CONNECTICUT
Health Strategy

Outpatient Surgery Data Reporting User guide

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Acting Commissioner

Pursuant to Conn. Gen. Statute §19a-654

and

Conn. Admin Regs § 19a-167g-94

Release Date: December 16, 2025

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Executive Summary

The Office of Health Strategy (OHS) has replaced its legacy system for collecting patient (inpatient discharges, outpatient and emergency room) encounter data. OHS developed this user guide to facilitate data reporting through the new system and in accordance with Connecticut General Statute Section (C.G.S. §) 19a-654 and Connecticut Administration Regulations Section (CAR §) 19a-167g-94.

Inpatient discharges and emergency department encounters are limited to those from acute care general and children's hospital. Outpatient surgical procedures are performed across a variety of clinical settings throughout Connecticut. C.G.S. § 19a-654 requires outpatient surgical facilities and hospitals to report all patient-identifiable encounter data to OHS for use in statewide healthcare planning activities.

As part of the patient encounter data submission to OHS, healthcare providers must file demographic, clinical, and financial data on a biannual basis, with submissions due by January 2nd and July 1st each year. Data submissions are based on a federal fiscal year and the following quarters:

- Q1 = October to December
- Q2 = January to March
- Q3 = April to June
- Q4 = July to September

The purpose of this document is to guide submitters through the following steps to file data in the new system.

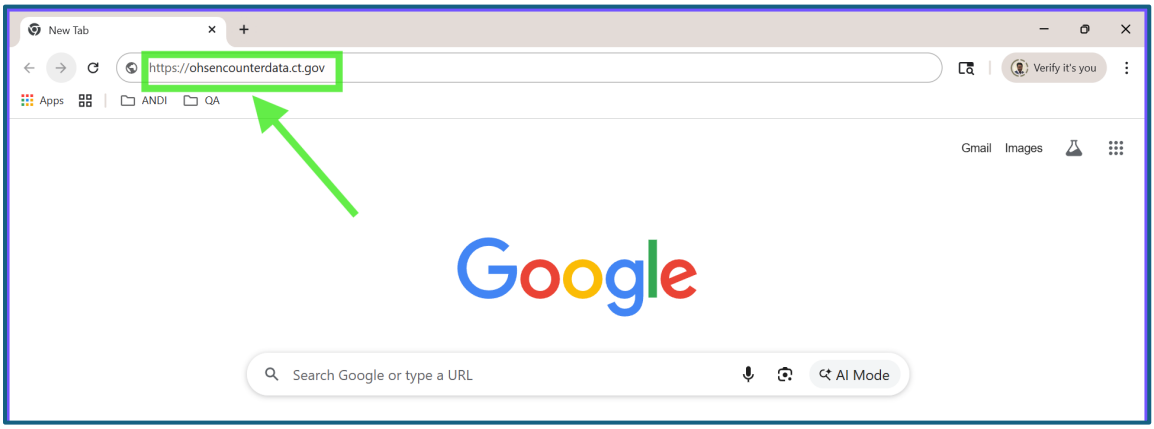
- Registering and creating an account
- Mapping the account to the facility(ies)
- Uploading the data file into the application
- Identifying failed uploads and content issues
- Other functions

Should you have any questions or require further assistance regarding the guide or filing(s), you may contact the Office of Health Strategy (OHS) at hsp@ct.gov.

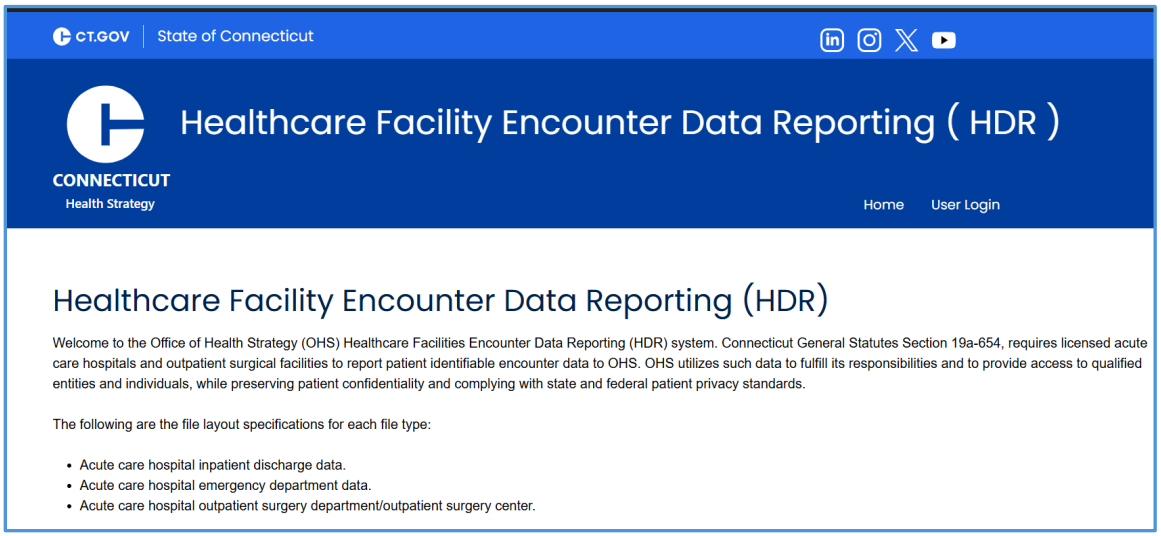
New User Registration

For each facility, only one user should register to submit the information and act as the facility's designee for all communications regarding data filing.

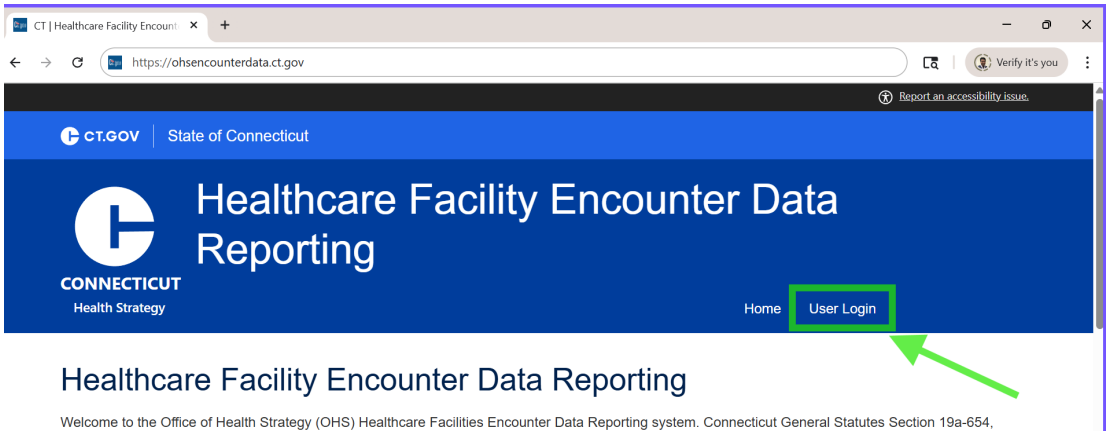
1. Open any browser on your local computer and access the application by using the URL: https://ohsencounterdata.ct.gov



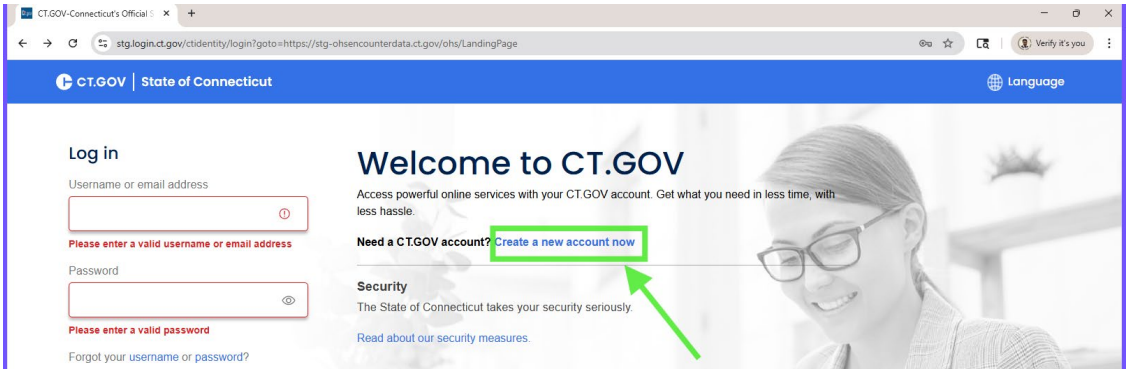
2. The OHS Healthcare Facility Encounter Data Reporting (HDR) Home Page will open as shown below.



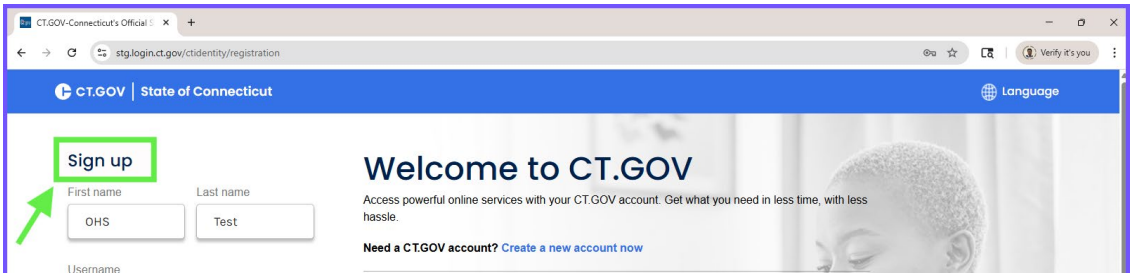
3. To register as a new user, click on the "**User Login**"



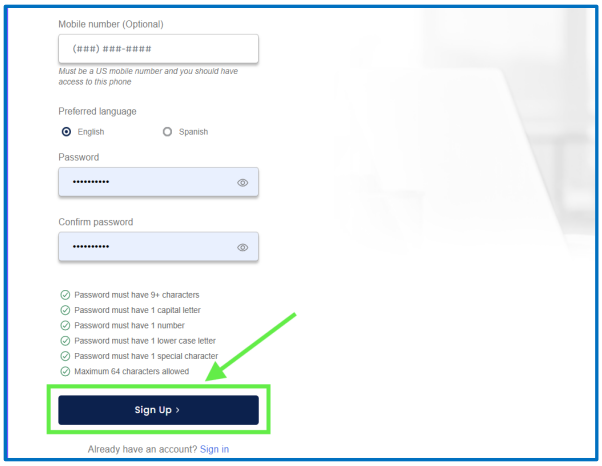
4. Click on "**Create a new account now**" to start your registration on the Welcome to CT.gov page.

