

# **CJR PRO Guidance for Data Submission Using *Managed File Transfer***

*Last Updated July 29, 2021*

**Centers for Medicare & Medicaid Services (CMS)**

**Comprehensive Care for Joint Replacement (CJR) Model**

**Reporting of Patient-Reported Outcome (PRO) and Limited Risk Variable Data**

## Pre-data Submission Steps

Ensure that all patient-reported outcome (PRO) data are entered into the Comprehensive Care for Joint Replacement (CJR) PRO Data Collection Template and that you are not missing any required data elements. Please use the most recent version of the template, available for download on [CJR model site](#).

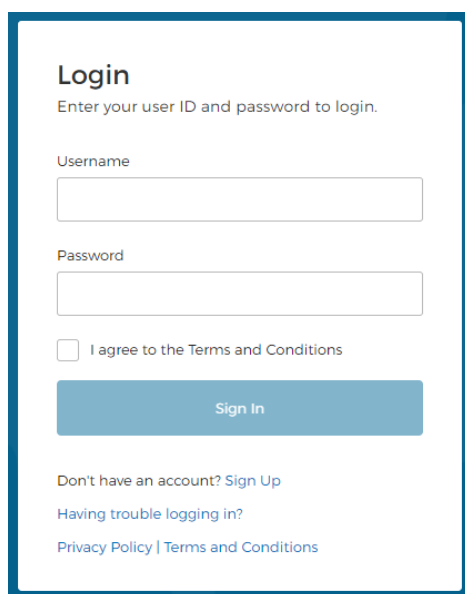
Prerequisites for access to *Managed File Transfer (MFT)*: 1) You must have a valid *Health Care Quality Information Systems (HCQIS) Access Roles and Profile (HARP)* account; and 2) You must register for MFT and have a valid MFT web user account. To register, please see the HARP and MFT Registration Instructions on [CMMI Connect](#)-> Files -> CJR Connect -> CJR PRO Data Collection folder for all other PRO resources

## Steps to Submit Data

### 1) Login to MFT

- a) Please use Chrome or Firefox to access the MFT page to ensure browser compatibility. From the MFT page (<https://qnetmft.cms.gov/mft-signin/login>), enter your HARP **username** and **password**; then, select “**I agree to the Terms and Conditions**” ([Figure 1](#)).
- b) Select the “**Sign In**” button. This will redirect you to a different page for security authentication ([Figure 1](#)). Please note, if any issues occur with logging in, please attempt login at a later time or clear your browser cache.
- c) Authenticate your identity using the two-factor authentication method you selected at the time of registration.

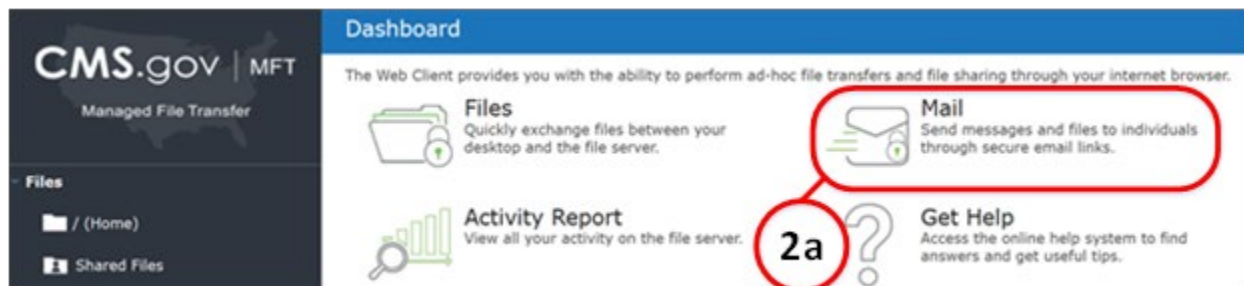
**Figure 1. Screenshot of Step 1a and 1b: Login to MFT**

A screenshot of the MFT Login page. The page has a white background with a blue border. At the top, the word "Login" is in bold. Below it, a subtitle says "Enter your user ID and password to login." There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "I agree to the Terms and Conditions". A blue "Sign In" button is below the checkbox. At the bottom, there are links: "Don't have an account? Sign Up", "Having trouble logging in?", and "Privacy Policy | Terms and Conditions".

