

1 PURPOSE

The purpose of this document is to instruct participating heath care organizations (HCOs) on submitting data for AMGA Foundation's national adult immunization campaign, Rise to Immunize™(RIZE).

2 OVERVIEW OF THE SUBMISSION PROCESS

Aggregate population-level numerators and denominators for each measure will be reported for active patients who meet each specific vaccination numerator and denominator requirement (see Section 3.1 of the <u>Rise to</u> <u>Immunize[™] Measure Specifications</u>). If HCOs choose the Basic Track, they will only report numerators and denominators for Measures 1 & 2. If HCOs choose the Core Track, they will report all Measures (1 through 5).

Data will be submitted **quarterly**. Reports are due approximately two weeks after the end of each reporting quarter (RQ). See <u>Table 1</u> for due dates by quarter.

An excel reporting template will be provided to participating HCOs prior to the baseline reporting deadline (see the <u>data submission webpage</u> to download). **HCOs must submit data by attaching the reporting template to an e-mail addressed to <u>DataForRize@amga.org</u>, a secure data repository that enables automatic parsing and consistency checking for submitted files**. E-mails from a secure e-mail server cannot be processed. No patientlevel data will be reported or submitted.

The excel reporting template will provide a cumulative record of the HCOs' reported measures data so the organization can evaluate the consistency of their data from quarter to quarter. While this can also be used to track progress throughout the campaign, we recommend that participants track their data more frequently, e.g., monthly. Following each submission deadline, AMGA will provide blinded comparative benchmarking reports across all organizations participating in the campaign. These reports will be released approximately one and a half months after the quarterly due date.

For questions or concerns regarding the data specifications, problems submitting data, or issues with the data portal described later in this document, please contact AMGA staff at <u>RiseToImmunize@amga.org</u>.

Table 1: Reporting Quarters and Due Dates

		Reporting	Data submission window					
Phase		Quarter	Open	Close (Due Date)				
0		Q3 2019						
	2019	Q4 2019						
	(Pre-COVID)	Q1 2020						
Baseline		Q2 2020	2/1/2022	2/15/2022				
ase		Q3 2020	2/1/2022	2/15/2022				
В	2020	Q4 2020						
	(Intra-COVID)	Q1 2021						
		Q2 2021						
.Year ¹		Q3 2021	2/1/2022	2/15/2022				
	2021	Q4 2021	2/1/2022	2/15/2022				
	2021	Q1 2022	4/1/2022	4/15/2022				
		Q2 2022	7/1/2022	7/15/2022				
		Q3 2022	10/1/2022	10/14/2022				
ent	2022	Q4 2022	1/2/2023	1/17/2023				
Intervention Measurement Year ¹	2022	Q1 2023	4/1/2023	4/14/2023				
		Q2 2023	7/1/2023	7/14/2023				
		Q3 2023	10/1/2023	10/16/2023				
	2023	Q4 2023	1/2/2024	1/16/2024				
	2023	Q1 2024	4/1/2024	4/15/2024				
		Q2 2024	7/1/2024	7/15/2024				
		Q3 2024	10/1/2024	10/15/2024				
	2024	Q4 2024	1/2/2025	1/15/2025				
	2024	Q1 2025	4/1/2025	4/15/2025				
		Q2 2025	7/1/2025	7/15/2025				

3 REPORTING INSTRUCTIONS

3.1 DATA ENTRY

- 1. After reviewing the <u>Rise to Immunize[™] Measure Specifications</u>, go to the <u>Data Submission</u> page and open the RIZE Reporting Template Excel file. A copy of these instructions can be found in the Instructions tab.
- 2. Data is entered on the Data Entry tab:



 Please enter your organization name in cell E4. This will help us to identify and track your submission. Your organization name will then be populated for the rest of the reporting and summary tabs. In cell E5, indicate which Track (Basic or Core) your organization has chosen. After entering Organization Name and Track, the cells for data entry will be revealed.



4. Enter your data in the **blue shaded cells**. Entering data from left to right will maximize data validation built into the template. White cells will be auto populated. To preserve data validation, **please do not copy and paste values across cells**.

