

---

# PGIP Executive Summary User Guide

---

## Contents

Introduction.....	2
Logging In to the Reporting Site .....	2
Before You Begin .....	2
Log In to the Reporting Site .....	3
Viewing Comparison Rankings and Trends .....	6
Trends Comparison Page .....	7
Exporting Data and Visualizations .....	8
Getting Help .....	9
Duo or Password Help .....	9
BCBSM PGIP Interactive Reporting Site Questions .....	9
Additional Documentation.....	9

---

## Introduction

Michigan Data Collaborative (MDC) is a non-profit healthcare data organization at Michigan Medicine. The Blue Cross Blue Shield of Michigan (BCBSM) Physician Group Incentive Program (PGIP) Interactive Reporting site was created to provide visualizations, reports, and interactive analyses for participants of BCBSM's PGIP, including comparisons between organizations, organizational rankings, measure distributions, and trends for utilization measures.

This guide describes how to use the BCBSM PGIP Interactive Reporting site and download the information you need. Before logging in to the Reporting site, you will need to complete the steps outlined in the [Access and Setup Guide](#).

**The following initiatives are included in the Reporting site:**

- Emergency Department
- Emergency Department Primary Care Sensitive (PCS)
- Inpatient Admissions
- Inpatient Admissions Ambulatory Care Sensitive Condition (ACSC)
- Pharmacy Adherence to Oral Diabetes
- Pharmacy Adherence to Renin Angiotensin System Antagonists (RASA)
- Pharmacy Adherence to Statin
- Radiology – High Tech
- Radiology – Low Tech
- Transitions of Care 7-Day Post-Discharge ED Visit
- Transitions of Care 30-Day Readmissions
- Transitions of Care Medication Reconciliation Post-Discharge – Total

## Logging In to the Reporting Site

### Before You Begin

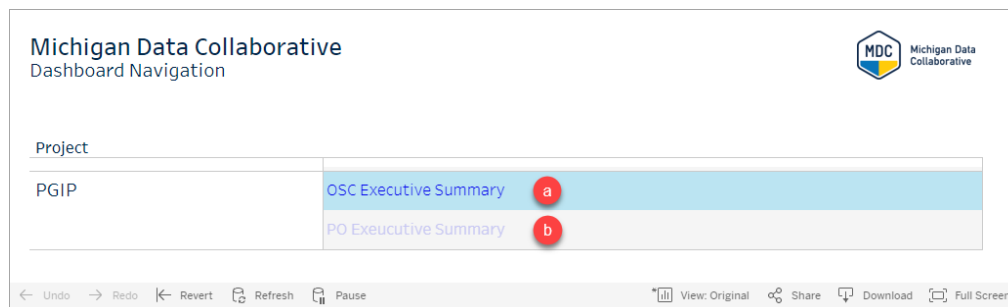
- Open your preferred browser. The reporting site is compatible with modern browsers such as Google Chrome, Firefox, Safari, and Microsoft Edge.
- **Important:** If you do not have an account, email [MDC-Accounts@med.umich.edu](mailto:MDC-Accounts@med.umich.edu) to request access to the BCBSM PGIP Interactive Reporting site. See the [Access and Setup Guide](#) for more detailed instructions on accessing the Reporting site, including information on Duo two-factor authentication.

# PGIP Executive Summary User Guide

## Log In to the Reporting Site

1. Navigate to <https://www.michigandatacollaborative.org/>
2. Select the **Login** button.
3. Enter in the following information to log in using Duo for two-factor authentication:
  - **Username:** Type in your U-M username.
  - **Password:** Type in your University of Michigan Level-1 password.