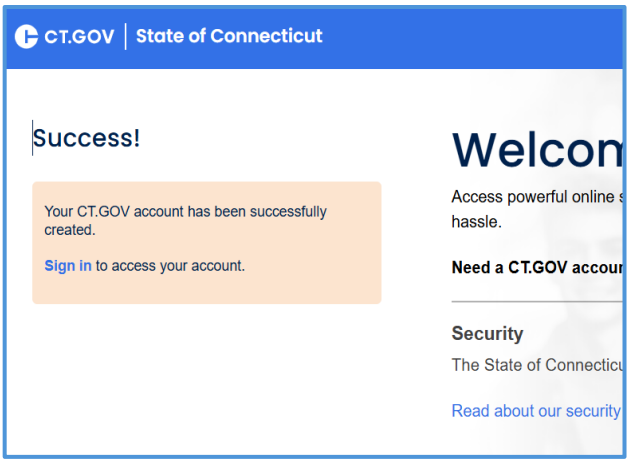


5. Fill out all the required fields on the registration page then click on "**Sign up**". The following show the registration process for "ohs-test1" user.

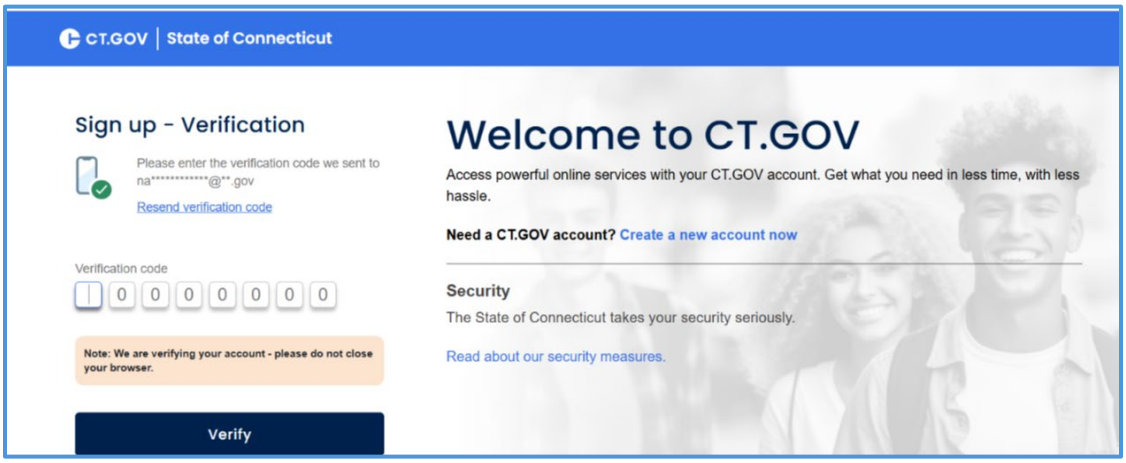


Register and Create an Account

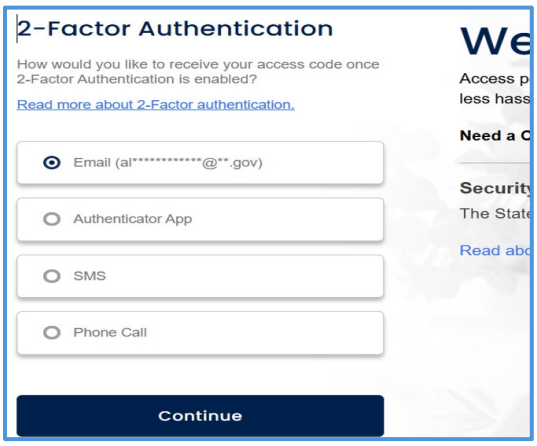


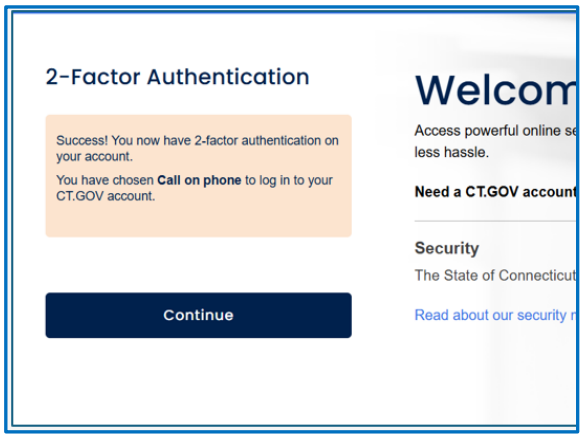


6. Sign in using the prompt on the screen above and the verification screen will appear .

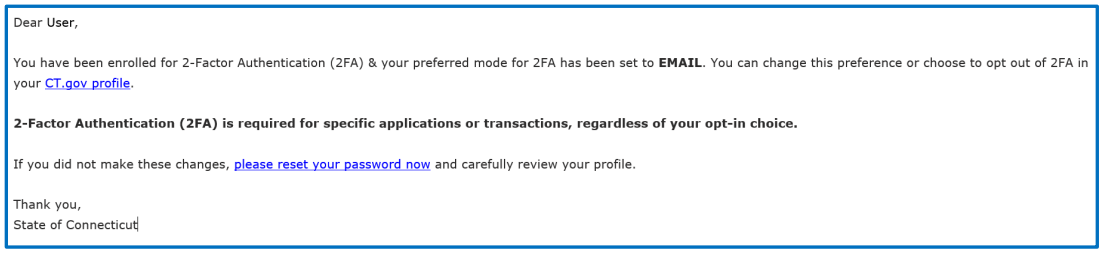


7. Select the preferred option for the two-factor authentication process and click "**Continue**".





8. If the authentication is successful, the user will receive a confirmation email that their account has been successfully created



Dear **User**,

You have been enrolled for 2-Factor Authentication (2FA) & your preferred mode for 2FA has been set to **EMAIL**. You can change this preference or choose to opt out of 2FA in your CT.gov profile.

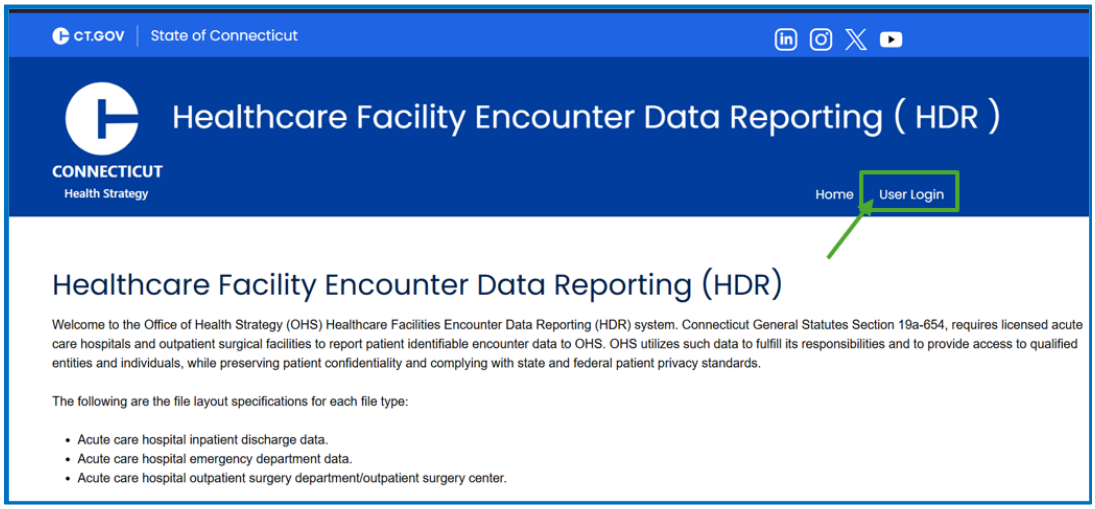
2-Factor Authentication (2FA) is required for specific applications or transactions, regardless of your opt-in choice.

If you did not make these changes, please reset your password now and carefully review your profile.

