INHALE Admin Portal
PO Administrator User Guide

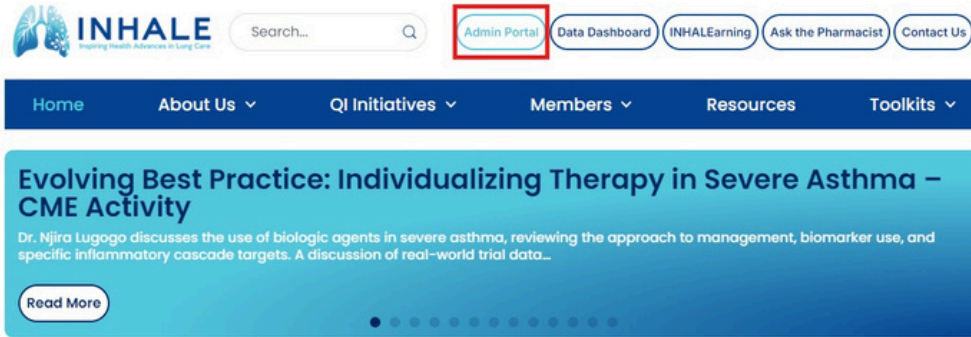**Table of Contents**

Introduction

The INHALE Admin Portal stores all activities related to INHALE for task tracking such as submitting documents, registering for events (Lung Learning Labs and Regional Meetings), nominating physicians and tracking VBR related activities. This guide is intended to assist users with the Admin Portal and troubleshooting common issues.

*Please note that scorecard activities will change throughout the years and the guide may not be reflective of current activities. *

INHALE

Inspiring Health Advances in Lung Care

Logging into the INHALE CQI Admin Portal
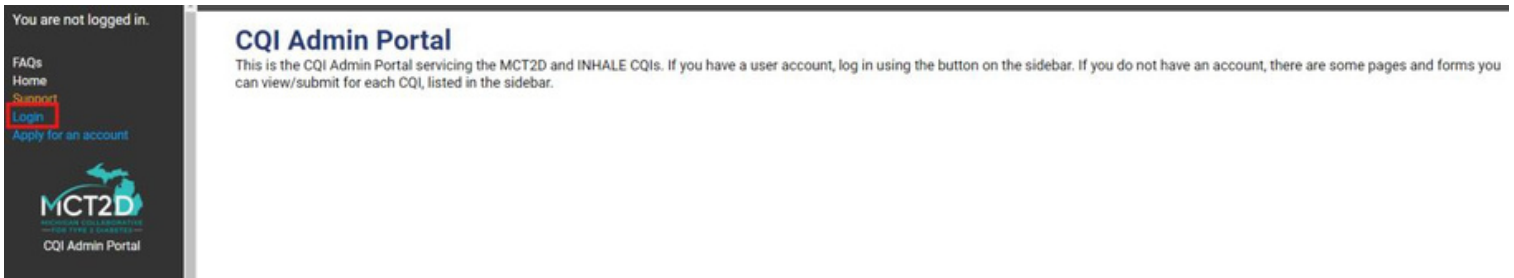
1. Using your web browser, go to the inhalecqi.org website and click on the **Admin Portal** button located at the top of the webpage.
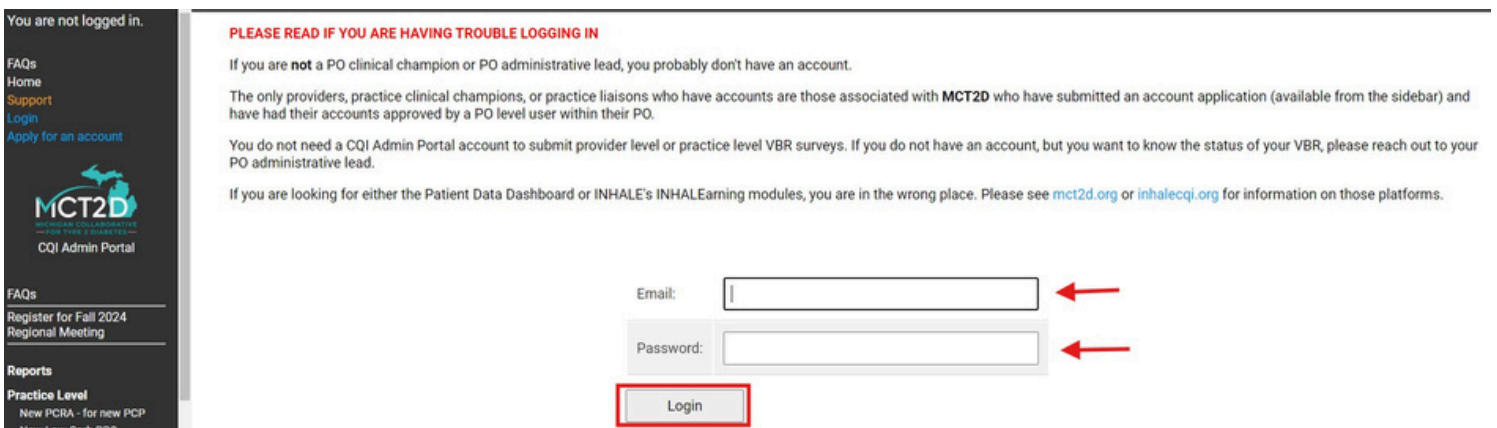

2. You will be redirected to the INHALE CQI Admin Portal click **Login** on the side menu

3. Enter your email and password and click **Login**

INHALE Admin Dashboard

You can view all tasks that need to be completed for the measurement year on the dashboard, along with the task due date.

