THA Remote Discharge Data System (THA RDDS)
Website Documentation

Requesting Access to THA RDDS

You can request access to THA RDDS at https://www.hidionline.com/thardds/Login.aspx using the "Request a Password" link on the login page. Association staff will verify the user request and contact the requestor with an assigned username and password when appropriate.

Home Page

The home page shows you the menu options available to the individual who logged in. You will see a list of users who share access to the same facilities you have access to. If there is someone on the list who should not have access, please click on the e-mail link and request the individual(s) access be removed or changed.

Upload Page

Before uploading a file, make sure the file you plan to upload adheres to the following "File Specifications". Failure to do so may cause your file to be rejected immediately.

File Specifications:

1. Either a .TXT or .ZIP file.
2. File size must be smaller than 50MB.
3. If you choose to send a .ZIP file, it can only contain one .TXT file.
4. Do not use a password on the .ZIP file.
5. Ideally, the file will contain all Inpatient and Outpatient data for a given quarter.

Important notes about the data file submission:

- *IF you cannot submit all Inpatient (IP) and Outpatient (OP) data for a given quarter in one file*, as long as the separate IP/OP files are submitted on the same day (before 6:00 p.m. CST), both files *should be* processed together and one document (pdf file) containing both your inpatient and outpatient edit summary reports will be emailed to all of the individuals who are set up as RDDS website users for your facility or facilities. The email will come from "THA User".

- *IF the separate IP and OP files cannot be submitted on the same day prior to 6:00 p.m. CST*, two (2) separate reports (pdf files) will be generated (one for IP and one for OP) and these separate reports will be emailed via two (2) separate emails to all of the individuals who are set up as RDDS website users for your facility or facilities. The first set of reports will be for the first file that is submitted and the second set will be a *cumulative* set that includes reports for both files.

Click the "Upload" menu option. Use the dropdown to select which facility you wish to upload a file for. Once a facility has been selected, click the "Browse" button and locate and select the file from your PC for that facility. Click the "Upload" button. You should see a progress bar indicating the progress of the file transfer. You will receive a "Batch ID" number once the file has been uploaded successfully. You will use this "Batch ID" as a confirmation number to review the reports, etc. associated with the file.

NOTE FOR HOSPITALS: The system does a "pre-check" on each file. Part of the pre-check is to verify the hospital's Joint Annual Report ID number (JARID) reported in each record, so if a wrong file is submitted,

the file will fail that check and not even get loaded. In order to properly load, **each hospital record** must have the hospital's valid JARID in positions 2046-2050 of the record.
***** IF some records have the JARID and some do not, *the records with the JARID will load* and the *records without the JARID will NOT load*. The fact that 'some records did not load' will only show up on the LOAD Summary report. Not having a JARID is one of several reasons that records may not load. *****

Once a file has been uploaded successfully, it will be placed in a queue for automatic processing. Once processed, the designated facility contact will be emailed regarding the status of the submission. You can also view the progress of the processing on the Status page accessed via the "Status" menu option.

Status Page

The status page displays the error rates and record counts for all "active" quarters you submitted for your facility/facilities. The status of each file you submitted is shown by the "Batch ID". Click on the status menu option to refresh the status while waiting for processing to be completed. Click on the link which corresponds to the "Batch ID" you received to view the status of each individual file. Review the counts displayed for "Records not loaded" on the batch report to see why a batch may have been rejected or received a "Fail" status. If the entire batch fails, all users for the facility will be notified via email that the batch failed to load.

NOTE: If there are more than 40% total errors (bad dates + bad hospids + duplicates/total records), the whole file fails. Anytime you see a status of "FAIL", nothing loaded. The number of records in the file may be greater than the number of duplicates shown on the FAIL summary status report. *Revised 7/24/12*

Maintenance

- *To add more records to what has already been submitted for a time period*, just upload the file that includes the additional records to THA RDDS. They will be added to what has previously been submitted for the time period.

- *To replace a previous submission of data* (i.e., a submission has excessive errors or there are other problems with the original file and you wish to replace it, or you have submitted a TEST file and it needs to be removed so the true data file can be submitted), ***first***, you will need to delete the original submission using the "Delete" link on the Status page. **Any corrections made to that submission will be lost and you must resubmit a new file once it has been deleted.** Once you click "Delete", a job will be queued to delete the submission and regenerate your Edit and Verification reports. The designated contact(s) will receive an email once this process has completed.

  These requests are processed first in/ first out, so if you DELETE a batch, you should get an email notification regarding the DELETE reports first, followed by another email notification regarding the reports for the RESUBMIT. Whether you choose to wait to check the DELETE reports *before doing the RESUBMIT* is up to you, but if you do, it may help avoid confusion.

  If an entire batch 'Fails', this means it did not load, therefore there will be no need to delete it before resubmitting the files. If the entire batch fails, all users for the facility will be notified via email that the batch failed to load. If only some records within a batch fail to load, these will be noted on the Load Summary report only.

- *To submit a TEST file*, upload the file to THA RDDS, check the reports from the test file, and delete the test file submission as soon as possible. *Please* do NOT forget to delete a test file after the test file reports have been reviewed.

Corrections

Data can be corrected using the "Correct" link from the Status page. This link takes you to the Error Index page. This page lists each record that contains a fatal error. You can choose to view either Inpatient or Outpatient records. Clicking on the Patient ID link takes you to the actual Corrections page. This page will show you the complete record with fatal errors highlighted in red, warnings in yellow, and informational messages in blue. You can navigate to another record using the Next and Previous buttons. If you make any changes however, they are only saved if you click the Save button. The Save button will save your changes and take you to the next record. Once changes have been made to a record, it will no longer appear in the Error Index until the record has been thru the Edit process again. The Edit process *for corrections* will be run every night after 7:00 pm and new reports will be generated and emailed to the designated contact when complete.

Reports Page

Click on the "Reports" menu to view all reports produced for data submitted each reporting quarter. Hospitals should review every report carefully to ensure that data submitted is accurate and seems reasonable for the facility. The reports page will list all available reports for your facility/facilities. Click on a link to download and view the reports.

Documentation Page

The Documentation page lists all available documentation for data submissions, record layouts, etc. Click on a link to download the documents.

Account Page

Use the "Account" menu option to change your password and/or your security questions. Your security questions will be used for identification if you forget your password. Use the "Forgot Password" link on the login page to receive instructions on how to set a new password. Anytime your password is reset you will be prompted for a new one the next time you login.

Password Requirements:

1. Must contain at least 1 uppercase letter.
2. Must contain at least 1 lowercase letter.
3. Must contain at least 1 digit.
4. Must be at least 7 characters in length.
5. Old passwords cannot be reused.

Every 90 days, users will be asked to reset their password. Multiple incorrect attempts to enter a password will result in being locked out of the system. Users will need to 'Request Access' again to be assigned a new password.