



INHALE Admin Portal PO Administrator User Guide

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Introduction

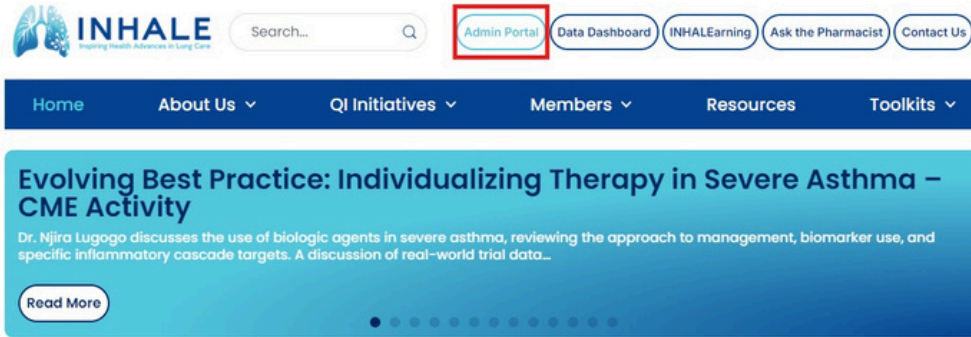
The INHALE Admin Portal stores all activities related to INHALE for task tracking such as submitting documents, registering for events (Lung Learning Labs and Regional Meetings), nominating physicians and tracking VBR related activities. This guide is intended to assist users with the Admin Portal and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

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



Logging into the INHALE CQI Admin Portal

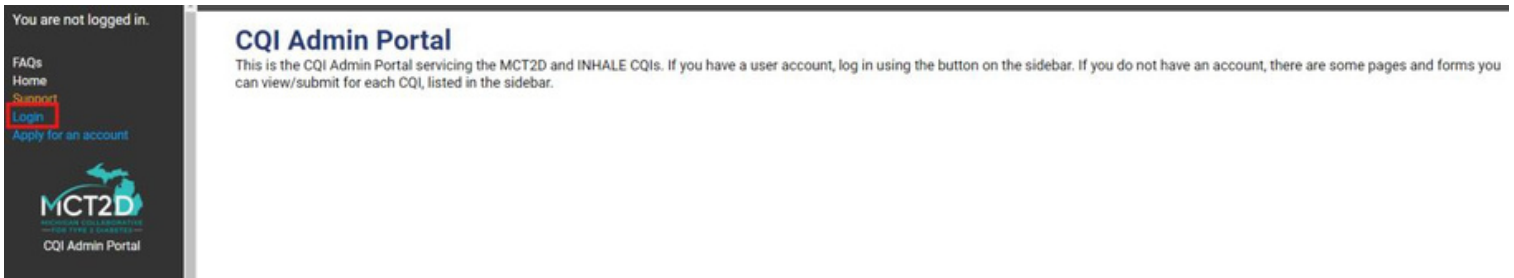
1. Using your web browser, go to the inhalecqi.org website and click on the **Admin Portal** button located at the top of the webpage.



