# Prescriber Tool Alternative Payment Model

CO Rx APM Dashboard User Guide

January 26, 2024



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# I. Login to the Prescriber Tool Alternative Payment Model (CO RX **APM) Website**

# A. Landing Page and Login

To go to the Prescriber Tool APM landing page and login, you must complete the steps below:

- 1. Go to https://corxapm.mslc.com/ using a web browser. This will take you to the landing page, as shown in Figure 1-1. Note: The CO RX APM website is compatible with Internet Explorer (versions 8 and up), Google Chrome, Microsoft Edge, and Mozilla Firefox.
- 2. At the upper right of the page, you will see a box for login. Enter the Practice NPI number into the Username space.
- 3. Enter the 10-digit access code assigned to the username in the Access Code space. Note: The 10-digit access code will be provided by Myers and Stauffer. The access code is uniquely assigned to the practice NPI and cannot be changed or reset.
- 4. Click Login to take you to the Practice Dashboard view within the website.



Figure 1-1 - Landing Page and Login to CO RX APM

# B. CO RX APM Help

As shown in Figure 1-2, instructions for how to request assistance are located under the login credentials box. It also includes an email link that you can click to start an email message. Send an email to CORXAPM@mslc.com if you have any questions or need assistance with the website.

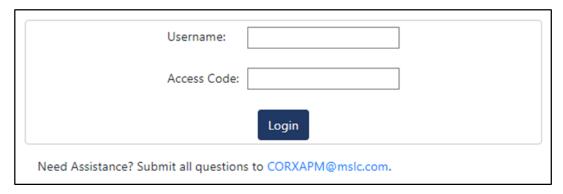


Figure 1-2 - Email CORXAPM@mslc.com for Assistance

# II. Prescriber Tool APM Survey Link

The Prescriber Tool APM dashboard includes an embedded link to allow practices who are logged into the website to access and complete the Prescriber Tool APM Data Validation Survey and Training. Completion of this survey is required to be eligible for a shared savings payment. The survey is powered by Smartsheet.

1. Right click on the Prescriber Tool APM Survey link and select "Open link in new tab" for ease of navigating the dashboard while completing the survey.



Figure 2-1: Click Prescriber Tool APM Survey Link

2. The Prescriber Tool APM Data Validation Survey and Training will open.

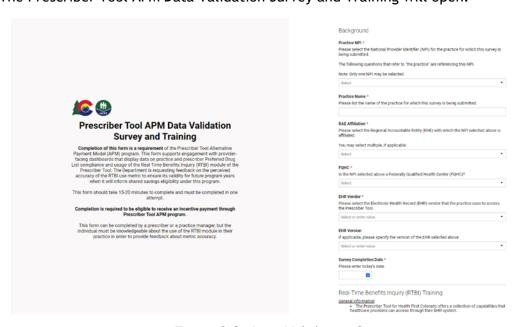


Figure 2-2. Data Validation Survey

- 3. Complete survey and click on Submit.
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Practices are invited to send any questions about the survey to the email address at: hcpf\_pharmacyapm@state.co.us. The deadline for survey completion is March 31, 2024, after which the survey will not reopen for the duration of the program year.

Prescriber Tool Alternative Payment Model (APM)

Figure 2-3. Click or copy HCPF email address

# III. Practice Summary Dashboard

The Practice Summary Dashboard view will load immediately after logging into the website. It displays Prescriber Tool APM program data specific to your practice. Data from any of the four quarters of state fiscal year (SFY) 22-23 are available for display.

There are two sections on the Practice Summary Dashboard:

- Practice Performance Summary.
- Performance Detail.

The Practice Performance Summary section includes a practice performance summary chart that displays a comparison of practice performance rates to the statewide average rates for each of the four data quarters.

The Performance Detail section includes Fiscal Year Quarter, Practice NPI, Practice Name, Number of Attributed Prescribers, Prescriber Tool RTBI Utilization, and PDL Compliance. It further includes a breakdown of the practice's attributed prescribers by Prescriber NPI, Prescriber Name, Prescriber Tool RTBI Utilization, and PDL (Preferred Drug List) Compliance.

The Prescriber Tool APM Practice Summary Dashboard defaults to the most recent SFY quarter of available data. The dashboard provides the user the option to filter data down to any of the four quarters of SFY 22-23. This is demonstrated in Figures 3-1 and 3-2.

## A. Select State Fiscal Year and Quarter

- 1. The SFY and Quarter will default to SFY 22-23 Q4, the most recent state fiscal year and quarter for which data is available. Click the State Fiscal Year Quarter dropdown located near the top left of the dashboard.
- 2. Select the SFY and the Quarter to see results for other quarters.

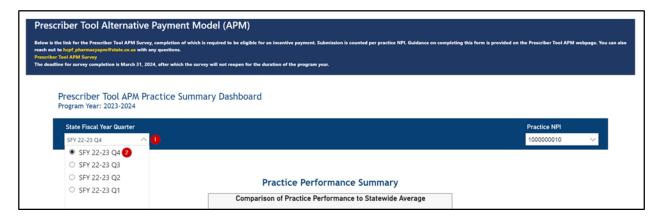


Figure 3-1. Dashboard: State Fiscal Year Dropdown

3. The Dashboard will filter the Performance Detail data based on the SFY and Quarter selected.

#### B. Practice NPI

The Practice NPI dropdown on the top right of the display will only present the Practice NPI associated with the login credentials. Please refer to Figure 3-3.

