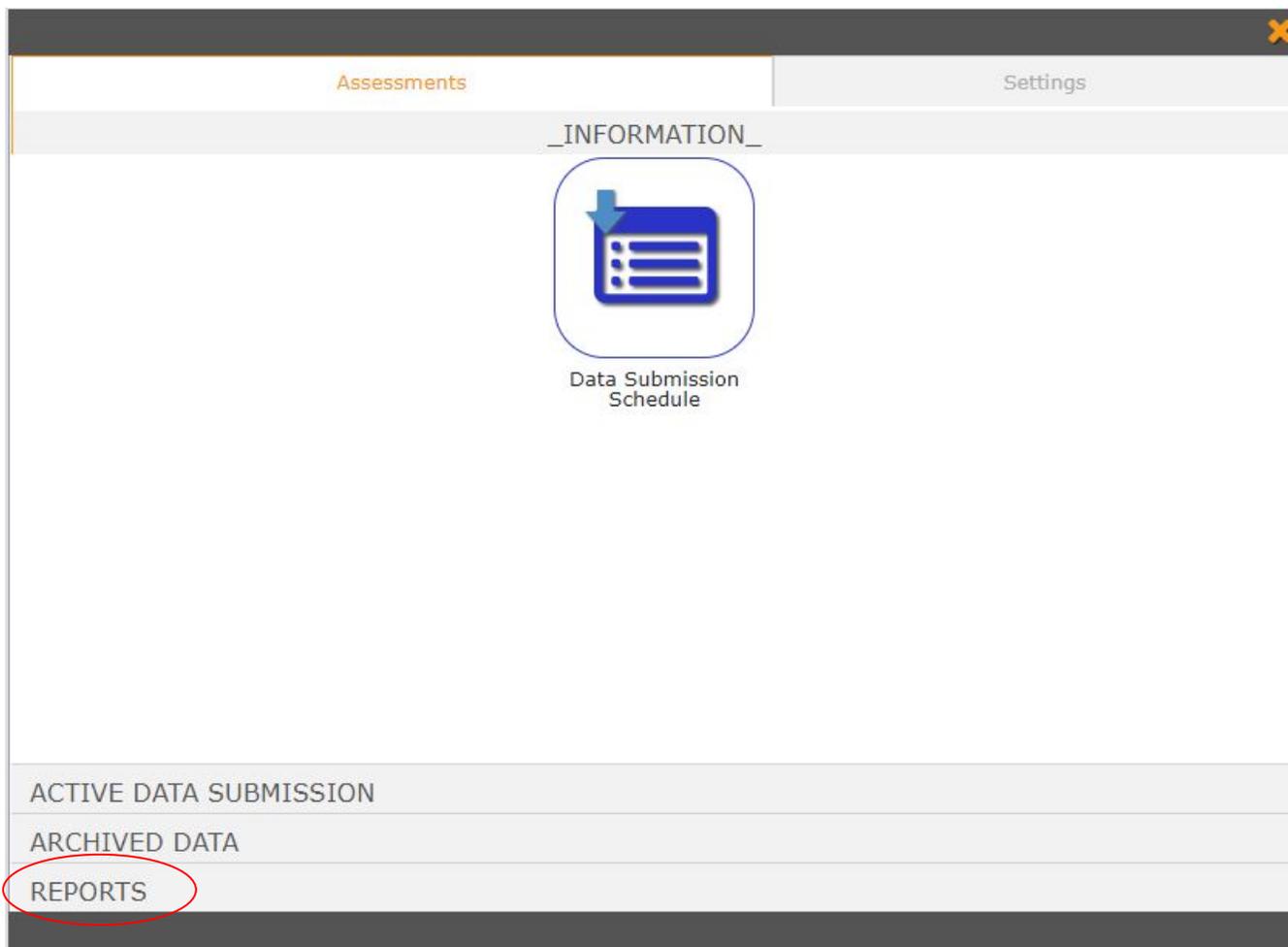
1. Follow steps 1-4, above to log in.