**Note:** If you need help with Duo two-factor authentication or your password, see [Getting Help](#).
4. Click **Login**.
5. **Approve** the Duo request on your phone or tablet.
6. The Michigan Data Collaborative Dashboard Navigation page will open. Navigate to one of the following:
  - a. Organized System of Care (OSC) Executive Summary
  - b. Physician Organization (PO) Executive Summary



# PGIP Executive Summary User Guide

7. The attestation page will open. Users must attest that they will use the patient information appropriately and maintain confidentiality of all data. Scroll down, review the content, and if acceptable, click **I Agree**.
8. You will be redirected to the Executive Summary page that you selected previously (PO or OSC).
9. Use the page tabs across the top to navigate between and view the following reports:
  - Executive Summary
  - Cost Comparison
  - Utilization Comparison
  - Bar Chart
  - Trends
  - Trend Comparison

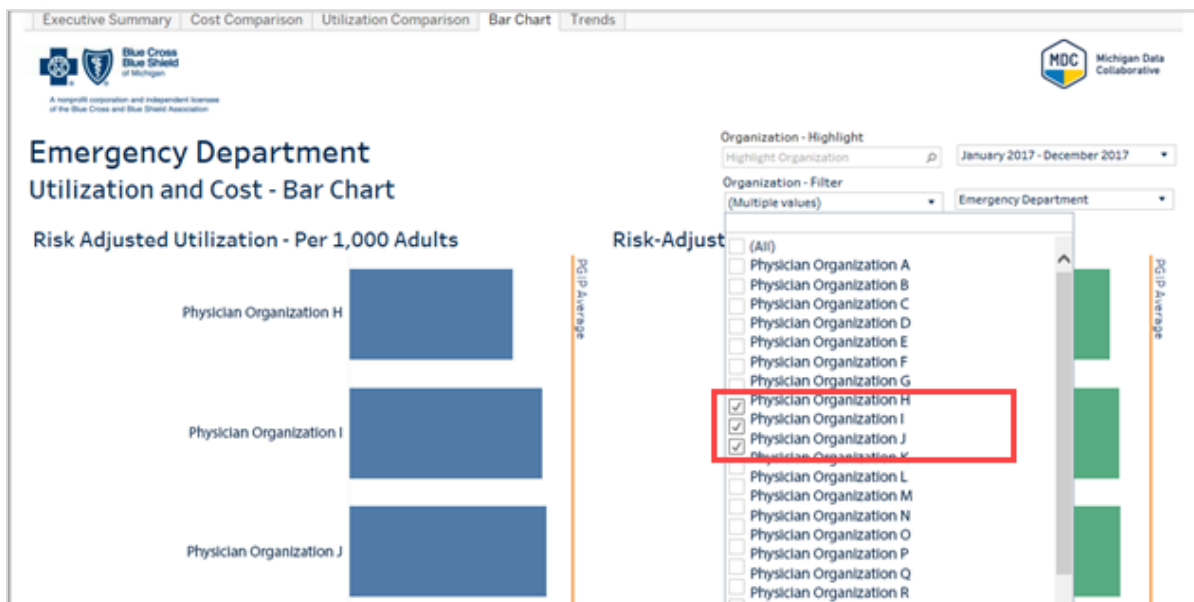


# PGIP Executive Summary User Guide

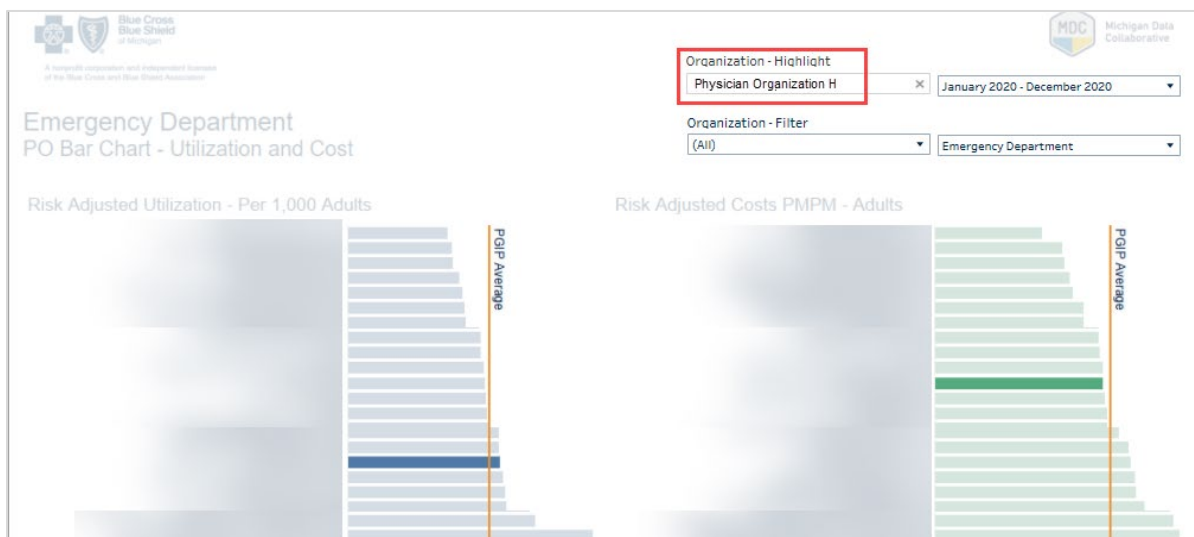
## 10. Filtering Data Using the Selection Fields