Admin Dashboard Card FAQs

- The number in green on the right is the total number of tasks to be completed
- The total number of tasks in red is the number of incomplete tasks of that type
- If there are 4 tasks, and 2 are incomplete, you will see 2/4 tasks
- If you see 0/4 tasks in the card, you have completed all tasks
- You can click on the red or green number to see all task types
- There is a list under the cards that lists who is responsible for the tasks and whether the tasks are complete or not.
- You can click on the status of the task to link to the task and any corresponding forms

Side Menu

The side menu hosts information for support, frequently asked questions, account information, and logging out of your acount.
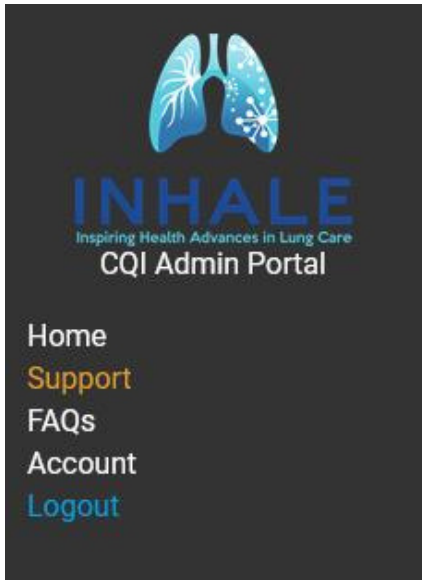
Support

Request support from our team for items such as website bugs, or ask a question about the admin portal.

New Ticket

To ensure that your support ticket is processed efficiently, please select the appropriate ticket type from the options below. This will allow us to route your ticket to the right people and provide a faster resolution.

Please choose from one of the following ticket types:

- **Bug:** Use this option if you have encountered a problem or error with the admin portal.
- **Report Inaccurate Data:** Use this option if you have noticed incorrect information or data.
- **Question:** Use this option if you have a general inquiry or question about the the admin portal.
- **Other:** Use this option if your issue or inquiry does not fit into any of the above categories.

Once you have selected your ticket type, please provide as much detail as possible in the following fields. Thank you for contacting our support team.

FAQs

Find support and frequently asked questions here

INHALE FAQs

I can't find someone's name in the dropdown list when trying to register for an event or add a new CQI role.

What can I do without a user account?

How do user accounts work? Who should have user accounts, and what are they for?

I have an account, but I don't know my password. How can I reset my password?

How do I update the clinical champion or other role assignment in the portal?

Why am I getting emails from an mct2d.org email address when I register for events?

How does nomination work for PCP practices?

Side Menu

Account

1. Change your email and password by selecting **update email address** and/or **change password**

Logout

1. Logout of your account by clicking **Logout**
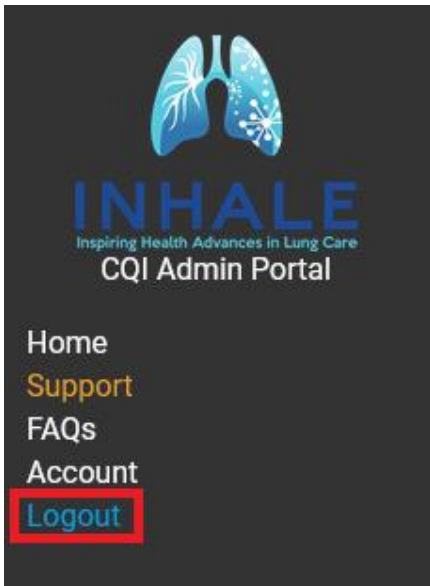
PO Level

Provider Attestation

Verifying that the list of your INHALE participating providers is correct on the Admin Portal will occur four times a year. Completing this process is REQUIRED and will help assure that lists submitted to BCBSM for consideration for VBR are accurate.

- The Admin Portal is populated by the BCBSM PGIP Snapshot and is updated 4 times a year.
- POs can nominate providers twice a year during recruitment, This generally happens in the spring for PCPs and the fall for SCPs. POs nominate providers, INHALE approves the providers and then they are officially participating and will show up on the Admin Portal.
- Providers cannot be added outside of the nomination windows.
- POs can mark providers as not (no longer) participating at any time during the year -- and a provider can drop off the PGIP Snapshot at any point in time.
- It is the POs responsibility to assure that their participating provider lists are accurate.