- 1. The Practice NPI dropdown is located at the top right of the dashboard.
- 2. The filter displays the user's associated Practice NPI number.

Note: The NPIs displayed throughout this document are just for demonstration and do not represent actual providers.

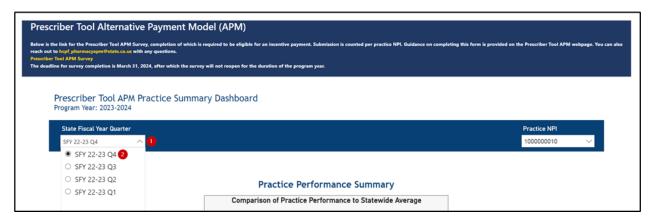


Figure 3-2. Dashboard: Practice NPI

# No Activity Identified Banner

The Prescriber Tool APM Practice Summary Dashboard includes information for practices that had no activity for one or more SFY quarters. In those instances, the dashboard will populate with a "No activity identified for the selected quarter" banner message below the State Fiscal Year Quarter and Practice NPI bar.

The banner message will load after selecting a State Fiscal Year Quarter and Practice NPI for which there was no activity during the SFY quarter. See Figures 3-3 and 3-4 on the following

page for a visual depiction of how the content is presented when there is no reported activity for the quarter.

The Comparison of Practice Performance to Statewide Average will contain no data.

The Performance Detail table will display the Practice NPI, Practice Name, and Number of Attributed Prescribers but RTBI Utilization and PDL Compliance will show zero percent.

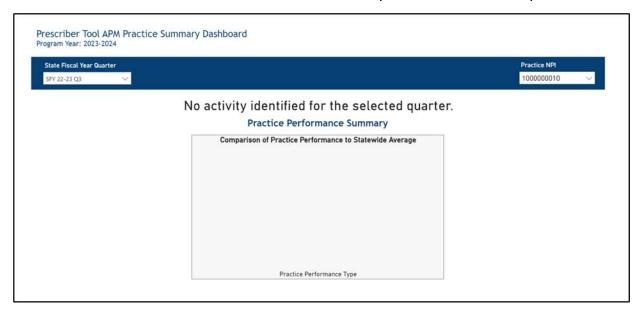


Figure 3-3. No Activity Information for Practice Performance Summary

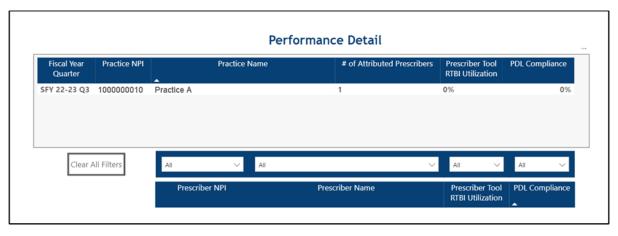


Figure 3-4. No Activity Information for the Performance Detail Table

# C. Practice Performance Summary

The Practice Performance Summary section presents a bar chart of practice-specific performance for the two established metrics alongside the statewide average performance rates. This is illustrated in Figure 3-5.

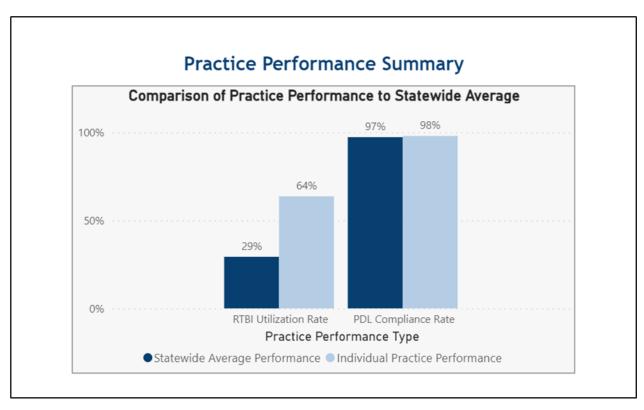


Figure 3-5. Dashboard - Practice Performance Summary

# Comparison of Practice Performance to Statewide Average

The Comparison of Practice Performance to Statewide Average chart, as shown in Figure 3-6, compares the individual practice's performance against the statewide average performance for each of the following metrics:

- 1. RTBI Utilization Rate.
- 2. PDL Compliance Rate.