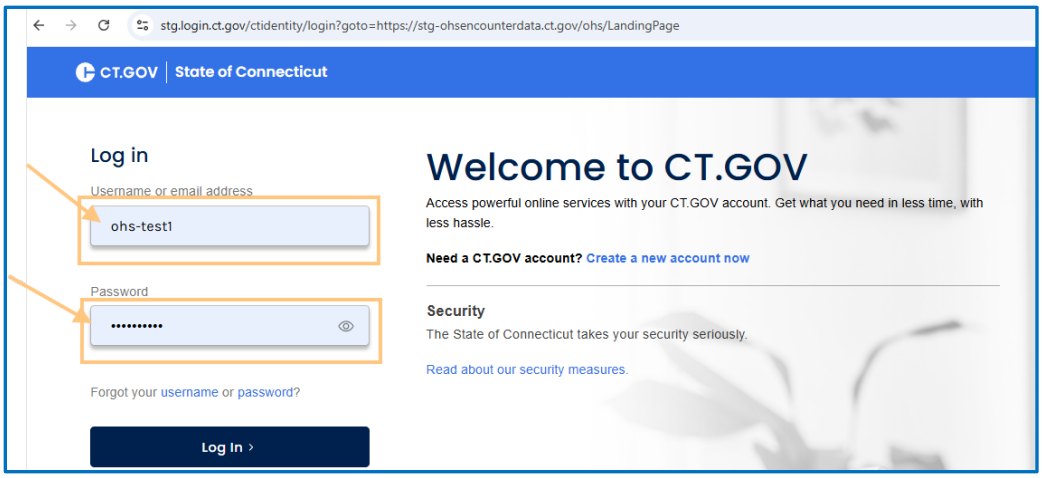
Thank you,
State of Connecticut

User Account Settings

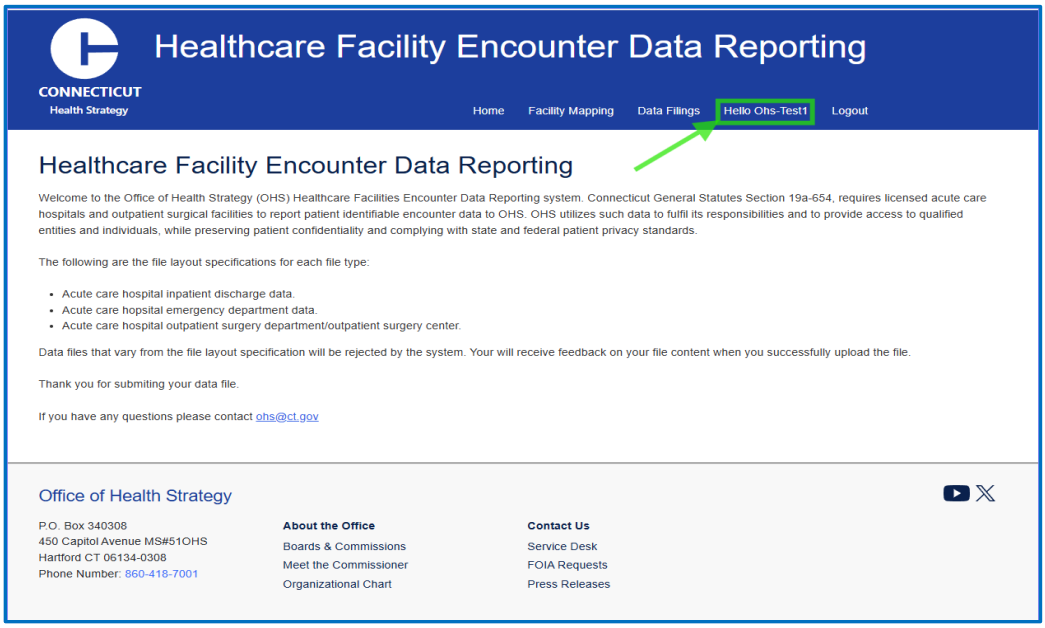
9. To login to the OHS Healthcare Facility Encounter Data Reporting system at https://ohsencounterdata.ct.gov click on "**User Login**".



10. Enter your username and password and click on "**Log in**" button

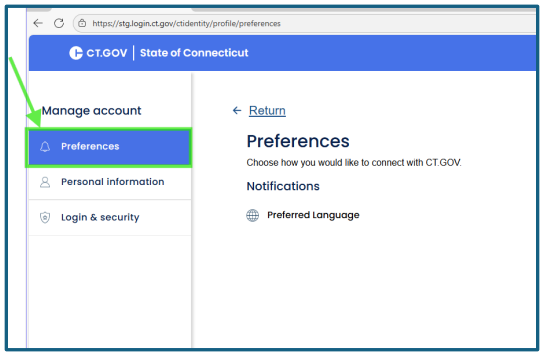


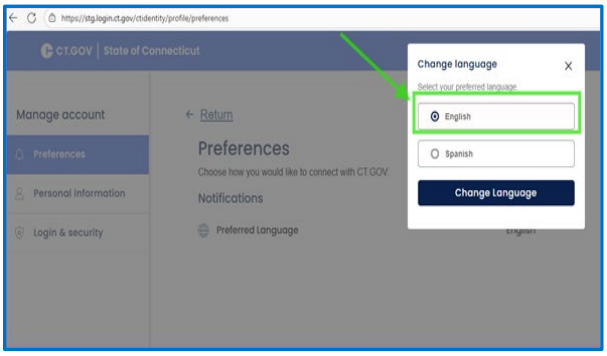
11. The system automatically redirects the user to the main page for accessing all key features and functions. To update or edit the user profile, click on "Hello ohs-Test1".

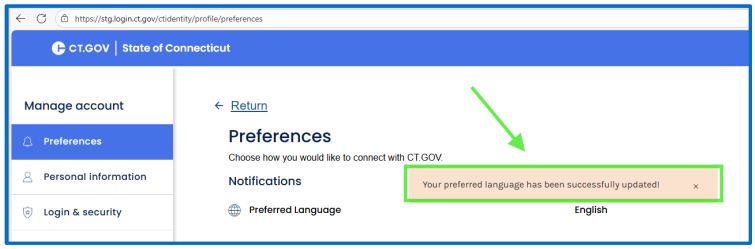


The Manage Account page will open and display three sections: Preference, Personal Information, Login and Security. Update your account details.

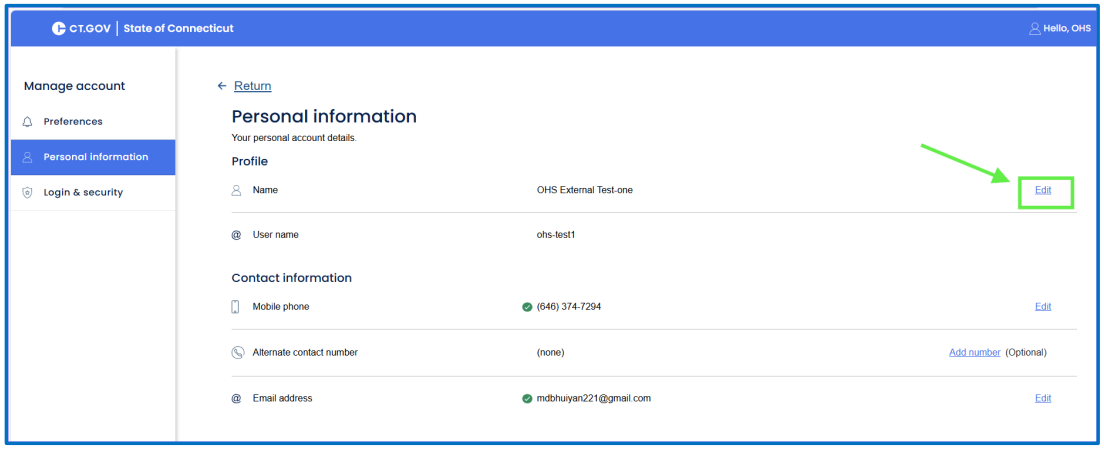
12. To update language, click on "**Preference**", select "**Preferred Language**" and click "**Change Language**



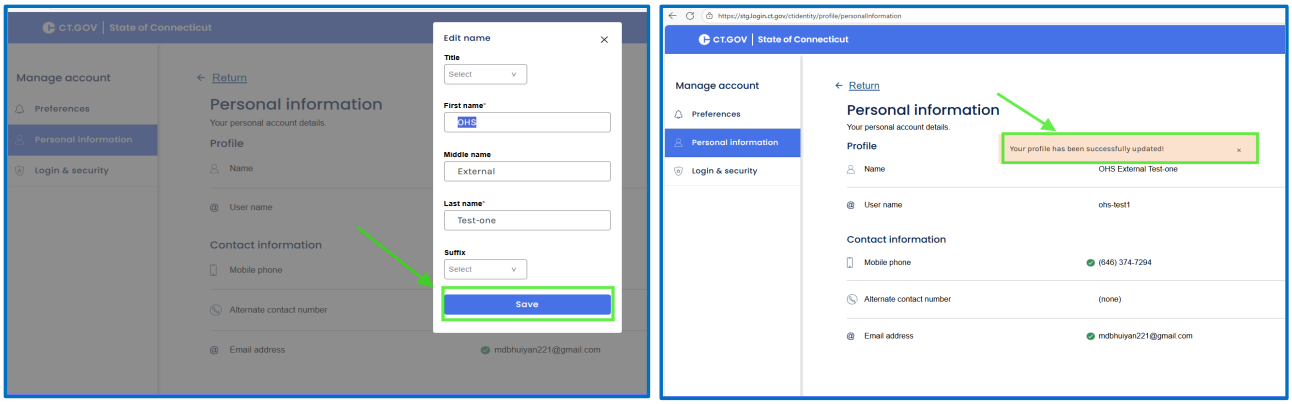




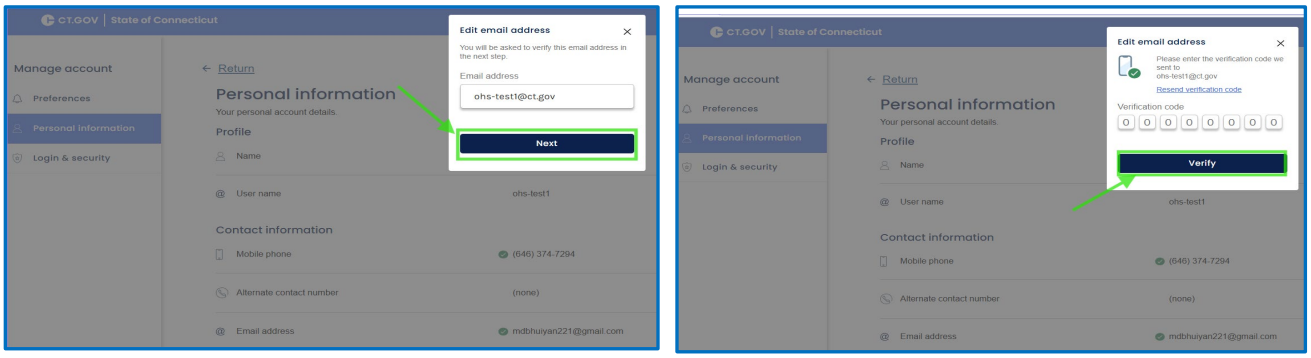
13. To update personal information, select "Personal Information" in the left panel, then select "Edit" in the "Profile" section.



