Office of Statewide Health Planning & Development
Patient Data Section
www.oshpd.ca.gov/hid/mircal
mircal@oshpd.ca.gov
Main Number: (916) 326-3935
MIRCal Number: (916) 326-3920

Basic Information

MIRCal Homepage: www.oshpd.ca.gov/hid/mircal

For information on MIRCal features, services, and reporting programs, click on a direct link from the MIRCal navigational menu or on the appropriate IP, ED or AS data type star.

MIRCal System Available: Online Sunday - Friday. Unavailable Saturdays for routine maintenance.

Support Staff Available: Monday – Friday, 8:00 am to 5:00 pm (Excluding State Holidays)

Passwords

Password Requirements

- You will be prompted to change your password the first time you log on to MIRCal.
- Passwords are case sensitive, must contain 8-16 characters, must be alphanumeric (at least one alpha and one numeric character), and cannot contain spaces or special characters (* / & %, etc.).
- Your password cannot be the same as your username.
- You will be locked out of MIRCal after three password failures.
- **Passwords should never be shared.**

Forgot Your Password or Locked Out?

- Contact your facility's User Account Administrator.

Reminders

- **MIRCal will "timeout" after 15 minutes of inactivity. If you're entering a web record or making corrections, <u>save often</u> or you may lose the record you are working on.**
- Extension requests must be made no later than the current report period due date. Extension types include:
  <u>Automatic</u> (data rejection of formal submission within 7 days of the due date)
  <u>Online</u> (via the MIRCal Main Menu)
  <u>Manual</u> (submitted via fax to the OSHPD Activity Unit at (916) 322-9555)

Data Submissions

- **File Formats/Specifications – For specific information, refer to the MIRCal Resources page.**
- Test vs. Formal – Use the Test submission mode to correct your data to the error tolerance level before submitting as Formal.
- File Submission vs. Web Entry – Use File Submission unless your facility cannot produce a data file. In that case, use Web Entry.

Creating a Reporting Profile

Each time you log on to MIRCal, you must create a reporting profile before you can access other MIRCal functions.

1. Log on to MIRCal.
2. Select a **Data Type**: Inpatient, Emergency Department or Ambulatory Surgery.
3. Select a **Report Period**. Make sure you select the appropriate report period for the data you want to enter, correct, or submit.

Submitting a File

1. Under **Online Submission**, click **Submit File**.
2. Confirm the data type by clicking **OK**.
3. Verify your facility information and click **Continue**.
4. Select **Test Submission** or **Formal Submission**, and then click **Select**.
5. Enter the number of records in the file to be submitted.
6. **Browse** to select your data file, and then click **Attach**.
7. Click **Submit.**
8. Confirm the Data Type by clicking **OK**.
9. A Submission Confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.
10. Click **Continue**.

Entering Records Online (Web Entry)

1. Under **Web Entry**, click **Manual Record Entry**.
2. Confirm the data type by clicking **OK**.
3. Click **Enter New Record**. The Record Entry Form is displayed.
4. Enter the record information.
5. Click **Save with Validation**.* The system validates your entries for blank fields and invalid values only. If the record contains these types of errors, they are listed in red at the top of the form.

   If the record doesn't contain blank or invalid errors, the record is saved. Skip steps 6 and 7.
6. Correct the flagged errors.
7. Click **Save With Validation.**

   Note: You can click **Skip Without Validation** to save the record without validation, but it's more convenient to correct the record immediately rather than having to come back and correct it later.
* If entering records in real time, the Save with Validation button will be disabled until the report period is officially open for submission. When the report period opens, go to "**Submitting Web Records**."

Submitting Web Records

1. Under **Web Entry**, click **Submit Records**.
2. Confirm the Data Type by clicking **OK**.
3. Verify your facility information, click **Continue**.

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4. Select **Test Submission** or **Formal Submission**, click **Select**.

5. Verify the number of records to be submitted. If correct, check the box, click **Submit.** A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.

6. Click **Continue**.

Approval Criteria/Error Tolerance Level (ETL)

For information on Approval Criteria/Error Tolerance Level (ETL), refer to the *MIRCal Edit Flag Description Guide*, available under Resources on the MIRCal Homepage: www.oshpd.ca.gov/hid/mircal. Click on **Resources.**

Retrieving Results
Viewing the Submission Status

1. The Submission Status page is always the first page displayed after you log on and create a reporting profile.

2. Check the Report Status:

Test or Formal?	Results Message	Description
Either	Data Rejected	Your data failed one or more edit programs.
Test	Below ETL – Submit as Formal by Due Date	Your data is at or below the established ETL. Additional corrections can be made, but are not required. For formal approval, you must resubmit the data as a **formal** submission by the due date.
Formal	Data Approved	Your data has been formally approved. No further corrections are allowed.

Viewing the Error Summary

Under **Results**, click **Main Error Summary**. The Main Error Summary for All Edit Programs page is displayed. This page summarizes the results of your data after it was processed through various edit programs:

*   Pass – Data passed the edit program.
*   Fail – Data failed the edit program.
*   Not Run – Edit program was not run.

Viewing and Printing Error Reports

To view and print reports, you will need Adobe® Reader®. You can download this free software from the Adobe Web Site.

1. Under **Results**, click **Error Reports**.

2. Click **View** in the column and row for the report you want to open. The report is displayed in a new window, which includes a new report toolbar.

3. Use the **Save** and **Print** buttons in the report toolbar to print and/ or save the report.

Making Corrections

If you entered your records online (through Web Entry), you must make your corrections online.

If you submitted a data file, you can correct the data in your in-house system and submit the new data file, or you can correct individual records in MIRCal and submit corrections.

Do not submit a data file after making corrections in MIRCal. Submitting a file will overwrite all of the online record additions, deletions, and corrections.

Making Online Corrections

1. Under **Correction**, click **Make Corrections**.

2. Click **Correct** in the row for the type of error you want to correct. A listing of records that contain that type of error is displayed.

3. To view a record, click any entry in the row for the record. The Record Correction Form is displayed.

4. Correct the fields with error flags. Make sure that you correct **every** field that has the same type of error flag (all S, V, or K errors).

5. Mark the appropriate correction checkbox for the type of error you corrected.

6. Click **Save Corrections**.

Adding Records

1. Under **Correction**, click **Add Records**. The Record Entry Form is displayed.

2. Confirm the Data Type by clicking "**OK**."

3. Follow steps 4-7 in "Entering Records Online."

Searching Records

1. Under **Correction**, click **Search Records**.

2. Select one of the search options.

3. In the **Enter search criteria** field, enter a sequence or abstract record number.

4. Click **Search**.

Submitting Corrections

1. Under Correction, click **Submit Corrections**.

2. Confirm the Data Type by clicking "**OK**."

3. Verify your facility information, click **Continue**.

4. Select **Test Submission** or **Formal Submission**, click **Select**.

5. Click **Submit** and confirm the Data Type by clicking "**OK**."

6. A submission confirmation page is displayed. OSHPD strongly recommends that you print a copy of this page.

7. Click **Continue**.

To avoid a penalty, remember to formally submit your data or extension request by the report period due date.