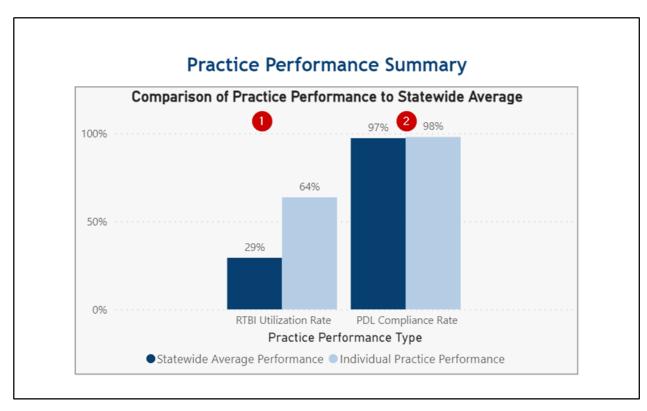


Figure 3-6. Dashboard - Statewide Average Comparison

# D. Performance Detail

The Performance Detail table, as shown in Figure 3-7, displays performance data both for the practice and for each of the practice's attributed providers. The information displayed at the practice level for the specific Fiscal Year Quarter includes:

- 1. Number of Attributed Prescribers.
- 2. Prescriber Tool RTBI Utilization (percentage).
- 3. PDL Compliance (percentage).

It also includes a list of attributed prescribers identified as follows:

- 4. Prescriber NPI.
- 5. Prescriber Name.
- 6. Prescriber Tool RTBI Utilization (percentage).
- 7. PDL Compliance (percentage).

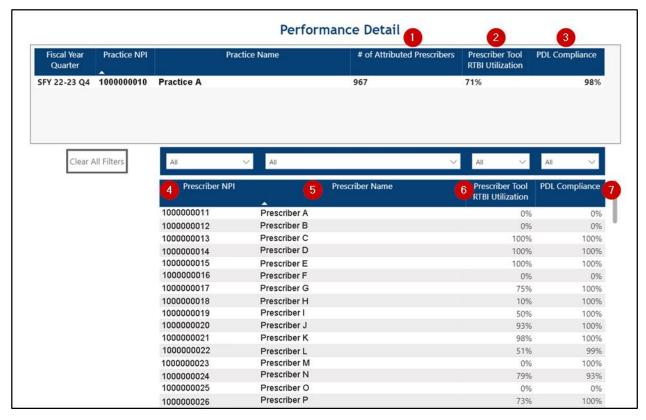


Figure 3-7. Dashboard - Performance Detail: Specific Practice

# Filter Prescriber Performance Detail

The Prescriber Performance Detail table can be filtered on all fields to allow the practice user to sort results for its attributed prescribers in a variety of ways. Figures 3-8 and 3-9 provide some examples.

- 1. Select the filter dropdown above a field.
- 2. Filter options appear.
- 3. Select a record or multiple records to compare.

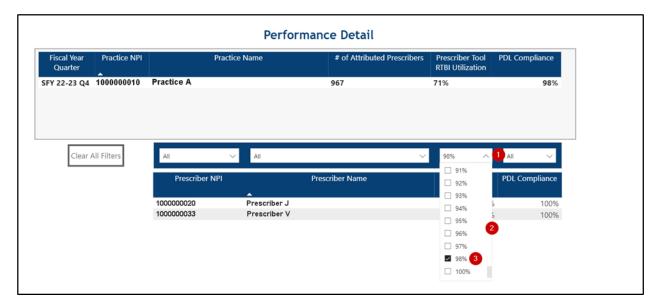


Figure 3-8. Dashboard - Detail Filter (1)

- 4. Select multiple field filters to refine results.
- 5. Click the "Clear All Filters" box to return to non-filtered results.

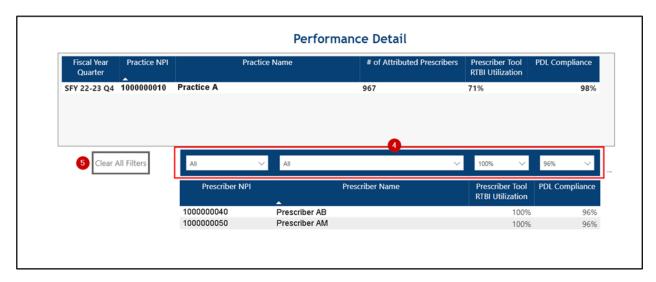


Figure 3-9. Dashboard - Detail Filter (2)

# Sort Performance Detail Results

Figure 3-10 provides an example of how to sort the data within the table. Please note that you will not be able to sort multiple columns.

- 1. Click on any of the Prescriber column headers.
- 2. The bottom left of the header will show an arrow.
- 3. The column can sort records in ascending or descending order.

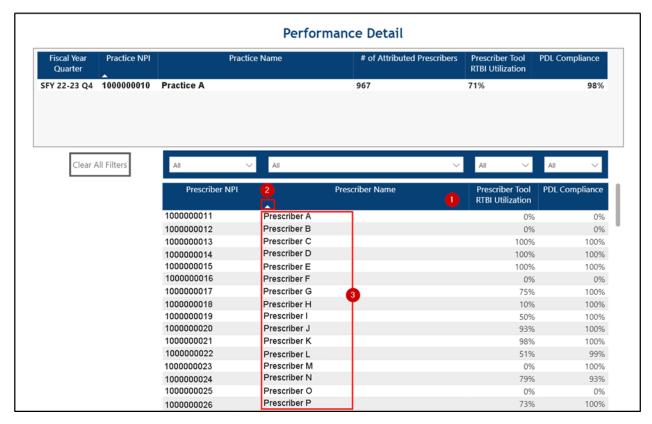


Figure 3-10. Dashboard - Detail Filter Sort

### Right Click Functionality

The right click function allows the user to further modify the graph and table. It does not however, act as a filter, so you will need to refresh the page to restore to the original view. Note: To refresh the page, the user will need to right-click anywhere at the top of the page to the right of the CO HCPF logo and select the refresh function, click the refresh button within the web browser, or use hot keys Ctrl + R on the keyboard.

