

MHA Data Packager User Guide Version 2.0

Instructions for submission of MIDB/MODB data to the
MHA Service Corporation



MICHIGAN HEALTH & HOSPITAL ASSOCIATION

SERVICE CORPORATION 

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Introduction

The MHA Data Packager may be used to send data submissions to MHA Data Services easily and securely using the Internet. The MHA Data Packager performs data compression and encryption and provides a direct link to the MHA Data Submission Web site.

The program will allow facilities to protect their data while still benefiting from the convenience of submitting data over the Internet. In addition, because of the encryption protocols used, use of the MHA Data Packager is more secure than sending via E-mail.

License Agreement

Software Provisions:

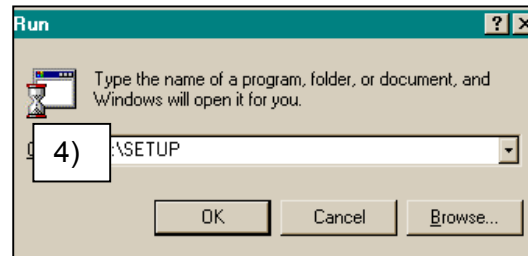
The software is protected by United States copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. Licensee may allow multiple access to the software to various staff within the organization. Specifically, Licensee may install the software on multiple machines or on their network. Notwithstanding, Licensee will not make the software and data available to any other organization without the explicit written consent of the MHASC.

Licensee shall take all necessary steps to protect the proprietary and confidential nature of the software and all features incorporated within. The Licensee shall not, at any time during or after the term of this agreement attempt to create, by reverse compiling, unassembling, or otherwise reverse engineering any part of the source code.

Installing the Software

To install the software on your computer, complete the following steps. During the installation process the program will prompt you with our license agreement, advise you of the disk space requirements, confirm the installation location, and group name assignment. Under normal circumstances, accept the default settings.

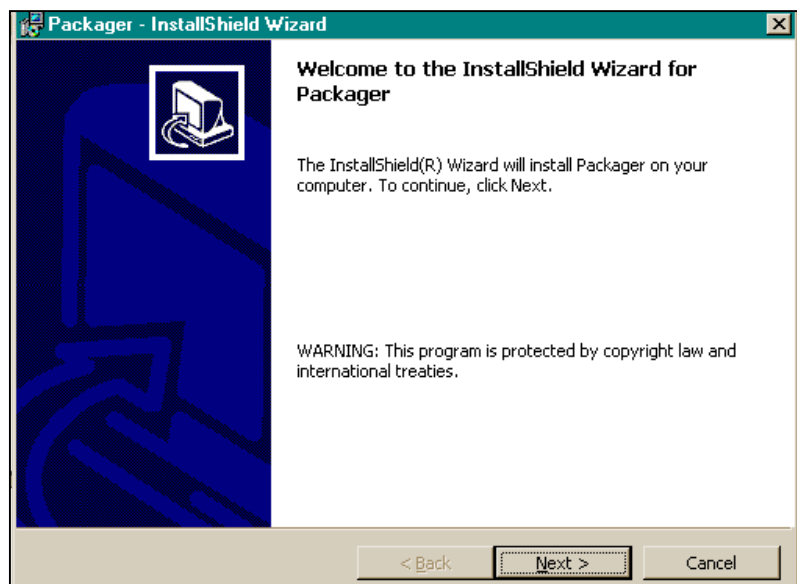
- 1) Place the MHA Data Packager CD in your
- 2) Click the “Start” button.
- 3) Click “Run”.



tray.

- 4) In the dialog box type the appropriate drive letter, and type SETUP, example: D:\SETUP. (Your CD-ROM may have a different drive letter assigned.)

- 5) When the “Packager – InstallShield Wizard” window is visible, follow the instructions on the screens until you reach the final window which indicates that the InstallShield Wizard is



complete. Click the “Finish” button to exit the program setup.

- 6) Once the installation process is complete, you can confirm that the program has been installed on your computer by checking your desktop for the Data Packager 2.0 Icon. The MHA Data Packager program is also called “MHA Data Submitter.”



To Uninstall the Program

To uninstall the program, access the Control Panel and select the Add or Remove Program Icon.

