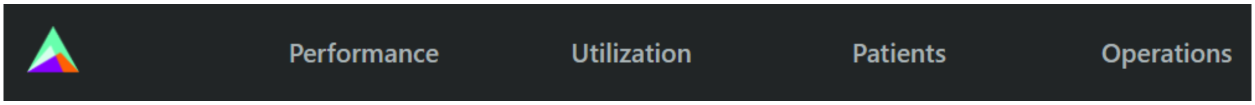
How to run Arcadia Core Web Reports

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:

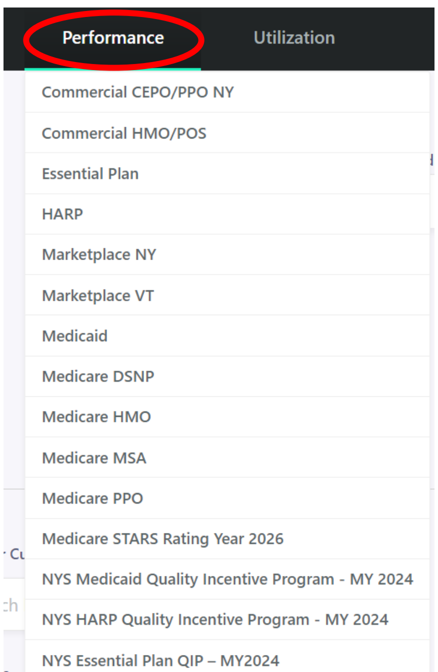
- I want to run a report to see Commercial Members with all open gaps
- I want to run a report to see Medicare Members who have an open gap for breast cancer screening
- I want to run a report to see all Members who are living with diabetes and have an open gap for their eye exam

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



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

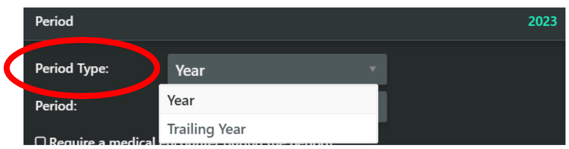
Note:

- 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

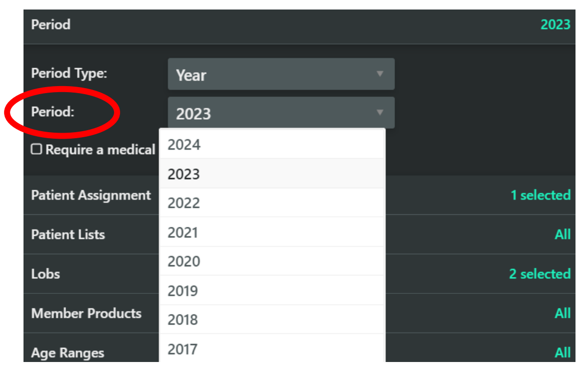
Time Period Tab

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

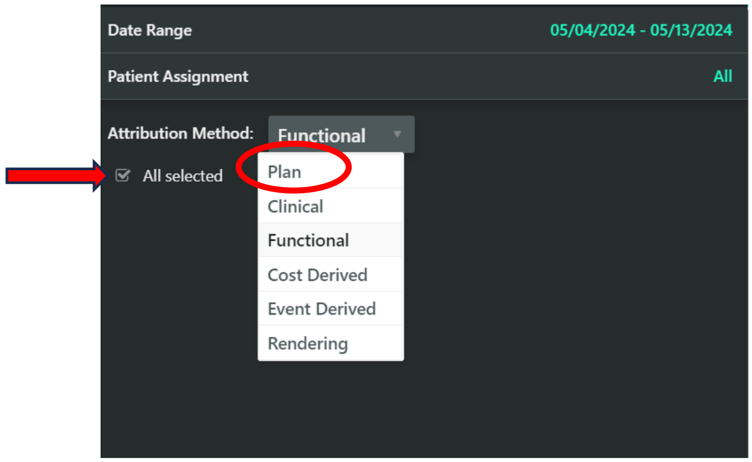


Click on the dropdown and select the period.



