



HOPE Monthly DATA Submission Instructions

Please follow the instructions listed below to submit your monthly DATA SHEETS for HOPE.

1) PREPARE YOUR DATA SHEETS

a) By the **8th of each month** submit your [HOPE Patient Enrollment DATA Sheet](#) for the month prior. Please remember to **save a master copy for your practice. Create a new copy for the month being submitted and delete the patient identifier information** before submitting that month. The data on the spreadsheet should be cumulative.

b) Based on your patient delivery model you will also submit **one or both** of the following:

*[HOPE Individual Patient Visits and Intervention Delivery DATA Sheet](#) *and/or*

*[HOPE Group Patient Visits and Intervention Delivery DATA Sheet](#)

As with the enrollment DATA, **please maintain your master copy with all the data, and then create a duplicate for that month's submission** that has the patient identifier columns deleted. These spreadsheets should also show cumulative data, month by month, for your patients.

2) UPLOAD DATA TO THE HOPE TEAM

Use this MSU File Depot link to upload your data sheets: <https://filedepot.msu.edu/>

When File Depot opens, click on: “Drop-off” and then follow the instructions. You do not need to log in.

The screenshot shows the MSU File Depot website. At the top, there is the Michigan State University logo and the text "MICHIGAN STATE UNIVERSITY". Below that is the "FileDepot" header with a search bar. A dark green navigation bar contains links for "Home", "Help", and "FileDepot Internal". The main content area has the heading "If you are a MSU user, you may login here:" followed by a green "Login" button and the text "MSU users should login first." Below this is the heading "Anyone may perform the following activities:" followed by two buttons: "Drop-off" with the text "Drop-off (upload) a file for a MSU user (email verification required)." and "Pick-up" with the text "Pick-up (download) a file dropped off for you."

You will see this screen. Please *enter your name and email address* and click “Send confirmation.”

Information about the Sender

Have you been given a “Request Code”?

Your name: (required)

Your organization:

Your email address: (required)

I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

You will receive an email with this message, and then you can click on the link.

This is an automated message sent to you by the FileDepot service.

Name: YOU

Organization: -

Email: YOUR EMAIL

You have asked us to send you this message so that you can drop-off some files for someone.

IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):

<https://nam02.safelinks.protection.outlook.com....0>

The link will lead to this page, where you will

- 1) click ADD ONE
- 2) *enter email* wanpenqb@msu.edu
- 3) click ADD & CLOSE

The screenshot shows the FileDepot interface on the Michigan State University website. A modal dialog box titled "Add Recipients" is open, allowing the user to add a recipient. The dialog has a close button (X) in the top right corner. It contains the following elements:

- An "Add One" button at the top.
- A "Name:" field with the value "HOPE".
- An "Email:" field with the value "wanpenqb@msu.edu".
- "Add" and "Add & Close" buttons at the bottom.

The background shows the FileDepot page with a "PLEASE NOTE" section and a "From:" field containing "Elizabeth Bell <elizabeth.k.bell@cuanschultz.edu> -".

On this page in the **Short Note to Recipients** and/or **Description** enter *DATA Sheets month/year* and click or drag your files to the “Click to Add Files or Drag them Here” button (2 or 3 files – Enrollment and Delivery Sheets). After you have loaded your files, click the “Drop-off Files” button.

To:

Short note to the Recipients:

Send me an email when each recipient picks up the files
 Send email message to recipients

days until drop-off expires

[Click to Add Files or Drag Them Here](#)

Filename	Size	Description
1: Filedepot.sender info.png	122.4 KB	<input type="text" value="DATA Sheets 01/24"/>

122.4 KB / 2048 MB

[Drop-off Files](#)

File Depot will then provide a Drop-Off Summary to show that your files have been uploaded. You’re done for this month!




FileDepot

[Home](#) | [Help](#) | [FileDepot Internal](#)

Drop-Off Summary

Your files have been sent successfully.
They will expire in 14 days.

Filename	Size	SHA-256 Checksum	Description
 Filedepot.sender info.png	122.4 KB	E12DFD8B6723BB3B7F2163D953D1DC05 E3C2DBEB4047E3848C5785284C7CF6D5	DATA Sheets 01/24

1 file

From:

As always, if you have questions please don’t hesitate to reach out to your practice facilitator.