1. Scroll to **Provider Attestation** on the side menu
2. Click on **Provider Attestation**
3. **Find and Select** your PO
4. Ensure your **name is correct** in the field titled "Person completing the form"
5. **Type your email** in the Email field

6. Scroll through your list of providers to **ensure information is correct**
7. If a provider is marked as participating that should not be on the list, go to the **Participants** tab on the left-hand side to find your provider
8. You can search by **People** to find your provider

PO Level

9. **Enter the name** of your provider in the search bar and click the green **search** button
10. Select the green box titled **Mark Nonparticipating**

11. Confirm you'd like to mark the physician as non-participating
12. Select the blue **OK** box (This may look different depending on your web browser)
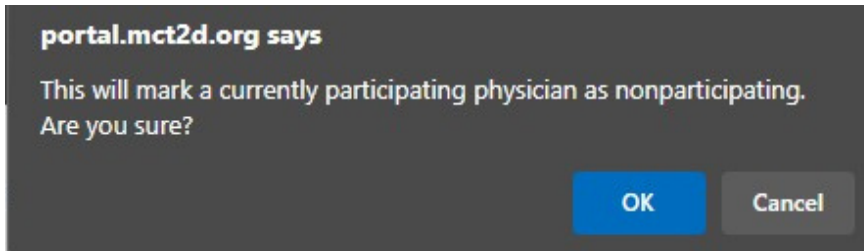
13. If there are any discrepancies on the list, contact INHALE-Support@med.umich.edu
14. Once your list is accurate, **type your name** into the Signature Box and select the **date signed**
15. Click the **"I attest on behalf of my PO that the information above is correct".**
16. Click the blue **Submit** button

Attestation will take place four times a year. The INHALE Coordinating Center will communicate deadlines to the PO Administrators

PO Level

Primary Care Provider (PCP) and Specialty Care Provider (SCP) Recruitment

*This example displays SCP recruitment however the process applies for both providers

Physician lists are automatically uploaded to the INHALE Admin Portal from the BCBSM PGIP Snapshot, please contact us if the physician you would like to nominate is not on the list.
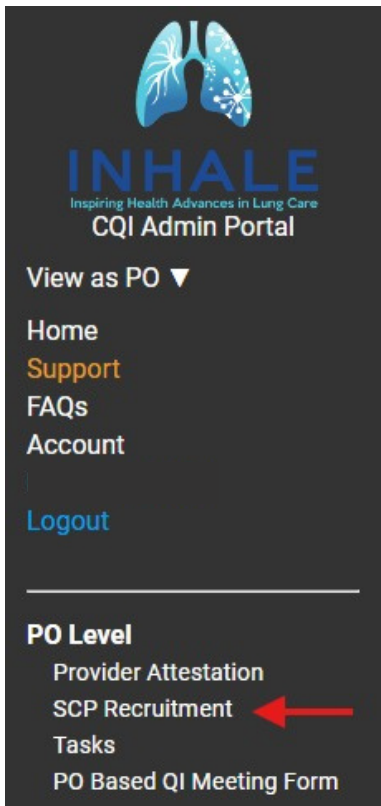
1. Click on **SCP or PCP Recruitment** on the side menu and scroll to find the practice you are looking for

2. Find the provider you wish to nominate and select **Nominate**

3. A prompt to confirm the nomination of the physician will appear, click **OK.**
   This may look different depending on your web browser
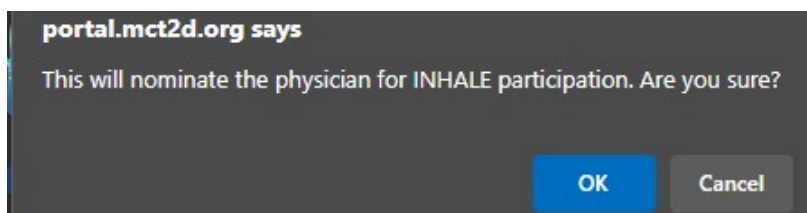
PO Level

PCP/SCP Recruitment Timelines

Primary Care Physician Recruitment Timelines

PCPs are typically eligible for yearly recruitment in February and eligible for VBR starting in September.

Specialty Care Physician Recruitment Timelines

SCPs are typically eligible for yearly recruitment in September and eligible for VBR starting in March.

POs will not be able to add any providers outside of the nomination window

PO Level

Tasks

Tasks for the measurement year are listed in this section. Please note that some tasks may be submitted outside of the admin portal (i.e. via email) and scores may not be reflected in the online scorecard. The Coordinating Center will communicate these tasks and scores to the PO Admin via email.
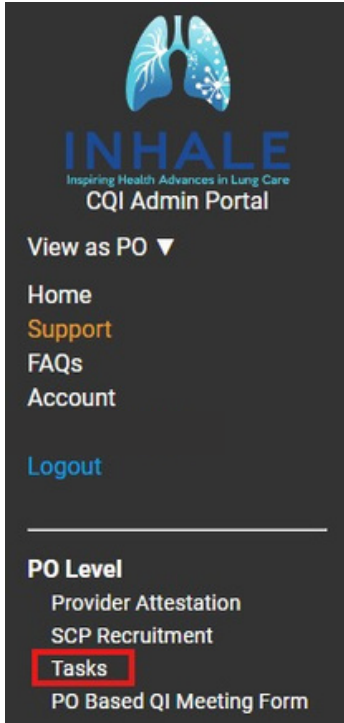
Searching for tasks