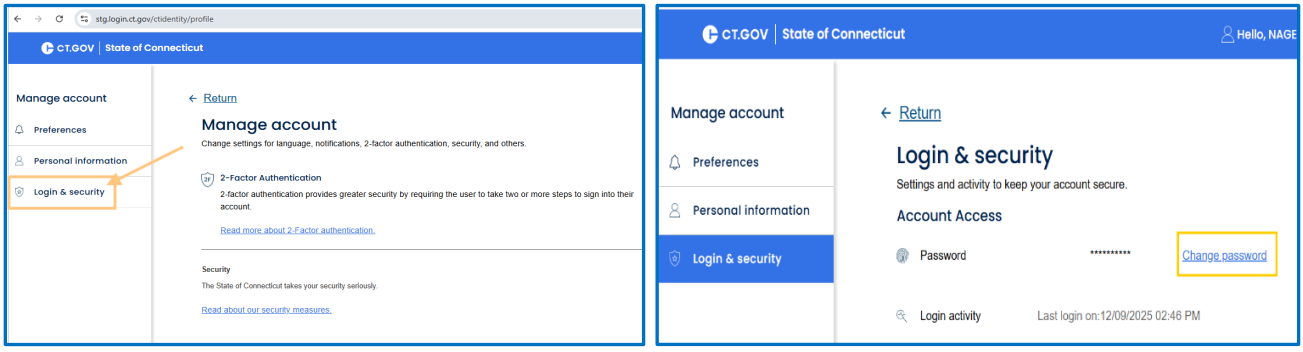
14. In the "**Edit Name**" panel update or change name.



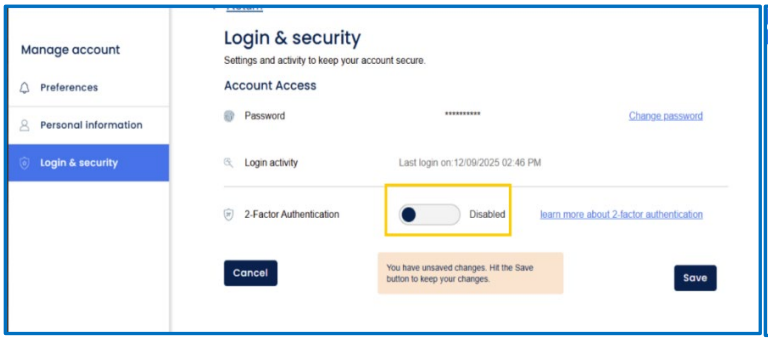
15. To change email address, click "**Personal Information,**" select "**Edit**" within the "**Email Address**" section, enter the emailed verification code and click "Verify.".



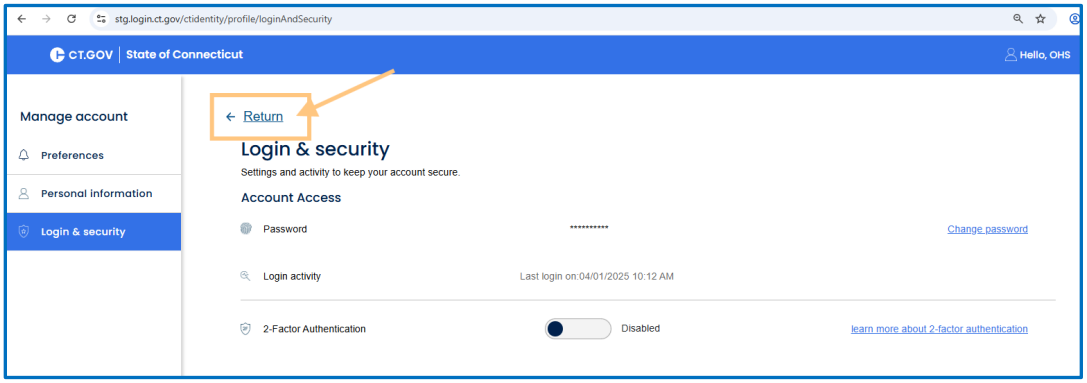
16. To change your password or enable/disable "2-factor Authentication" select "**Login and Security**". Click "**Change Password**" to update your current password.



17. To enable or disable 2-Factor Authentication select "**Login and Security**". Click the **Enable/Disable** toggle button and use the available options to manage 2-Factor Authentication. Click "**Save**" to apply changes.

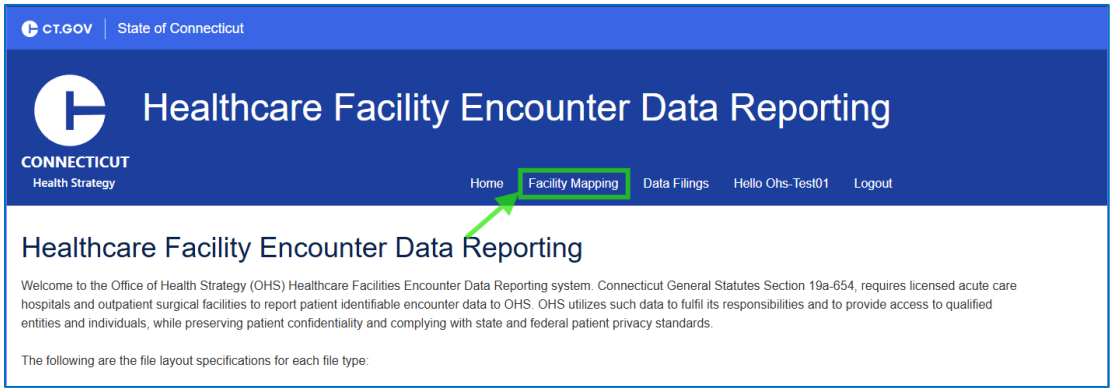


18. Click "**Return**" to navigate back to the Home Page.

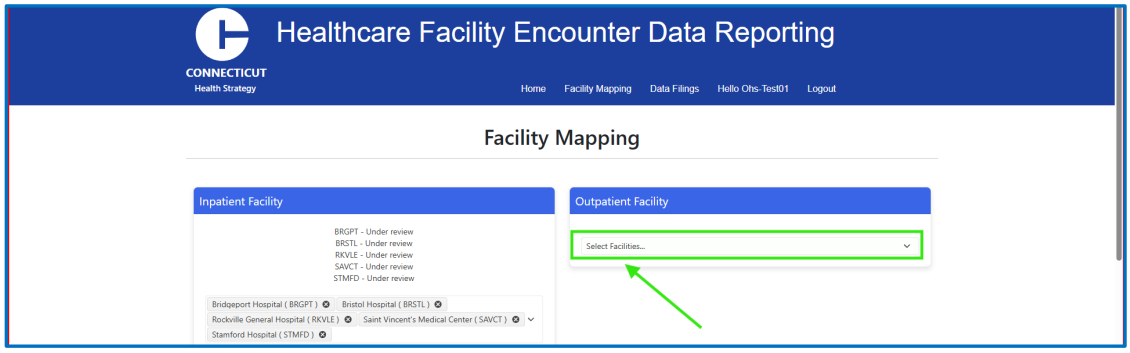


Mapping to a Facility

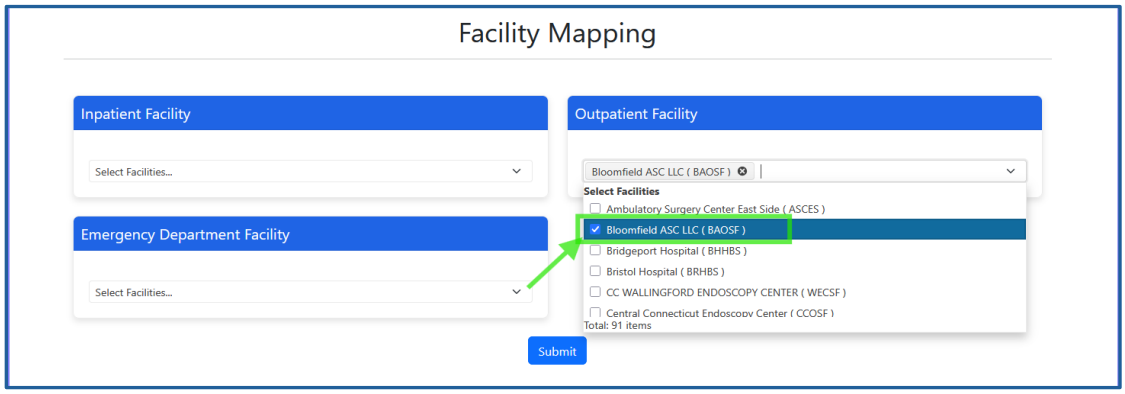
19. Click on "**Facility Mapping**" tab to map to facility or facilities for which you will be submitting data.