Each Reporting Quarter, fill out all blue cells in your organization's chosen track. If your organization chose the Basic Track, report Measures 1 and 2:

- Measure 1: Influenza: Proportion of eligible patients who received an influenza vaccination any time during the current flu season, i.e., the Measurement Year
 - Enter Denominator first, followed by Numerator.
- Measure 2: Pneumococcal: Proportion of eligible patients who were administered a pneumococcal vaccine during the Measurement Year or are documented as up to date on their pneumococcal vaccination.
 - Enter Denominator first, followed by Numerator Part A, followed by Numerator Part B

Basic Track (Measure 1 and 2)												
Me	asure 1: Influer	iza	Measure 2: Pneumococcal									
Denominator ⁵	Numerator	Proportion % vaxxed this flu season	Denominator ⁵	Nume	Proportion % ever vaxxed ((A+B)/Denom)							

If your organization chose the Core Track, report Measures 1 through 5.

- Measure 1: Influenza: Proportion of eligible patients who received an influenza vaccination any time during the current flu season, i.e., the Measurement Year
 - Enter Denominator first, followed by the Numerator.
- Measure 2: Pneumococcal: Proportion of eligible patients who were administered a pneumococcal vaccine during the Measurement Year or are documented as up to date on their pneumococcal vaccination.
 - Enter Denominator first, followed by Numerator Part A, followed by Numerator Part B
- Measure 3: Td/Tdap: Proportion of eligible patients who were administered a Td or Tdap vaccine during the Measurement Year or are documented as up to date on their Td or Tdap vaccination.
 - Enter Numerator Part A, followed by Numerator Part B.
- Measure 4: Zoster: Proportion of eligible patients who completed the zoster vaccination series during the Measurement Year or are documented as up to date on their zoster vaccination.
 - Enter Denominator first, followed by Numerator Part A, followed by Numerator Part B.
- Measure 5: Bundle: Proportion of eligible patients who are up to date on all four required vaccinations (influenza, pneumococcal, zoster, Td/Tdap).
 - Enter Numerator.

RISE TO IMMUNIZE[™] DATA REPORTING INSTRUCTIONS

Basic Track (Measure 1 and 2)						Core Track (Measures 1-5)											
Measure 1: Influenza Measure 2: Pneumococcal				Measure 3: Td/Tdap				Measure 4: Zoster				Measure 5: Bundle					
Denominator ^s	Numerator	Proportion % vaxxed this flu season	Denominator⁵	Num Part A ⁶	erator Part B ⁷	Proportion % ever vaxxed ((A+B)/Denom)	Denominator ⁵	Num Part A ⁶	erator Part B ⁷	Proportion % ever vaxxed ((A+B)/Denom	Denominator⁵	Nume Part A ⁶	erator Part B ⁷	Proportion % ever vaxxed ((A+B)/Denom)	Denominator	⁵ Numerator	Proportion % pts. w/ all vaccinations
														-			
								-			-						
								-									
						-											
								-									
1																	
											-						

NOTE: Data submission cannot be accepted unless all Denominators, Numerators, and Numerator Parts for your specified data reporting track (Basic or Core) have been populated for that Reporting Quarter.

5. Prior to submitting, your data can be reviewed in the green tabs. Please review these tabs regularly. Any significant changes in denominators, numerators, or rates should be reviewed by your team to determine if the change represents a data error or is consistent with expectations (based on interventions or external shock to system, e.g., pandemic, mergers, and acquisitions, etc.). This explanation should be submitted in the body of the submission e-mail.



3.2 SUBMITTING

Once your data have been reviewed and approved internally by the appropriate members of your team, you can submit your data by attaching this template to an e-mail and sending it to <u>DataForRize@amga.org</u>

- 1. When your e-mail has been received by the Rise to Immunize[™] secure data repository, you will receive an e-mail response (typically within an hour) indicating that your data were either successfully loaded, or that your data could not be loaded due to a specific error. If you are not able to determine the source of the error, or if you have any questions, please reach out to the campaign data point of contact for help in resolving the issue (Stephen Shields at RiseToImmunize@amga.org).
- 2. Each Reporting Quarter, add your new data to the template and repeat the process outlined above. This template will provide you with a running record of your measure data.

3.3 RESUBMITTING DATA

Should you need to resubmit data for any reason, simply overwrite the data for that Reporting Quarter and resend the template. The portal will update your data and keep a historical record of all entries and changes. Data can be updated at any time.

If for any reason you lose your copy of the template or the data, we will be able to retrieve your data and help you repopulate a new template.

4 QUICK LINKS & CONTACT INFORMATION

Measurement Overview

Measurement Specifications

Data Submissions page (Reporting Template can be found here)

General Questions: <u>RiseToImmunize@amga.org</u> Data Submissions <u>only</u>: <u>DataForRize@amga.org</u>