

PIN Benchmarking Data Submission

You need to have a log in to the PIN Website and be assigned to a facility as someone approved to enter data in order to enter data electronically.

If you do not have a password:

1. Go to www.mtpin.org
2. Click on Member Login
3. Click on Register for an Account.
4. Complete the form.
5. You will receive an email when your account has been approved.
6. Email Jennifer Wagner (Jennifer@mtha.org) to be added as someone approved to enter data.

Access Data Submission Tools

1. Go to www.mtpin.org
2. Click on Member Login and login to the website.
3. Click on “Benchmarking Program”
4. Paper tool documents and the link to the online data tool are on this page.
5. Data may be submitted via fax or email using the Paper Tools. However, to lessen errors in data input, online submission is encouraged.

Hard Copy Tool Submission

1. From the “Benchmarking Program” page, you can download the excel or PDF version. *There is NOT a separate Databank form. If your facility submits to Databank, leave the green fields blank.*
2. Save the document to your computer.
3. Enter your Facility Name at the top of each Tool or page that it is requested.
4. Submit QUARTERLY totals.
5. **CORE MEASURES:** We ask that you complete all measures in the CORE categories.
 - Core Utilization Measures
 - Core Clinical Measures
 - Core Productivity & Operational Measures
6. **ADDITIONAL MEASURES:** Data submission on these measures is up to each individual facility. If the facility chooses to report on a data set, we ask that each measure in that set be reported.
7. Excel – fill in electronically and email to Jennifer@mtha.org or print, complete and fax to 406-449-6571.
8. PDF – print, complete and fax to 406-449-695671 or scan and email to Jennifer@mtha.org

Online Data Submission

1. From the “Benchmarking Program” page click on “Online Benchmarking Data Collection Tool”.
2. When prompted, indicate Databank participation.
3. Enter QUARTERLY totals in the boxes on the right. You may tab to go between each measure.
4. Each measure will expand to show the full definition when you click on it or put your cursor in the quarterly numbers field.
5. **CORE MEASURES:** We ask that you complete all measures in the CORE categories.
 - Core Utilization Measures
 - Core Clinical Measures
 - Core Productivity & Operational Measures
6. **ADDITIONAL MEASURES:** Data submission on these measures is up to each individual facility. If the facility chooses to report on a data set, we ask that each measure in that set be reported.
7. At any time, you can click “Save Progress” on the top right.
8. When complete, click Submit to MTPIN. If submitted, it will indicate in the upper right. If this does not appear in the upper right, the PIN has not received your data.

(Submitted)