

## 7.8 Wlpop Roles and Registration

To use the secured WHAIC portal to submit, correct or complete discharge data, **all users must register with their own Username and Password.** WHAIC will de-activate all unused accounts after a specific period. **Contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to reactivate an account.**

**Wlpop Roles** – are designations assigned by the facility to manage and oversee the statutorily required and timely data submissions and corrections to the quarterly inpatient and outpatient data.

- *Users that need to **add newly acquired sites to perform edits or submit data** to their account once registered and approved must contact [WHAIC](#) to add or update facility listing.*

To register, open site <https://portal.whainfocenter.com> in your web browser and **click “Register”**. Keep reading for more information on roles and details on “how to register”.

*Once user registers, WHAIC will receive an email to review and approve for specific access requested. If a specific role of primary or secondary is not defined, user will be given the most basic user access. Primary contact will be notified of new users.*

**Wlpop Primary contacts will receive notification of all newly registered Wlpop users.** The Wlpop site is for authorized users only. Registered users agree use of Wlpop and Secure Portal system without authority, or in excess of your authority, is strictly prohibited.

### **The Primary Contact will:**

- Oversee and monitor access requirements in Wlpop and contact WHAIC with changes.
- Serve as primary contact to address issues with the data or timely submission/training.
- Receive confirmation emails of:
  - data submissions,
  - notice of affirmation, and
  - newly registered Wlpop Users
- Have access to the data deliverables site to download/share the facility data.
- Receive all profile and validation reports for review, distribution, and accuracy.
- Have access to the Provider Based Location (PBL) table \*if applicable.
- Receive/review the Present on Admission (POA) report \*if applicable.
- Authority (granted / delegated) to electronically sign and submit affirmation statement.

### Secondary Contact will:

- Oversee and monitor access requirements in Wlpop and contact WHAIC with changes
- Receive all profile and validation reports for review, distribution, and accuracy.
- Have access to the data deliverables site to validate/download the facility data; and
- Serve as back up contact when there are issues with the data.

### Wlpop Only Role will:

- Have authority to upload data.
- Run reports out of Wlpop; and
- Clear/fix edits.

### To Register to Wlpop

\*WHAIC **cannot add users** to Wlpop. All users must register through the secured Wlpop portal site.

To register, open site <https://portal.whainfocenter.com> in your web browser and click “Register”:

WHA Information Center LLC  
The Respected Source For Health Care Data

Log In

Please enter your Username and Password

User Name:

Password:

Log In

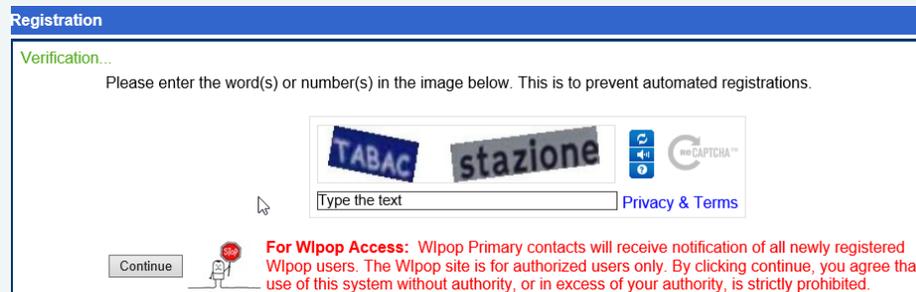
Register

Forgot Password Change Password

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Contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to reactivate an account.

A prompted phrase will display on the screen to defeat automated registrations.



**Register for Wipop:** Choose either “Wipop” or select “Facility-Specific Reports” for a Primary or Secondary User Role. **Primary or secondary contacts** must select both the Wipop and Facility-Specific boxes.

Please check the box(es) below which apply to you (click underlined links for more information):

Register For	Definition
<input type="checkbox"/> Wipop	<u>I will be submitting and/or editing Wisconsin hospital or ambulatory surgery center discharge data</u> Check this box if you are registering as a:
<input type="checkbox"/> Facility-Specific Reports	<ul style="list-style-type: none"><li>• <u>Wipop Primary or Secondary Contact (also check Wipop above)</u></li><li>• <u>Recipient of Quality Reports</u></li></ul>
<input type="checkbox"/> Annual Hospital Survey	<u>I submit, verify, review and/or sign off on the annual surveys including Hospital Fiscal Survey, Uncor and Medicare Cost Report Surveys</u>
<input type="checkbox"/> Kaavio	<u>I will be using the Kaavio data analysis tool</u>

\*User access can be upgraded / downgraded anytime, primary contact emails WHAIC [whainfocenter@wha.org](mailto:whainfocenter@wha.org) with instructions.

- 4) If you checked “**Facility – Specific Reports**” this applies to you. Scroll through the list of job roles and pick the most appropriate role for your access. A list of facilities will be presented. Check the facility(s) for which you submit or correct data and click Next:

### Specify your Job Role(s)...

- Quality: SOW 11 Potentially Preventable Readmissions
- Quality: SOW 12A Continuation of PfP Reports
- Quality: SOW 8 Hospital-Acquired Conditions
- Quality: SOW 9 Readmissions Across Hospitals
- Wipop Primary Contact
- Wipop Secondary Contact

Choose either Primary or Secondary Contact

Click [Description of Job Roles](#) for more information.

5) Finally, you will be asked to complete the Registration Details and then press Create Account:

Personal Details...

First Name:

Last Name:

Email:

Title:

Phone:  xxx-xxx-xxxx

Phone Extension:  (optional)

Fax:  xxx-xxx-xxxx (optional)

Username and Password...

Username:  (only alphanumeric, please no email)

Password:

Passwords must be at least 8 characters, including 1 uppercase, 1 lowercase, 1 digit and 1 special character: @#\_~\*~\$^&=%+

Confirm Password:

Security Question:

Security Answer:

Once the account has been activated an auto-generated email is sent with the permissions assigned to the user and the primary contact. If you do not receive a response from WHAIC within 5 days, contact us for further follow up.

WHAIC will de-activate Primary and Secondary accounts after a specific period. Contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to reactivate an account.

If you forget your password, reset it by clicking the Forgot Password link on the login screen:

**Forgotten Passwords**

You will be asked to enter your User Name:



### Reset Password

User Name: jcahoy

Question: mom's maiden name

Answer:

You will then be prompted to answer the security question you specified when you first registered. Enter this value and click Submit:

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### Log In

Please enter your Username and Password

User Name:

Password:

The system will change your password and then email your new password to you.

You will probably want to change this system-generated password, which is done on the Change Password screen.

[Register](#)

[Forgot Password](#)

[Change Password](#)

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**Change Password**

User Name:

Password:

New Password:

Passwords must be at least 8 characters, including 1 uppercase, 1 lowercase, 1 digit and 1 special character: @#\_! \*~\$^&=%+

Confirm New Password:



Enter your current password and specify a new password. The new password must conform to the rules indicated on the page.

All Passwords expire annually. Users will be prompted to change it at that time.

Contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to reactivate an account.