When right-clicking on certain visuals, you may notice that a context menu appears. This feature allows you to perform one or more of the following additional operations on the visual:

- Copy: This allows you to copy the value or copy the selections.
- Show as table: This will expand the visual that you are viewing in a new window.
- Include/Exclude: This will apply a filter to the selected data. If you exclude a data point, you will need to refresh the page in order to restore all values.

Right click results are different for the Practice table and the Attributed Prescriber table. Examples are provided in Figures 3-11 through 3-23 on the following pages.

Right-click: Copy value and selection

1. Right-click and select Copy.

- 2. Select either Copy value (to copy the right-clicked value) or Copy selection (to copy the whole record).
- 3. Then paste the information into the document of choice.

#### Performance Detail



Figure 3-11. Right-click Copy Value or Copy Selection on the Practice Table

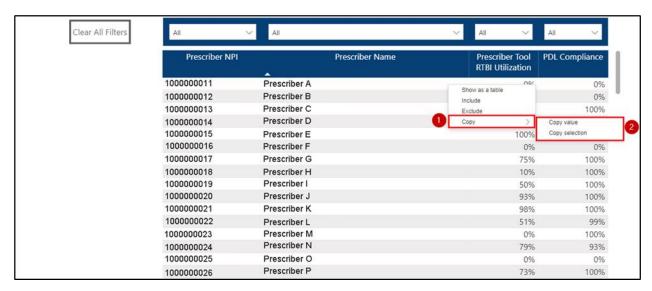


Figure 3-12. Right-click Copy Value or Copy Selection on the Attributed Prescribers Table Right-click: Show as table

1. Right-click on the Comparison bar chart or the practice or prescriber level detail and select Show as a table.

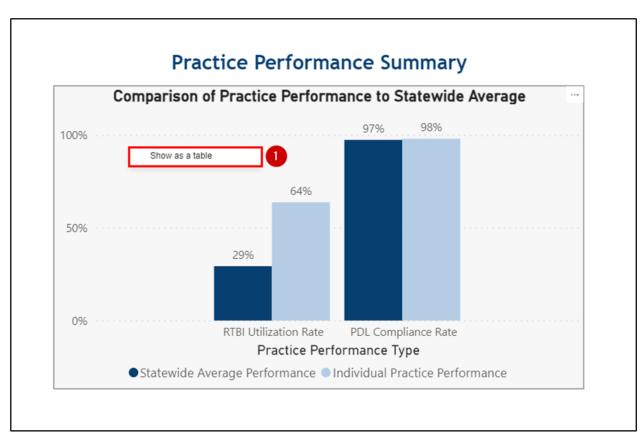


Figure 3-13. Right-click Show as Table for the Comparison of Practice Performance to Statewide Average



Figure 3-14 Right-click Show as Table for the Practice Table

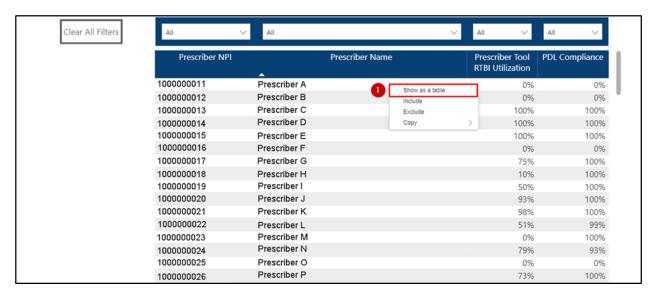


Figure 3-15. Right-click to Show as Table for the Attributed Prescribers Table

- 2. The table will now appear on a separate page in full. When this feature is performed on a chart, a small data table will also display at the bottom of the graphic. See Figure 3-15 on the next page.
- 3. Click the Back to report arrow at the top left of the new display to return to the Practice Summary Dashboard and the Performance Detail tables. Note: If the user clicks on the return arrow at the top of the dashboard page above the Prescriber Tool APM Practice Summary Dashboard heading, it will result in an automatic logout.

