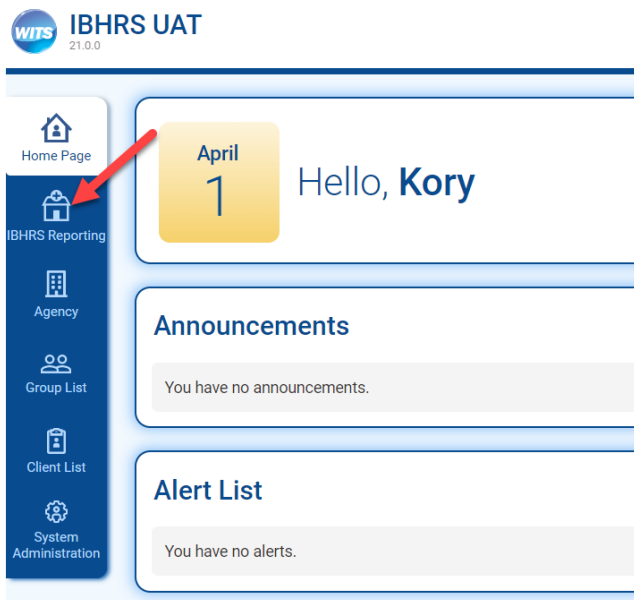


IBHRS—XML Submission Quick Guide

Access IBHRS Reporting

1. In the Navigation Menu, click “**IBHRS Reporting**”
2. This will open a new browser tab with IBHRS Reporting

Important! Make sure to disable pop-ups in your browser.

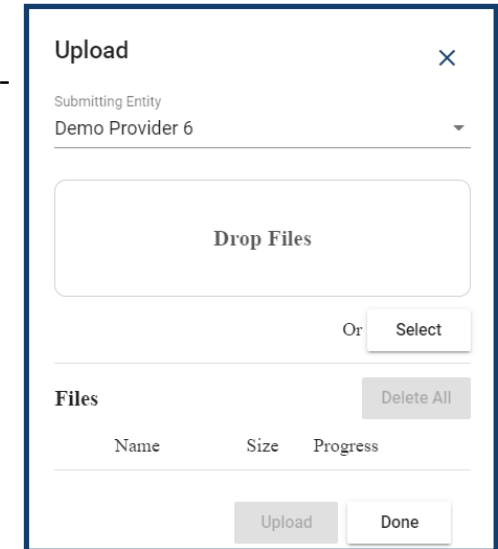


How to access IBHRS UAT:

<https://ibhrs-uat.witsweb.org>

Upload XML Files

1. Click on **Upload** at the top right of the Submission Screen.
2. Drag and drop or click **Select** for the XML file (s) you wish to upload from your computer.
3. Click **Upload**, then **Done**.



Note! You may upload up to 100 files and 50MB at one time. IBHRS will process in the order identified in the Submission Guide.

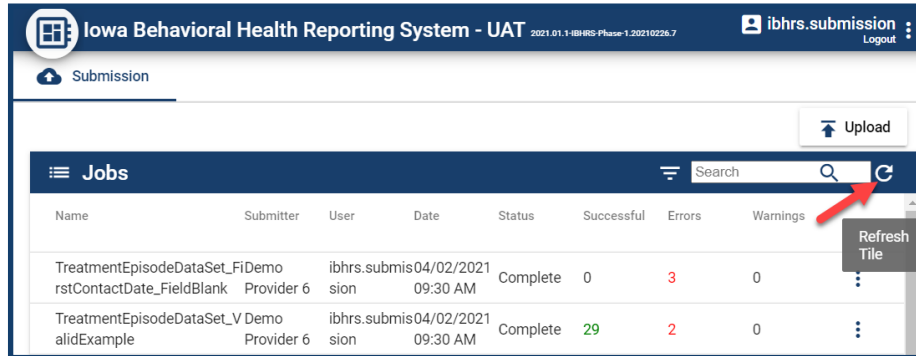
Need Help?

SAPGData@idph.iowa.gov



Review XML File Results

1. Click the Refresh Tile icon in order to refresh the screen and updated Status of **the** file.
2. Once the file Status is “Complete” you may click on the row or vertical ellipses to view details.

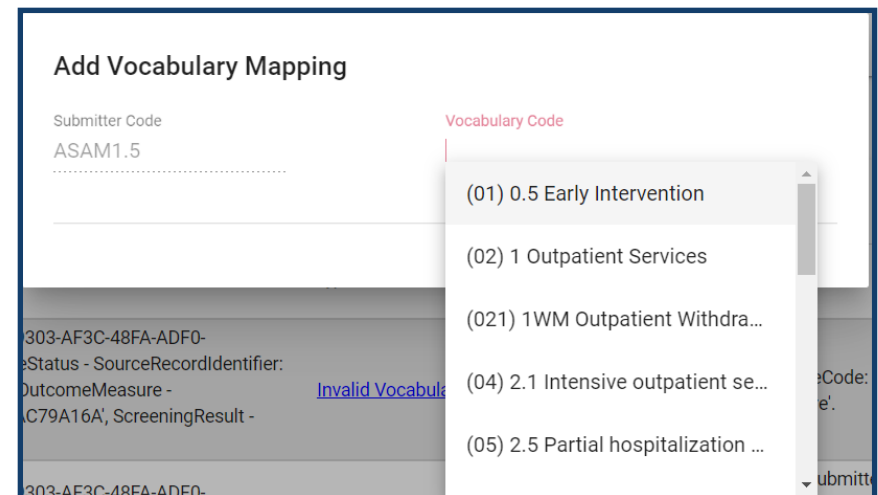


Name	Submitter	User	Date	Status	Successful	Errors	Warnings	
TreatmentEpisodeDataSet_FIDemo	ibhrs.submis	04/02/2021	Complete	0	3	0		Refresh Tile
rstContactDate_FieldBlank	Provider 6	sion	09:30 AM					
TreatmentEpisodeDataSet_V Demo	ibhrs.submis	04/02/2021	Complete	29	2	0		
alidExample	Provider 6	sion	09:30 AM					

3. View the status of the processing “Steps” including Data Set Access Check, Schema Validation and Post Processing.
Note! If errors exist in these steps, the file will not process.
4. If any Entity Errors exist, click the **down arrow** on the row that contains the Entity Errors to view the details.
5. To download the error report, click **Reports** on the top of the screen.

Vocabulary Mapping

1. Within the Entity Errors of any File Submission, you receive an “Invalid Vocabulary Code” type, you may click **Invalid Vocabulary Code** to map your code value to the IBHRS vocabulary.
2. Select the IBHRS Vocabulary Code that is most appropriate / related to the code you submitted.



Add Vocabulary Mapping

Submitter Code
ASAM1.5

Vocabulary Code

- (01) 0.5 Early Intervention
- (02) 1 Outpatient Services
- (021) 1WM Outpatient Withdra...
- (04) 2.1 Intensive outpatient se...
- (05) 2.5 Partial hospitalization ...

Invalid Vocabulary Code

3. Click **Add**.
4. On the Job Submission Screen, click **Reprocess Submission**. Once reprocessed, there will be a new processed job to review. Within that job, you should no longer see that related entity error.