Tasks are organized by PO, task type, task level, practice, and status

Task Link	Task	PO	Practice	Assigned to	Status	Action Link	Due Date
view/edit	Assign a Clinical Champion	Generic Physician Organization	Brighton Practice	Aaron Smith	Complete	Complete	2025-09-01
view/edit	Assign a Clinical Champion	Generic Physician Organization	Ann Arbor Practice	Brandon Smith	Complete	Complete	2025-09-01
view/edit	Assign a Clinical Champion	Generic Physician Organization	Canton Practice	Charlie Smith	Incomplete	Assign Role	2025-09-01

PO Level

Tasks
Searching for tasks

Options for searching:
1. By **Physician Organization**:
    a. Your PO should automatically appear
    b. If you are affiliated with mutliple POs, use the dropdown bar to sort by PO
2. By **Task Type**:
    a. Select the dropdown bar to find the task you are searching for. The example below is "Assign a Clinical Champion"
    b. This will pull up all practices in your PO, who the task has been asssigned to, and if the status is complete or not.
        i. There is an option to send the link to complete the task to the person responsible. Click on the "action link" hyperlink next to the status of the task.
3. By **Task Level**:
    a. Search by PO, Practice or Provider using the dropdown tab
4. By **Practice**:
    a. Utilizing the dropdown bar, select the practice you'd like to view
5. By **Status**:
    a. Search by Complete or Incomplete using the dropdown bar

Filters

PO:	Generic Physician Organization ⌄
Task Type:	Assign a Clinical Champion ⌄
Task Level:	All ⌄
Practice:	All ⌄
Status:	Complete ⌄

Reset Filters

Task Link	Task	PO	Practice	Assigned to	Status	Action Link	Due Date
view/edit	Assign a Clinical Champion	Generic Physician Organization	Brighton Practice	Aaron Smith	Complete	Complete	2025-09-01
view/edit	Assign a Clinical Champion	Generic Physician Organization	Ann Arbor Practice	Brandon Smith	Complete	Complete	2025-09-01

Clear all filters by **clicking** the **green "reset filters"** box

Filters

PO:	Generic Physician Organization ⌄
Task Type:	All ⌄
Task Level:	All ⌄
Practice:	All ⌄
Status:	All ⌄

Reset Filters

PO Level

Tasks

Hyperlinks

Forms can be submitted using the hyperlinks. **These hyperlinks can be clicked on, copied and sent directly to the physicians that need to complete the tasks.**

Task Link	Task	PO	Practice	Assigned to ▾	Status	Action Link	Due Date
view/edit	Assign a Clinical Champion	Generic Physician Organization	Brighton Practice	Aaron Smith	Complete	Complete	2025-09-01
view/edit	Assign a Clinical Champion	Generic Physician Organization	Ann Arbor Practice	Brandon Smith	Complete	Complete	2025-09-01
view/edit	Assign a Clinical Champion	Generic Physician Organization	Canton Practice	Charlie Smith	Incomplete	Assign Role	2025-09-01

Task Completion

Tasks will be listed as complete or incomplete. A confirmation email of the completed task will be sent to the individual's email who filled out the form. **It is recommended that this confirmation is kept until the VBR year ends**.

Scorecards

Scorecards for both POs and Practices are located in this section of the admin portal.
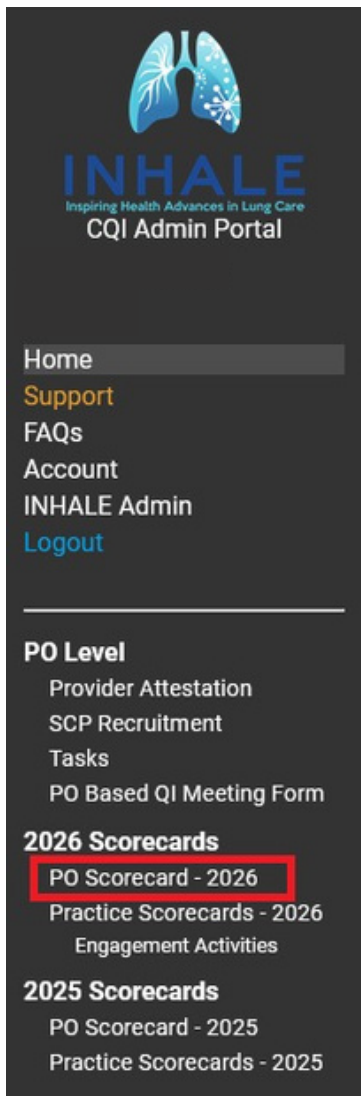
PO Scorecards
Yearly PO Participation Requirements are displayed in the PO Scorecard.

