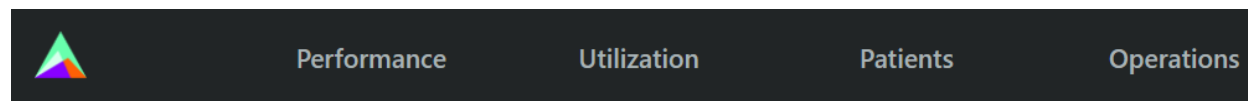


How to run Arcadia Core Web Reports

Core web reports are a suite of standard analytics reports that are designed to help monitor and improve population health management. These reports typically include the following:



Performance (Quality): Choose from a variety of reports to highlight quality performance and areas for improvement.

Ex: Medicare STARS Rating Year – This report will surface Medicare Members who have open gaps or filter to a specific measure to view the group of Members included.

Note: Performance reports are included on MVP Insights provider reports.

Utilization: Choose from two reports that will provide detailed information on ED utilization, and Members requiring follow-up after an inpatient stay.

ED High Utilization: List of Members who have had multiple ED visits within a short period of time.

Ex: Run this report to see the list of frequent ED Utilizers for patient education.

Discharge Follow up: Identify Members with recent discharges from an inpatient setting and whether they have had a readmission or follow-up with a PCP. (This report is available on MVP Insights)

Ex: Care Management can use this report to follow up with patients that have new medications since discharge and assist with scheduling follow-up.

Patients: Choose from a variety of reports that give an in depth look at different areas for Members such as high cost, non-utilizers, and a patient registry.

Below are recommended reports:

High Cost – List of Members with a total medical expense above a configurable threshold (default \$10k)

Ex: Care Management (CM) can use the list of high-cost Members for patient education and care coordination.

High Risk – List of Member with a risk score exceeding the specified threshold (default at 5)

Ex: CM can use this report to manage high-risk Members in the practice to capture new CM patients.

Non-Engaging – List of all active Members without a medical encounter within the past 18 months. (This report is available on MVP Insights)

Ex: CM can use this report to outreach to Members that have not been seen within the last 18 months.

Patient Registry – Displays a tabular Member list with relevant Risk, Demographic, Utilization, and Clinical data.

Ex: This report can be used to target Members with specific conditions and any open gaps in risk and care.

Operations: Choose from reports around medication management, prescriptions, and pharmacy.

Pharmacy Fills – List of Members showing their full history of dispensed medications.

Ex: RN can run this report to search for specific medications across the practice population.

Customizing Your Report

Use the global filters in the left-hand navigation to filter your report. Once the report has been generated, you can further customize the report to a more specific view by using the *gear* icon on the report page.

You will have the ability to save your report with the option to share, edit, or create a patient list from your customized report. The steps below will outline how to:

- Run performance reports
- Run utilization/patients/operations reports
- Create a report
- Share a report
- Export a report
- Create a patient list

Performance Reporting

To run reports for all quality gaps or a particular measure, select a performance report from the *Performance* dropdown menu and use the following steps to filter your report.

Examples may include:

- I want to run a report to see Commercial Members with all open gaps
- I want to run a report to see Medicare Members who have an open gap for breast cancer screening
- I want to run a report to see all Members who are living with diabetes and have an open gap for their eye exam

Run a Report

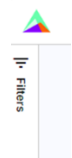
Select the report you want to run.

Note:

- When running a Medicare STARS report, you will need to select *Medicare* in the LOB filter section.
 - Medicare STARS Rating Year 2026 will show 2024 data
- The Quality Performance module displays patient care and quality outcomes based on quality measures for the LOB

Performance	Utilization
Commercial CEPO/PPO NY	
Commercial HMO/POS	
Essential Plan	
HARP	
Marketplace NY	
Marketplace VT	
Medicaid	
Medicare DSNP	
Medicare HMO	
Medicare MSA	
Medicare PPO	
Medicare STARS Rating Year 2026	
NYS Medicaid Quality Incentive Program - MY 2024	
NYS HARP Quality Incentive Program - MY 2024	
NYS Essential Plan QIP – MY2024	

