

Using Grids

Grids are an area within KY MPPA that allow entry of data in a tabular format. Grids are used to add, delete, and manage data. This document will describe the structure and layout of grids and how to effectively manage data using grids.

Grid Structure and Layout

Grids are set up in a tabular format with each row reflecting a separate data record. Grids provide the ability to sort, view, and easily update information. (See Figure 1)

The screenshot shows a web interface titled "NPI Information". At the top right, there are icons for help and a legend indicating that an asterisk (*) denotes a required field. Below the title, there is a list of instructions for using the grid. The main part of the interface is a table with three columns: "NPI", "Primary", and "Action". The "NPI" column contains the text "XXXXXXXXX". The "Primary" column contains "Yes". The "Action" column contains two icons: a pencil (edit) and a trash can (delete). Below the table, there are navigation buttons: "First", "Previous", "Next", and "Last". A page indicator shows "(Page 1 of 1)". To the right of the page indicator is a "Page:" label followed by a dropdown menu showing "1". At the bottom right, there are two large green buttons: "Back" and "Save & Next".

Buttons are included at the top right corner of the grid to **Add** new information to the grid or **Discard** changes in progress.

Each row in the grid is a separate data record.

Icons under **Action** allow you to **Edit** information in the row or **Delete** information.

Use the grid navigation buttons to move between the **First**, **Previous**, **Next** and **Last** page. They are active if there is more than one page.

Use the page drop-down to move to the selected page.



NPI	Primary	Action
XXXXXXXXX	Yes	 

Figure 1: Grid Layout

There are a maximum of five records displayed on a page in the grid. When more than five items are included in the grid, the grid navigation buttons activate. (See Figure 1)

The grid can be sorted by any column header by clicking on the **Header** name.

- *Default* is descending.

- Click once for ascending.
- Click twice to return to descending.



Managing Data in Grids

Grids allow you to manage required data by adding, editing, or deleting information.

Adding New Information to a Grid

New information can be added to a grid one record (row) at a time.

Steps to Add New Information to a Grid:

- Click on **Add** button  to add a record. (See Figure 2) This will open a data entry screen.
- Fill in the required information (identified by a red asterisk *).
- You **MUST** click on the **Add to Grid** button  or any data entered will not be updated into the grid and you will need to re-enter the information. (See Figure 3)
- **Repeat** for each record to be added.
- Once all data is entered into the grid, click **Save & Next** to advance to the next screen.
- Click **Discard** to cancel an entry without uploading/saving the data. (See Figure 3)
- **CAUTION:** All new information will be lost if you exit the screen without clicking **Save & Next**.

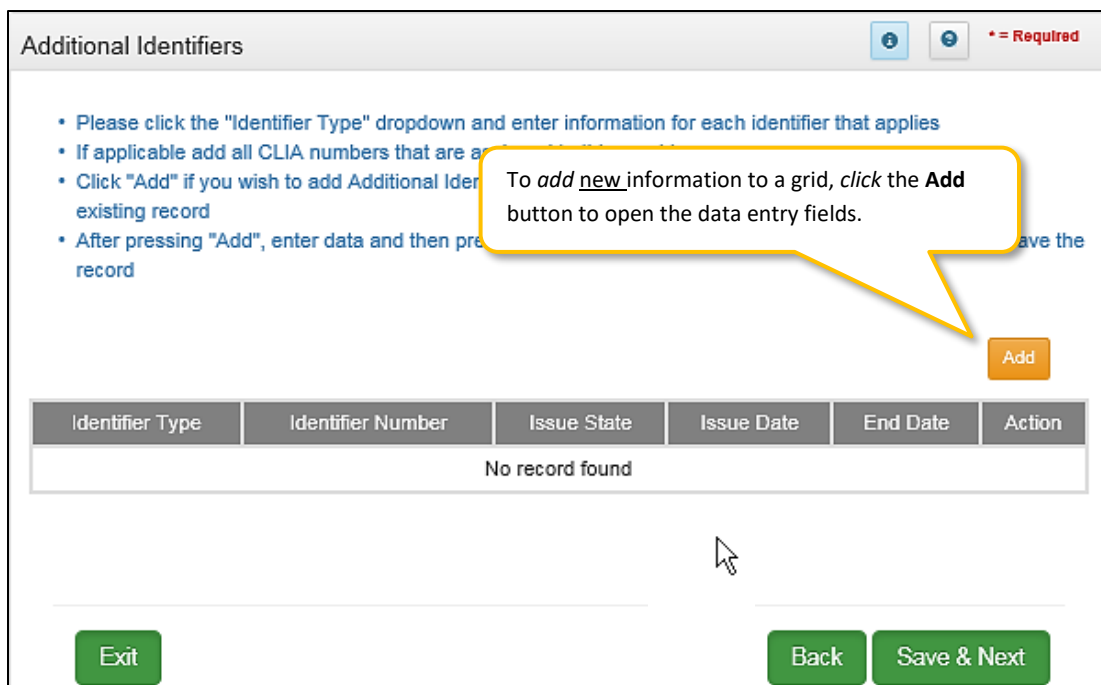


Figure 2: Add New Information

Additional Identifiers * = Required

- Please click the "Identifier Type" dropdown and enter information for each identifier that applies
- If applicable add all CLIA numbers that are assigned to this provider
- Click "Add" if you wish to add Additional Identifiers, "Edit" to change existing records, and "Discard" to delete the record
- After pressing "Add", enter data and then press "Add to Grid" to add record to the grid.

