Inpatient Psychiatric Facility Quality Reporting Program: Vendor Management

June 2023

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Vendor Management

Vendor Management Process

Facilities may use a vendor to collect and submit data on their behalf. Under the Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program, a vendor must have an assigned vendor ID before the inpatient psychiatric facility (IPF) can authorize the vendor to submit data or access the facility's data and/or reports. (To register as a new vendor, the vendor may submit an email request to the CCSQ Service Center at QNetSupport@cms.hhs.gov.)

When an IPF uses a vendor to submit data on its behalf, **the IPF is still responsible for ALL data submission**.

A representative from the IPF must have the Vendor Management permission to access the **Vendor Management** link in the Hospital Quality Reporting (HQR) System.

1. Log in to the HQR System.
2. Select **Administration.** Then, select Vendor Management from the menu.
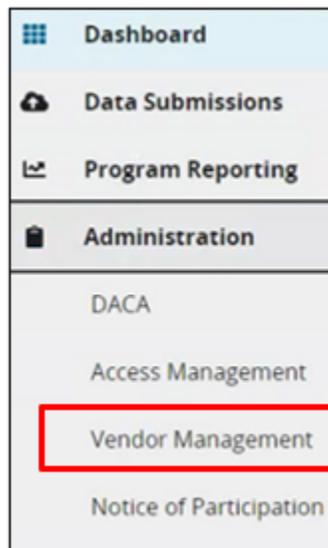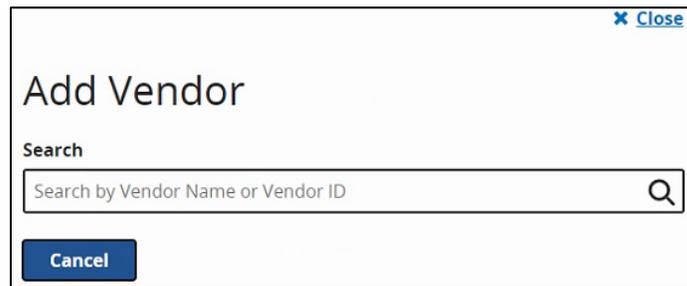

The Vendor Management page will display all the vendors associated with the IPF in the Your Vendors tab.

Vendor Management

Add a Vendor

1. Click the Add Vendor button and a search window will appear.

2. Type the name of the vendor in the search field. As you type, a list of vendors with that name will appear with the associated vendor ID.

   If the vendor does not appear on the list, contact the vendor to ensure that you have the correct name and vendor ID.

   Reminder: To register as a new vendor, the vendor may submit an email request to the CCSQ Service Center at QNetSupport@cms.hhs.gov.

3. Select the vendor from the list. A window will appear for you to select and assign permissions to the vendor.

The remaining instructions in this guide discuss the following:

- Adding vendor permissions for chart-abstracted measures (Page 3)
- Adding vendor permissions for web-based measures (Page 8)
- Changing an active vendor's access (Page 12)
- Recommendations for successfully completing all steps (Page 14)
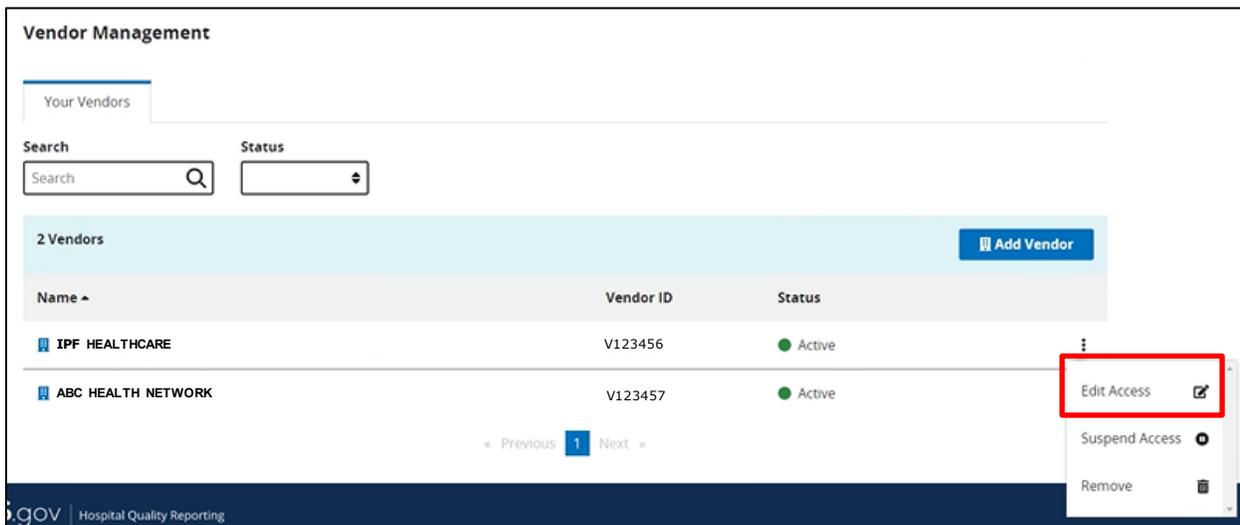
Vendor Management