Use the selection fields to choose a specific PO or OSC and the time period or the initiative you are interested in. All your selection choices will persist as you view data in other tabs.

On the Bar Chart tab, click the **Organization - Filter** dropdown menu to select individual POs or OSCs that you want to compare.



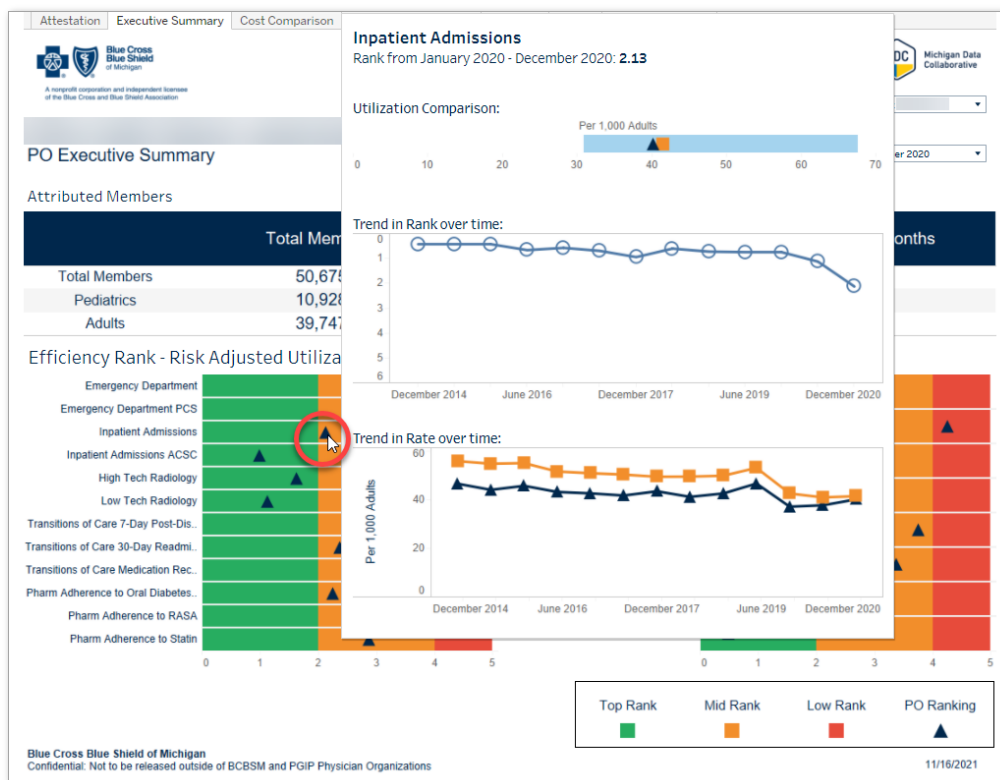
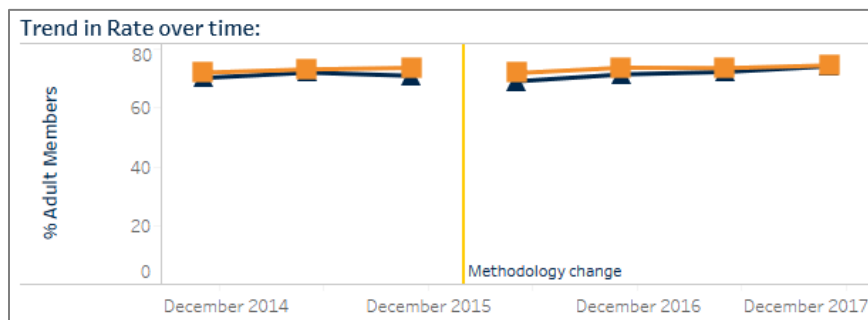
To highlight a specific PO or OSC, select the name in the **Organization - Highlight** field.