Discard Button

Discard

Identifier Type	Identifier Number	Issue State	Issue Date	End Date	Action
No record found					

* Identifier Type: Other Identifiers

* Identifier Number: 345678

* Issue Date: 03/12/2012

* Comments: Other License

Characters left: 3987

Click Add To Grid to load the data entered into the grid.

Add To Grid

Exit Back Save & Next

Each grid will have its own data fields to complete with required information (identified by red *).

Figure 3: Add New Information Data Entry Fields

Editing Information in a Grid

You will use the Edit icon to update information in the grid.

Note: Some records cannot be updated in the grid. If the information changes for these records, the existing record will need to be End Dated and a new record added. To End Date, you will enter the date the information was, or will be, no longer valid.

Steps to Edit Information in a Grid:



- Click on the **Edit icon**  in the far right column of the grid. (See Figure 4)
- *Update* the information in the grid.
- You **MUST** click on the **Add to Grid** button  or any data entered will not be updated into the grid and you will need to re-enter the information again.


Figure 4: Editing Records in a Grid

Deleting a Record in a Grid

Deleting a record in a grid will permanently remove it from KY MPPA. Prior to submitting the application, most grids allow deletion of records. After submitting the application, deletion of submitted data in most grids is not permitted. If the record cannot be deleted, the record should be end dated. To End Date, you will enter the date the information was, or will be, no longer valid. For some screens, data is required so a new record would need to be added.

Note: Not every grid will allow records to be deleted. If the information changes for these records, the existing record will need to be edited by End Dating and a new record added. To End Date, you will enter the date the information was, or will be, no longer valid. The dates of the old record and the new record cannot overlap.

- **Steps to Delete a Record in a Grid:**

- Click on the **Delete** icon  to delete a record. (See Figure 5)

- Confirm deletion by *clicking* the **Yes** button  in the pop-up screen. (See Figure 6)
- Record will be removed from the Grid.

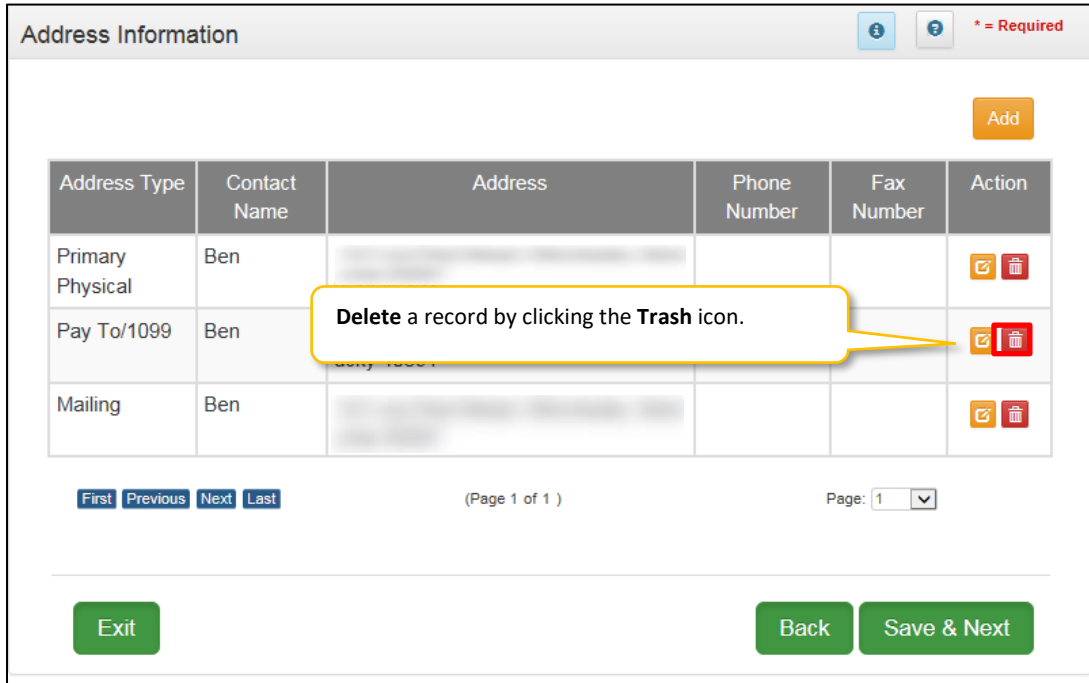


Figure 5: Deleting a Record in a Grid

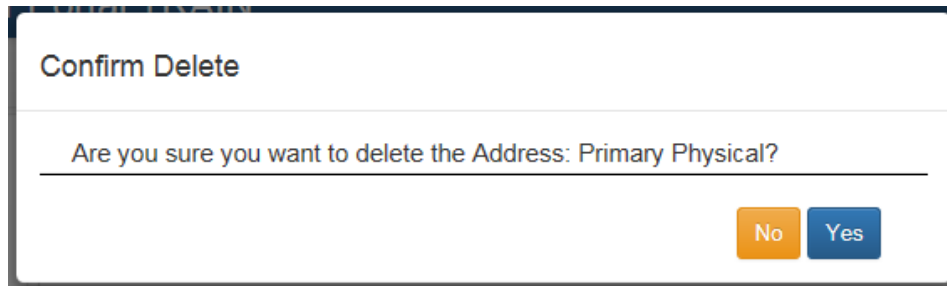


Figure 6: Confirm Deletion