Click on the filter tab in left-hand navigation to choose the report filters



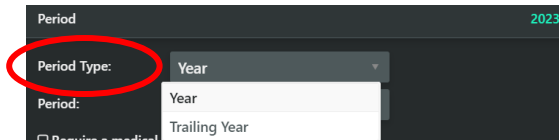
Note:

- Use the global filters to filter the report to a specific time frame, provider, LOB etc.
- These settings will remain throughout all reports in any tab until changed

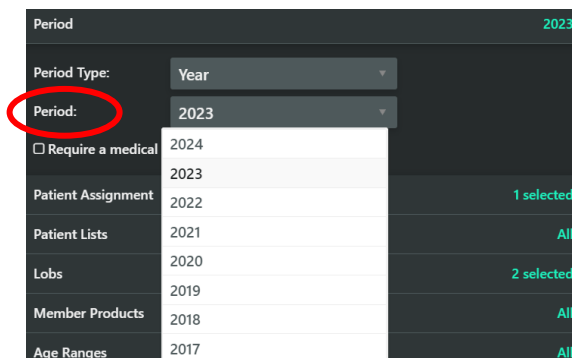
Time Period Tab

Click the dropdown and select the period type:

- Year or Trailing Year
 - Trailing Year
 - **Ex:** When trailing year is chosen the report will display the previous year's month to the current year's month
 - Running the report in May 2024 the report will show results from June 2023–May of 2024
 - Year
 - **Ex:** When Year is chosen results will show January 1–December 31 of the chosen year
 - Data has a three-month claims rollout
 - **Ex:** End of April data will be completed for the previous year

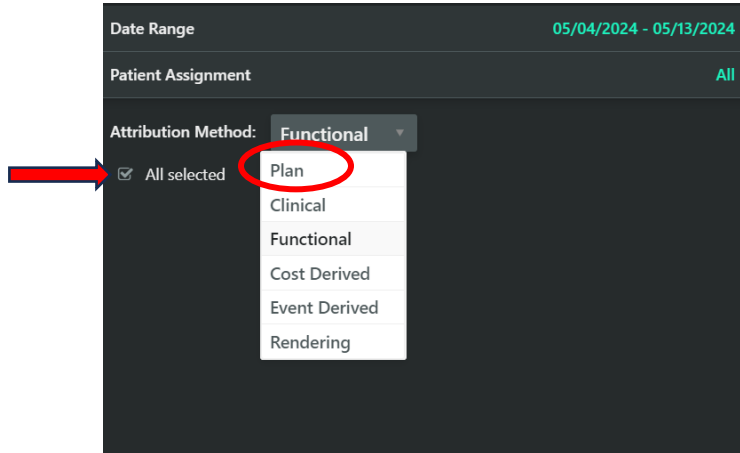


Click on the dropdown and select the period.



Patient Assignment Tab

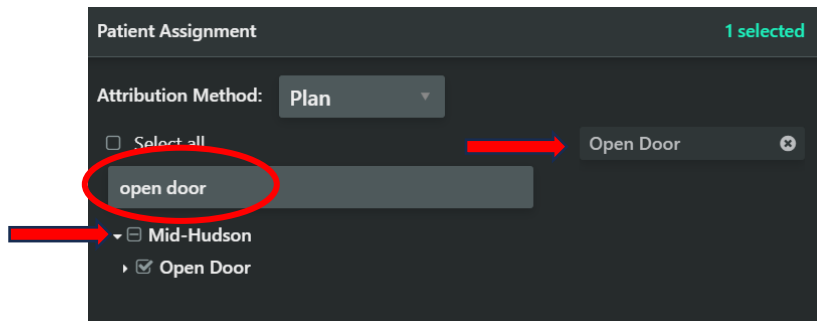
- Select *Plan* in the dropdown menu as the Attribution Method
 - "Plan" is set to the MVP attribution model
- Deselect *All selected*



- Enter the practice name you want to view
- Select the *caret* next to the *region*