2. If you would like to update your profile, click on Settings in the top right corner. Review current information and add content if anything is missing or needs to be updated. (Refer to “Logging in for the First Time” steps to make changes.)

| 2019 Data Submission Datasets | | | |
|-------------------------------|-----------------------|----------------------------------|----------------------|
| Quarter | Monthly Data Included | Portal Opens for Data Submission | Portal Closes |
| 1Q2019 | 1/1/2019-3/31/2019 | 5/1/2019 | 5/20/2019 at 5 p.m. |
| 2Q2019 | 4/1/2019-6/30/2019 | 8/1/2019 | 8/19/2019 at 5 p.m. |
| 3Q2019 | 7/1/2019-9/30/2019 | 11/1/2019 | 11/18/2019 at 5 p.m. |
| 4Q2019 | 10/1/2019-12/31/2019 | 2/3/2020 | 2/17/2020 at 5 p.m. |

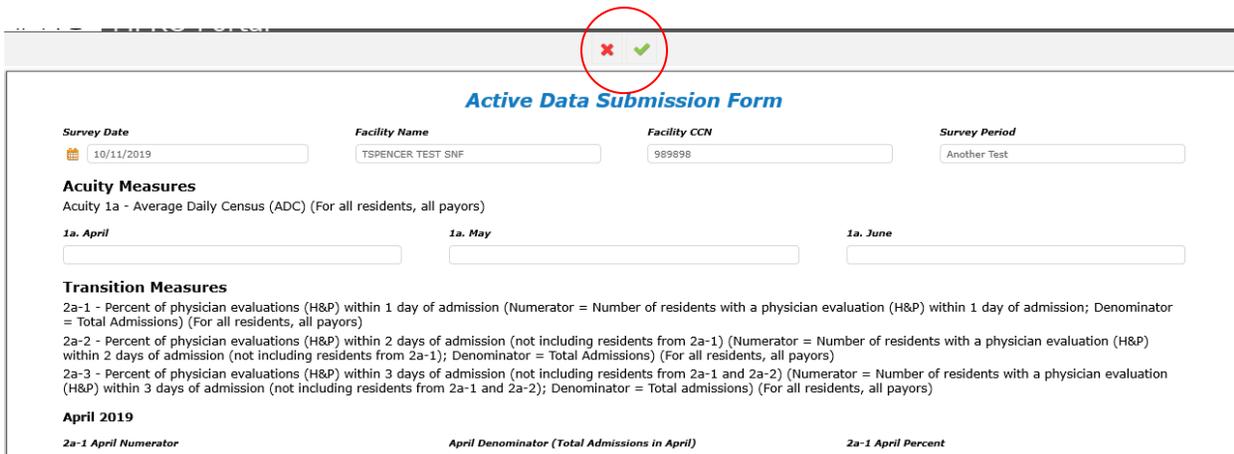
3. To view the submission dates, click on the middle of the blue clipboard icon, it will take you to the MPRO Portal information page where you will find the Schedule of Data Submissions.



4. To review reports, click on Reports from the list at the bottom left of page. To review past assessments (data entered previously), click Archived Data. This will allow you to view the data you have submitted in previous quarters.
5. MPRO will send an email at the beginning of every dataset submission period, indicating the portal is open for data entry. To enter new data, click Active Data Submission.



- Click on the blue clipboard icon to start entering data for the current quarter in Active Data Submission. The data entry fields for **all** the SNF-reported measures are on one scrolling page. Scroll down the page to ensure your data have been entered for all applicable measures, including notes/comments/feedback you may have regarding the current data submission assessment. **You will not be able to close out of the portal until you have entered all of your data.** You can return to the portal, before it closes, to make changes.



- When you are finished entering your data, click the green check mark located at the top of the page to save. You will have access and the ability to edit the current assessment until the portal closes for the current quarter. The data saved within the current assessment, at the time the portal closes, is considered your submission.



- Click the multi-colored box to return to the home page.
- Once the portal closes**, you will receive an email indicating, “The assessment for (year and quarter) has now been closed for (Facility Name). Thank you for submitting this assessment to MPRO.”

If your facility fails to submit data for two consecutive quarters, you will no longer have access to the SNF portal and your facility’s account will be deactivated.

Questions

If you need assistance, please email: snfportalhelpdesk@mpro.org.