Getting Technical Support

For fast and effective support call **(517) 886-8448** and ask for your Data Quality Representative. Be ready to give the Data Quality Representative the following information:

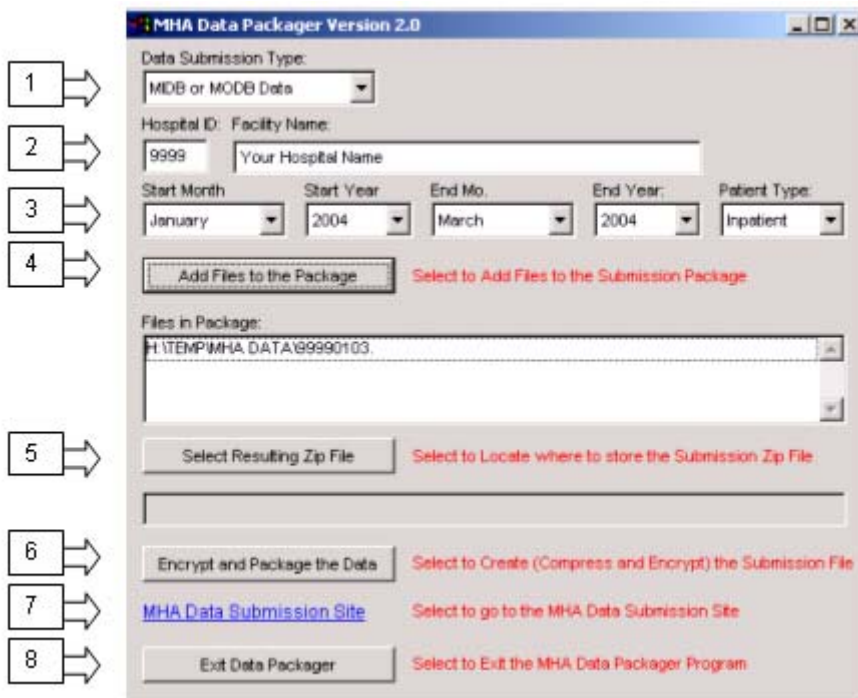
- ◆ The version of the software you are using.
- ◆ The operating system that you are using (such as Windows 2000).
- ◆ The exact wording of any error message that may be displayed on your screen.
- ◆ A description of what happened and what events happened leading up to the problem.
- ◆ A description of how you attempted to solve the problem.

An Overview of the MHA Data Packager

The **Data Packager** window enables the user to choose the data submission type, identify the facility by MHA ID and name, select the date range and encrypt and package the data for transmission through the Internet. You will have better results using the “Data Packager” window if you familiarize yourself with it before you try to send your data submission. If you haven’t already launched the *MHA Data Packager*, you’ll need to do so before we can begin exploring it. You will also need an active Internet connection to submit a file. Just select the **Start | Programs | MHA Data Submitter** menu item from the Windows Start button.

The **Data Packager** consists of the following components:

- 1) **Data Submission Type:** From this drop-down box you will be able to choose the type of data that you are submitting.



- 2) **Identification:** Allows the user to type in the facility ID and name.

- 3) **Submission Dates:** Allows the user to select the date range of the submission.

- 4) **Add Files to the Packager:** Allows the user to select the files for transmission to MHA. The selected files will appear in the window labeled “Files in Package.”

- 5) **Select Resulting Zip File:** This will allow the user to choose where to store the resulting zip file.

- 6) **Encrypt and Package the Data:** Selecting the “Encrypt and Package the Data” button will encrypt and compress the data.

- 7) **MHA Data Submission Link:** Once the file is encrypted and compressed the user can choose to send the file directly to the MHA Data Submission Site via the Internet.

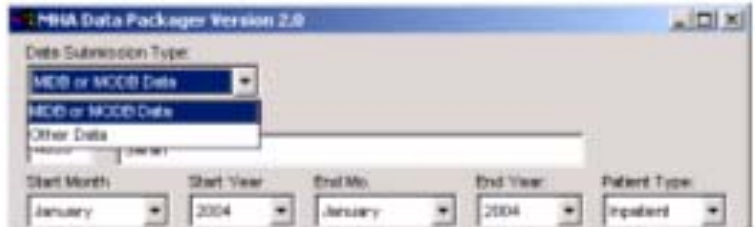
- 8) **Exit Data Packager.** Selecting the “Exit Data Packager” button will exit the user from the Data Packager.

Sending a Data Submission

Prepare the data file as you normally do. Connect to the Internet (if you need to do that manually). Then launch the MHA Data Submitter program and complete the following steps:

- 1) Select the Data Submission Type:

Click on the “Data Submission Type” drop-down box and select “MIDB or MODB Data.”