Add Vendor Permissions – Chart-Abstracted Measures

An IPF that contracts with a vendor(s) to upload XML files containing patient-level and facility-level (aggregate) measure and non-measure data must grant the vendor(s) permission to upload and edit chart abstracted measures.

1. From the Vendor Management landing page, click the three dots next to an existing vendor and three options will appear:

   - Edit Access
   - Suspend Access
   - Remove

2. Click Edit Access.

Vendor Management

The image below shows a vendor without Chart-Abstracted permissions.

3. Click the Add button, and the options in the image below will appear.
   (IPFs may choose which measure sets vendors can add via XML files.)

Measure Set Definitions

FLD	Facility-Level Data (non-measure data, HBIPS-2/-3 denominator data elements)	**SMD**	Screening for Metabolic Disorders
HBIPS-DSC	HBIPS-5	**SUB**	Substance Use (SUB-2/-2a/-3/-3a)
HBIPS-EVT	HBIPS-2/-3 numerator data elements	**TOB**	Tobacco Treatment (TOB-2/-2a/-3/-3a)
IMM	Influenza Immunization (IMM-2)	**TR**	Transition Record with Specified Elements Received by Discharged Patients

4. Click Add next to a measure set and a window will appear showing the default permission is No Access, as depicted in the image below.

5. Click the Upload/Edit radio button to allow the vendor to upload XML files into the *HQR Secure Portal*. Then, select the Confirm button.

The Discharge Quarters and Submission Date options will appear, as depicted below.

6. In the Discharge Quarters section, select the start quarter and year from the required drop-down fields. If you wish to grant the vendor authorization to submit data for all quarters and years after the selected start quarter and year, click: Do not include an end date.

7. In the Submission Date section, enter the date the vendor can begin submitting XML files on behalf of the IPF. If you wish to grant the vendor authorization to submit data indefinitely, click: Do not include an end date.

If there is another vendor with permissions that overlap with the selected vendor's discharge quarters, it will be stated in red text. You will be able to proceed, but you will need to select the acknowledgment statement above the greyed out Confirm button to verify that the entered dates are correct.

8. Click the Confirm button and you will return to the Data Submissions – Chart Abstracted table.

Vendor Management

If you selected "Do not include an end date" for the Discharge Date and Submission Date fields, then "Ongoing" will appear after the start date for each column.

Data Submissions - Chart Abstracted

By assigning IPFQR permissions, you are also assigning permission for File Accuracy (for the specified measure set only).

Measure Sets	Discharge Quarter	Submission Date	Permission Level	Actions
TOB	Q1:01-01-2022 - Ongoing	12-19-2022 - Ongoing	Upload / Edit	Edit

9. After you finish adding permissions for the applicable measure sets, click the Apply & Close button at the bottom of the window.

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By assigning IPFQR permissions, you are also assigning permission for File Accuracy (for the specified measure set only)

Measure Sets	Discharge Quarter	Submission Date	Permission Level	Actions
IPFQR	Q1:01-01-2020 - Ongoing	03-08-2021 - Ongoing	Upload / Edit	Edit

Apply & Close   Cancel

This is how the permissions will appear when a vendor is approved to edit and upload all measure sets.