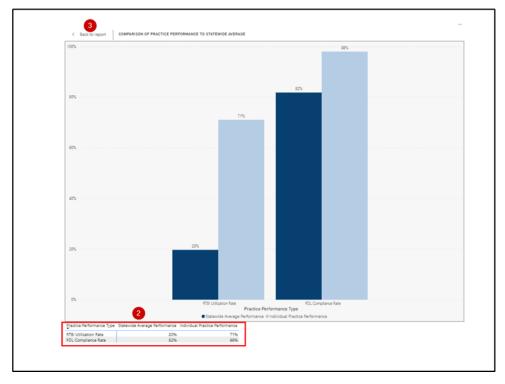


Figure 3-16. Comparison of Practice Performance to Statewide Average as a Full Table



Figure 3-17. Practice Table as a Full Table

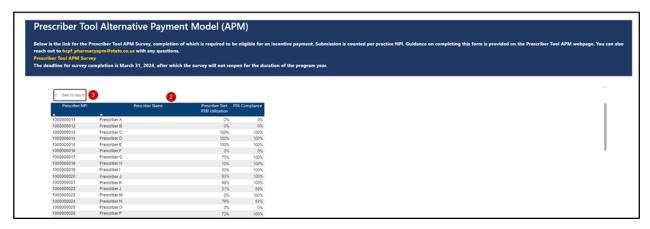


Figure 3-18. Attributed Prescribers as a Full Table

# Right-click: Include

1. Right-click and select Include on a value to isolate and only display that value.



Figure 3-19. Right-click Practice Record

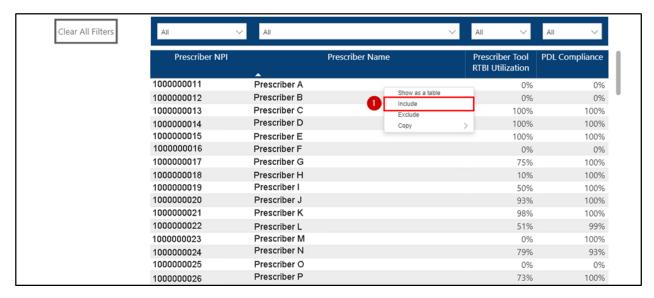


Figure 3-20. Right-click Prescriber Affiliated Record

2. Only the record right-clicked to include will display in the table.



Figure 3-21. Prescriber Affiliated Record Included

3. You will have to refresh the page to restore the original view.

# Right-click: Exclude

1. Right-click and select Exclude to remove lines from the display.

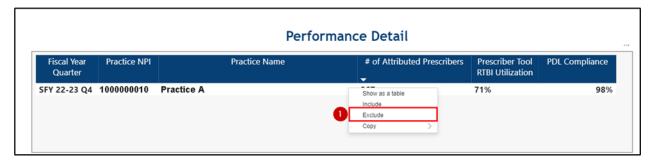


Figure 3-22. Right-click Exclude on a Practice Record

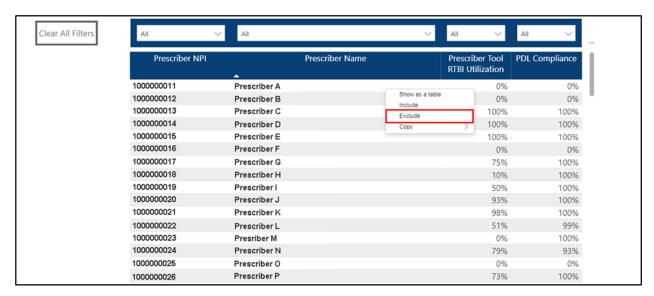


Figure 3-23. Right-click Exclude on a Prescriber Affiliated Record

- 2. The record selected to exclude will no longer appear in the table.
- 3. Remember that you will need to refresh the page to restore the original view.
- 4. Dashboard Visual Options

The dashboard offers a standard menu of visual options, some of which can be applied to the data tables that are presented. The menu may be accessed by hovering the cursor on the desired table. Three horizontal dots (ellipses) will appear at the top right of the graphic, along with a small information bubble that reads, "More options." Clicking the information bubble will present the following list of features:

- Export data.
- Show as a table.
- Spotlight.
- Get insights.
- Sort descending.
- Sort ascending.
- Sort by.
- Sort axis.

The Export data, Show as a table, and Spotlight are options that can be applied to each visual. Sort descending, Sort ascending, and Sort by are options that can be applied only to the Performance Detail table. Sort axis is an option that can be applied to the bar chart visual.

Note: Get insights is a listed option on all visuals but is not applicable to the Prescriber Tool APM Dashboard.

# IV. Export Data

Data can be exported to Excel for all of the visuals on the Practice Summary Dashboard. The export feature allows users to download data in two formats:

- Summarized Data summarized data used to create the dashboard's visual.
- Underlying data raw data used to calculate the data in the dashboard's visual.

Note: The exported data contains a row called Applied filters. This indicates which filter State Fiscal Year Quarter was selected on the dashboard. The GuidToNPI can be ignored.

Examples of export data features are provided in Figures 4-1 through 4-9 on the following pages.