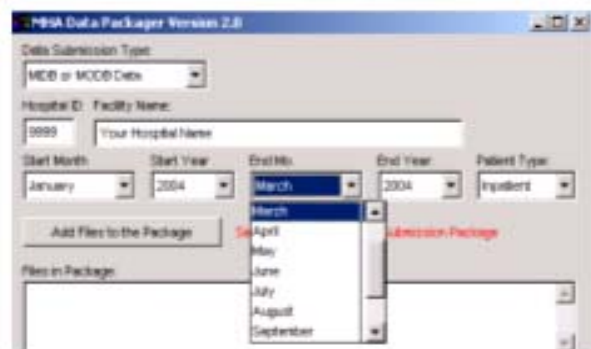
- 2) Identification:

If your facility number and facility name is not present, click in each box and type in the appropriate information.



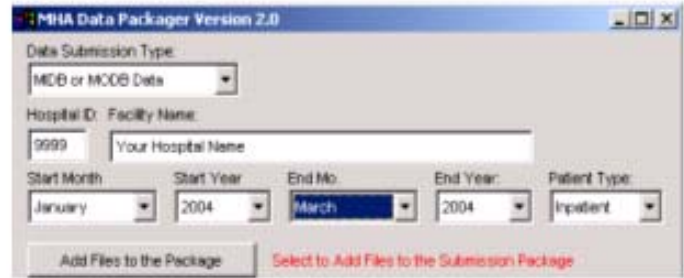
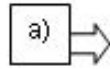
- 3) Select the Date Range:

Using the drop-down boxes, select the date range and data year.



4) Add Files to the Package:

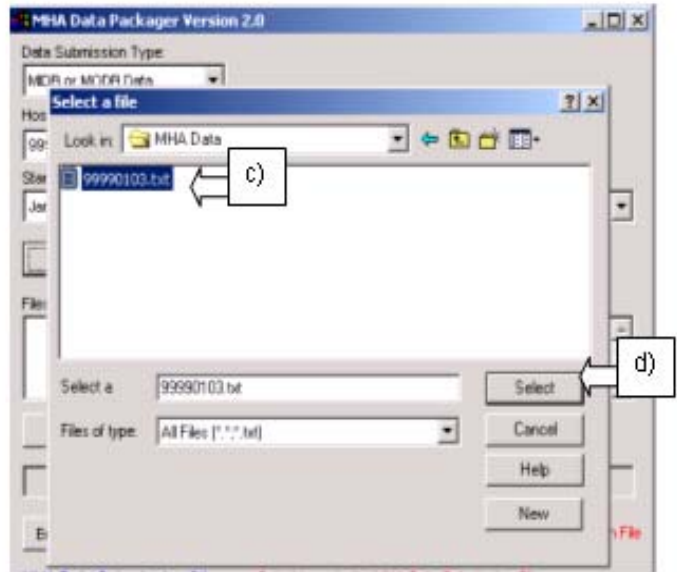
- a) Click the “Add Files to the Package” button to bring up the “Select a File” window.



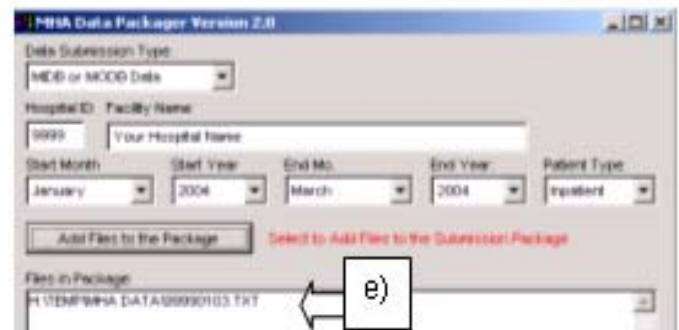
- b) From the “Select a file” window, navigate to the location of the file that was created for this submission.

- c) Click on the appropriate file.

- d) Click the “Select” button, which will take you back to the MHA Data Packager window.

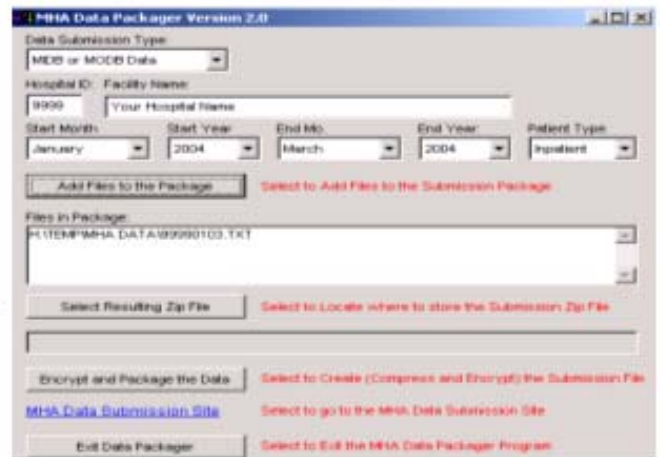
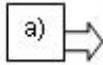


- e) Note the presence of the file that you just selected in the “Files in Package” window.