## 2) Compose email through MFT

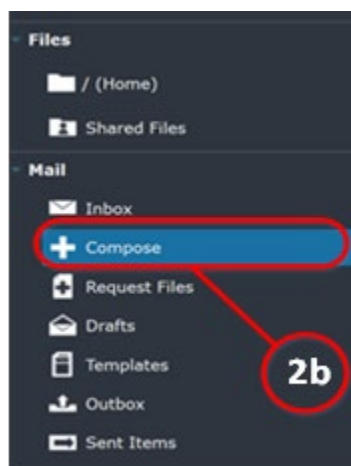
- a) Once you have successfully logged in, select “**Mail**” ([Figure 2](#)).

*Figure 2. Screenshot of Step 2a: Compose Email through MFT*



- b) Under “**Mail**” on the left side of the screen, select “**Compose**.” This will create a message to submit the PRO data ([Figure 3](#)).

*Figure 3. Screenshot of Step 2b: Compose Email through MFT*



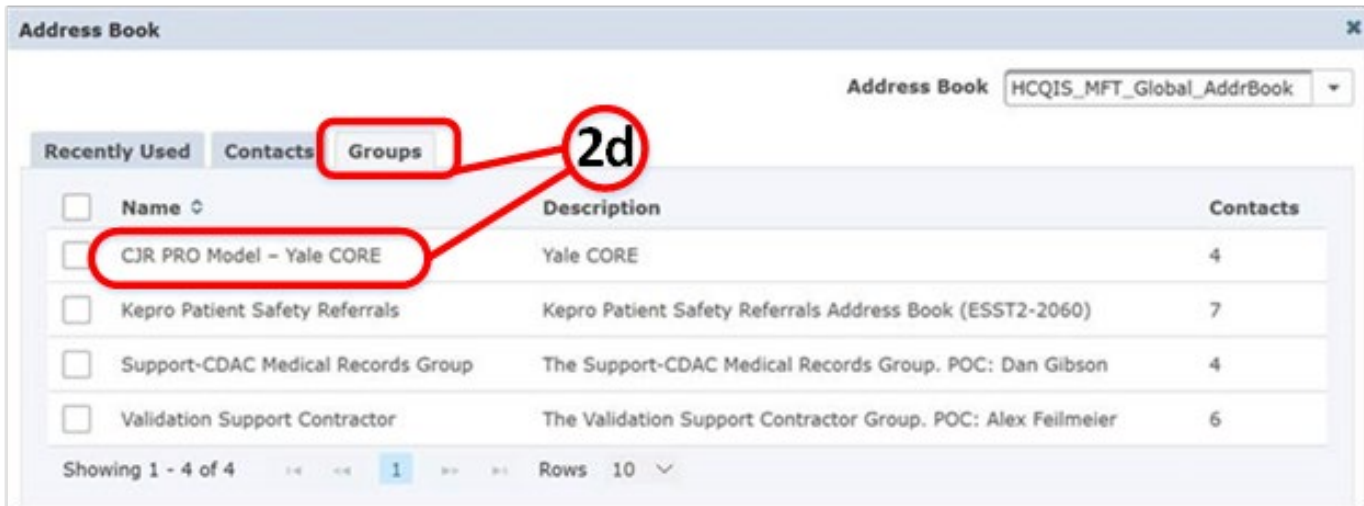
- c) Next to the “**To**” line, select the “...” option ([Figure 4](#)).

*Figure 4. Screenshot of Step 2c: Compose Email through MFT*



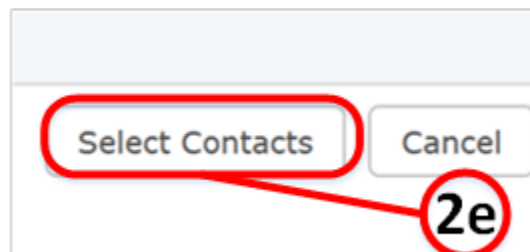
- d) An “**Address Book**” box will appear. Select the third tab, “**Groups**.” Then, select the group “**CJR PRO Model – Yale CORE**” ([Figure 5](#)).

Figure 5. Screenshot of Step 2d: Compose Email through MFT



- e) After selecting “CJR PRO Model – Yale CORE,” press the “Select Contacts” option in the bottom of the “Address Book” box (Figure 6).