# A. Export Summarized Data

1. Hover on the dashboard to get the ellipses to appear at the top right.

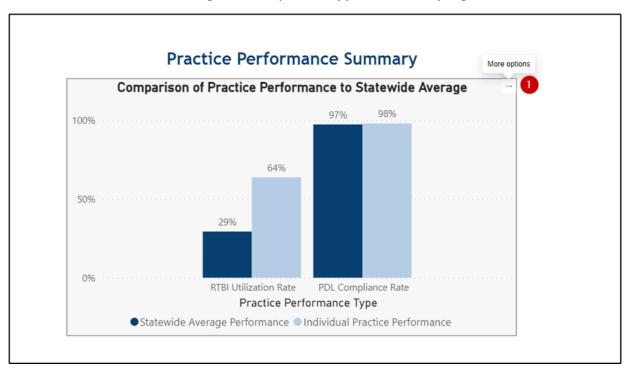


Figure 4-1. Select Chart's More Options

2. Click Export data.

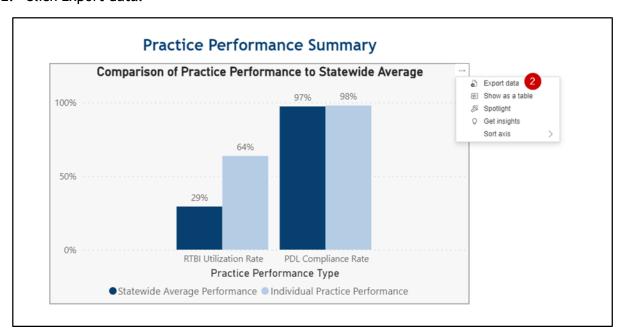


Figure 4-2. Select Export Data

- 3. A new module opens and reads "Which data do you want to export?"
- 4. Click Summarized data.
- 5. Select the file format either .xlsx (Excel format allowing up to a 150,000-row max) or .csv (format allowing up to 30,000-row max).

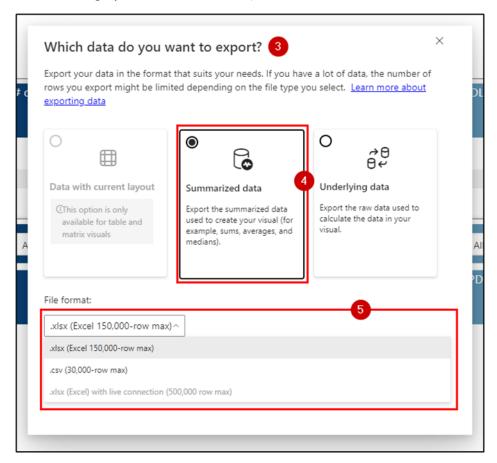


Figure 4-3. Select Summarized Data to Export

6. Click Export.

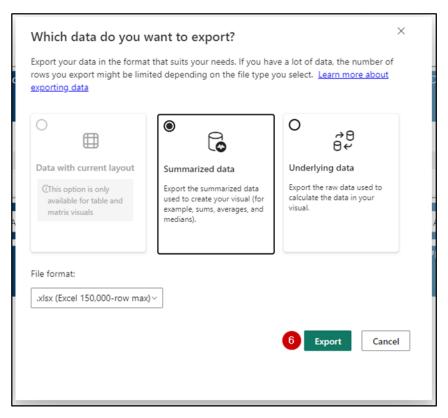


Figure 4-4. Export Summarized Data

7. The dashboard will begin the download process and provides a message stating, "Successful export," above the Practice NPI dropdown.

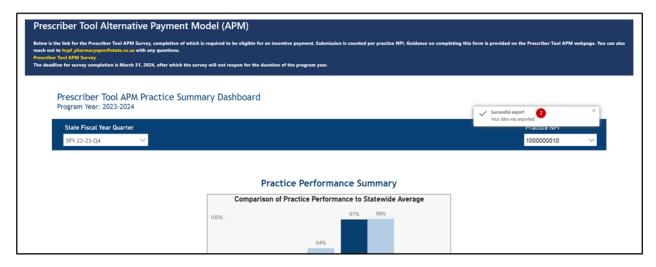


Figure 4-5. Successful Export Message

8. The file downloads, and the user must click to open the visual's exported summarized data.

# **Export Underlying Data**

1. Hover on the dashboard visual to get the ellipses to appear at the top right.

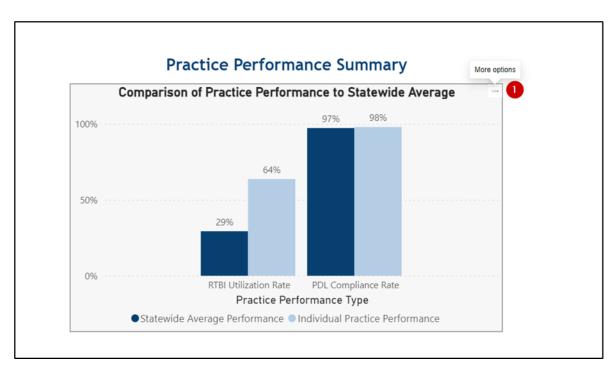


Figure 4-6. Select Chart's More Options

# 2. Click Export data.

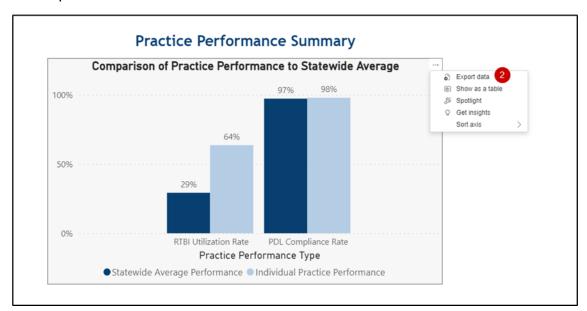


Figure 4-7. Select Export Data

- 3. A new module opens asking, "Which data do you want to export?"
- 4. Click Underlying data. Underlying data can only be exported in .xlsx.
- 5. Click Export.