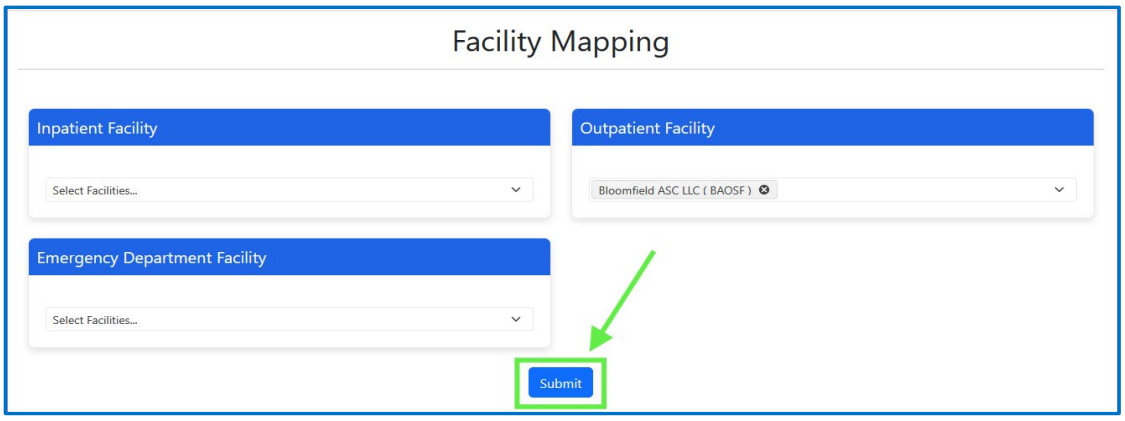
20. Open the "**Outpatient Facility"** dropdown menu



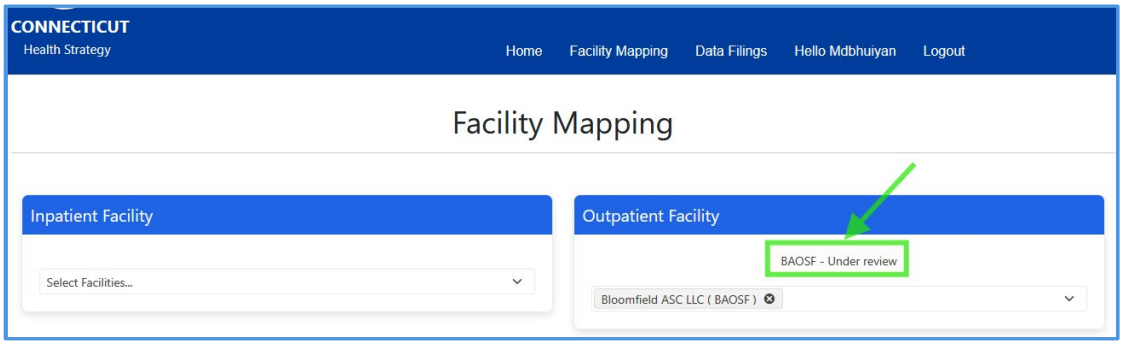
21. Select all applicable facility(ies)

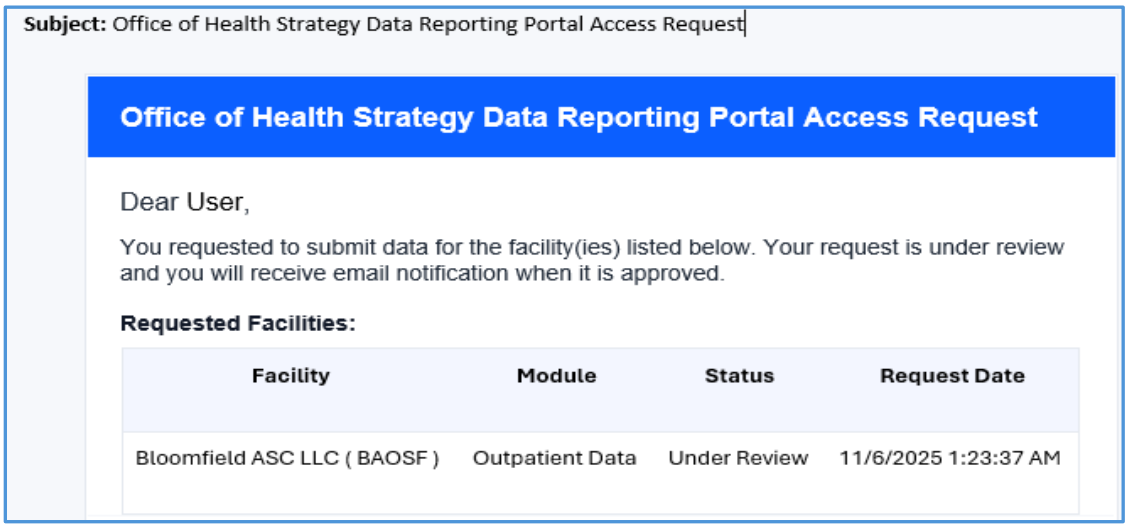


22. Click "**Submit**".



23. All selected facilities will be marked '**Under review**' as noted below and the user will receive email notification confirmation below.





Subject: Office of Health Strategy Data Reporting Portal Access Request

Office of Health Strategy Data Reporting Portal Access Request

Dear User,

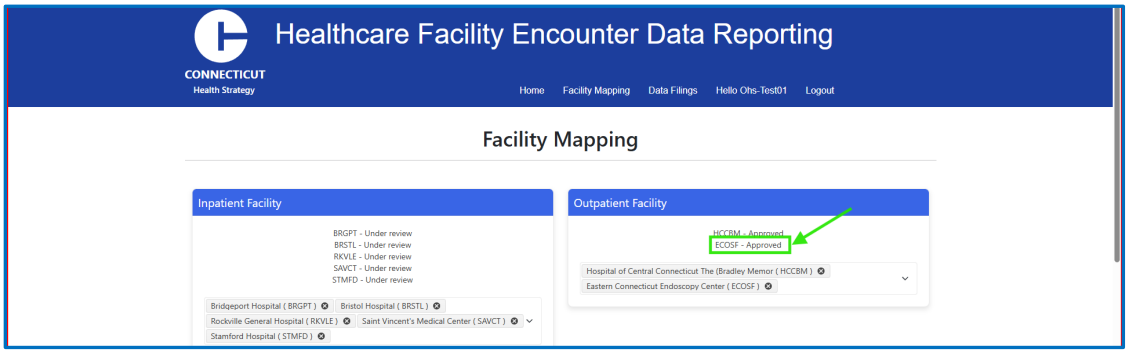
You requested to submit data for the facility(ies) listed below. Your request is under review and you will receive email notification when it is approved.

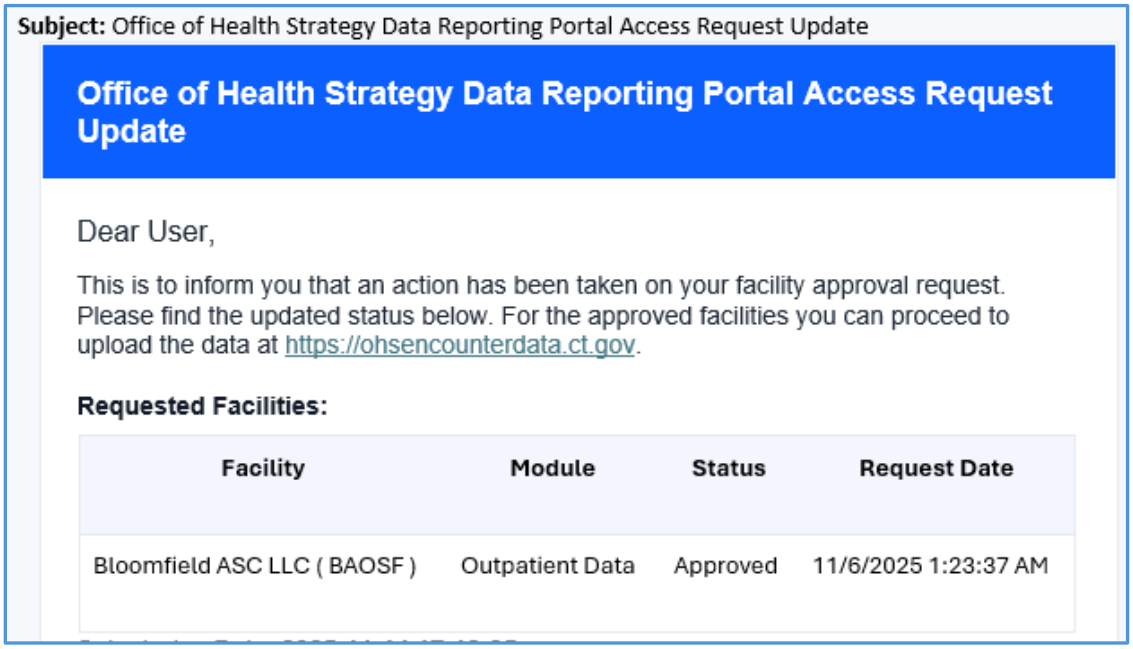
Requested Facilities:

Facility	Module	Status	Request Date
Bloomfield ASC LLC (BAOSF)	Outpatient Data	Under Review	11/6/2025 1:23:37 AM

Note: OHS will review and approve the request to assign a facility to a user to prevent unauthorized system access. OHS may contact the facility(ies) by email or phone call to verify the user's association with the facility(ies).