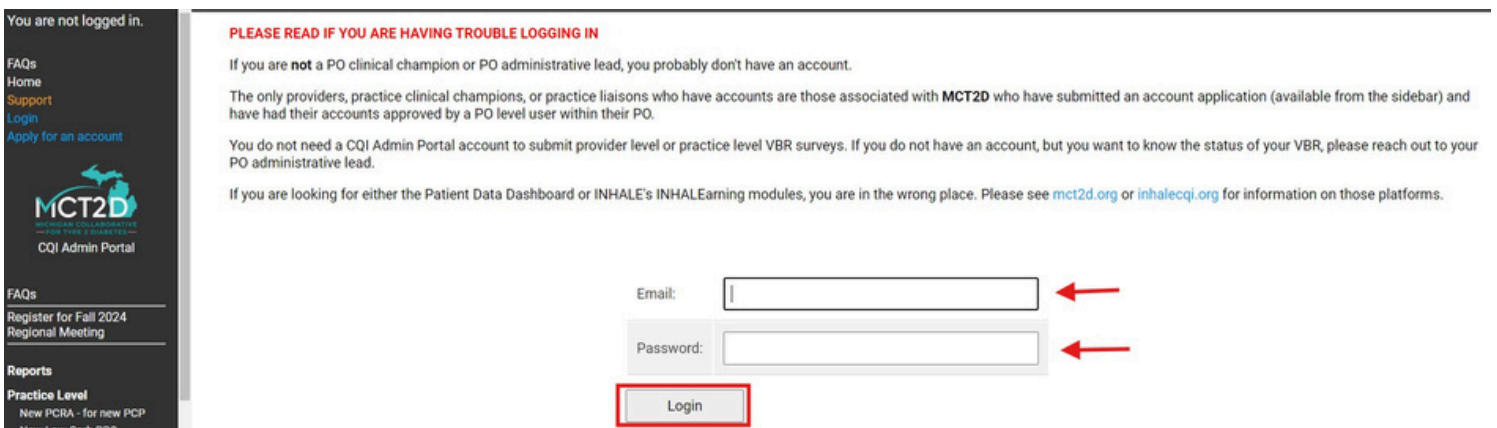
Initiatives

 Medication Over Reliance Reduce reliance on short-acting beta-agonists and oral corticosteroid overuse to improve disease control, reduce exacerbations and long-term adverse effects	 Patient & Provider Education Education for both providers and patients on proper inhaler use; recognition of good disease control and measures to reduce acute exacerbations	 Spirometry Access & Use Improving access to and the appropriate use of spirometry as a tool to accurately diagnose both Asthma and COPD	 Improve Patient Outcomes Proactively focusing on risk mitigation and exacerbation reduction in addition to enhancing our ability to achieve disease control
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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

The screenshot displays the INHALE Admin Dashboard interface. On the left is a navigation sidebar with sections: Home, Support, FAQs, Account, INHALE Admin, Logout, PO Level, 2026 Scorecards, 2025 Scorecards, All Events, Lung Learning Labs, Regional Meetings, Participants, and VBR Activities. The main content area is titled 'Admin Dashboard' and 'INHALE 2026 Task Summaries'. It is organized into three sections: PO Tasks, Practice Tasks, and Provider Tasks. Each section contains several task cards. Each card shows a task description, a due date, and a status indicator in the top right corner (e.g., 0/1, 1/1, 2/20, 5/20, 17/20, 19/20, 20/20, 54/54). The numbers are color-coded: green for total tasks and red for incomplete tasks. Below the task cards, there is a 'How to use the admin dashboard:' section with explanatory text.

Admin Dashboard
INHALE 2026 Task Summaries

PO Tasks

- Sign and return all documents related to recruitment within 45 days (0/1, Due: Aug. 31, 2025, 11:59 p.m.)
- Assign a PO Administrative Lead (0/1, Due: Aug. 31, 2025, 11:59 p.m.)
- Assign a PO Clinical Champion (0/1, Due: Aug. 31, 2025, 11:59 p.m.)
- Attend 12 Monthly PO Calls (1/1, Due: Aug. 31, 2025, 11:59 p.m.)
- Attend the Collaborative Wide Meeting (1/1, Due: Aug. 31, 2025, 11:59 p.m.)
- Log into the INHALE Data Dashboard quarterly, review, and provide updates to practices (1/1, Due: Aug. 31, 2025, 11:59 p.m.)
- Complete PO Based QI Meeting Form (1/1, Due: Aug. 31, 2025, 11:59 p.m.)

Practice Tasks

- Assign a Clinical Champion (2/20, Due: Aug. 31, 2025, 11:59 p.m.)
- Assign a Practice Liaison (2/20, Due: Aug. 31, 2025, 11:59 p.m.)
- Attend the Fall 2024 Regional Meeting (5/20, Due: Aug. 31, 2025, 11:59 p.m.)
- Complete Lung Health and Outdoor Air Quality Module on the INHALE Learning Platform (17/20, Due: Aug. 31, 2025, 11:59 p.m.)
- Complete OCS Overuse Case Review Form (19/20, Due: Aug. 31, 2025, 11:59 p.m.)
- Complete PDSA Worksheet Submission Form (20/20, Due: Aug. 31, 2025, 11:59 p.m.)
- Complete 2 Inhale Engagement Activities (20/20, Due: Aug. 31, 2025, 11:59 p.m.)