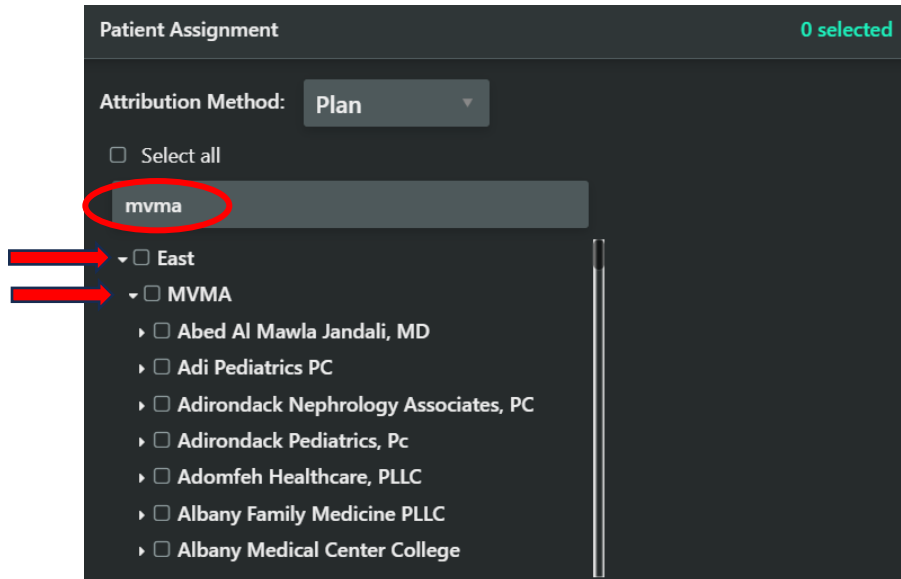
To view a practice:

Select the practice name (name will appear in the upper right corner).



To view a Group/IPA:

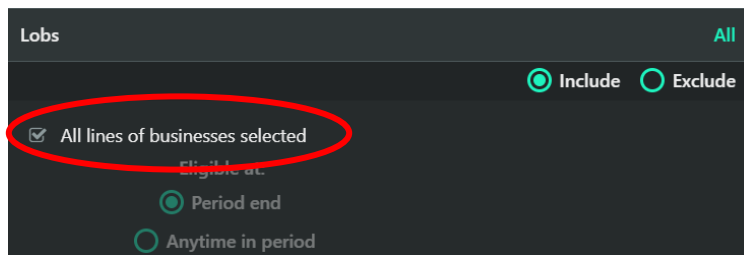
- Type in the Group/IPA you want to view
 - Select the *caret* next to the *region*
- Select the Group/IPA name
 - Select the *caret* next to the *Group/IPA name*
- Select the *Practice name(s)* you want to view



The screenshot shows the 'Patient Assignment' window with a dark background. At the top right, it says '0 selected'. Below the title bar, there's a section for 'Attribution Method:' with a dropdown menu set to 'Plan'. Underneath, there's a checkbox for 'Select all'. A search bar contains the text 'mvma'. Below the search bar, there's a list of regions: 'East' and 'MVMA'. The 'MVMA' region is expanded, showing a list of practices: 'Abed Al Mawla Jandali, MD', 'Adi Pediatrics PC', 'Adirondack Nephrology Associates, PC', 'Adirondack Pediatrics, Pc', 'Adomfeh Healthcare, PLLC', 'Albany Family Medicine PLLC', and 'Albany Medical Center College'. Red arrows point to the 'mvma' search bar and the 'MVMA' region header.

LOB Tab

Deselect *All lines of businesses selected*.



The screenshot shows the 'Lobs' window with a dark background. At the top right, it says 'All'. Below the title bar, there's a section for 'Include' and 'Exclude' with radio buttons. The 'Include' radio button is selected. Below this, there's a checkbox for 'All lines of businesses selected' which is checked. Below the checkbox, there's a section for 'Period end' and 'Anytime in period' with radio buttons. The 'Period end' radio button is selected.