Assign Access

IPF HEALTHCARE   ● Active
Vendor V123456

Permissions

Data Submissions

Chart Abstracted   Measure Access

Inpatient Psychiatric Facility Quality Reporting (IPFQR)

TOB	(Edit/Upload) ❶
IMM	(Edit/Upload) ❶
SMD	(Edit/Upload) ❶
TR	(Edit/Upload) ❶
HBIPS: EVT	(Edit/Upload) ❶
FLD	(Edit/Upload) ❶
HBIPS: DSC	(Edit/Upload) ❶
SUB	(Edit/Upload) ❶

Edit

Add Vendor Permissions – Web-Based Measures

If an IPF contracts with a vendor(s) to enter data in the *HQR Secure Portal* and that data are not uploaded via XML files, the IPF must grant the vendor(s) permission using the steps listed below.

1. Click the Add button under Data Submissions – Web-Based Measures to update permissions, and the following window will appear.

2. Click the next Add button, as shown in the image below, to view/select options.

Vendor Management

The following window appears, showing that the vendor does not currently have permissions pertaining to data submission for the web-based measures.

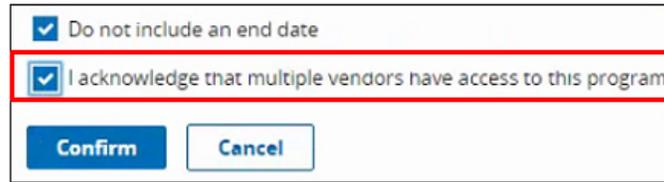3. Select Upload/Edit. Then, complete all required fields.

Vendor Management

In the Discharge Quarters section, if you wish to grant the vendor authorization to submit data for all quarters and years after the selected start quarter and year, click: Do not include an end date.

In the Submission Date section, if you wish to grant the vendor authorization to submit data indefinitely, click: Do not include an end date.
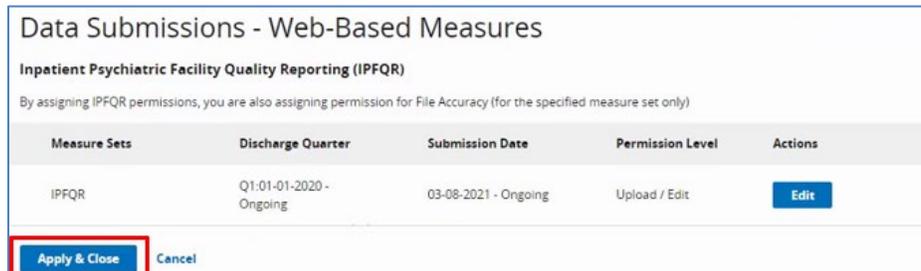
If there is another vendor with permissions that overlap with the selected vendor's discharge quarters, it will be stated in red text. You will be able to proceed, but you will need to select the acknowledgment statement above the greyed out Confirm button to verify that the entered dates are correct.

4. Click the box next to the acknowledgement statement. Click the Confirm button.

5. Click the Apply & Close button in the new window that opens.

The image below shows the updated Web-Based Measures section under Data Submissions.

6. Hover over WBSM (web-based structural measures) to view the selections.
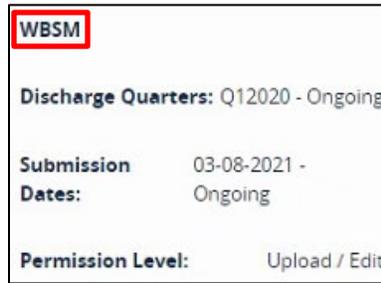
7. Click the Save & Close button to confirm and return to the Vendor Management landing page. A notification will appear at the top of the page to indicate that the vendor permission was created/update.
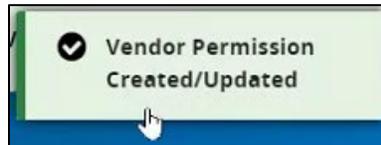
Change an Active Vendor's Access

If you need to make any changes to an active vendor's access, then you have a few options to choose.

- On the main Vendor Management page, click on the three vertical dots on the row of the vendor you wish to update.