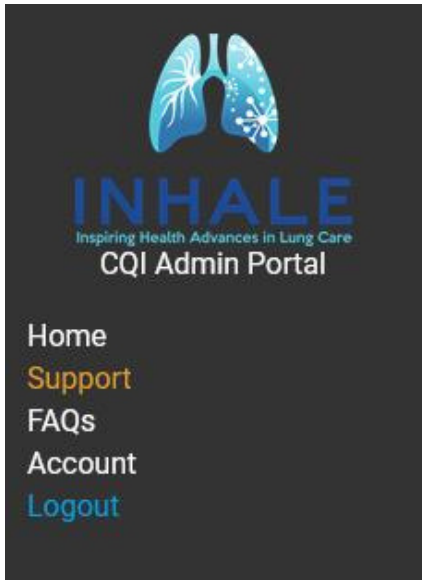
Provider Tasks

- Attends at least one Lung Learning Lab (L3) live or on-demand (54/54, Due: Aug. 31, 2025, 11:59 p.m.)

How to use the admin dashboard:
The number in **green** is the total number of your tasks of that type.
The number in **red** is the number of incomplete tasks of that type.
For example, if you have 3 tasks of a certain type, and 2 of them are complete, you will see **1 / 3** in the top middle of the card, indicating that you have 1 incomplete task.
If you complete all your tasks, you will see **0 / 3** in the top middle of the card.
To view incomplete tasks of a task type, click the **red** number.
To view all tasks of a task type, click the **green** number.

Side Menu

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



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**

Account Info

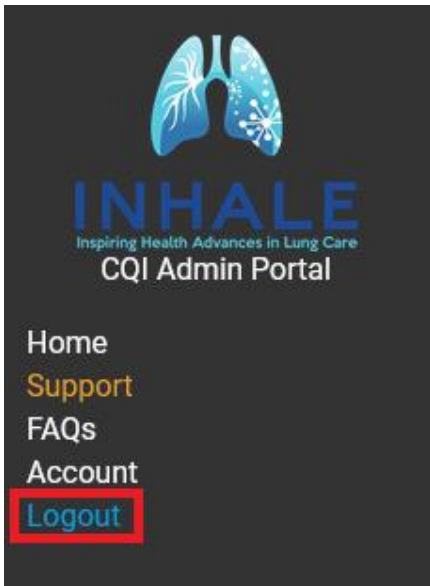
Name:

Username:

Email Address:

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

The screenshot shows the INHALE CQI Admin Portal interface. On the left is a dark sidebar menu with the INHALE logo and navigation options: Home, Support, FAQs, Account, INHALE Admin, Logout, PO Level (with a red arrow pointing to Provider Attestation), 2026 Scorecards, and 2025 Scorecards. The main content area has a dark header with the title "PO Provider Participation Attestation 2024". Below the header, the form title "PO Provider Participation Attestation 2024" is displayed in blue. The form text states: "This form is for Physician Organizations to attest to the current list of participating providers and nominated specialists in 2024. Please review the list below before submitting the attestation." It also includes a note: "If there are any discrepancies found, do not submit the form and contact INHALE-support@med.umich.edu." The "Contact Information" section contains three input fields: "PO:" (a dropdown menu), "Person completing the form:" (a dropdown menu), and "Email:" (a text input field). Below the form, the text "Current Participating Providers" is visible.

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

The screenshot shows a dark sidebar menu with the title "Participants" in white. Below the title are two options: "Practices" and "People". The "People" option is highlighted with a red rectangular border.

PO Level

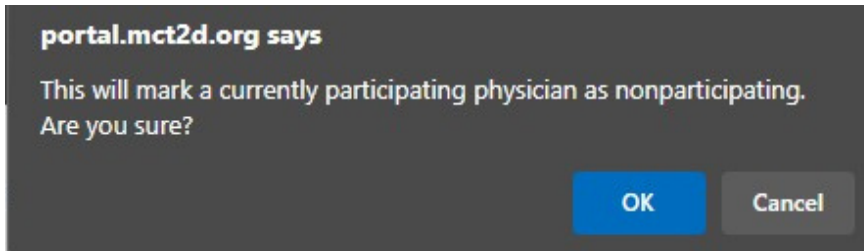
9. Enter the name of your provider in the search bar and click the green **search** button
10. Select the green box titled **Mark Nonparticipating**

People

To set one or more filters, click the name of the header, then type into the filter text input and click "Filter". You can combine a search term with multiple filters. Click the triangles on the right side of a column header to sort the results.