- Choose the LOB(s) you want to view (E.g. For Medicare STARs, choose all Medicare LOBs including DSNP)
- Chosen LOB(s) will appear in the right-hand corner

Note: You can either include or exclude multiple LOBs by using the radial buttons.

The screenshot shows a dark-themed interface titled "Lobs" with a green status indicator "2 selected" in the top right corner. At the top, there are two radial buttons: "Include" (which is selected) and "Exclude". Below these, on the left, is a list of checkboxes for various line of business categories: "Select all lines of businesses", "No Current Eligibility", "ASO", "ASO - Employee", "CHP", "Dental", "DSNP", "Essential Plan", "HARP", "Medicaid", and "Medicare - Group" (which is checked). A search bar is positioned above the "Medicaid" and "Medicare - Group" options. On the right side, a list of selected items is shown, with "Medicare - Group" and "Medicare - Individ..." (truncated) listed, each with a small "x" icon to its right. At the bottom, there is a section labeled "Eligible at:" with two radial buttons: "Period end" (selected) and "Anytime in period". Red circles are drawn around the "Medicare - Group" checkbox in the left list and the two items in the right-hand corner list.

To view all LOB:

- Select *No Current Eligibility*
- Select *Not Found*
- Select *Vision*
- Select *Dental*
- Select the *exclude* radial button

Note: If not excluded you will see duplicate Members.

The screenshot shows the 'Lobs' selection interface. At the top right, it says '4 selected'. Below this are two radio buttons: 'Include' and 'Exclude', with 'Exclude' being selected. A red arrow points to the 'Exclude' button. On the left, there is a search bar and a list of checkboxes. The checkboxes 'No Current Eligibility' and 'Dental' are checked and circled in red. On the right, there is a list of selected items: 'No Current Eligibili...', 'NOT FOUND', 'Vision', and 'Dental', each with a close button (x).

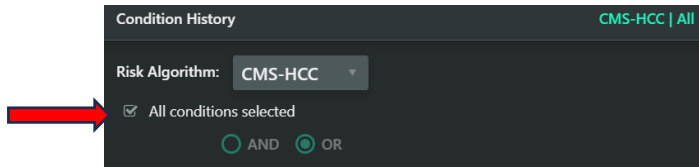
Condition History Tab (OPTIONAL)

Risk Algorithm will default to CMS-HCC (HCC is a chosen selection for MVP)

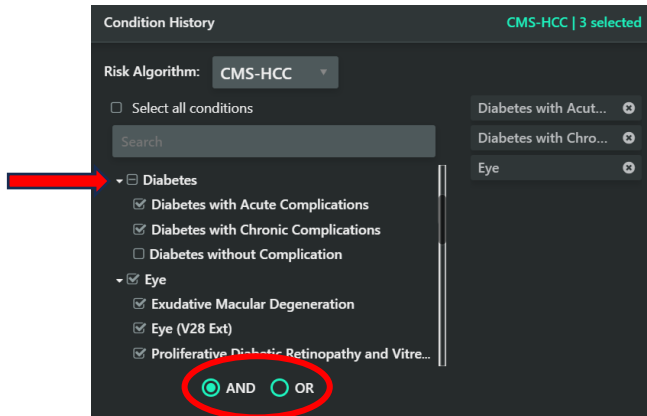
- Open the dropdown and select the *Risk Algorithm* you want to view

The screenshot shows the 'Condition History' interface. At the top right, it says 'CMS-HCC | All'. Below this is a 'Risk Algorithm' dropdown menu. The dropdown is open, showing the following options: ACG, CDPS, CMS-HCC, and HHS-HCC. A red arrow points to the 'CMS-HCC' option. There is also a checkbox labeled 'All condition' which is checked.