Figure 6. Screenshot of Step 2e: Compose Email through MFT



- f) In your “To” line, the following emails will appear: [cms.cjr.pro.data1@yale.edu](mailto:cms.cjr.pro.data1@yale.edu); [sheng.zhou@yale.edu](mailto:sheng.zhou@yale.edu); [yongfei.wang@yale.edu](mailto:yongfei.wang@yale.edu); [jinghong.gao@yale.edu](mailto:jinghong.gao@yale.edu) (Figure 7).
- g) Please include your hospital’s CMS Certification Number (CCN) and the text “PY 6 data submission.” The “Subject” line should be typed as, “CCN XXXXXX: PY 6 data submission” (Figure 7).
- Do not** include Personally Identifiable Information (PII) or Protected Health Information (PHI) in the “Subject” line.
- h) Type your message in the text block area (Figure 7).
- We ask that you provide your hospital name and Provider ID/CCN.
  - Do not** include any PII or PHI in the message.

Figure 7. Screenshot of Step 2f, 2g, and 2h: Compose Email through MFT

The screenshot shows the 'Compose Email' form. The 'To' field is annotated with a red circle and '2f', containing three email addresses: Sarah Zimmerman <cms.cjr.pro.data1@yale.edu>, Jinghong Gao <jinghong.gao@yale.edu>, and Yongfei Wang <yongfei.wang@yale.edu>. The 'Subject' field is annotated with a red circle and '2g', containing the text 'CCN XXXXXX: PY 6 CJR PRO data submission'. The 'Message' field is annotated with a red circle and '2h', containing the text 'Type your message in the text block area. -We ask that you provide your hospital name & Provider ID/CCN -Do not include any PII or PHI in the message.'

- i) Keep the “**Expire Package**” set to expire after 30 days ([Figure 8](#)).
- j) Select the “**Read Receipt**” option ([Figure 8](#)). This will indicate that the message containing your data submission file has been opened by the recipient.
- k) Attach your completed PRO template by clicking “**browse to attach files.**” **Do not** attach files greater than 45GB ([Figure 8](#)).

Figure 8. Screenshot of Step 2i, 2j, and 2k: Compose Email through MFT

The screenshot shows the 'Options' and 'Attachments' sections. The 'Options' section has three checkboxes: 'Require Registered Users' (checked), 'Expire Package' (checked), and 'Read Receipt' (checked). The 'Expire Package' checkbox is annotated with a red circle and '2i', and the 'Read Receipt' checkbox is annotated with a red circle and '2j'. The 'Expire after' dropdown is set to '30' days. The 'Attachments' section has a dashed box with the text 'Drop files here, or [browse to attach files](#)', which is annotated with a red circle and '2k'.

- l) Submit the data file by clicking the “**Send**” button ([Figure 9](#)).

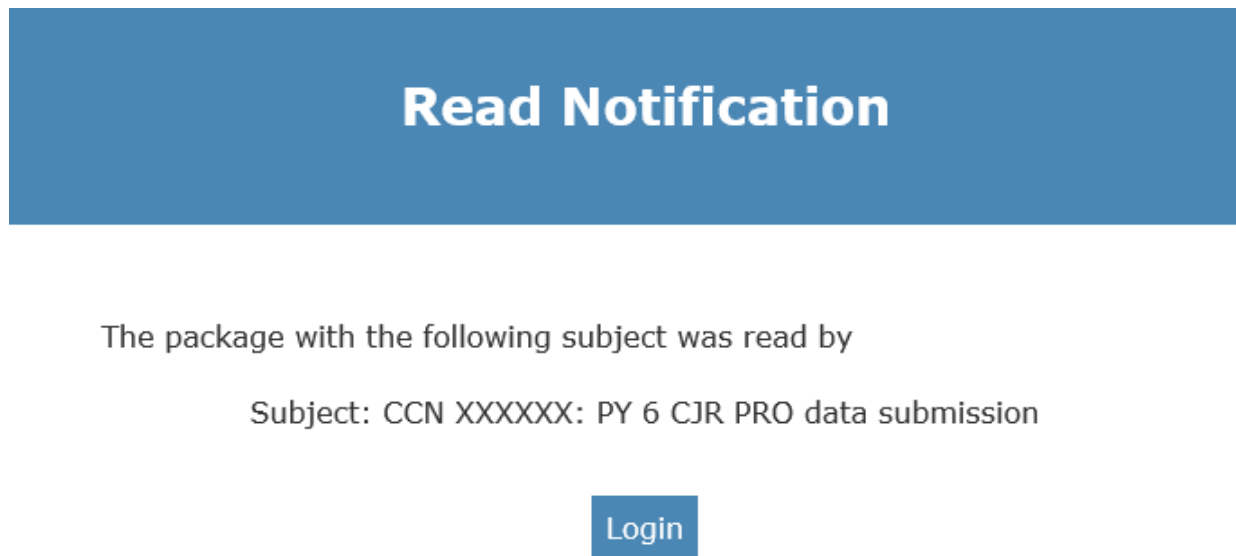
Figure 9. Screenshot of Step 2l: Compose Email through MFT

The screenshot shows the 'Mail > Compose' header and three action buttons: 'Send', 'Save', and 'Cancel'. The 'Send' button is annotated with a red circle and '2L'.