SEARCH	Clear search/filters													
First Name	Last Name	Credentials	Physician NPI	PO	Practice	INHALE participating	Cohort	Primary Email	CQI Roles	INHALE mark non-participating				
John	Smith	-	1234567891	Generic PO	Generic Practice	True	-	-		mark nonparticipating				
Josh	Smith	-	1234567892	Generic PO	Generic Practice	True	-	-		mark nonparticipating				
Jimmy	Smith	-	1234567893	Generic PO	Generic Practice	True	-	-		mark nonparticipating				
Jane	Smith	-	1234567894	Generic PO	Generic Practice	True	-	-		mark nonparticipating				
Joan	Smith	-	1234567895	Generic PO	Generic Practice	True	-	-		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

As an appointed representative of the Physician Organization, I acknowledge, understand, and accept responsibility for the following:

- The information displayed in the Admin Portal for INHALE Participating Providers (PCPs and SCs) is accurate and complete to the best of my knowledge.
- I understand that the information displayed impacts the providers ability to earn VBR as part of the INHALE CQI and if a provider is not listed here, they will not earn VBR as part of INHALE CQI nor will they contribute toward any PO rewards/payments.
- Revisions requested by the PO will not be allowed after the practitioner list review date and deadline set forth by the CQI coordinating center.

My signature is confirmation that the INHALE Participating Provider list is accurate and complete.

Signature: *

Date Signed: *

I, _____, attest on behalf _____ that the information above is correct. *

Submit

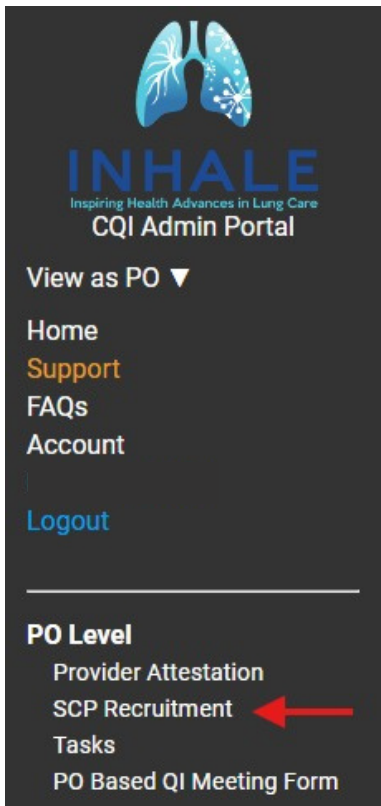
Attestation will take place four times a year. The INHALE Coordinating Center will communicate deadlines to the PO Administrators

PO Level

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

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

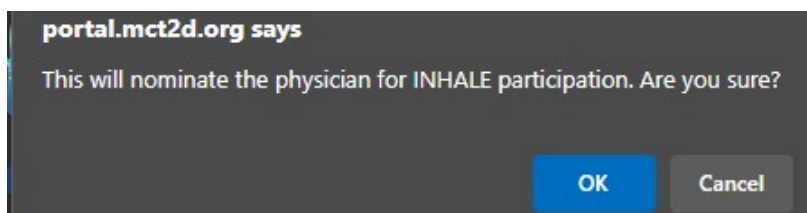
Physician lists are automatically uploaded to the INHALE Admin Portal from the BCBSM PGIP Snapshot, please contact us if the physician you would like to nominate is not on the list.



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**

PU ID	Clinical Champion	N/A					
INHALE Participating	No	Practice Liaison(s)	N/A				
Name	NPI	Provider Type	Combined Specialty	Total Asthma + COPD Patients	Nominate	Nominated	Approved
		MD	Allergy/Immunology		Nominate	No	No

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

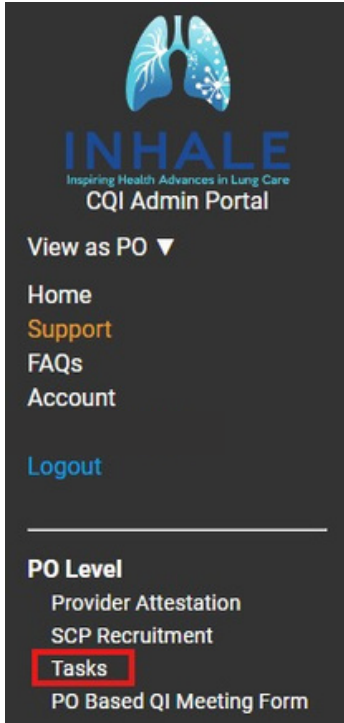
SCPs are typically eligible for yearly recruitment in September and eligible for VBR starting in March.