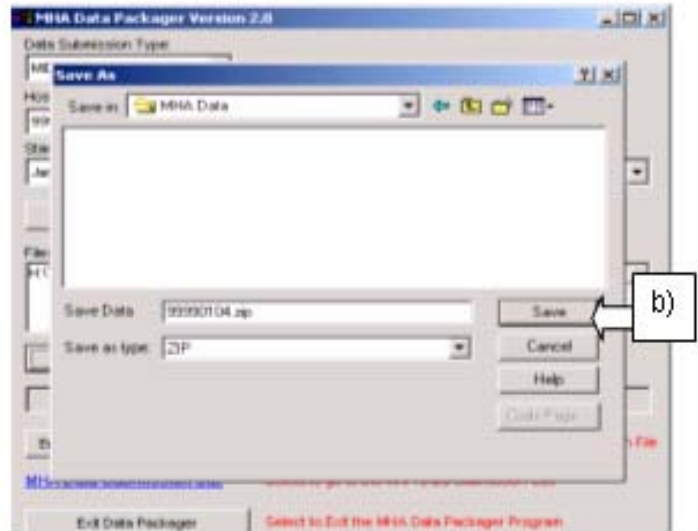
5) Select Resulting Zip File:

- a) Click the “Select Resulting Zip File” button. This will bring up the “Save As” window where an MHA-assigned file name is displayed.



- b) Click the “Save” button.

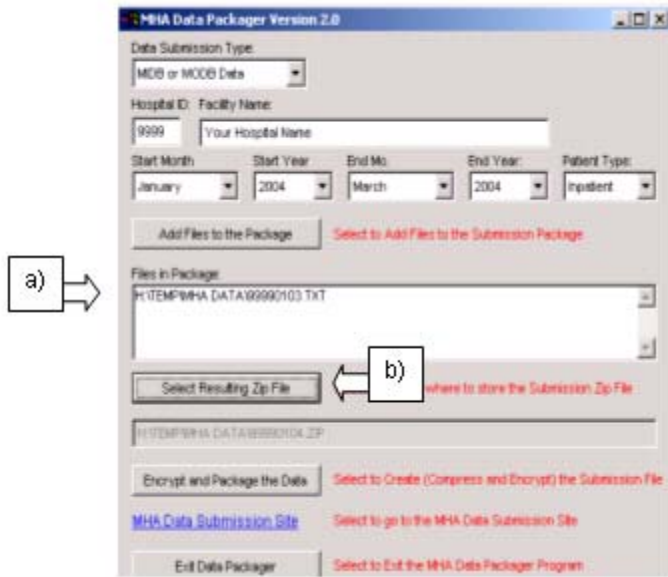
(Note the name of the file. The name contains your facility ID along with the beginning month and the year of the submission.)



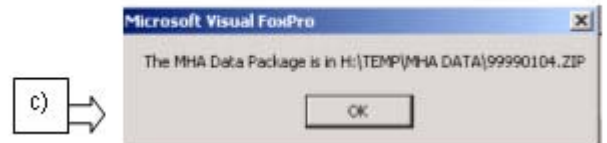
6) Encrypt and Package the Data:

a) Note that the zipped file that you just created is now shown in the window below the “Select Resulting Zip File” button.

b) Click the “Encrypt and Package the Data” button. During this step you will see a small progress message.



c) When the encryption is completed, you will see a message box that displays the location of your newly created file. Click the “OK” button to proceed.

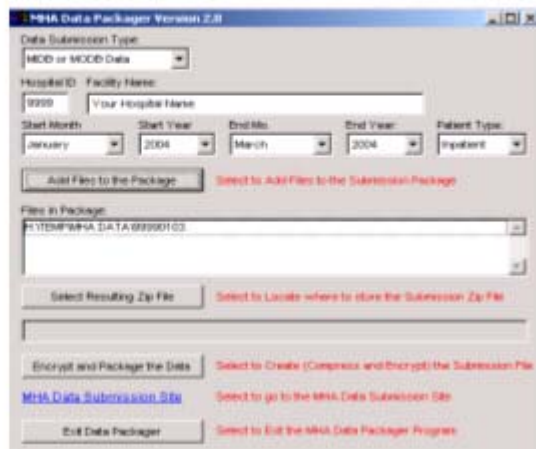


d) For more information on the encryption algorithm used by the MHA Data Packager program, you can visit the Bruce Schneier Blowfish site at: <http://www.schneier.com/blowfish.html>.