Information listed below is included in this section:
- VBR measurement and reimbursement periods
- PO join date for the PO
- Tasks
- Current scores
- Total scores

To view PO scorecard:

1. Click on **PO Scorecard** on the side menu

Scorecards

PO Scorecards - Example Scorecard

2024-25 INHALE Physician Organization Scorecard: Example PO Name

Measurement Period: September 1, 2024 through August 31, 2025 (unless otherwise specified)

Incentive/Bonus Payment Dates: January 2026, July 2026

Cohort: Continuing

Current Score: **0** or **0.0%**

Participation Requirement	Due Date	Scoring	Current Score
Sign and return all documents related to PO, Practice, and Physician recruitment within 45 days.	08/31/2025	within 45 days: **5** points within 60 days: **3** point >60 days: **0** points	0
Ensure PO Administrative Lead and PO Clinical Champion are identified and added to the Admin Portal.	08/31/2025	within 45 days: **10** points within 60 days: **5** point >60 days: **0** points	0
Ensure practice level Clinical Champions and Practice Liaisons are identified and added to the admin portal (including email addresses).	08/31/2025	>=75%: **10** points 60 to <75%: **5** point <60: **0** points	0
Attend 12 Monthly PO Calls.	08/31/2025	Attend >=11: **10** points Attend 7-10: **5** point Attend <7: **0** points	0
PO Clinical Champion and PO Admin attend Collaborative Wide meeting.	08/31/2025	Attends: **25** points No attendance: **0** point	0
PO Clinical Champion or Administrative Liaison log into the INHALE Data Dashboard quarterly, reviews and provides data updates to INHALE participating practices.	08/31/2025	Reviews data 4/4 quarters: **10** points Reviews data 3/4 quarters: **5** point Reviews data <3/4 quarters: **0** points	0
PO will hold PO wide based quality meeting either virtually or in person with all INHALE Practice Clinical Champions after the Collaborative Wide meeting to discuss PO/Practice level performance, outcomes, and improvement plans. The PO will complete the PO based QI meeting form and send the attendee sign in, minutes, and agenda to the Coordinating Center by the end of the measurement year. PO Based QI Meeting Form	08/31/2025	Form completed: **10** points Form not complete: **0** point	0

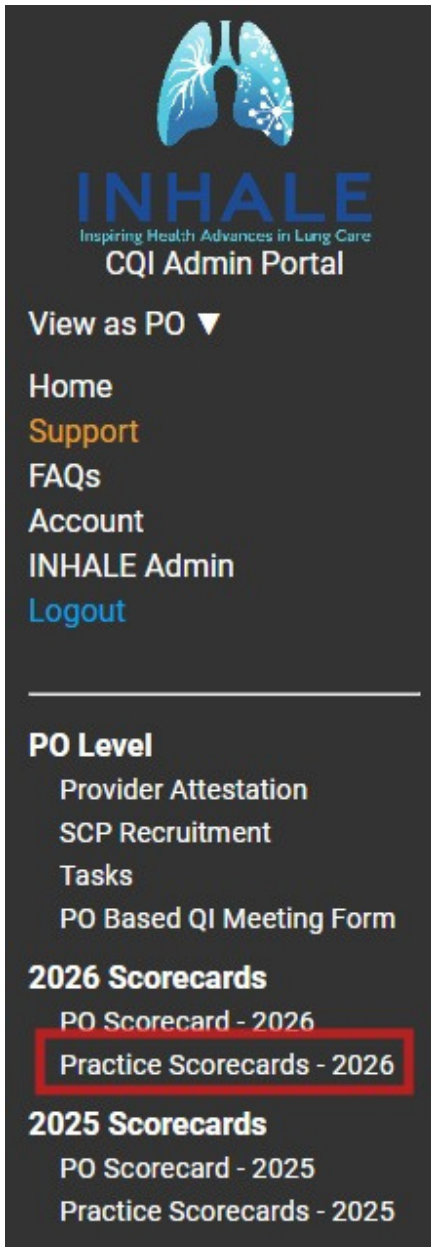**Forms may be submitted by clicking the hyperlinks.**

Scorecards

Practice Scorecards

Information listed below regarding Practices are located in this section:
- Practice Name
- Measurement Period
- Reimbursement Period
- Task Completion Status
- Responsibility
- Due Date
- Points

To view scorecards, click on **Practice Scorecards** on the side menu

Scorecards

Practice Scorecards

1. **Scroll** through the list of practices and **click** on the **name of the practice** you'd like to view

INHALE Practice Scorecards - 2026 VBR

PO	Practice	Cohort	Link to scorecard	Score	Eligible for VBR
Example Physician Organization Name	Example Pactice - Ann Arbor	Cohort 1	view	20	No
Example Physician Organization Name	Example Pactice - Brighton	Cohort 1	view	10	No
Example Physician Organization Name	Example Pactice - Canton	Cohort 1	view	0	No

2. Scorecard activities and scores for the practice will appear

INHALE Practice Scorecard - 2026 VBR

2026 INHALE Participation VBR Requirements

- **Measurement period:** 9/1/2024 – 8/31/2025
- **Participation VBR reward percentage: 102%**
- **Reimbursement period:**
  - PCPs: 09/01/2026 – 08/31/2027
  - SCPs: 03/01/2026 – 02/28/2027

– In order to receive participation VBR, the practice score must meet a threshold of 80 points.