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

Filters

PO: Generic Physician Organization

Task Type: Assign a Clinical Champion

Task Level: All

Practice: All

Status: All

[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
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 multiple 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 assigned 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

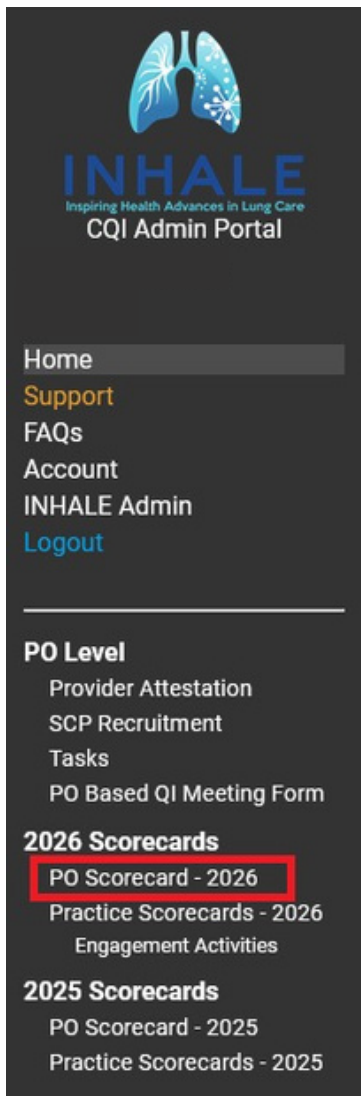
Yearly PO Participation Requirements are displayed in the PO Scorecard.

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.	08/31/2025	Form completed: 10 points Form not complete: 0 point	0
PO Based QI Meeting Form			

Forms may be submitted by clicking the hyperlinks.

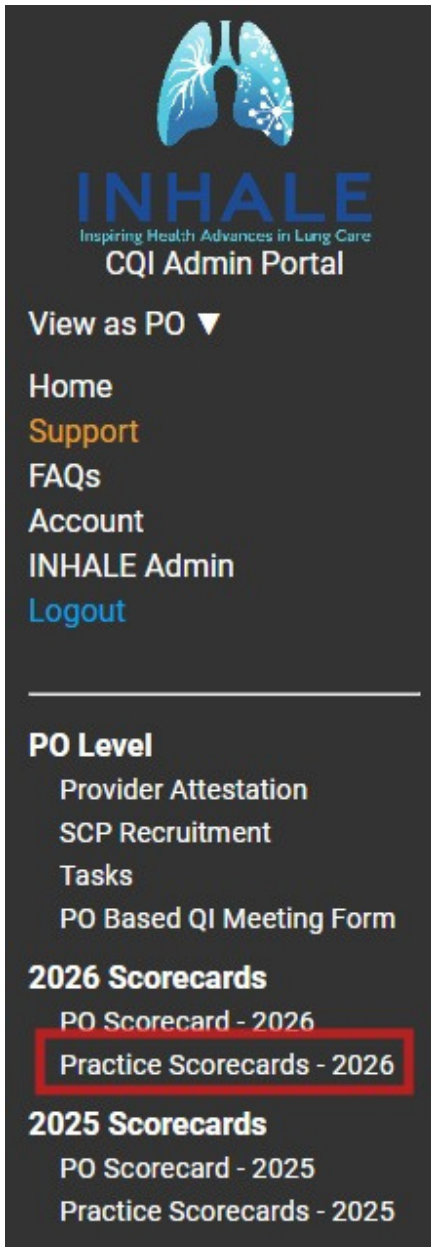
Scorecards

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**
 - SCs: **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.*	Practice	08/31/2025	Completed 2 activities: 15 Completed 1 activity: 7 Not completed: 0	0
* Each completion counts as 1 activity ** Each completion counts as 2 activities				
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



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

Practice Tasks

A dashboard titled 'Practice Tasks' showing seven task cards. Each card displays a progress indicator (e.g., 1/3, 3/3) in red and green, the task name, and the due date (Aug. 31, 2025, 11:59 p.m.). The 'Complete Practice Engagement Activities' task is highlighted with a red border.