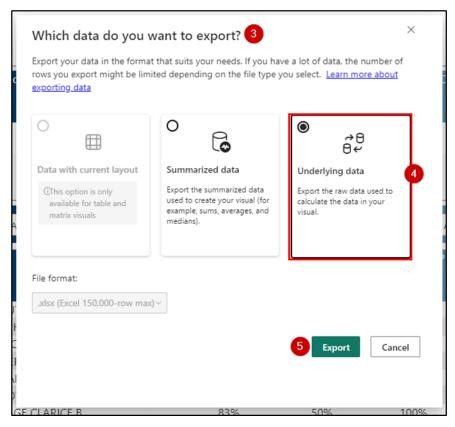


Figure 4-8. Select to Export Underlying Data and Export

- 6. The dashboard will begin the download process and provides a message stating, "Successful export."
- 7. The file will download. Click to open the visual's exported summarized data.

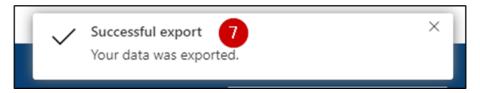


Figure 4-9. Successful Export Message

#### B. Show as Table

Examples of the Show as Table features are provided in Figures 4-10 through 4-12 on the following pages.

1. Hover on the dashboard visual to get the ellipses to appear at the top right.

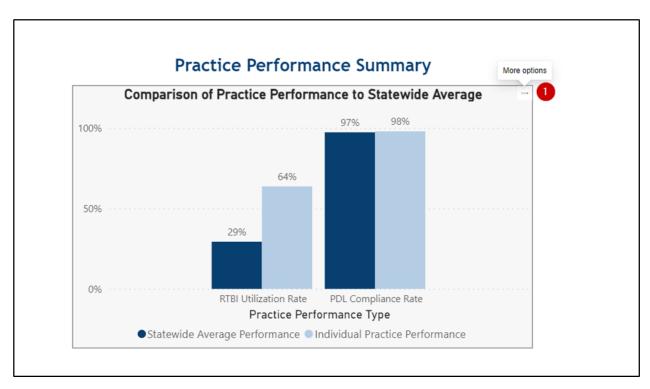


Figure 4-10. Select Chart's More Options

# 2. Click Show as table.

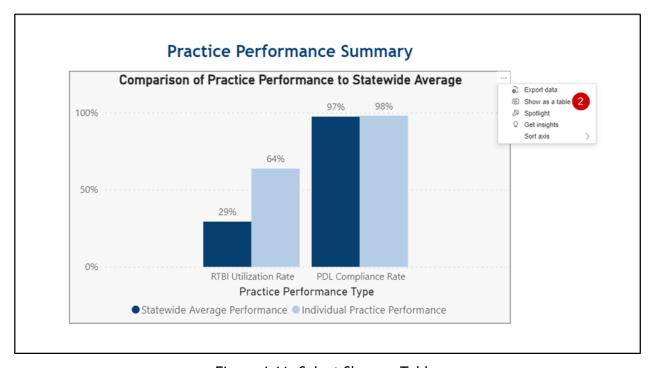


Figure 4-11. Select Show as Table

- 3. The visual now displays on a separate page by itself.
- 4. The visual is also displayed with a table legend below the chart on the left.
- 5. Click Back to report near the top left of the page to return to all of the dashboard visuals.

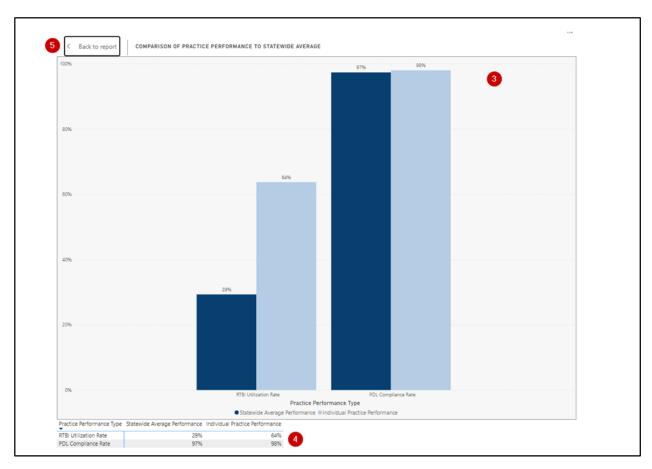


Figure 4-12. Chart Now Displays on Separate Page and Accompanied by Chart

# C. Spotlight

Select Spotlight as the visual option to bring the visual to the forefront of the dashboard and blur the rest of the dashboard's visuals. Figure 4-13 demonstrates the resulting display.