Patient Assignment Tab

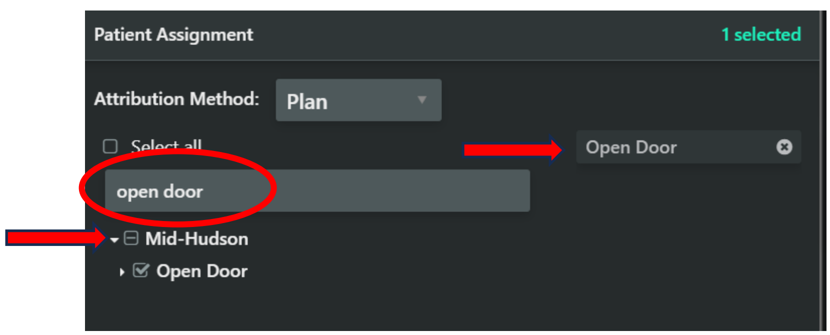
- Select *Plan* in the dropdown menu as the Attribution Method
    - "Plan" is set to the MVP attribution model
- Deselect *All selected*



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

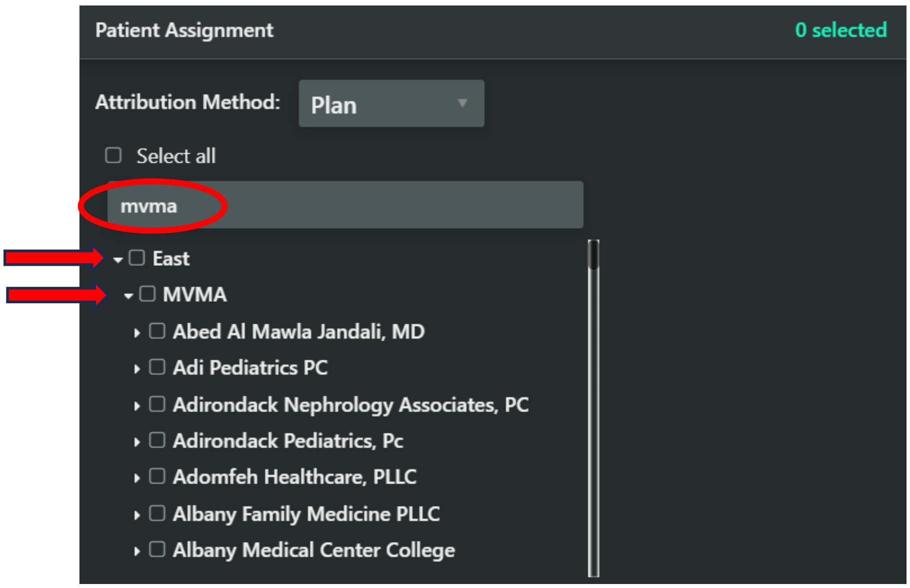
To view a practice:

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



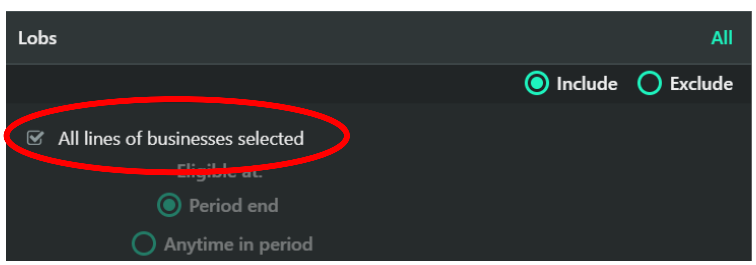
To view a Group/IPA:

- 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



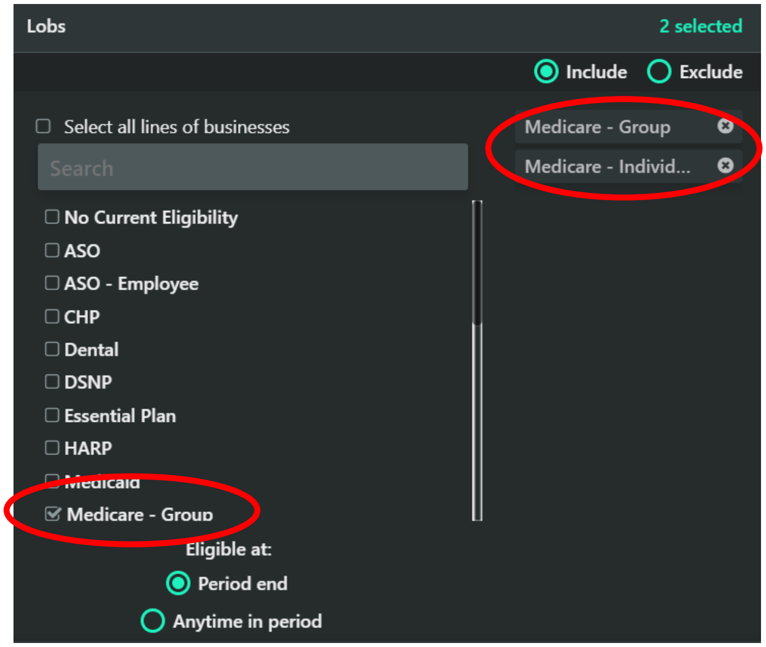
LOB Tab

Deselect *All lines of businesses 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

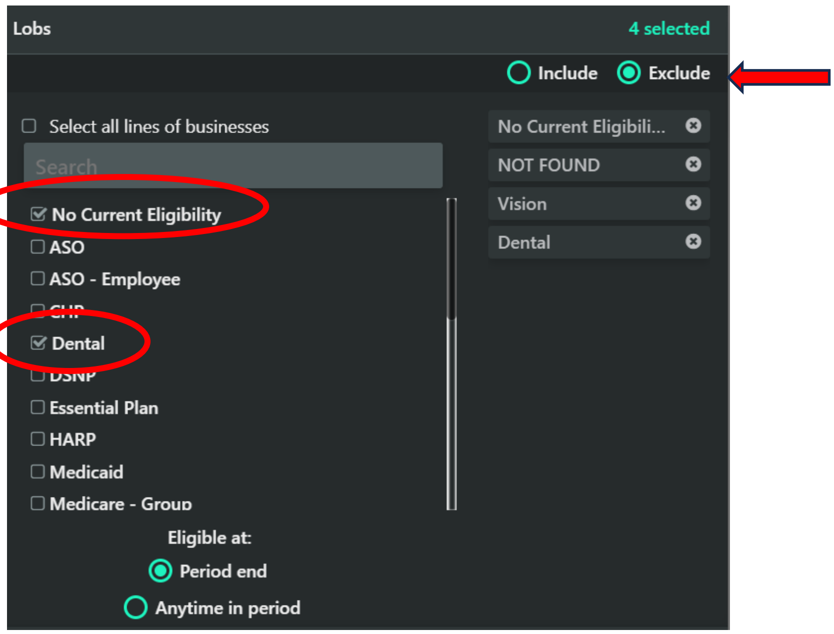
Note: You can either include or exclude multiple LOBs by using the radial buttons.



To view all LOB:

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

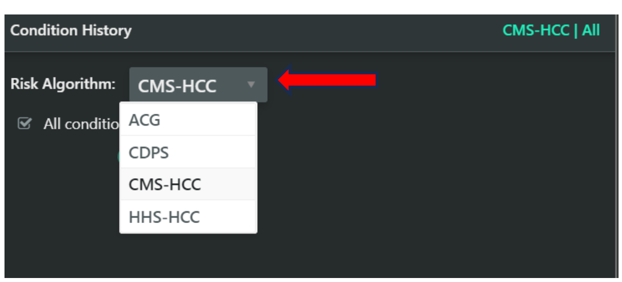
Note: If not excluded you will see duplicate Members.



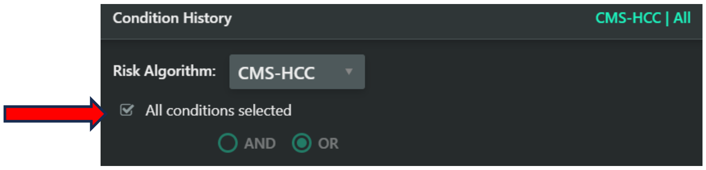
Condition History Tab (OPTIONAL)

