How to enter data into HARP
Once logged into HARP, you should see this page. Click on data submission to start.
Next, you will enter your numbers into Population and Sampling. This page is NOT where you upload your data from CART.

Currently, the MBQIP program is only entering Outpatient Quality Reporting (OQR) data.
Check your reporting period on the top right and ensure you are on the right quarter. Then, click “Start Measure” for section you are reporting on.
You need greater than 80 patients/quarter to sample for OP-2, OP-3, and OP-23.

If you can sample, click **sampled** and put total population numbers under Population and total sampling numbers under Sampling section.

Refer to [Outpatient Specification Manuals](#). Scroll down to section 4 and click on hyperlink “Population, Sampling and Transmission” for details.

If you have less than 80, then click **not sampled** and put the same numbers in the population and sampling boxes.

For OP-18 sample size requirements click here: [Outpatient Specification Manuals](#). Scroll down to section 4 and click on hyperlink Population, Sampling and Transmission for details. See table 3 on page 4-6 of document.
Enter your numbers here. If you can sample, put total population numbers under Population section and number of sampled patients under Sampling section.

If you cannot sample, then put **SAME** numbers in Population and Sampling sections. Click Save & Return when done.
Once data is in, you will now see “Edit Measure” and a green checkmark and “Complete” next to the measure.

It is important you click on “I’m ready to submit” **AFTER** you are finished entering all the data from each measure for the full quarter.

Reminder: You are not required (right now) to report on every measure, so if 1-2 measures here still have no data, that is ok. You can submit the data from 1 or all measures when all data you are reporting on is complete for the quarter.
Once you click on "I am ready to submit", (as listed on previous slide) you should see green checkmarks when done!
Now, it is time to upload data from CART

Click on areas specified in this snapshot.
Click on “select files” and upload your file from your computer here.

You will need to locate the CART file on your computer. If you saved directly from CART without changing the name of the file, do these steps to find your file:

- Click into C-drive
- QMS30 folder
- Workspace folder
- Outpatient folder
- Export folder
- You will see your file there – check the date and verify have the correct file.
- Click open
You will see this popup appear, choose **OQR – Outpatient Quality Reporting** to upload the file.
Once all your data is uploaded, last step is important to verify the data was accepted at the warehouse.

Click on Data results, then Chart abstracted.
Pick sections as listed on slide:
**Program**: OQR
**Report**: Submission Detail

Then put in the quarter you just entered or are going to verify.

You do not need to fill out the optional sections

Click on Export CSV
You should get an excel spreadsheet document that looks like this slide.

You want to see Accepted under File Status.

If it says Rejected there, then you need to read the message section and see why it may have been rejected and fix as needed.
Congratulations, you have completed your HARP data for the quarter.

For more information Contact:

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