## Viewing Comparison Rankings and Trends

When you hover your mouse over certain components of the Reporting site, additional detailed information appears, including comparison rankings and trends. For example, the following information will display when you hover your mouse over a triangle marker in the Executive Summary visualization. If there is a change in methodology, it will be noted with a vertical yellow line on trend lines.

**Note:** These detailed pop-up visualizations are not available for exporting.

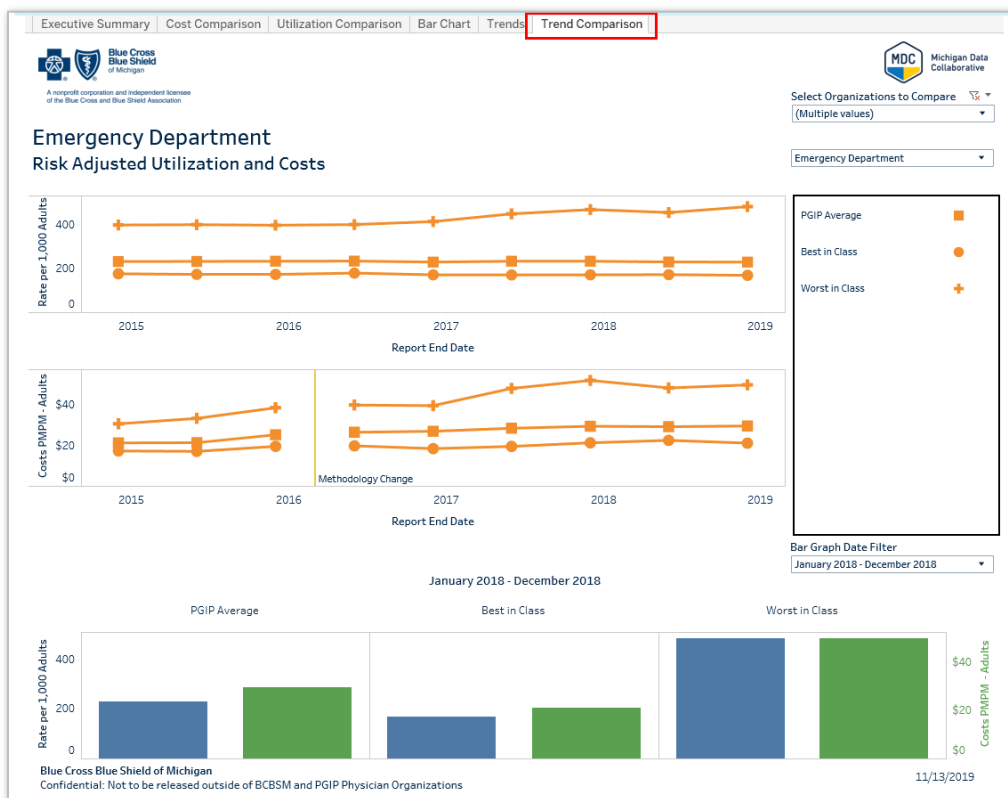


# PGIP Executive Summary User Guide

## Trends Comparison Page

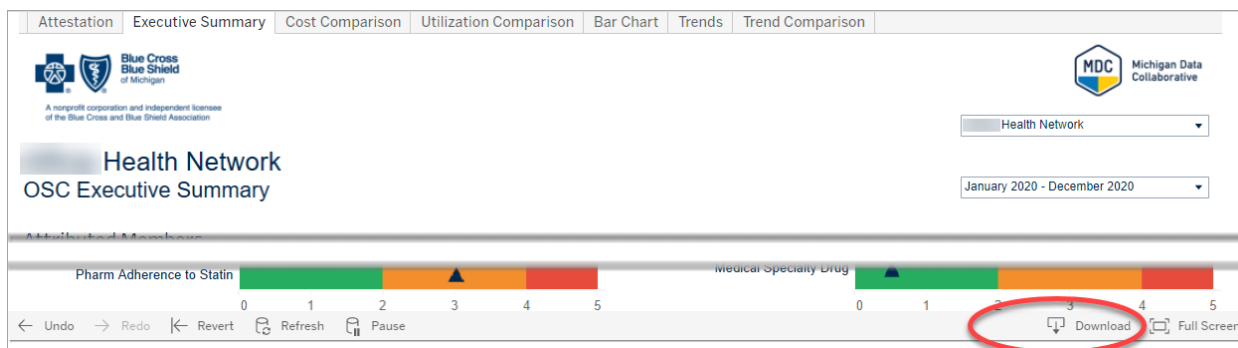
On the **Trends Comparison** page, you can view trending data for multiple organizations at the same time. Along with the organizations you select to compare, this graph also shows PGIP Average, Best in Class, and Worst in Class. MDC recommends that you limit your comparison selections to five or less organizations to ensure readability.

This page also includes cost comparisons.

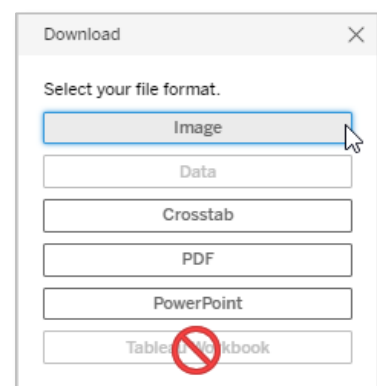


# Exporting Data and Visualizations

1. To export data and visualizations, click the **Download** link in the bottom right corner of any PGIP Reporting site dashboard.



2. Next, a pop-up window will display file types that are available for download. **Note:** The Tableau Workbook format is not available for download.
3. **You may download the following file types from any dashboard:**
  - Image (PNG)
  - PDF
  - PowerPoint (PPT)
4. When selecting download file formats, MDC generally recommends using the default view settings. However, to refine your download output, you may select the file format, then within the pop-up menu, scroll to the right to select the desired output.