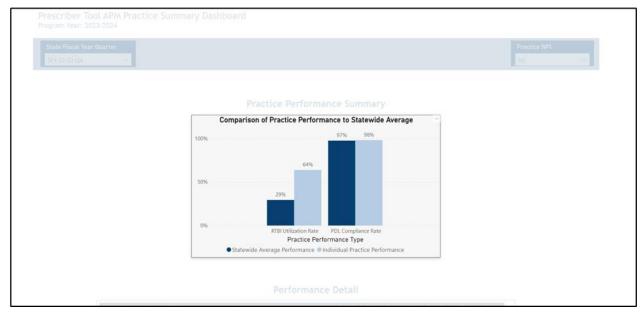


Figure 4-13. Visual Spotlight

Click anywhere on the page to return to the standard view.

# D. Sort Ascending or Descending

1. Click on any of the prescriber header cells to change the sort, or hover on the dashboard visual to get the ellipses to appear at the top right.



Figure 4-14. Select Table's More Options

- 2. Click on any column in the table; for example, Prescriber Name.
- 3. Click Sort descending or Sort ascending.
- 4. The column clicked in Step 2 will now sort by descending and ascending indicated by the arrow pointing down or up.

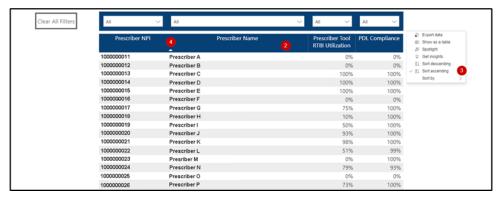


Figure 4-15. Select Sort Descending or Sort Ascending

# E. Sort Table By

1. Hover on the dashboard visual to get the ellipses to appear at the top right.

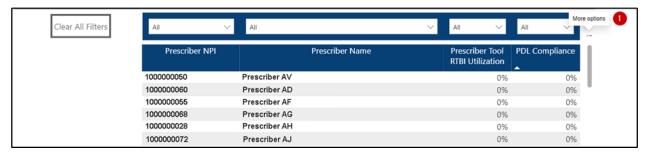


Figure 4-16. Select Table's More Options

- 2. Select Sort by.
- 3. Select one of the column sort by options to either sort the column by descending or ascending. Users can also select the column headers to quickly sort the table quicker.

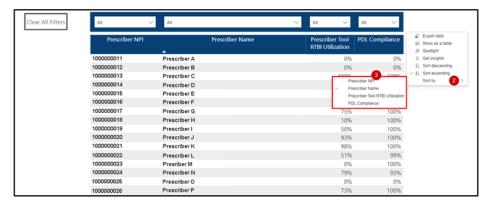


Figure 4-17. Select Column to Sort Table

# F. Sort Axis

Sort Axis can only be used on table charts:

1. Hover on the chart to get the ellipses to appear at the top right.

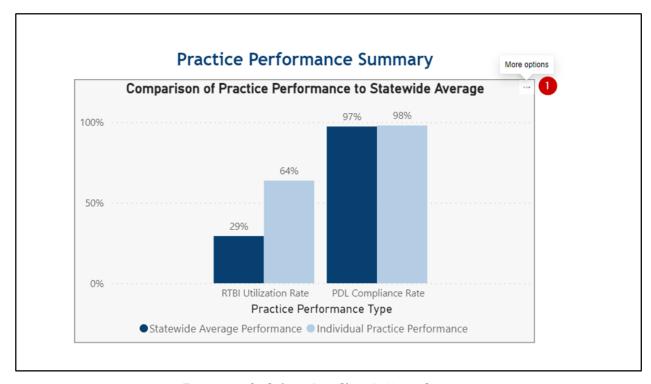


Figure 4-18. Select Bar Chart's More Options

- 2. Click Sort axis to bring up the options to sort the chart.
- 3. Click one of the ways to sort the axis. For example, the Comparison of Practice Performance to Statewide Average can be sorted by Practice Performance Type, Statewide Average Performance, or Individual Practice Performance.
- 4. Choose either to Sort descending or Sort ascending to alter the way the chart displays.
- 5. The chart will sort the information selected in Step 3.

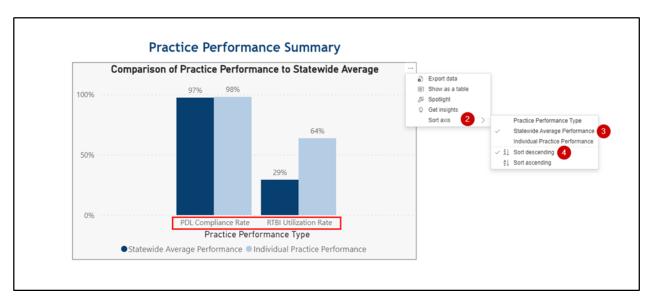


Figure 4-19. Axis Sort by Descending

# V. Technical Assistance

Myers and Stauffer will respond to requests for technical assistance relating to access and functionality of the Prescriber Tool APM performance dashboards. You may reach us by submitting an email to corxapm@mslc.com. Please clearly document your question or need for assistance so that we can quickly triage the request to the appropriate team member for response. We will respond within one business day of the request.