Task	Progress	Due Date
Assign a Clinical Champion	1 / 3	Aug. 31, 2025, 11:59 p.m.
Assign a Practice Liaison	1 / 3	Aug. 31, 2025, 11:59 p.m.
Attend the Fall 2024 Regional Meeting	2 / 3	Aug. 31, 2025, 11:59 p.m.
Complete Lung Health and Outdoor Air Quality Module on the INHALearning Platform	3 / 3	Aug. 31, 2025, 11:59 p.m.
Complete OCS Overuse Case Review Form	3 / 3	Aug. 31, 2025, 11:59 p.m.
Complete PDSA Worksheet Submission Form	1 / 3	Aug. 31, 2025, 11:59 p.m.
Complete Practice Engagement Activities	3 / 3	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

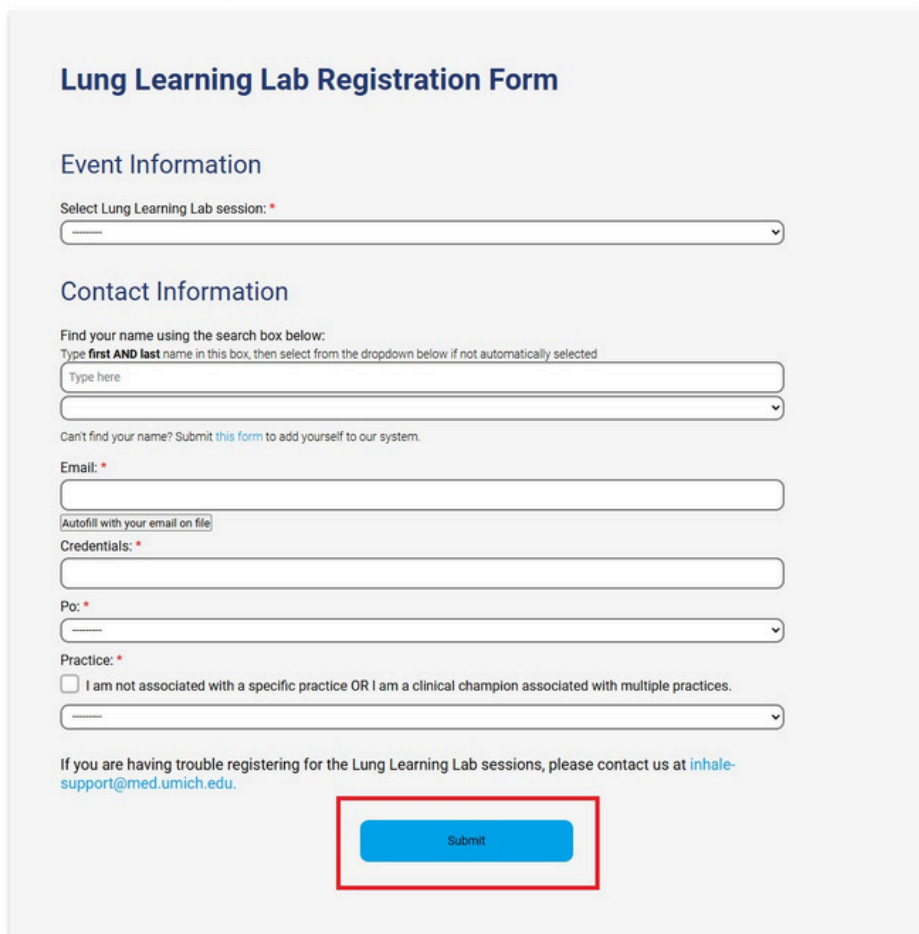
Lung Learning Lab (L3) Registration

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

Lung Learning Lab Registration Form



The image shows a registration form titled 'Lung Learning Lab Registration Form'. The form is divided into two main sections: 'Event Information' and 'Contact Information'. In the 'Event Information' section, there is a dropdown menu for 'Select Lung Learning Lab session: *'. In the 'Contact Information' section, there is a search box for 'Find your name using the search box below: Type **first AND last** name in this box, then select from the dropdown below if not automatically selected'. Below the search box is a dropdown menu. There is a link for 'Can't find your name? Submit [this form](#) to add yourself to our system.' The 'Email: *' field has an 'Autofill with your email on file' option. The 'Credentials: *' field is a text input. The 'Po: *' field is a dropdown menu. The 'Practice: *' section has a checkbox for 'I am not associated with a specific practice OR I am a clinical champion associated with multiple practices.' and a dropdown menu. At the bottom of the form, there is a blue 'Submit' button highlighted with a red rectangular box. A footer note says 'If you are having trouble registering for the Lung Learning Lab sessions, please contact us at inhale-support@med.umich.edu.'

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

INHALE Regional Meeting Registration

INHALE Regional Meeting Registration

Contact Information

PO: *

I am not associated with a specific Practice

Practice: *

Find your name using the search box below:
Type **first AND last** name in this box, then select from the dropdown below if not automatically selected
Type here

Can't find your name? Submit [this form](#) to add yourself to our system.

Email *
If you input an email address different from the one we have on file, we will update your email on file with the new email address.

Autofill with your email on file

What is your clinical role: *

What is your specialty? *

What is your role in INHALE? *

Dietary Preferences