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

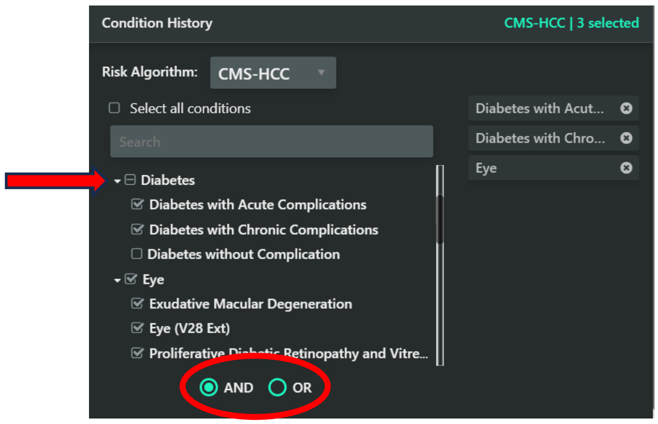
- Open the dropdown and select the *Risk Algorithm* you want to view



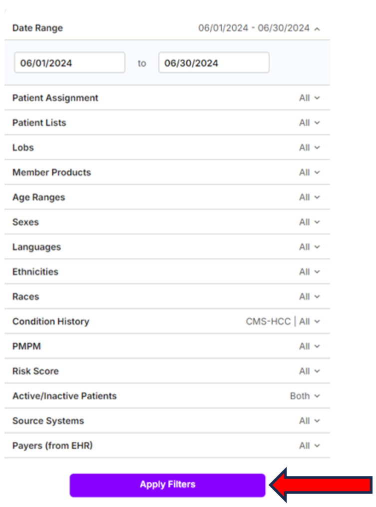
- Deselect *All conditions selected*



- 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:

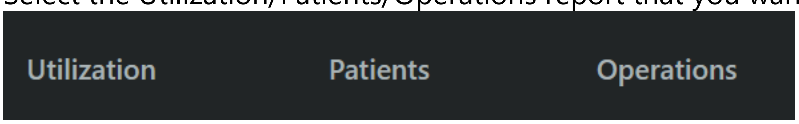
- I want to run a report to see a list of high-cost Members (High-Cost Member report)
- I want to run a report to see all Members who are living with diabetes and have an open gap (Patient Registry report)

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

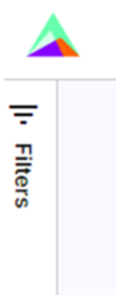
- I want to run a report for a particular Member to view a full pharmacy history (Pharmacy Fills report)

Instructions for running a report:

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



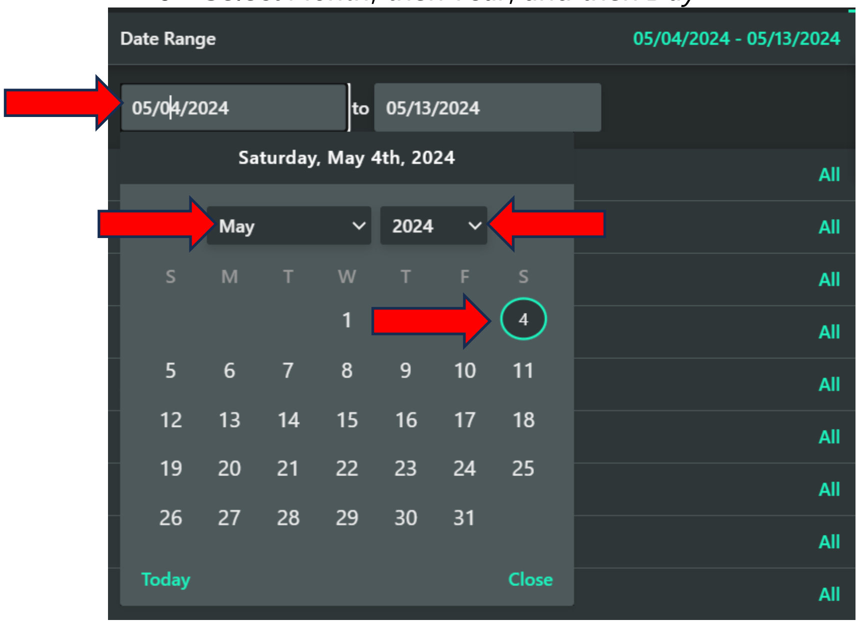
- Use the left-hand navigation to filter the report to your specific criteria



