

HOSPITAL OUTPATIENT QUALITY REPORTING (OQR) PROGRAM REFERENCE CHECKLIST

HOSPITAL OQR PROGRAM REQUIREMENTS SUMMARY

This information outlines the requirements for subsection (d) hospitals, paid by Medicare under the Outpatient Prospective Payment System (OPPS), to receive a full Medicare OPPS payment update. Hospitals that do not meet Hospital OQR Program requirements receive a reduction of 2.0 percentage points in their OPPS payment update for the applicable calendar year (CY). Under Section 1833(t)(17)(E) of the Social Security Act, the Centers for Medicare & Medicaid Services (CMS) makes data collected under the Hospital OQR Program available to the public. Hospitals have an opportunity to review their data prior to publication in their Hospital Compare preview reports. The data are displayed on the Hospital Compare website at <https://www.medicare.gov/hospitalcompare/search.html>. All data are aggregated as determined by CMS; currently, CMS publishes Hospital OQR data by CMS Certification Number (CCN).

Eligible hospitals must follow requirements outlined in the applicable OPPS/ASC Final Rule with Comment Period. The CY 2019 requirements were published in the *Federal Register* in November 2018 (<https://www.govinfo.gov/content/pkg/FR-2018-11-21/pdf/2018-24243.pdf>).

Hospitals should contact the Hospital OQR Program Support Contractor (SC) with questions regarding data or for technical support. Contact the Hospital OQR Program SC by email at oqrsupport@hsag.com or by telephone at 866.800.8756.

HOSPITAL OQR PROGRAM REFERENCE CHECKLIST

Five Mandatory Steps for Hospital OQR Program Participation

To avoid a reduction in payment update, hospitals **must** adhere to the following requirements:

1. **Register with QualityNet** before beginning to report data, regardless of the method used for data submission.
2. **Identify and maintain a QualityNet Security Administrator (SA)** as outlined in the registration process located in the [QualityNet Registration](#) section of www.qualitynet.org. Existing SAs for the CMS Hospital Inpatient Quality Reporting (IQR) Program may also register as the SA for the Hospital OQR Program. Although it is not required to have more than one Hospital OQR SA, we highly recommend designating more than one SA for back-up purposes.
 - a. www.qualitynet.org
3. **Collect chart-abstracted clinical data for each quarter and submit these data by the deadline.** For the CY 2020 payment update, the applicable patient encounter quarters for chart-abstracted data are as follows:

| Patient Encounter Quarter | Clinical Data Submission Deadline |
|-----------------------------------|-----------------------------------|
| Q2 2018 (April 1–June 30) | 11/01/2018 |
| Q3 2018 (July 1 – September 30) | 02/01/2019 |
| Q4 2018 (October 1 – December 31) | 05/01/2019 |
| Q1 2019 (January 1 – March 31) | 08/01/2019 |

- a. To calculate claims-based measures, CMS uses a hospital’s Medicare claims data. Data submissions must be timely, complete, and accurate. A complete submission is determined based on whether submitted data:
 - i. Satisfy the sampling criteria published and maintained in the Hospital OQR Specifications Manual (found on the QualityNet website).
 - ii. Correspond to both the aggregate number of encounters submitted by a hospital and the number of Medicare claims the hospital submits for payment.
- b. Hospitals that have five or fewer cases in a quarter (both Medicare and non-Medicare) for any measure set (e.g., Stroke) will not be required to submit patient-level data for the entire measure set for that quarter, but they may voluntarily submit data.

4. Collect data for measures to be submitted via a web-based tool and submit these data by the deadline.

- The data submission period for measures submitted via the CMS QualityNet website opens on January 1, 2019 and extends through May 15, 2019 for encounters dated January 1–December 31, 2018.

Outpatient Measures

Please find the quality measures applicable for the current Hospital OQR Program year at the Hospital OQR Measures section of the QualityNet website at www.qualitynet.org.

You can also find these measures by following these instructions:

1. From the QualityNet website (www.qualitynet.org), locate the **Hospitals-Outpatient** drop-down menu at the top of the page.
2. From this drop-down menu, choose **Hospital Outpatient Quality Reporting Program** to arrive at the Program’s **Overview** page.
3. From this page, choose **Outpatient Quality Reporting Measures** from the left-hand navigational bar.

ADDITIONAL INFORMATION

Data Submission

Clinical data submission is accomplished in one of two ways:

- **CMS Abstraction & Reporting Tool (CART)**

OR

- **Third party vendor** able to meet the measurement specifications for data transmission (XML file format) via the Secure Portal to the OPSS Clinical Warehouse.

SAs can access the online authorization process from the Secure Portal to authorize a third party vendor to submit data on a hospital's behalf. Vendor authorizations remain in effect until the hospital modifies the authorization. Hospitals using CART do not need to complete a vendor authorization to report data.

