

## **Description of Wlpop Roles and Responsibilities**

### **WHA Information Center – Wlpop Role/Contact**

**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.

Wlpop Primary contacts will receive notification of all newly registered Wlpop users. The Wlpop site is for authorized users only. All registered users agree that use of the 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:
  - a. data submissions,
  - b. notice of affirmation, and
  - c. 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 the Present on Admission (POA) report \*if applicable;
- **New: Authority to electronically sign and submit affirmation statement;** and
- **New:** Have access to the 837 Forum and Discussion Board;

### **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.

Users may request access to more information, but WHAIC may need prior authorization from the primary contact to do so.