Do you have any dietary restrictions that we should be aware of? *

Meeting Dates and Times

Please choose from the available dates/locations based on the PO that you belong to. If the date assigned to your PO does not work with your schedule, please choose the next best option for you. Once you have registered, a confirmation email will be sent. This year's Fall registration date will close on **September 13th, at 6:00pm**. Please ensure all your practice clinical champions are registered for an appropriate date by then.

Note: There is a Pediatric focused regional meeting on 10/16/24. If you wish to attend, choose the appropriate option below. This will count as your Regional Meeting attendance requirement if you opt to attend this in lieu of the PO specified meeting from the options below.

All meetings will begin with registration and dinner starting at 5:30pm and the meeting will take place 6:00-8:00pm.

- **Tuesday Sept 24th, 2024** - Holland, IHP, CIPA, Answer Health - DoubleTree by Hilton Hotel - Grand Rapids Airport - 4747 28th Street SE, Grand Rapids, MI 49512
- **Tuesday Oct 1st, 2024** - OPNS, UP, McLaren, PMC - Somerset Inn - 2601 W Big Beaver Road, Troy, MI 48084
- **Thursday Oct 3rd, 2024** - GLPO, UR, Genesys, PMC, PCP - Genesys Banquet and Conference Center - 805 Health Park Blvd. Grand Blanc Twp, MI 48439
- **Tuesday Oct 15th, 2024** - HVPA, UMMG, JHN - Holiday Inn Jackson NW - 2696 Bob McClain Drive Jackson, MI 49202
- **Wednesday Oct 16TH 2024** - Pediatric focused meeting - Gannon Building - Lansing Community College - Downtown - 600 N Grand Ave Lansing, MI 48933

Event: *

If you are having trouble registering for the 2024 Fall Regional meetings, please contact us at inhale-support@med.umich.edu.

Selecting a proxy?

Please contact the Coordinating Center at inhale-support@med.umich.edu

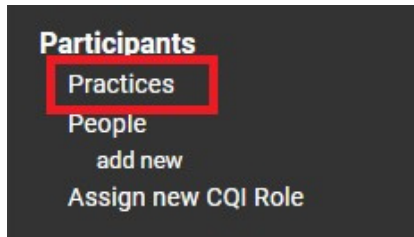
Participants

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



Practices

To set one or more filters, click the name of the header, then type into the filter text input and click 'Filter'. You can combine a search term with multiple filters. Click the triangles on the right side of a column header to sort the results.

SEARCH [Clear search/filters](#)

Practice	PO	Practice Type	CQI	INHALE Cohort	Inhale Participating Date
----------	----	---------------	-----	---------------	---------------------------



PO Name	
Practice Name	
CQI	
Practice Type	
PU ID	
Address	

Check this box and click "Mark Nonparticipating" to remove this practice from the INHALE CQI

Mark Nonparticipating

People with CQI Roles in this practice

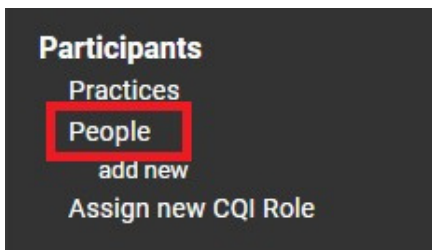
Person	Email	Role	Date Added

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**.