Date Range tab

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

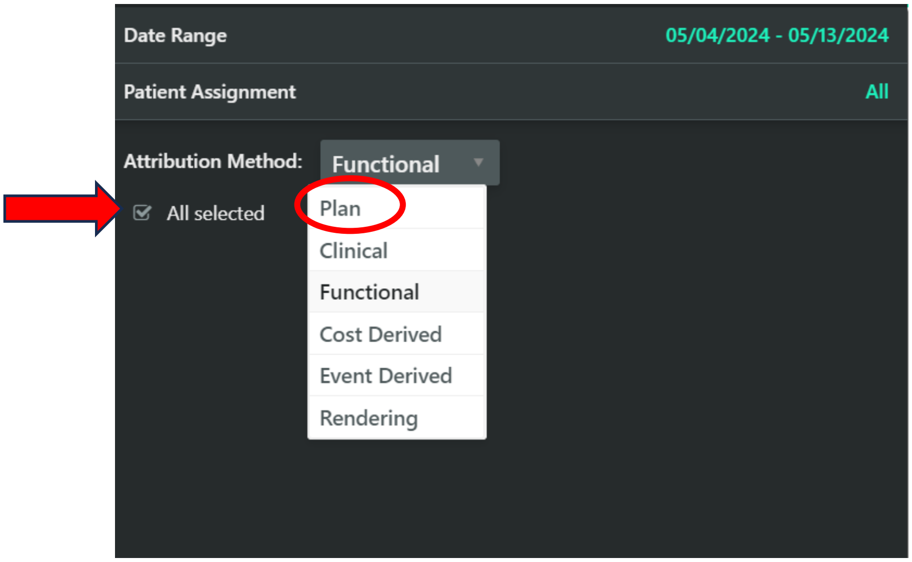
- Select *Date Range,* then the *Date*
- Within the calendar
  - Select *Month*, then *Year*, and then *Day*



Patient Assignment Tab

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

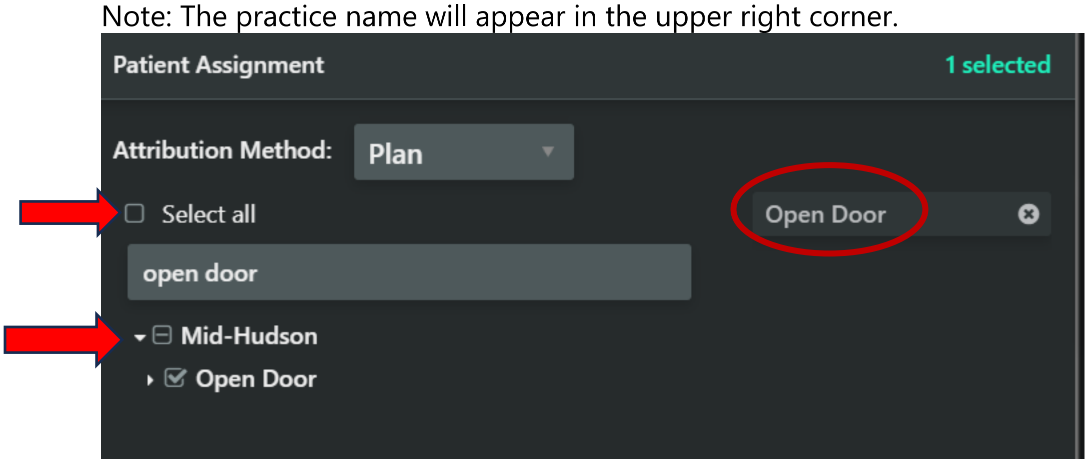
- "Plan" is the MVP attribution method (always choose plan)



Deselect *All selected* and then:

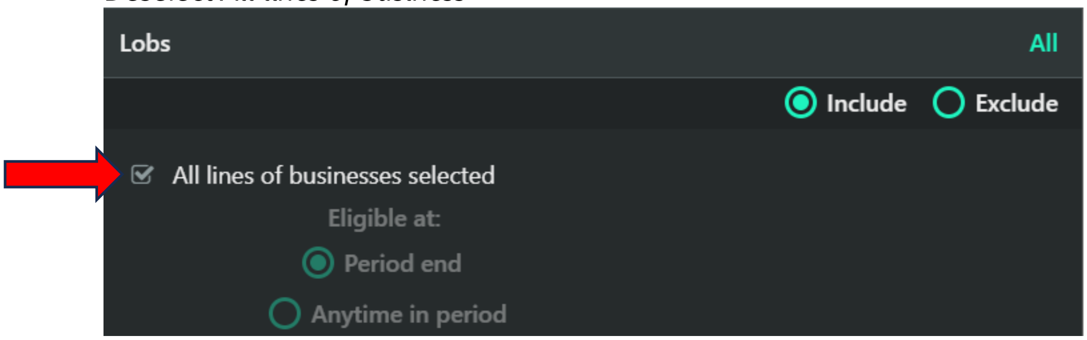
- Enter the practice name you want to view
- Select the *caret* next to region and then the *practice name*

  Note: The practice name will appear in the upper right corner.

