**Data Submission Process and Timelines**

Terminology

Outpatient Surgical Facilities/Departments- OSF

List of OSF – @ 2014 Inventory Table 5

* Source: <http://www.ct.gov/dph/cwp/view.asp?a=3902&q=557564&dphNav=|56694|>

Connecticut Hospital Association - CHA

Connecticut Association for Ambulatory Surgery Centers - CAASC

VPN users – OSFs that will enter record level patient data directly into DPH web application (option not recommended for large volume OSF)

* DPH will provide VPN use authorization
* OSF will pay for shipping (FedEx/UPS/pick up from DPH Hartford Office) and monthly cost of VPN token (approx. $1.89/month or $22.56/year per token)

Reporting - Scheduled to begin June 2015 and then by Jan 2 and July 1, annually

- Data for 10/1/Yr1 - 3/31/Yr2 to be reported during 6/1-7/1

- Data for 4/1/Yr2- 9/30/Yr2 to be reported during 12/1-1/2

Tasks and Timelines

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| **Date** | **Tasks** |
| May 1 | OHCA emails webinar instructions to CHA, CAASC and other participants the data reporting guides and links to SFTP for data file extract upload or VPN-enabled registration for manual data entry through web application |
| May 1 - 11  | CHA/CAASC to forward information to members and provide OSF contacts to DPHOHCA VPN assignmentsEmail completed contact information to **dph.osfhelpdesk@ct.gov** |
| May 11 | Outpatient Surgery Data Reporting Webinar <http://www.ct.gov/dph/cwp/view.asp?a=3902&q=565090&dphNav=|> |
| June 1- July 1 | OSF submit Oct 1, 2014 – March 31, 2015 file extract through SFTP or data entry using web application (submissions may begin before June 1) |
| Jul 15 – Aug 15  | OHCA feedback on data quality |
| Aug 15 – Sep 15 | OSF respond to OHCA feedback with data corrections |
| Sep 15 – Oct 15 | OHCA feedback (correction loop may be required for some OSF) |