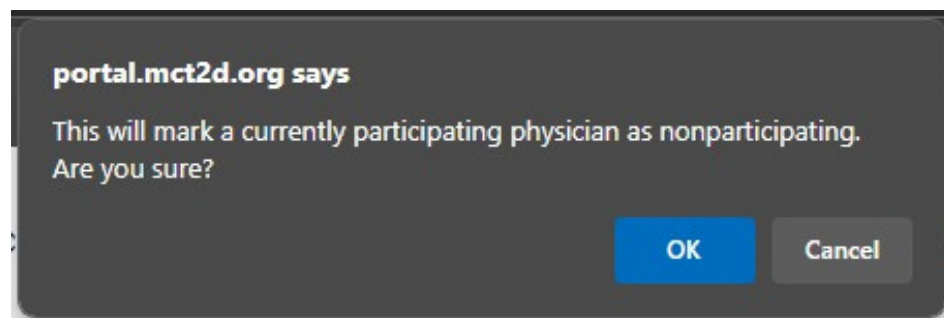


People

To set one or more filters, click the name of the header, then type into the filter text input and click "Filter". You can combine a search term with multiple filters. Click the triangles on the right side of a column header to sort the results.

SEARCH Clear search/filters

First Name	Last Name	Credentials	Physician NPI	PO	Practice	INHALE participating	Cohort	Primary Email	CQI Roles	INHALE mark non-participating
John	Smith	-	1234567891	Generic PO	Generic Practice	True	-	-		mark nonparticipating
Josh	Smith	-	1234567892	Generic PO	Generic Practice	True	-	-		mark nonparticipating
Jimmy	Smith	-	1234567893	Generic PO	Generic Practice	True	-	-		mark nonparticipating
Jane	Smith	-	1234567894	Generic PO	Generic Practice	True	-	-		mark nonparticipating
Joan	Smith	-	1234567895	Generic PO	Generic Practice	True	-	-		mark nonparticipating



This may look different depending on your web browser

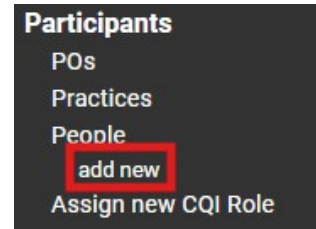
Please notify the INHALE Coordinating Center if you remove a person from the admin portal.

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



New Person

Please only use this form to add a person who is not a physician. If you cannot find a physician you are looking for, please contact us using the [support link](#).

Name

First Name: *

Middle Name:

Last Name: *

Suffix:

Title:

Credentials: *

Contact Info

Email: *

Email 2:

Email 3:

Email CC:

Phone Number:

Phone Ext:

Address

Address Line 1:

Address Line 2:

City:

State:

Role

CQI: *

Physician Organization: *

Practice:

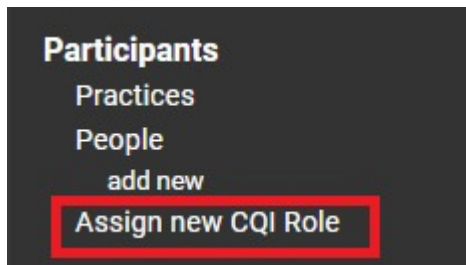
Role Type:

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**.

A screenshot of a web form titled 'Assign Role for INHALE'. The form contains several dropdown menus: 'CQI: *' (empty), 'Physician Organization: *' (CIPA), 'Practice:' (empty), and 'Role: *' (empty). Below these is a paragraph of instructions: 'If the person to whom you are assigning a role is a physician or somebody who has already been assigned a role within our system, you should be able to find them using the search field below. If you cannot find them using this search, check the box for 'Add New Person' to continue.' The form then has a 'Person:' section with a text input field (placeholder 'Type here'), a dropdown menu, and an 'Email *' section with a text input field (placeholder 'Autofill with your email on file'). At the bottom left is a checkbox labeled 'Add New Person:'. At the bottom center is a blue 'Submit' button.

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 inhale-support@med.umich.edu