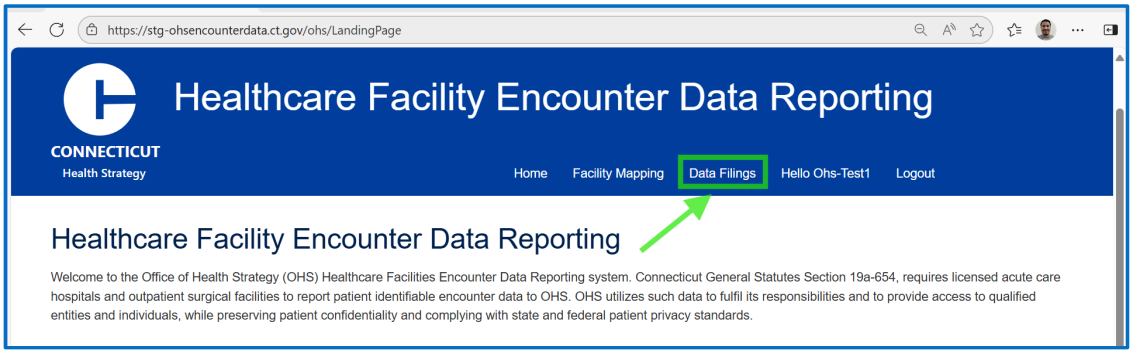
24. When OHS approves the request, the status will update to “Approved” on the “Facility Mapping” page, and confirmation of the approval, emailed to the user.





Data Upload

25. On the Home Page, click on the "**Data Filing**" tab for the data upload menu.

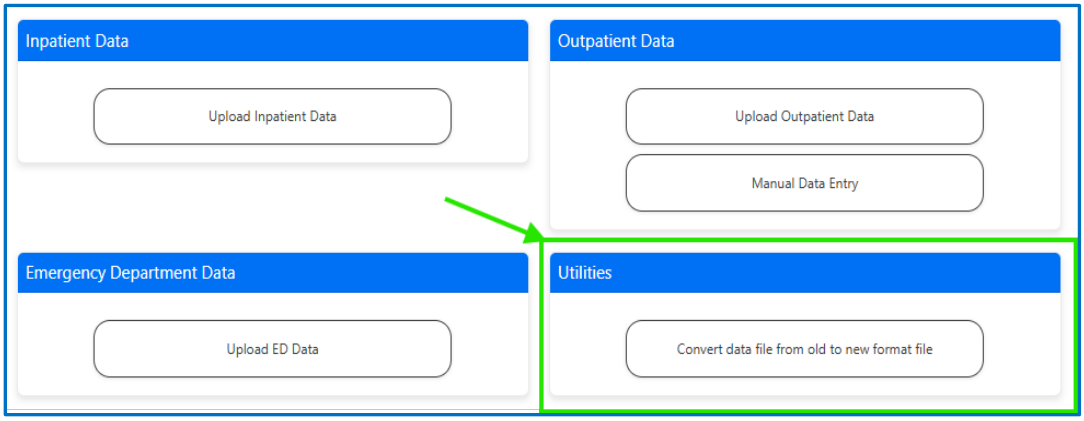


Data In NEW File Format

26. If the data file is already in the new format, proceed to **Step #34** to upload data.

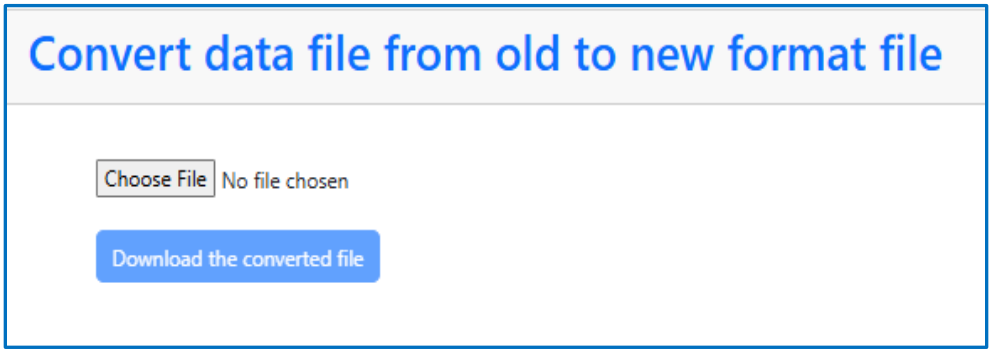
Data In OLD File Format

27. If the data file is in the old format, convert it to the new format using **Utilities > Convert Data File from Old to New Format**. This utility tool converts your data file from the old file layout into the new file format which includes the race/ethnicity, language and disability fields required by the updated system.

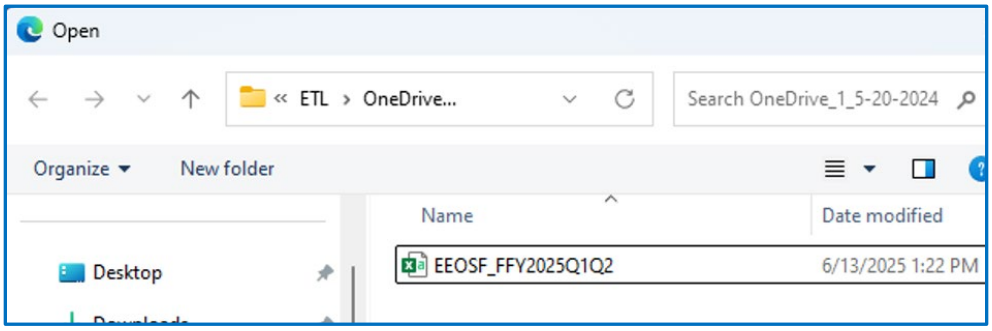


To Convert Data File from OLD to NEW Format .

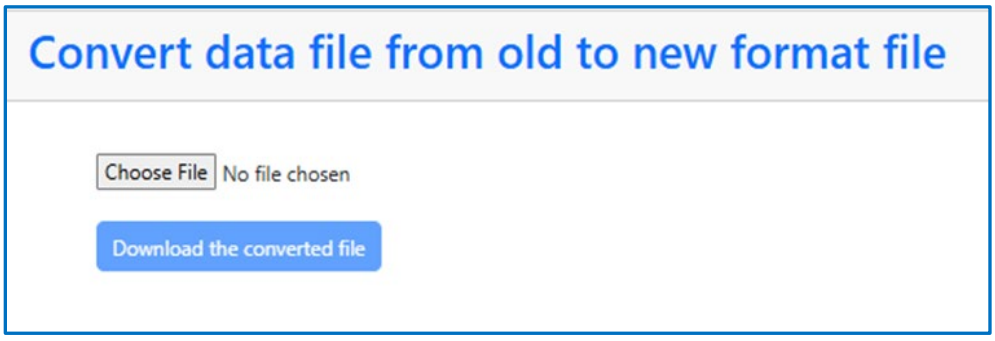
28. Select "Convert data file from old to new format file" from the "**Utilities**" tab, . Click "**Choose File**" to browse for and select the data file from your local directory.



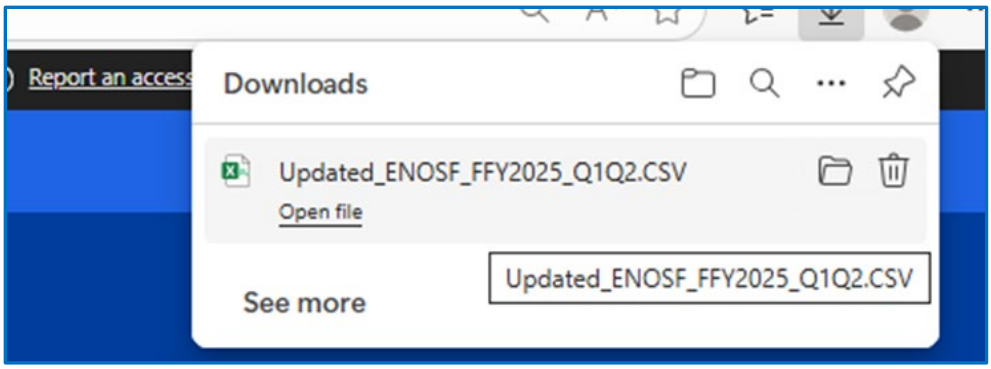
29. Select the file from your local folder.



30. Click "**Download the converted file**" to convert data into new file format.

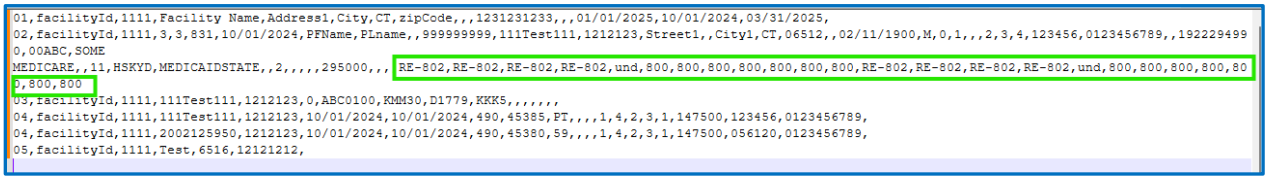


31. The converted file will be downloaded to your browser.



32. Rename and save the downloaded converted file to the user's local machine. The file name must follow the naming convention: **[FacilityNameAbbreviation]_FFY2025_Q1Q2.csv**. (For example: ENOSF_FFY2025_Q1Q2.csv or ENOSF_FFY2025_Q3Q4.csv depending on filing period)