5. **Downloading Data (CSV) or Crosstab (Excel or CSV) files is restricted to Summary data only.** When downloading summary data, you must select the portion of the dashboard for which you would like the data: a hand-shaped cursor (👉) indicates you may select a particular field. Before selecting **Data** or **Crosstab**, click on the area of the dashboard you are interested in, then click **Download**. When selecting **Crosstab**, you must also choose the appropriate **Sheet** from the pop-up menu.
6. Using your file manager, navigate to the location where you would like to save the downloaded file.
7. To log out of the dashboard, close your browser tab by clicking **Close** (✕).





# Getting Help

Use the resources listed here if you need assistance with accessing or using the BCBSM PGIP Interactive Reporting site.

## Duo or Password Help

If you need Duo two-factor authentication assistance or password assistance, please contact the Information and Technology Services (ITS) Service Center.

**Phone:** 734-764-4357

**Email:** [4HELP@umich.edu](mailto:4HELP@umich.edu)

**Chat:** <https://chatsupport.it.umich.edu/>

### Notes:

When you contact the ITS Service Center, please give them the following information, as applicable:

- If possible, access your U-M ID, U-M username, and your Level-1 password.
- Inform the service desk employee that you are a user of the Michigan Data Collaborative's User Portal. You are not a U-M employee; however, you have a U-M ID and username (also known as a uniqlname) to access the BCBSM PGIP Interactive Reporting site.

## BCBSM PGIP Interactive Reporting Site Questions

If you have general questions about accessing or using the BCBSM PGIP Interactive Reporting site, contact MDC at [MichiganDataCollaborative@med.umich.edu](mailto:MichiganDataCollaborative@med.umich.edu).

## Additional Documentation

- [Access and Setup Guide](#)