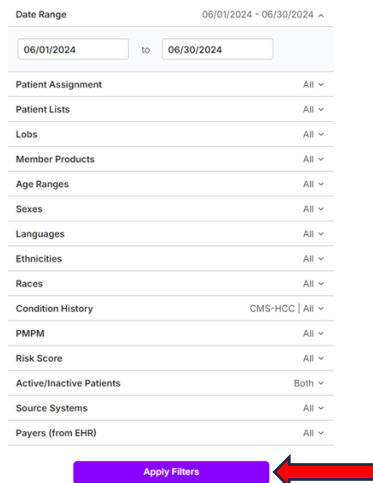
- Deselect *All conditions selected*



- Select the condition you want to view
- Select the *caret* to further focus the report on a particular condition
 - Select *AND* to include additional conditions
 - Select *OR* to include one or both chosen conditions



- Select *Apply* when you have completed choosing your filters



Note: If you choose Medicare STARS make sure to select *MEDICARE LOB* in the global filters setting.

Run a Utilization/Patients/Operations Report

Utilization – Choose a report from the *Utilization* dropdown menu and follow the instructions below to customize your report view. Examples may include:

- I want to run a report to see all Members who have visited the ER this year (ED Utilization report)

- I want to run a report to see all Members who have been discharged from the hospital within the last week (Discharge report)

Patients – Choose a report from the *Patients* dropdown menu and follow the instructions below to customize your report view. Examples may include:

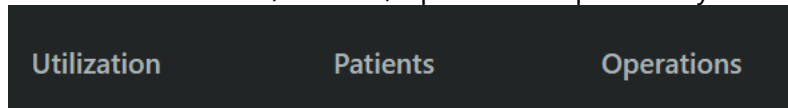
- I want to run a report to see a list of high-cost Members (High-Cost Member report)
- I want to run a report to see all Members who are living with diabetes and have an open gap (Patient Registry report)

Operations – Choose a report from the *Operations* dropdown menu and follow the instructions below to customize your report view. Example may include:

- I want to run a report for a particular Member to view a full pharmacy history (Pharmacy Fills report)

Instructions for running a report:

- Select the Utilization/Patients/Operations report that you want to run



- Use the left-hand navigation to filter the report to your specific criteria



Date Range tab

Use the Date Range to set the timeframe for your report.

- Select *Date Range*, then the *Date*
- Within the calendar
 - Select *Month*, then *Year*, and then *Day*

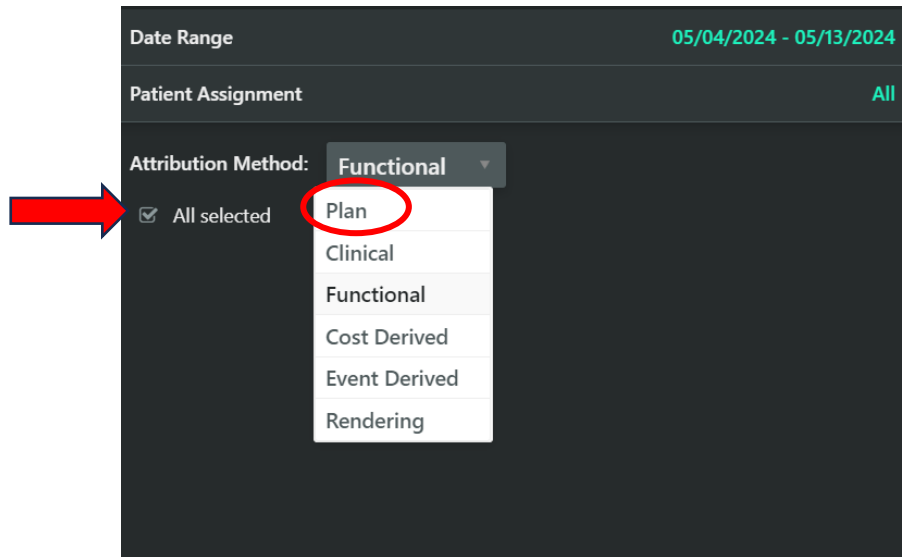
The screenshot shows the 'Date Range' tab interface. At the top, it displays the selected date range '05/04/2024 - 05/13/2024'. Below this, there are two input fields: '05/04/2024' and '05/13/2024', separated by a 'to' label. A red arrow points to the first input field. Below the input fields, a calendar is displayed for 'Saturday, May 4th, 2024'. The calendar shows the month of May and the year 2024. A red arrow points to the 'May' dropdown, and another red arrow points to the '2024' dropdown. The calendar grid shows the days of the week (S, M, T, W, T, F, S) and the dates. The date '4' is circled in green, and a red arrow points to it. At the bottom of the calendar, there are 'Today' and 'Close' buttons. To the right of the calendar, there is a list of 'All' entries.