Reminder: PCMH designation is a requirement of any type of PCP VBR

SCPs that have a dual designation must have pulmonology as the primary designation in the PGIP snapshot to qualify for VBR.

INHALE Participation VBR Measures	Responsibility	Due Date	Assessment	Points
Practice Clinical Champion or designee attendance at the Fall and Spring INHALE regional meetings. Regional Meeting Registration Form	Practice Clinical Champion	08/31/2025	Attended 2 meetings: 25 Attended 1 meeting: 10 Did not attend: 0	0
Practice Clinical Champion completes "Lung Health and Outdoor Air Quality" learning module on the INHALEarning Platform. INHALEarning Platform: Lung Health and Outdoor Air Quality	Practice Clinical Champion	08/31/2025	Completed: 10 Not completed: 0	0
All INHALE participating providers (including the Practice Clinical Champion) attends at least one Lung Learning Lab (L3) live or on-demand. INHALEarning Platform	Provider	08/31/2025	>=80% Attendance: 15 60% to <80% Attendance: 7 <60% Attendance: 0	0
One provider from the practice conducts a case review on 1 OCS overuse patient case as identified in the INHALE Data Dashboard. OCS Overuse Case Review Form	Practice	08/31/2025	Completed: 20 Not completed: 0	0
Complete PDSA worksheet on an OCS stewardship or Inhaler Education intervention. PDSA Worksheet Submission Form	Practice Clinical Champion or Practice Liaison	08/31/2025	Meets rubric for completeness: 15 Mostly meets rubric for completeness: 7 Does not meet rubric for completeness: 0	0
Complete 2 Inhale Engagement Activities. Participate in a Site Visit.** Provide Resource Library Feedback.* Complete a Best Practice Form.* Provide a Patient Experience Feedback Form.* Present at a Regional or Collaborative Wide meeting/participate as a panel member.** Provide feedback on the User Experience of the INHALE Data Dashboard.* *Each completion counts as 1 activity **Each completion counts as 2 activities	Practice	08/31/2025	Completed 2 activities: 15 Completed 1 activity: 7 Not completed: 0	0
Bonus Points				
Log into the data dashboard twice a year and shares practice level data with practice participants.	Practice Clinical Champion	08/31/2025	Completed: 2 Not completed: 0	0

Practice Score	
Total Points Earned	0
Total Points Possible	100
Points Required for Participation VBR	80
Participation VBR Earned (Yes/No)	No

Scorecards

Practice Scorecards Continued

Scorecard Features
- Hyperlinks within the scorecard can be used to submit forms or will be redirected when clicked on to registration tabs or learning activities.
  - **Links can be copied and sent to individual practices or providers.**
- Any requirements found on the INHALEarning Platform will require a separate login.
- Points for the activity are listed in the righthand column titled Points
- The VBR point total and completion status is located in the bottom right-hand corner of the scorecard.
- VBR measurement period
- VBR reimbursement period
- VBR details such as percentage and points needed to achieve VBR

Please note that some activities may be tracked outside of the Admin Portal and the Coordinating Center will communicate these items to you.

Scorecards

Practice Engagement Activities

Activities that practices need to complete will be listed in a table in this section.

1. Click on the **Engagement Activities** tab under the Practice Scorecard Section, or

PO Level
Provider Attestation
SCP Recruitment
Tasks
PO Based QI Meeting Form

2026 Scorecards
PO Scorecard - 2026
Practice Scorecards - 2026
Engagement Activities

2. Click on **Complete Practice Engagement Activities** task in the Dashboard.

Practice Tasks

1 / 3	1 / 3	2 / 3
Assign a Clinical Champion	Assign a Practice Liaison	Attend the Fall 2024 Regional Meeting
Due: Aug. 31, 2025, 11:59 p.m.	Due: Aug. 31, 2025, 11:59 p.m.	Due: Aug. 31, 2025, 11:59 p.m.

3 / 3	3 / 3	1 / 3
Complete Lung Health and Outdoor Air Quality Module on the INHALearning Platform	Complete OCS Overuse Case Review Form	Complete PDSA Worksheet Submission Form
Due: Aug. 31, 2025, 11:59 p.m.	Due: Aug. 31, 2025, 11:59 p.m.	Due: Aug. 31, 2025, 11:59 p.m.

3 / 3
Complete Practice Engagement Activities
Due: Aug. 31, 2025, 11:59 p.m.

Scorecards

Practice Engagement Activities

Activities that practices need to complete or have already completed will be listed in a table in this section.

Features in this section include hyperlinks to forms or submission links (in blue text below)

- Engagement Activity Bar (navy blue bar highlighted below)
- Practices will be listed in alphabetical order
- If the practice has completed the task, the task will be highlighted green and say yes
- If the practice has completed at least 2 activities, the practice name will be highlighted green and will say "Yes" under the "Engagement Activities Complete?" Column.
- If the task is not completed, it will say no
- You can click the box under **Scorecard Link** and send the link directly to the practice from the practice's scorecard

INHALE Practice Engagement Activities - 2026 VBR

Complete 2 Inhale Engagement Activities.

