

Changing Reporting Periods

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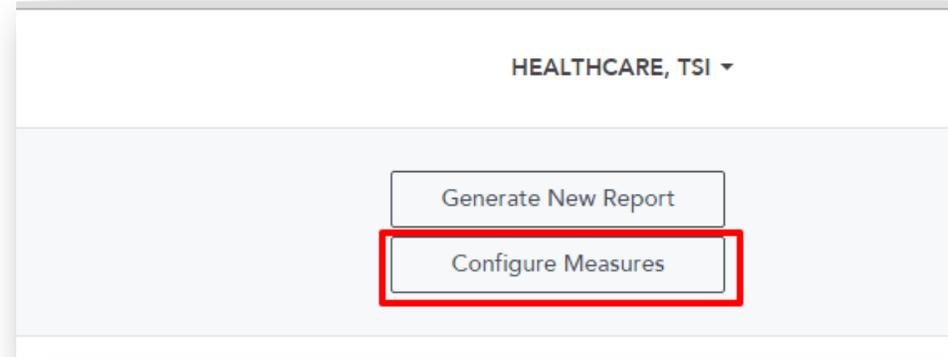
Step 1: Log-on to the HQM Module

- <https://hqm.nextgen.com>

Step 2: From the Home Page, select the “Configure Measures” option.

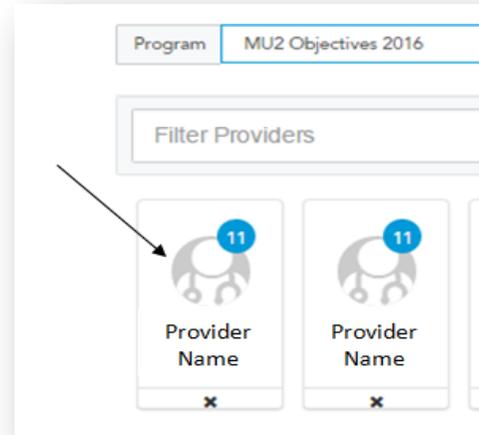
- You can also click the “config” tab from the toolbar and then select the “measures” option

Step 3: Select which program you would like to change the reporting period for

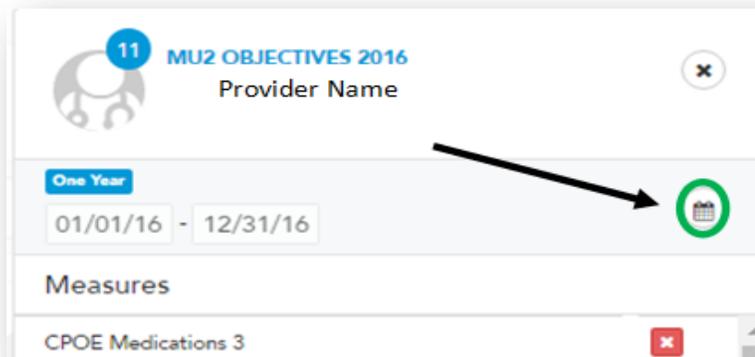


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Step 4: Then choose one provider from the available list of providers



Step 5: In the window that appears, click on the calendar icon



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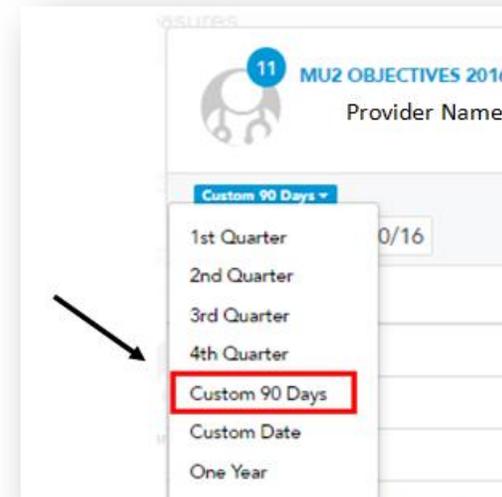
Step 6. Then click on the reporting period that is currently configured

- In this example, we would click on the blue “1 year” button



Step 7. Then select the desired new reporting period

- If you select the “Custom 90 days” option it will default to 1/1/2016-3/31/2016; you can then click in the date field and customize your desired 90 days

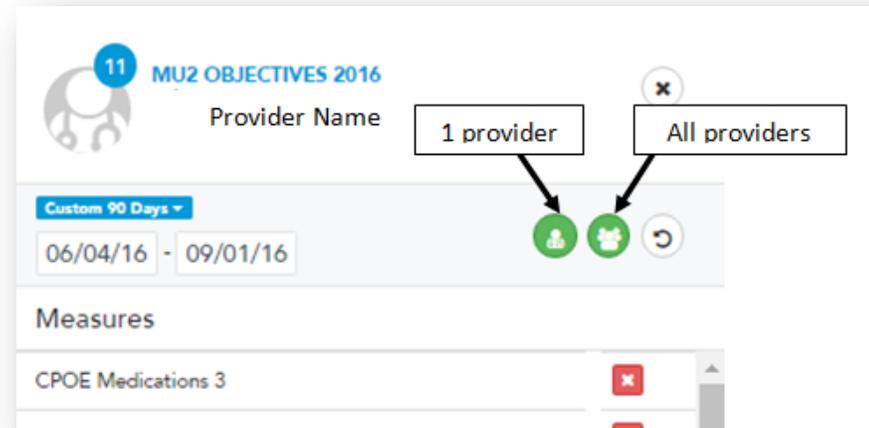


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Step 8. Select the single provider icon if you are only changing 1 provider's reporting period. Select the multi-provider icon if you need to change the reporting period for all providers

Step 9. The next time HQM processes you will be able to run the report for the newly configured measures!!

- TSI hosted clients are configured to process every Monday, Wednesday, and Friday
- Please see the next slide for how to manually regenerate the reports if you need to see the reporting period changes prior to the next processing date



Manually Regenerating Reports

Optional: If you need to view your configuration changes prior to your next processing date please follow the steps below to manually regenerate the report:

- Step 1: Navigate to the “reports” tab
- Step 2: Select the “regenerate reports” option
- Step 3: Click the regenerate arrow beside the report you would like to regenerate
 - Please note: reports can only be regenerated every 2 hours
 - The regenerated report will not be ready to view until the report you regenerated turns green and says “completed processing measures”