- The Secure Portal is the only CMS-approved method for the electronic transmission of private data between healthcare providers and CMS for the purposes of the Hospital OQR Program. Data are stored in the OPSS Clinical Warehouse.
- All files and data exchanged with CMS via the Secure Portal are encrypted during transmission and are stored in an encrypted format until the recipient downloads the data. The Secure Portal meets all current Health Insurance Portability and Accountability Act (HIPAA) requirements.
- Cases in the OPSS Clinical Warehouse may be updated until the data submission deadline each quarter. After the deadline, no further updates are accepted for cases in that quarter.
- Zeros should be used to answer web-based measure questions in the Secure Portal about procedures not provided by your hospital.
- The Hospital OQR Data Upload role is required to upload data. Registered users can log in to the Secure Portal at: https://cportal.qualitynet.org/QNet/pgm_select.jsp.

Once logged in, click the **Secure File Transfer** link located in the header of the QualityNet Secure Portal Home Page to access Secure File Transfer. The user is then transferred to the Secure File Transfer application user interface screen.

1. If your role requires you to have the ability to upload data files, you will see a Data Upload folder under Remote in the Secure Transport section of the main menu.
2. Select a folder in the main menu to see the subfolders it contains. Subfolder and file details display in the work area. Text in the lower left corner of the work area displays the current location within the folder structure.
3. Select the arrow in front of the folder name in the main menu to open additional subfolders.
4. Select the folder name in the main menu to open subfolder and file details in the workspace. *Note: Regardless of your role, you will see all four data warehouse subfolders. Carefully choose the correct folder to avoid errors.*
 - ehrqrda
 - hcahps
 - iqrclinical
 - oqrclinical

5. Select the warehouse folder into which you wish to upload your file – **oqrclinical**. We recommend selecting the folder from the main menu to more easily keep track of where you plan to upload the file. The path displays in the lower left of the Secure Transport workspace.
6. Select the **Upload** button in the Secure Transport workspace. We recommend using the **Upload** button in the workspace to ensure the file uploads to the intended folder.
7. A Choose File to Upload window will open. Browse to the folder location of the file you wish to upload. Select the file you wish to upload. You can only select one file per upload.
8. The file name shows in the File Name box at the bottom. Select the **Open** button to upload the file.
9. The file is uploaded for data submission and a virus scan begins. While the scan is running, the file name will appear with “antivirus.scanning” appended to the end of the file name.
10. When the virus scan is completed, the file is sent for data upload processing. The system creates a Sent folder within the warehouse folder and places the file in it.
11. When uploading additional files, be sure to select the data warehouse folder you wish to upload the file to, and not the Sent folder.
12. For each file you upload, an email is sent notifying you the file has been successfully uploaded. The subject line of the email will identify the name of the file and the folder to which you uploaded it.
13. A subsequent email is sent informing you whether the uploaded file has been accepted or rejected. It includes information about reports you can run, including specific reasons for rejection.
14. User guides are located on QualityNet at www.qualitynet.org. Select the **Portal Resources** link under the Log in to QualityNet Secure Portal section.

Data Submission Sampling Requirements

Hospitals must submit complete data regarding the quality measures in accordance with the sampling requirements located in the appropriate version of the Specifications Manual located on the QualityNet website www.qualitynet.org. These requirements specify that hospitals must submit a sample or a complete population of cases for each of the outpatient populations (AMI, CP, ED-Throughput, and Stroke). Hospitals must meet sampling requirements for these quality measures for each quarter. One Endoscopy Surveillance measures and the External Beam Radiotherapy Measure must meet the specified sampling guidelines on an annual basis.

Aggregate Population and Sampling Data Submission

Reporting aggregate population and sample size counts is **voluntary**. If a hospital chooses to report aggregate population and sample size counts for Medicare and non-Medicare outpatient encounters for Hospital Outpatient AMI, CP, ED-Throughput, and Stroke measures, these data must be submitted to CMS via the Secure Portal on the same quarterly submission schedule as chart-abstracted measures. Enter the data using the online tool (QualityNet Secure Portal > Quality Programs > Hospital Quality Reporting: IQR, OQR, ASCQR, IPFQR, PCHQR > Hospital Reporting Inpatient/Outpatient: View/Edit Population & Sampling).

Population and sampling data for measures submitted via a web-based tool are not to be entered in the population and sampling grid for submission.

The deadlines for Hospital OQR Program Population and Sampling submission can be found on the QualityNet website at www.qualitynet.org.

Chart Audit Validation

Validation is intended to provide assurance of the accuracy of a hospital's chart-abstracted data. CMS selects hospitals from a list of hospitals participating in the Hospital OQR Program that year. CMS randomly selects approximately 450 hospitals from the list of participating hospitals and an additional 50 hospitals on a targeted basis, for an estimated total of approximately 500 hospitals selected for validation annually.