- Participate in a Site Visit.**
- Provide Resource Library Feedback.*
- Complete a Best Practice Form.*
- Provide a Patient Experience Feedback Form.*
- Present at a Regional or Collaborative Wide meeting/participate as a panel member.**
- Provide feedback on the User Experience of the INHALE Data Dashboard.*

* Each completion counts as 1 activity
** Each completion counts as 2 activities

Practice	Site Visit Participation	Resource Library Feedback	Best Practice Form	Patient Experience Form	Meeting Presentation or Panel Member Participation	Data Dashboard User Experience Feedback	Engagement Activities Complete?	Scorecard Link
Example Practice Ann Arbor	No	Yes	No	No	No	Yes	Yes	Link
Example Practice Brighton	No	No	No	No	No	No	No	Link
Example Practice Canton	No	No	No	No	No	No	No	Link
Example Practice Detroit	No	No	No	No	No	No	No	Link

These activities may change moving forward

All Events
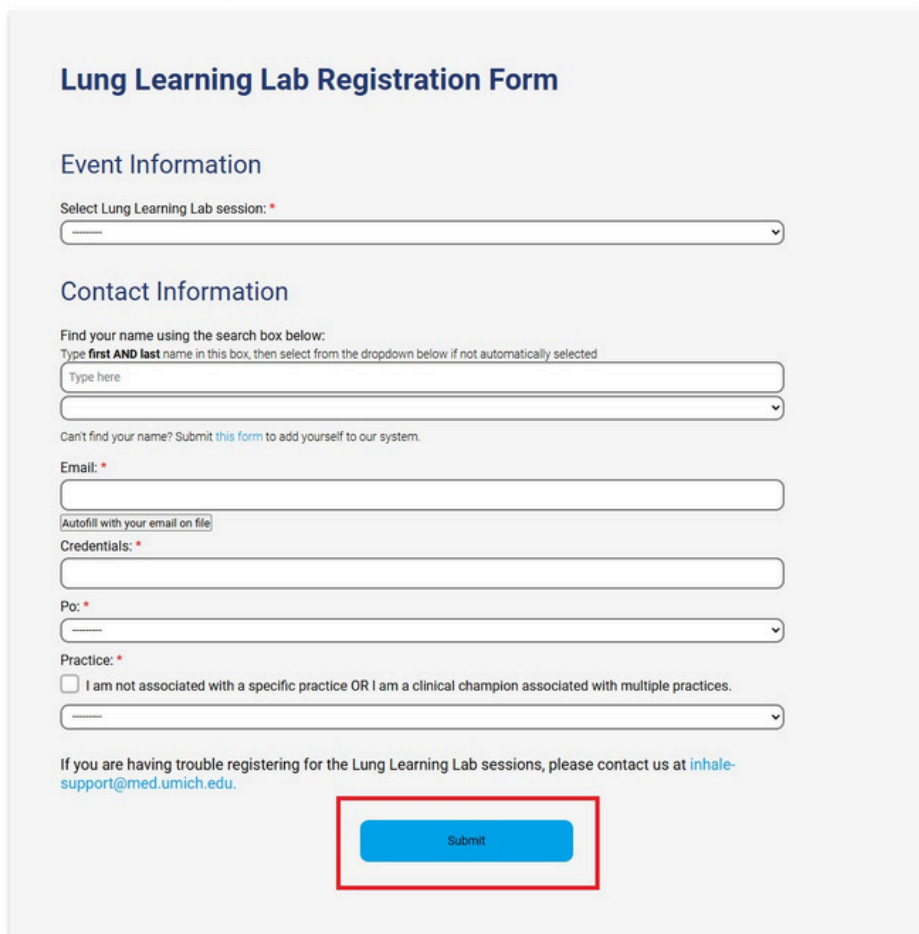
Lung Learning Lab (L3) Registration

1. Use the link you received to register for the event and/or
2. Click on the **L3 Registrations** tab on the side menu

3. Fill out all boxes of the form below

4. Click **Submit**

After attending an L3 session, a post event form **must be submitted** on the Admin Portal to receive credit for attending the session. The link to this form is shared after a live event or within the module on the INHALEarning Platform. *If CME is offered, a **separate form** must be submitted to the Beaumont website (CME provider) to receive credit.*

This may not be a requirement moving forward

All Events

Regional Meetings

INHALE requires Spring and Fall Regional Meetings attendance for Practice Clinical Champions. PO Admins and Practice Liaisons are not required but are strongly encouraged to attend.

1. Click on **Meeting Registration Form** under Regional Meetings on the lefthand column

2. Fill out all boxes in the form

Selecting a proxy?
Please contact the Coordinating Center at inhale-support@med.umich.edu

Participants

Practices, physicians, and people involved with INHALE can be found in the Participants section of the Admin Portal. Roles can be assigned and reassigned in this section. Please also notify the INHALE Coordinating Center of any administrative changes as well as making them in the Admin Portal.