33. The saved converted file now includes the new fields as below and is ready to be uploaded.



```
01,facilityId,1111,Facility Name,Address1,City,CT,zipCode,,,1231231233,,,01/01/2025,10/01/2024,03/31/2025,
02,facilityId,1111,3,3,831,10/01/2024,PFName,PLname,,999999999,111Test111,1212123,Street1,,City1,CT,06512,,02/11/1900,M,0,1,,,2,3,4,123456,0123456789,,1922294990,00ABC,SOME
MEDICARE,,11,HSKYD,MEDICAIDSTATE,,2,,,,,295000,,,RE-802,RE-802,RE-802,RE-802,und,800,800,800,800,800,800,800,RE-802,RE-802,RE-802,RE-802,und,800,800,800,800,800,800,800
03,facilityId,1111,111Test111,1212123,0,ABC0100,KMM30,D1779,KKK5,,,,,,,
04,facilityId,1111,111Test111,1212123,10/01/2024,10/01/2024,490,45385,PT,,,,1,4,2,3,1,147500,123456,0123456789,
04,facilityId,1111,2002125950,1212123,10/01/2024,10/01/2024,490,45380,59,,,,1,4,2,3,1,147500,056120,0123456789,
05,facilityId,1111,Test,6516,12121212,
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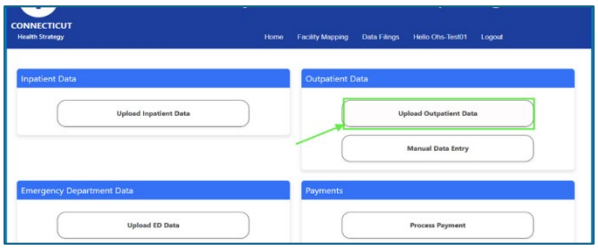
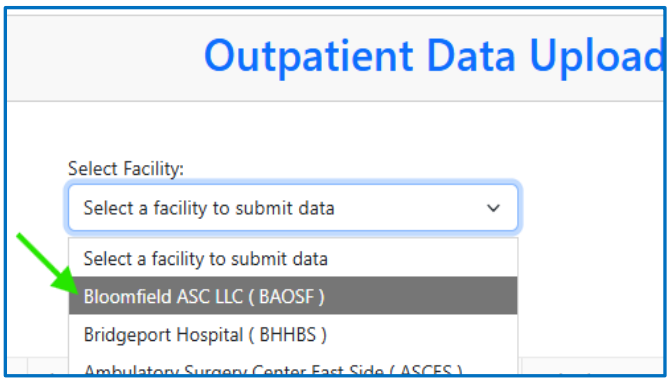
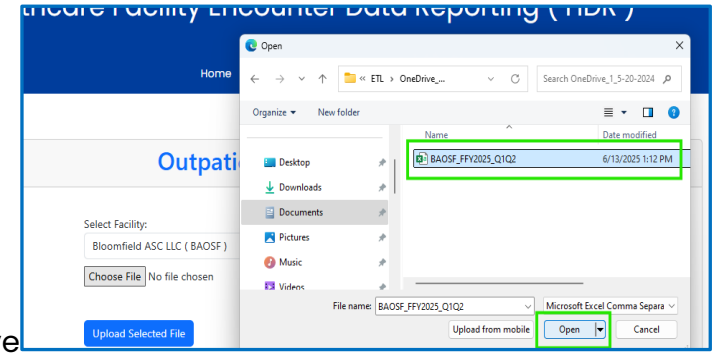
34. On the main menu click Data Filing and then click "**Upload Outpatient Data**" on the Outpatient Data section to upload the new file formatted or renamed converted file. Note that if you are uploading data for more than one facility, you will go through this step through the end for each facility's data file until it is successfully uploaded

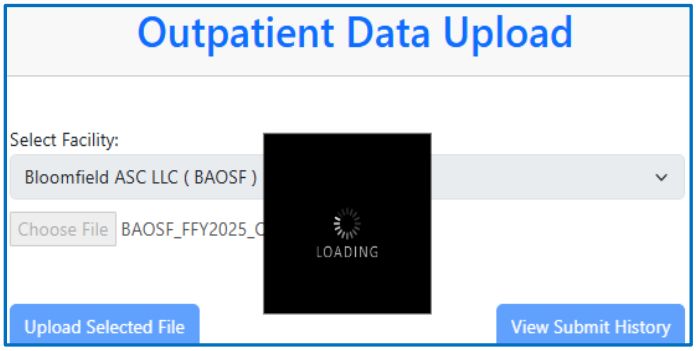


35. Select your facility

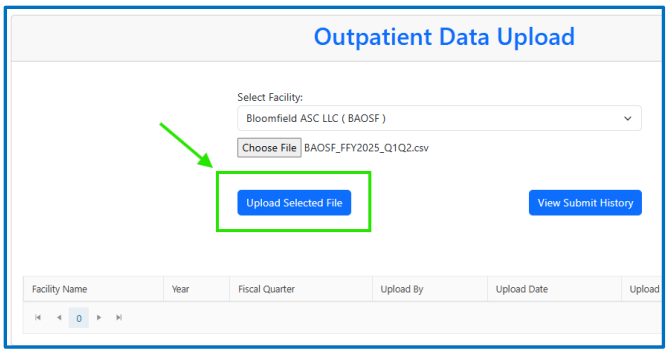


36. Then select and upload the converted outpatient data file from the user's local drive (only "csv" files accepted). The screenshot on the right below indicates the file uploading.

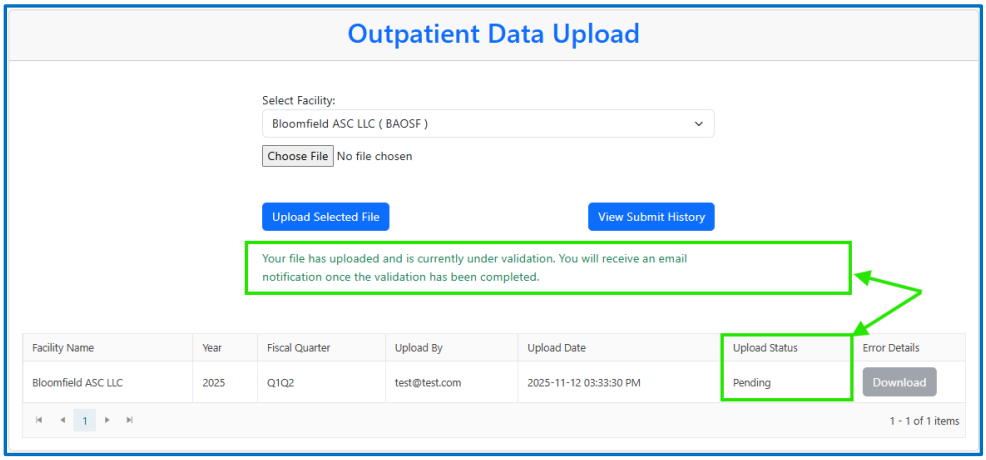




The uploaded "**BAOSF_FFY2024_Q1Q2**" file is shown below



37. When upload is complete, the file content validation begins immediately. The screen updates to indicate the "**Upload Status**" is "Pending," as below.

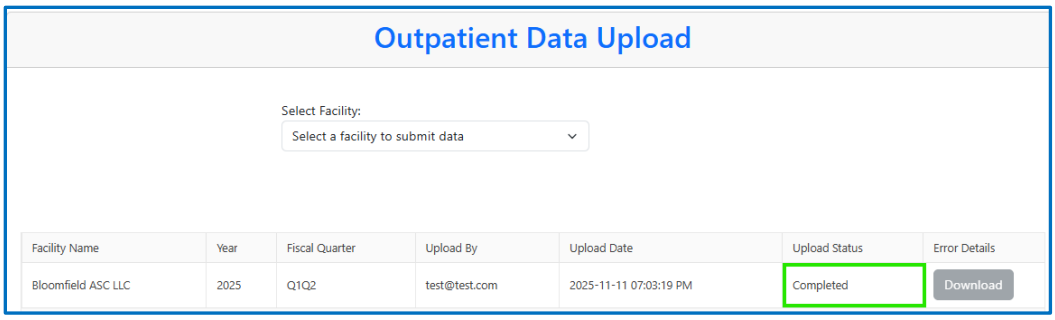


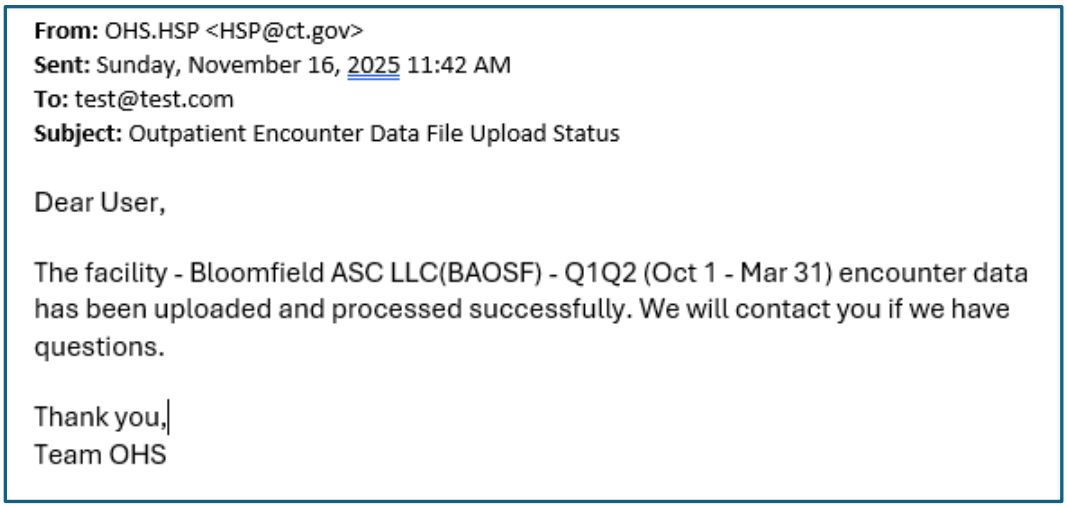
Data Validation Process

ERROR RATE IS LESS THAN 3%

38. The error rate is the number of records with errors divided by the number of distinct patient records times 100. When a user uploads a file, the system automatically begins the data validation process. **Processing time varies, so the user will receive an email when data validation is complete**. If the validation is completed and the file contains less than a 3% error rate the "Upload Status" updates to "Completed" and the user will receive email notification regarding the successful upload status as below.

Data Upload





ERROR RATE IS 3% OR MORE

39. When the application completes the file validation and the error rate, that is, the number of records with errors divided by the distinct number of patient records 3% or more, the "Upload Status" updates to "Failed" and user will receive an email with the error summary below.