- Select one of the following options from the short menu that appears.
  - Edit Access: Choose this option to revise the vendor's access to the facility's data and reports.
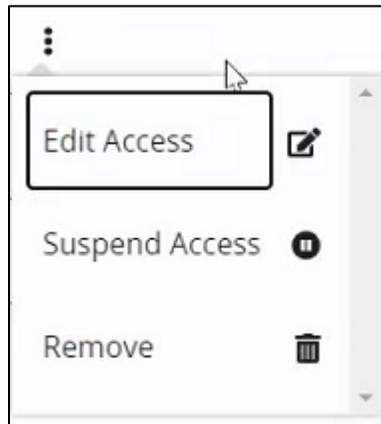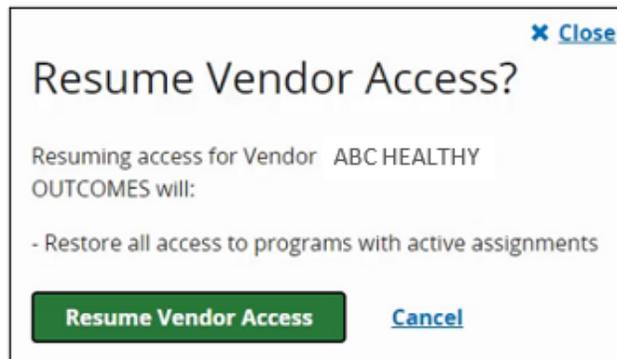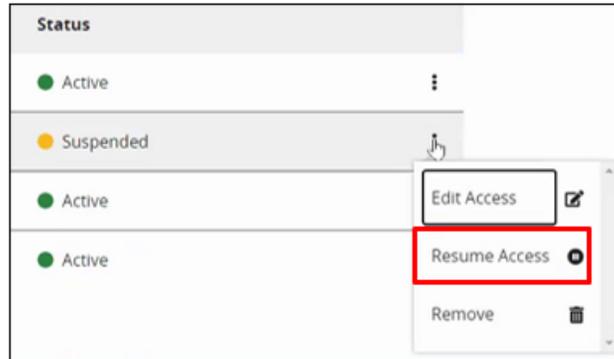

  - Suspend Access: Choose this option to retain but pause the vendor's existing access until the IPF choses to resume or remove the permissions.
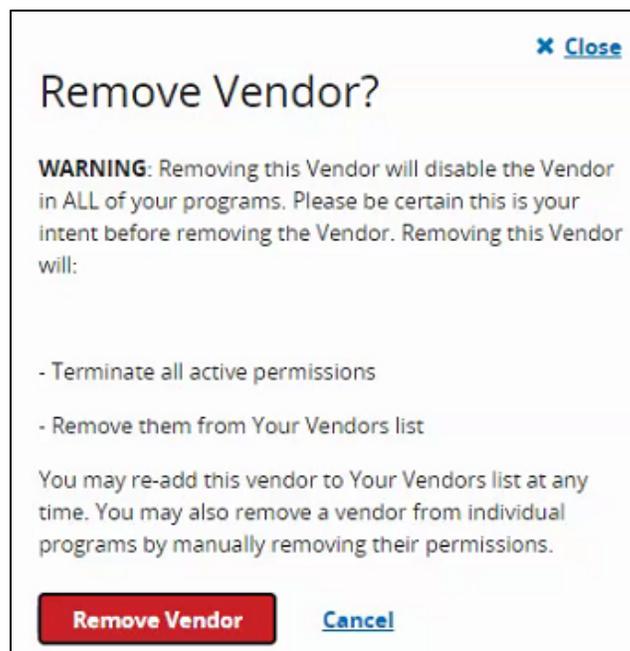

    If the IPF chooses to resume the vendor's access once suspended, then you must click on the three vertical dots on the row of the vendor you wish to update. Then, select Resume Access.

o Remove: Choose this option to eliminate a vendor's access. Note that the vendor's access can only be reinstated if the vendor is added by the IPF via the **Add a Vendor** instructions above.

Recommendations

1. Do not enter end dates unless:

- It is known that a specific vendor will not submit data after the specified end dates.

  OR

- You are converting from one CMS Certification Number (CCN) to a new CCN.

2. If you are terminating a vendor relationship at the end of a submission period: Enter the Submission Date End Date after all data have been transmitted.