Practice Information

Information for the practice such as address, clinical champion, etc. will be listed here

1. To view practice information, click on **practice name**
2. To **mark the practice as non-participating,** check the box and select the green button, **mark non-participating**
   a. It may take a few days for this to update. Please also let the INHALE Coordinating Center know if a practice drops from INHALE
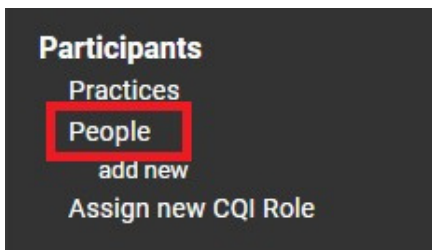
Participants

People

In this area of the Admin Portal, physicians and other members involved in INHALE can be viewed. Information such as the PO, practice, and roles can be viewed.

1. Click the **People** button on the side menu
2. **Search** for the person you are looking for in the search bar
3. A person can be marked as non-participating in this section by selecting the green **mark non-participating button**.
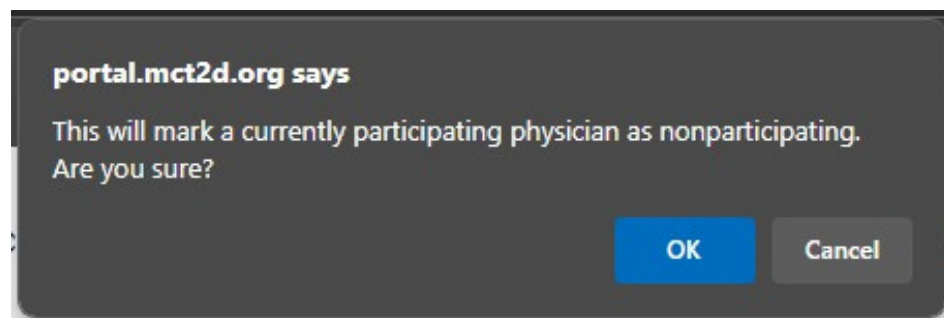4. Click the additional prompt to **confirm** marking the person as **nonparticipating**.

***This may look different depending on your web browser***

Please notify the INHALE Coordinating Center if you remove a person from the admin portal.

Participants

Adding a new person

THIS SHOULD ONLY BE DONE FOR A NON-PHYSICIAN. Please contact the Coordinating Center if you do not see a physician you would like to add to INHALE. **Adding providers will only occur during nomination periods (generally twice a year).**

1. Scroll and select **Add New under People** on the side menu
2. Fill out all fields in the forms below
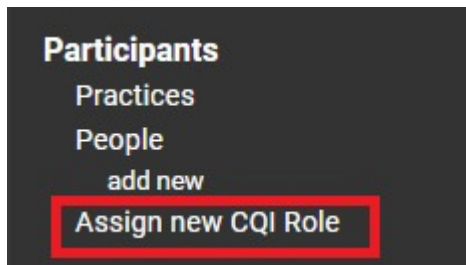3. Click the blue **Submit** button when finished
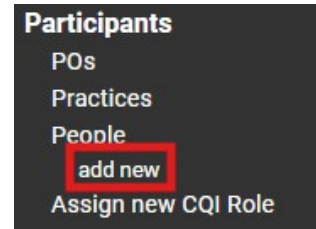
Participants

Assign new CQI role

New roles can be assigned or reassigned in this area.

1. Scroll and select **Assign new CQI role**

2. Select **INHALE** as your CQI

3. Select your **PO**

4. Select the **Practice**

5. Select the **Role** you would like to **assign, reassign, or remove** (i.e. clinical champion, practice liaison, etc)

6. A box should appear with names that you can select from

7. If the names do not appear, you can enter them in the **searchable** box. If you cannot find them, you can **add** them as a new person or **contact** the Coordinating Center.

8. After the information is entered, click **Submit.**

Participants

VBR Activities

- VBR Activities will be listed in this area and will change each cycle.
- Click on the **hyperlink** to submit the completed form to receive credit.
  - Form links can be copied and sent to practices or providers to complete the task.
  - Please ensure they are entering all information accurately (name, PO, practice, email) for the requirement to be properly marked as complete.

Please note these requirements will change each year

VBR Activities

Practice Level

OCS Overuse Case Review Form

Practice Assessment Survey

PDSA Worksheet Submission Form

Practice - Engagement Activities

Site Visit Request Form

Resource Library Feedback Form

Best Practice Form

Patient Experience Form

Meeting Presentation/Panel Member Participation Request Form

Data Dashboard User Experience Feedback Form

A reminder:

Task Completion

A confirmation email of the completed task will be sent to the individual's email who filled out the form. It is recommended that this confirmation is kept until the VBR year ends.

VBR Cycle

The typical VBR cycle for both POs and Providers is September 1st through August 31st. INHALE will send out reminders to assist with task completion.

INHALE Coordinating Center will update this guide as needed and some items maybe out of date. Please submit any feedback to <u>inhale-support@med.umich.edu</u>