Date Range		05/04/2024 - 05/13/2024					
05/04/2024	to	05/13/2024					
Saturday, May 4th, 2024							
May	2024	All					
S	M	T	W	T	F	S	All
			1			4	All
5	6	7	8	9	10	11	All
12	13	14	15	16	17	18	All
19	20	21	22	23	24	25	All
26	27	28	29	30	31		All
Today							All
Close							All

Patient Assignment Tab

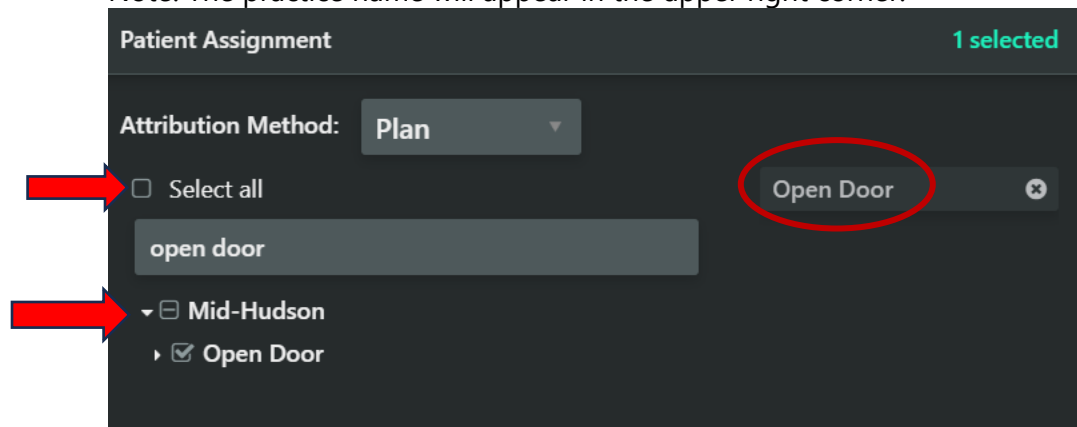
Open the *Attribution Method* drop down menu and select *Plan*.

- "Plan" is the MVP attribution method (always choose plan)



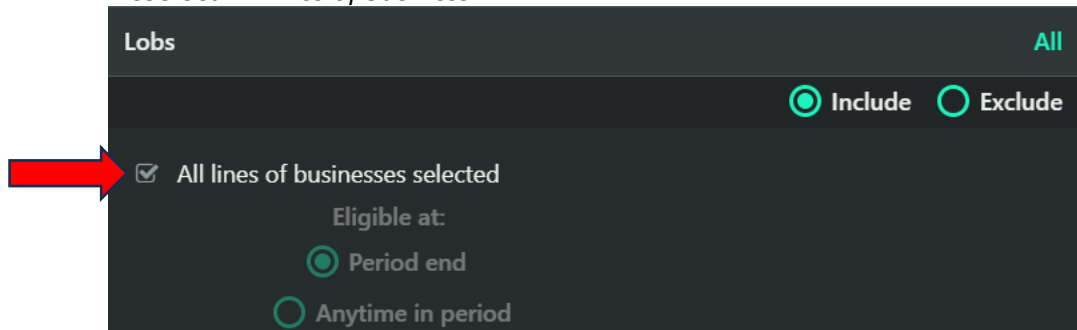
Deselect *All selected* and then:

- Enter the practice name you want to view
 - Select the *caret* next to region and then the *practice name*
- Note: The practice name will appear in the upper right corner.