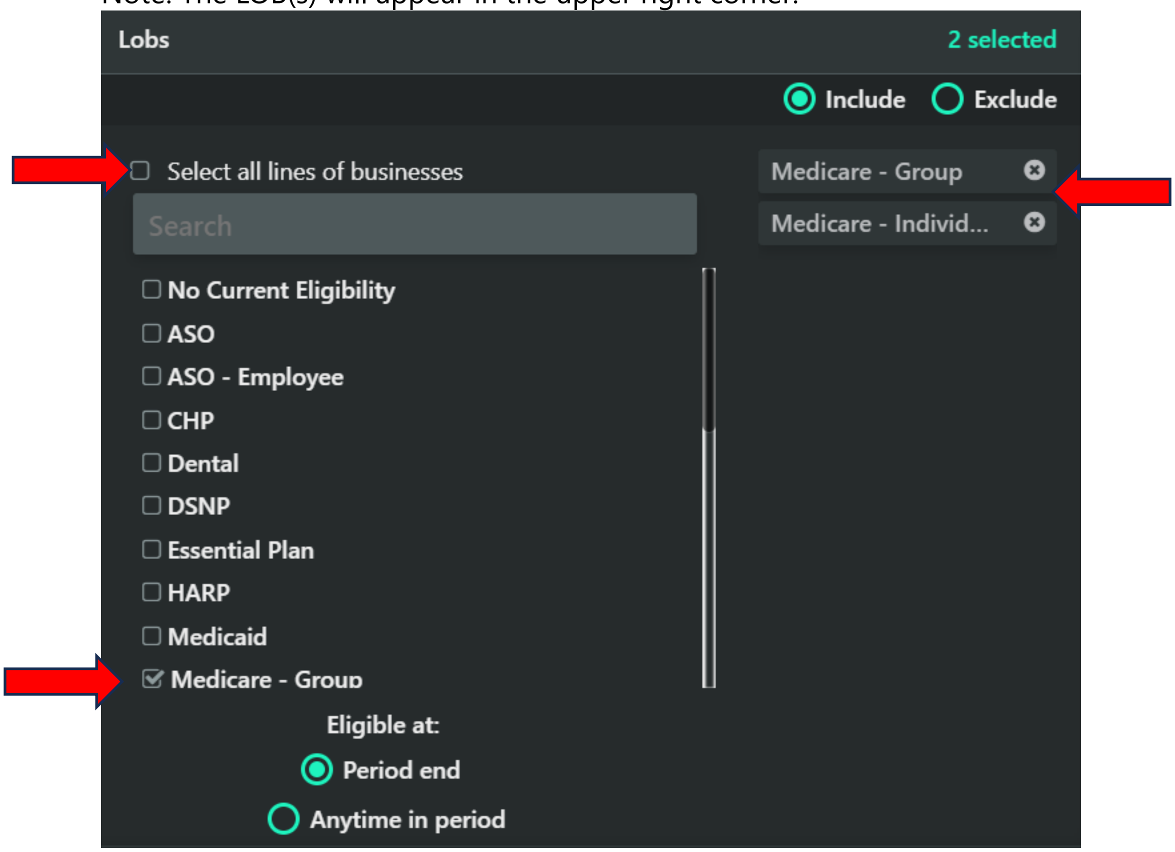


LOB Tab

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



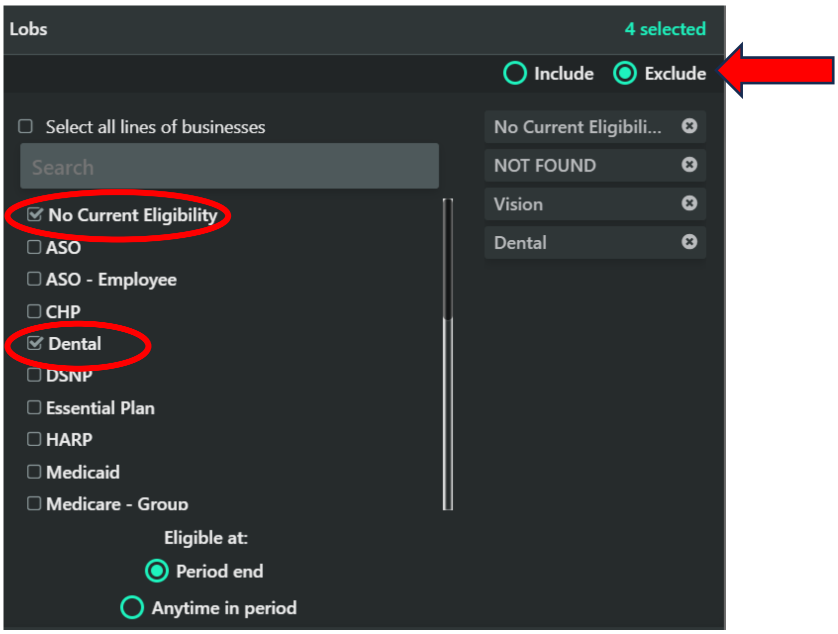
- Select the LOB(s) you want to view
  Note: The LOB(s) will appear in the upper right corner.



To view all LOBs:

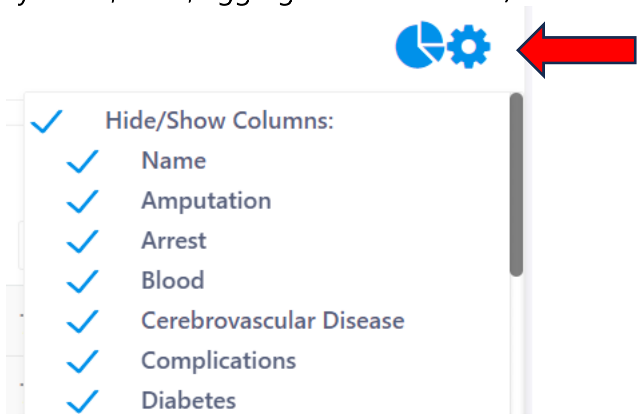
- Select *No Current Eligibility*
- Select *Not Found*
- Select *Vision*
- Select *Dental*
- Select the *Exclude* radial button

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



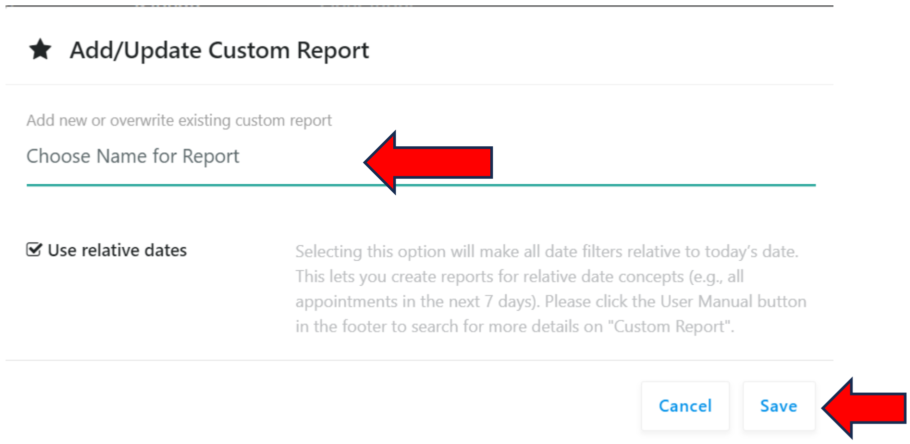
Create and Save a Custom Report

- 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*



Saved reports appear on the My Analytics page.

Share a Report

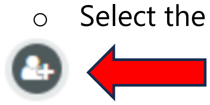
- Select *My Analytics* from the user drop-down in the top right navigation bar
- Click the share icon within the saved report

- 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



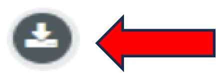
- Add all patients from the report
  - Select the *New List icon* in the report footer next to the row count

- 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.