**ENCOR for Hospital Abstracted Measures Orientation Goals**

**Employee:**

**Job Title:**

**Hire Date:**

**Mentor:**

**END OF 30 DAYS due by:**

**Evaluator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Demonstrate consistent entry of time sheet into UKG – Manager confirm.
2. Complete any Client Services Expense Statements due to Nancy Covert (skip if not relevant).
3. Verbally express CMS requirements for facilities for the following (Current Reporting & Upcoming Reporting Periods):
   1. Inpatient Quality Reporting Program (IQRP)
   2. Outpatient Quality Reporting Program (OQRP)
   3. Inpatient Psychiatric Quality Reporting Program (IPFQRP)
   4. Critical Access Hospitals (CAH)
   5. Rural Emergency Hospital (REH)
4. Verbally express The Joint Commission requirements for facilities:
   1. Current & Upcoming Reporting Requirements
      1. Large Hospitals
      2. Small/Critical Access Hospitals (CAH)
      3. Freestanding Psychiatric Hospitals
5. Verbally demonstrate explanation of what the Measure Category Assignments are and where to find. This includes the following (Proportionate vs. Continuous):
   1. Measure Category B
   2. Measure Category D
   3. Measure Category E
   4. Measure Category Y
   5. Measure Category X
6. Demonstrate and give a brief, hour-long overview of ENCOR for Hospital Abstracted Measures:
   1. HOME
   2. ABSTRACTION
   3. CONCURRENT ABSTRACTION
   4. IRR
   5. REPORTING
   6. ADMINISTRATION
7. Successfully access ALL ENCOR for Hospital Abstracted Measures clients (On Prem - See Medisolv Orientation Checklist)

**Evaluator Comments:**

**Evaluator Status:**

**Submitted to Human Resources:**

**END OF 60 DAYS due by:**

**Evaluator(s): ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Demonstrate ability to answer client questions:
   1. General Abstraction
   2. Algorithm
   3. ENCOR for Hospital Abstracted Measures Navigation/User Issues
   4. Specifications Manual – IQR/OQR/IFPQR/TJC/MassHealth
2. Demonstrate the ability to access ENCOR for Hospital Abstracted Measures clients as requested by the ENCOR for Hospital Abstracted Measures Support Team. It will be in a randomly requested order via Bomgar.
3. Verbally demonstrate requirements for qualification into the initial patient populations for the following by identifying the measure steward for each measure. What program can this be used for (IQR/OQR/IPFQR/ORYX/Certification/MassHealth)? Explain how the CNLIP report uses this information:
   1. ACHF
   2. ACHF-OP
   3. ASR-IP
   4. ASR-OP
   5. CCM
   6. CSTK
   7. GLOBAL-ED
   8. GLOBAL-IMM
   9. GLOBAL-SUB
   10. GLOBAL-TOB
   11. HBIPS-EVT
   12. HBIPS-GLOBAL
   13. MAT-4
   14. MH-GLOBAL
   15. NEWB-3
   16. OP-ED THROUGHPUT
   17. OP-STROKE
   18. OP-WB-29
   19. OP-WB-31
   20. PC
   21. SEPSIS
   22. SMD
   23. STROKE
   24. STROKE-OP
   25. STROKE-VOL
   26. THKR-IP
   27. THKR-OP
   28. TR
   29. VTE
   30. THA/TKA Pro-PM (IP & OP)
4. Demonstrate and give a brief, hour-long overview of ENCOR for Hospital Abstracted Measures:
   1. HOME
   2. ABSTRACTION
   3. CONCURRENT ABSTRACTION
   4. IRR
   5. REPORTING
   6. ADMINISTRATION

**Evaluator Comments:**

**Evaluator Status:**

**Submitted to Human Resources:**

**END OF 90 DAYS due by (90-minute session):**

**Evaluator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Verbally demonstrate understanding of CMS and The Joint Commission submission process (including Subway Requests) \*
2. Demonstrate ability to use vendor tools to run Vendor and Facility Submission Reports from HQR & DDSP \*
3. Demonstrate ability to confirm measure set selections for CMS (Vendor Authorization) \*
4. Demonstrate ability to FTP client files from the client to Remote Desktop via Subway (on-prem DDSP reports) \*
5. Demonstrate and give a brief, hour-long overview of ENCOR for Hospital Abstracted Measures:
   1. HOME
   2. ABSTRACTION
   3. CONCURRENT ABSTRACTION
   4. IRR
   5. REPORTING
   6. ADMINISTRATION

\**Please note items 1-5, training will occur during Submissions to CMS and TJC*

**Evaluator Comments:**

**Evaluator Status:**

**Submitted to Human Resources:**