### 3) Confirmation that message was read

- a) Once your message containing the PRO data is opened, a read notification will be sent to the email address used to register your MFT account. Please note, you will only receive this notification if you selected “**Read Receipt**” prior to sending your message ([Figure 10](#)). Please allow several days following your submission to receive this notification. This notification **does not** indicate that the data submission file has been downloaded.

*Figure 10. Screenshot of Step 3a: Confirmation that Message was Read*

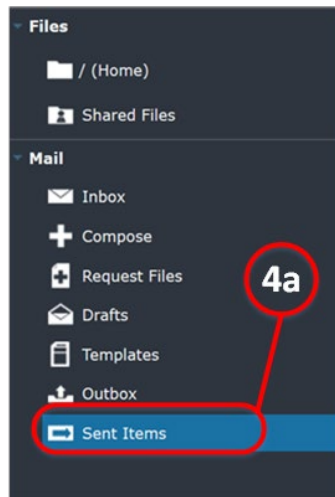


### 4) Confirmation that data submission file was downloaded

Once your data submission file has been downloaded, you will receive an email confirmation. Please note, this email confirmation does not indicate your hospital met the success determination criteria for the performance year. The data submission download can also be confirmed by following the steps below.

- a) To confirm that the data submission file attached to your message was downloaded, please login to MFT following the instructions in Step 1. Once logged in, go to “**Sent Items**” ([Figure 11](#)).

*Figure 11. Screenshot of Step 4a: Confirmation that Data Submission File was Downloaded*



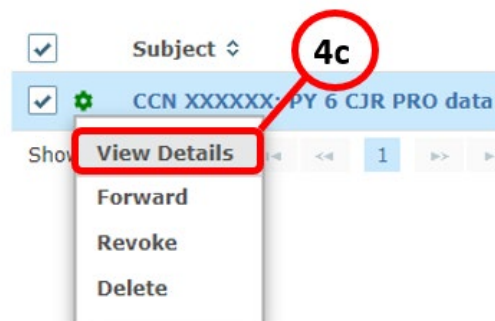
- b) For the message in the sent inbox containing the data submission file, select the gear option ([Figure 12](#)).

*Figure 12. Screenshot of Step 4b: Confirmation that Data Submission File was Downloaded*



- c) A small box will appear. Select “View Details” ([Figure 13](#)).

*Figure 13. Screenshot of Step 4c: Confirmation that Data Submission File was Downloaded*



- d) After being redirected to a different page, select the second tab, “Activity” ([Figure 14](#)).

**Figure 14. Screenshot of Step 4d: Confirmation that Data Submission File was Downloaded**



- e) Scroll through the box “**Logs**” to find the event “**Attachment Download Successful.**” The date next to this event indicates when the attached data submission file was downloaded. If this message is not visible, then your data submission file was not downloaded yet. Please check again at a later time. ([Figure 15](#))

**Figure 15. Screenshot of Step 4e: Confirmation that Data Submission File was Downloaded**

Logs				
Status	Date	Event	Recipient	File Name
✓	12/18/20 10:38:06 AM	Attachment Download Successful		PY 6 CJR PRO data submission.xlsx



## Support

- For additional information regarding HARP/MFT registration, please see the PY 6 CJR Resources on [CMMI Connect](#)-> Files -> CJR Connect -> CJR PRO Data Collection folder for all other PRO resources

For technical support using HARP/MFT, please direct your inquiries to the QualityNet Service Desk:

- Email: [gnetsupport@hcqis.org](mailto:gnetsupport@hcqis.org)
- Phone: 1-866-288-8912 (TTY 1-877-715-6222) from 7:00 AM to 7:00 PM CT Monday through Friday

For PRO or CJR model-related questions, please direct your inquiries to the CJR Model Support Team:

- Email: [CJR@cms.hhs.gov](mailto:CJR@cms.hhs.gov)