7) Submit the File Using the MHA

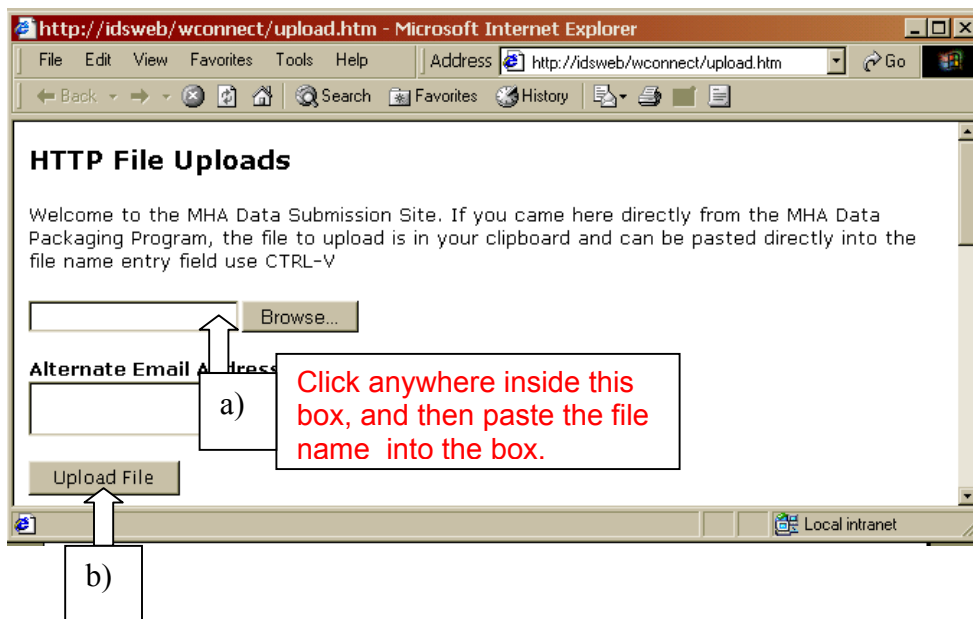
Data Submission Web Site:

Click on the "MHA Data Submission Site" link. This will launch your browser and take you directly to the MHA data submission page.



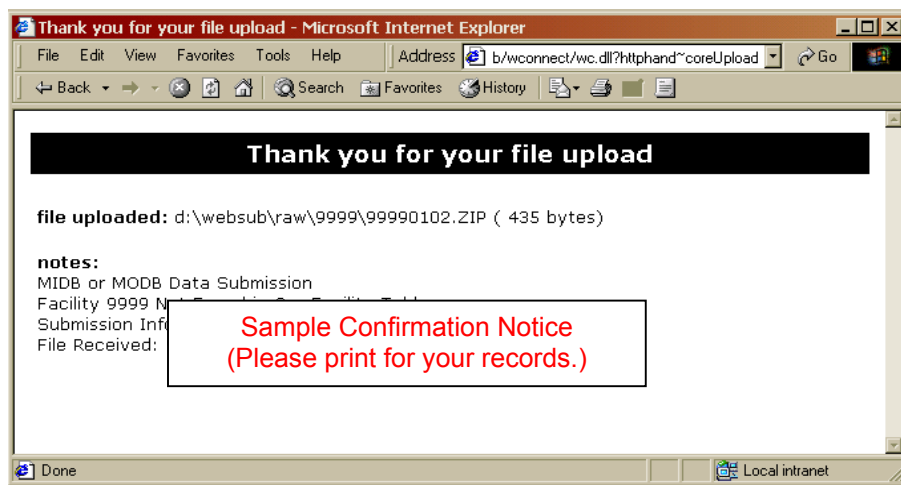
8) When the MHA Data Submission Web Site is Visible:

- a) Click inside the first box (as indicated in the graphic) and paste the file into the box. To paste the file into the box, click the "Edit" button on the menu bar and click "Paste." Otherwise you can use the browse button to locate the file to be uploaded.
- b) Click the "Upload File" button to send the file.



- c) You may receive a message asking if you want to continue.

- d) If the MHA Data Submission server was able to process your request, you will receive a confirmation that communicates the status of your submission. We suggest that you print and save the confirmation for your records.



If any errors were encountered during your submission, they will also be indicated on the form that is returned.

- e) To close the browser window, click “File” on the menu bar and then click “Close.”

9) Exit the Packager:

- a) Click on the “Exit the Packager” button to close the program.