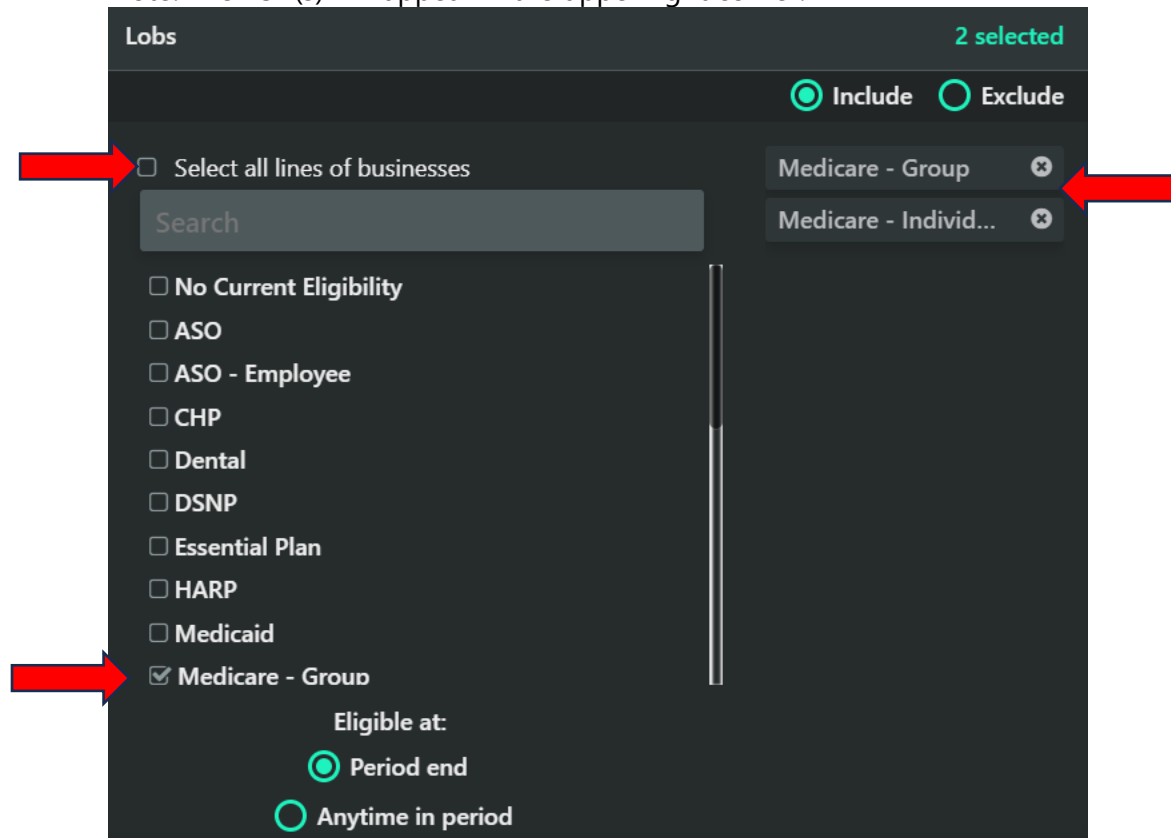


LOB Tab

- Open the LOB tab
- Deselect *All lines of business*



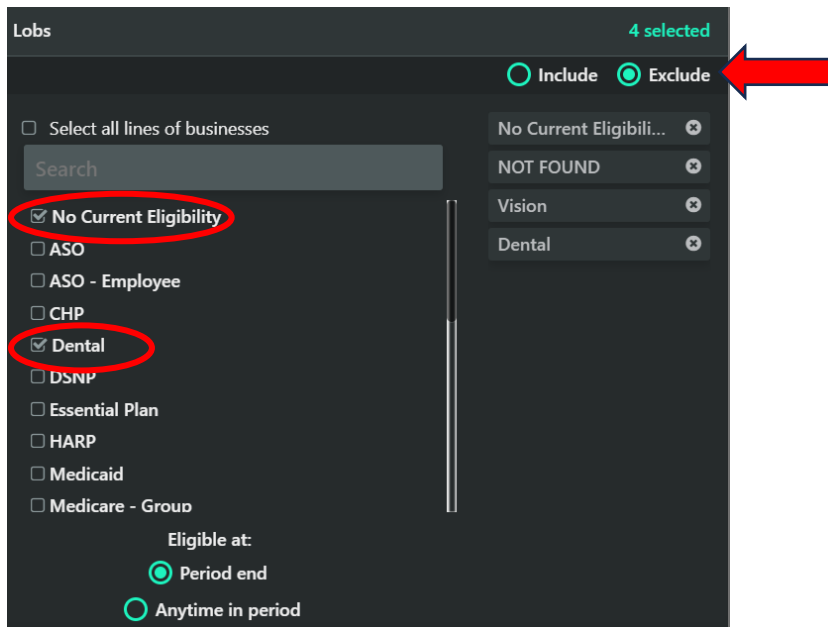
- Select the LOB(s) you want to view
- Note: The LOB(s) will appear in the upper right corner.



To view all LOBs:

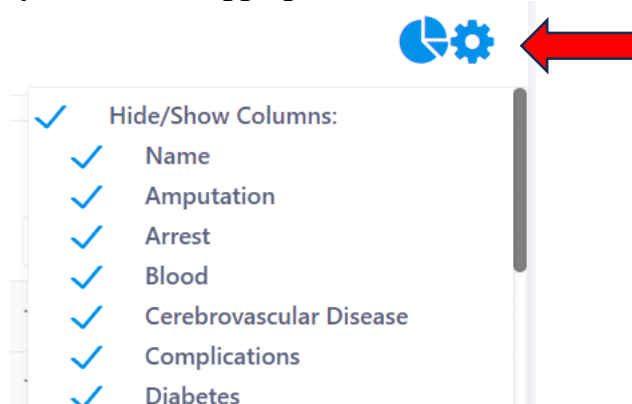
- Select *No Current Eligibility*
- Select *Not Found*
- Select *Vision*
- Select *Dental*
- Select the *Exclude* radial button

Note: If dental is not excluded you will see duplicate Members on the report.



Create and Save a Custom Report

- Apply any filters, sorts, aggregations and show/hide desired columns in the report



- Select the *star icon* at the top left of the report to save it



- Enter a name for the report
- Select *Save*

★ Add/Update Custom Report

Add new or overwrite existing custom report

Choose Name for Report 

☒ Use relative dates

Selecting this option will make all date filters relative to today's date. This lets you create reports for relative date concepts (e.g., all appointments in the next 7 days). Please click the User Manual button in the footer to search for more details on "Custom Report".

Cancel
Save 

Saved reports appear on the My Analytics page.

Share a Report

- Select *My Analytics* from the user drop-down in the top right navigation bar
- Click the share icon within the saved report



- To share the report with a specific user:
 - Select *Users*
 - Choose the user(s) with whom you would like to share the report from the list.
 - Select *Save* to share the report to their My Analytics page(s)
- To share the report with all users in your user group
 - Select *Share with all users*
 - Select *Save* to share the report to their My Analytics pages

Note: Users may only share reports with other users in their user group. When accessing a shared report, a user's security profile is still in effect which may not permit access to the same Members as the owner of that report.

Patient Lists (create a patient list from a report)

- Add specific patients from the report:
 - Use the leftmost checkboxes to select the patients you want to add to the list
 - Select the *New List icon* at the top left



- Add all patients from the report
 - Select the *New List icon* in the report footer next to the row count



- Enter a name for the list
- Select *Save*

Saved patient lists appear on the My Analytics page.

Export a Report

- Click the *Export icon* at the top left



- To export only the columns that are set to show in the report, select *Export only displayed columns*
- To export the entire underlying dataset of the report including hidden columns, select *Export all columns*
- Select *Yes* to export the report with current global filter settings

Note: When exporting a patient registry report, the report will show severity level and will not display the color-coded theme as shown in the report.