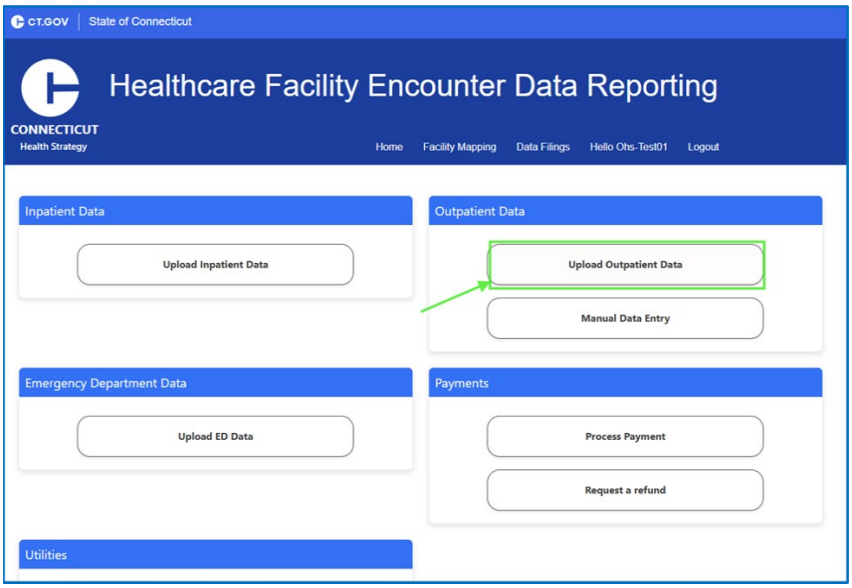
Dear User,

The facility - Bloomfield ASC LLC(BAOSF) - Q1Q2 (Oct 1 - Mar 31) encounter data upload failed because it contained the errors listed below. Login into your account at https://ohsencounter-data.ct.gov to review the error details for correction and to reupload the corrected file.

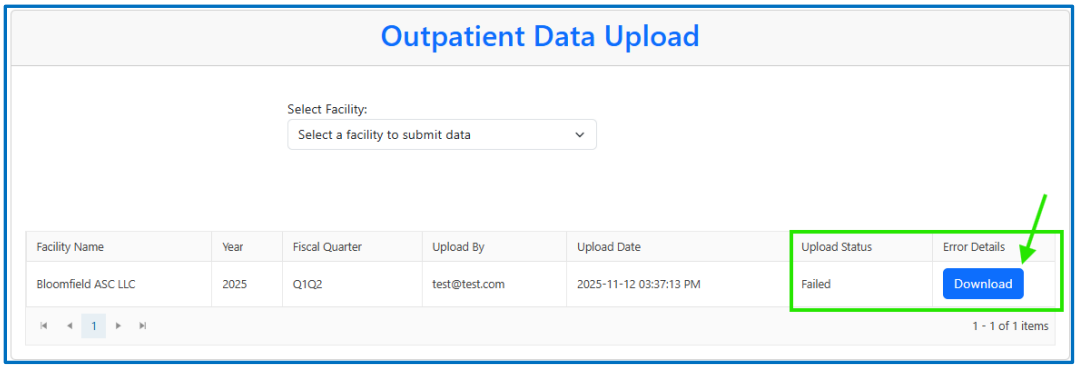
Error Code	Error Description	Error Count
E-535	Principal procedure with no surgeon identified	7129
E-539	Invalid Payer Id	37
E-410	Town code missing	124
E-314	Birth date missing	3
E-356	Patient's sex invalid	3
E-306	Admission source missing	4
E-372	No reported total charges	3
E-364	Primary payer code invalid	23
E-999	Other format errors	33828

Thanks,
Team OHS

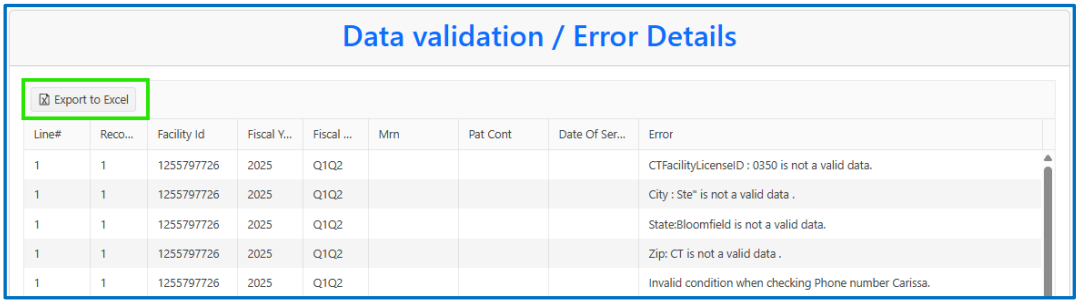
40. To view validation errors details, log in to your user account at https://ohsencounterdata.ct.gov and navigate to the 'Outpatient Data Upload' screen.



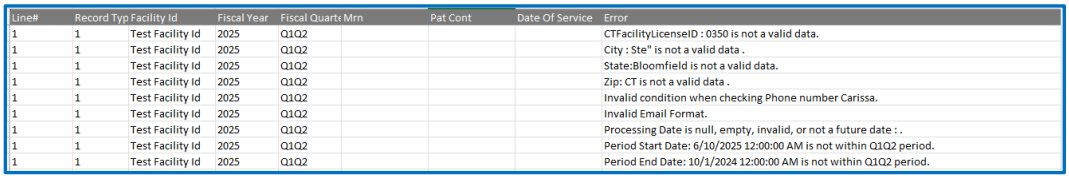
41. The "**Upload Status**" on the "**Outpatient Data Upload**" screen will update to "Failed." Click the '**Download**' button to view the detailed list of validation errors and specific records.



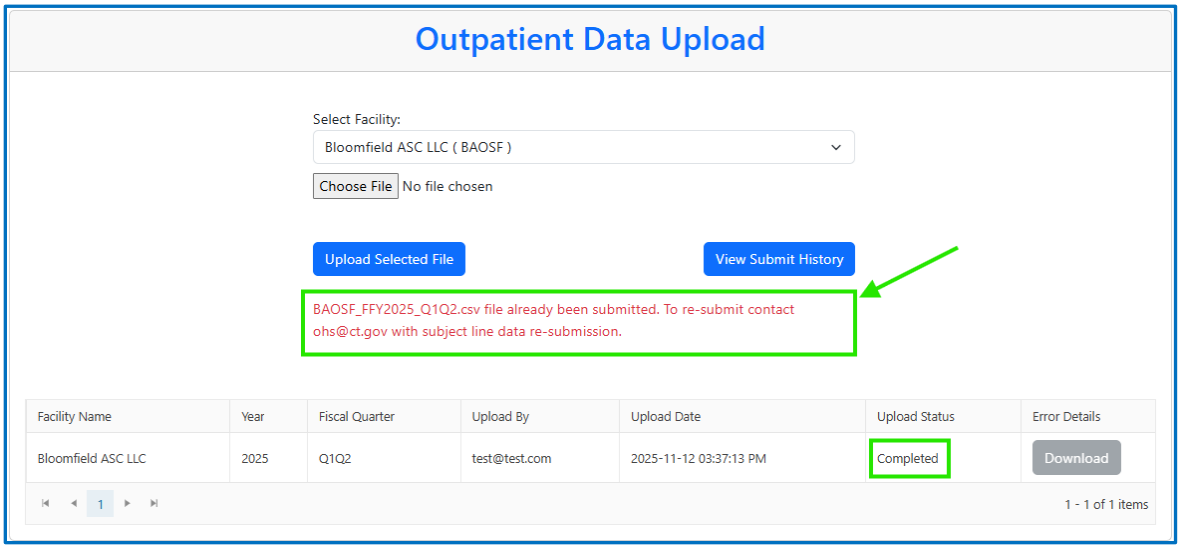
42. The screenshot below shows the errors details. To download the information, click on '**Export to Excel**' and save it to your local computer



43. The system will download the errors in Excel format file as below:



Line#	Record Typ	Facility Id	Fiscal Year	Fiscal Quarte	Mrn	Pat Cont	Date Of Service	Error
1	1	Test Facility Id	2025	Q1Q2				CTFacilityLicenseID : 0350 is not a valid data.
1	1	Test Facility Id	2025	Q1Q2				City : Ste" is not a valid data .
1	1	Test Facility Id	2025	Q1Q2				State:Bloomfield is not a valid data.
1	1	Test Facility Id	2025	Q1Q2				Zip: CT is not a valid data .
1	1	Test Facility Id	2025	Q1Q2				Invalid condition when checking Phone number Carissa.
1	1	Test Facility Id	2025	Q1Q2				Invalid Email Format.
1	1	Test Facility Id	2025	Q1Q2				Processing Date is null, empty, invalid, or not a future date : .
1	1	Test Facility Id	2025	Q1Q2				Period Start Date: 6/10/2025 12:00:00 AM is not within Q1Q2 period.
1	1	Test Facility Id	2025	Q1Q2				Period End Date: 10/1/2024 12:00:00 AM is not within Q1Q2 period.

44. For additional information on the file format, valid field contents and interpretation of the error messages checkout:
    a. Outpatient Surgery Data Reporting for the outpatient surgery data reporting
    b. Research and Reporting Unit for inpatient data reporting
    c. Research and Reporting Unit for emergency visits data reporting.

45. If a user has successfully submitted the data file and tries to resubmit, the application will generate an error message indicating that the file already had been submitted as below.