More detailed information about the validation process can be found in the Data Validation section of QualityNet that is accessible by clicking on the **Hospitals-Outpatient** tab at www.qualitynet.org and selecting **Data Validation**.

Reconsideration Process

A reconsideration process is available for hospitals that did not meet Hospital OQR Program requirements and are, therefore, did not receive the full payment update. The procedural rules that govern the Hospital OQR Program reconsiderations are posted on the QualityNet website at www.qualitynet.org. If a hospital fails to submit a timely Reconsideration Request by the applicable deadline, then the hospital will not be eligible to file an appeal with the Provider Reimbursement Review Board.

Extraordinary Circumstances Exception (ECE) Process

In the event that a hospital is unable to submit data or access medical records due to an extraordinary circumstance, such as a natural disaster, the hospital may request an ECE. Hospitals will need to complete the ECE form found on QualityNet and submit the form with any supporting documentation within 90 days of the date of the extraordinary circumstance. These documents must be submitted to the Hospital OQR SC via one of the following:

- QualityNet Secure Portal, Secure File Transfer – Waiver Exception Withholding group
- Email to: QRSupport@hcqis.org
- Secure fax to: 877.789.4443
- Conventional mail to:
Hospital OQR Support Contractor
3000 Bayport Drive, Suite 300
Tampa, FL 33607

CMS will strive to complete its review of each request within 90 days of receipt.

Hospitals that are included under a blanket exception by CMS (due to widespread natural disasters such as hurricanes, tornadoes, etc.) will not be required to submit the ECE form. These hospitals will be notified via the ListServe.

QUALITYNET REGISTRATION

Security Administrator/Security Designee Roles

Hospitals are required to maintain an active QualityNet SA at all times. The SA facilitates the registration process for other users at the organization. Hospitals submitting data via the Secure Portal (or using a vendor to submit data on their behalf) are required to designate an SA. It is highly recommended that hospitals designate at least two people as SAs—one to serve as the primary SA and the other to serve as back-up.

The QualityNet Security Designee assists the SA with creating, editing, terminating, and viewing user accounts, as well as resetting passwords.

Security Administrator/Security Designee Registration

Facilities can obtain SA registration information at the QualityNet website at www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetBasic&cid=1205442058760, or they may contact the QualityNet Help Desk at 866.288.8912 to request an SA Registration Packet.

Once your completed registration materials have been received by the QualityNet Help Desk, the SA there will enter your registration information. You will be notified by email when the registration process is complete and the Secure Portal is accessible to you. The email will also contain your User ID. You will be notified of your initial password in a separate communication.

Non-Administrative User

Any user who is not designated as an SA or a Security Designee is considered a Non-Administrative (Basic) User.

To register as a QualityNet Basic User:

1. Notify the QualityNet SA or Security Designee for your organization that you need to become a registered user for QualityNet.
2. Provide the required registration information to your QualityNet SA or Security Designee, who will complete an online registration for you, following the instructions on the registration and authorization forms.
3. Mail the required registration materials (keeping a copy for your records) to the QualityNet Help Desk at this address:

QualityNet Help Desk
12000 Ridgmont Drive
Urbandale, IA 50323-2317

The QualityNet Help Desk will process the registration. You will be notified by email when your registration is complete and you can sign in to QualityNet. The email will also contain your log-in ID.

To sign in to QualityNet for the first time, use the temporary password provided by the SA or Security Designee at your organization who created your account (contact your SA or Designee

if you have not received a temporary password). After logging in, you will immediately be prompted to change your password and answer six security questions.

PARTICIPATION

To participate in the Hospital OQR Program, hospitals must register on the QualityNet website before beginning to report data, identify and register at least one QualityNet SA, and submit data. Submission of any Hospital OQR Program data indicates a hospital's status as a participant in the program, including the submission of just one data element.

www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier2&cid=1196690015199

ADDITIONAL RESOURCES

- **Hospital OQR Program SC**

As the Hospital OQR Program SC, Health Services Advisory Group (HSAG) supports activities under the Hospital OQR Program, including provision of technical support and feedback to assist hospitals with quality data reporting.

- **Hospital OQR Program**

- www.qualityreportingcenter.com

- This site contains numerous resources concerning reporting requirements including reference and training materials, tools for data collection and submission, educational presentations, timelines, and data submission deadlines.

- **Hospital OQR Program SC**

- 3000 Bayport Drive, Suite 300

- Tampa, FL 33607

- 866.800.8756

- oqrsupport@hsag.com

- Call the Hospital OQR Program SC with any questions about the program using the toll-free number weekdays from 7 a.m. to 6 p.m. Eastern Time.

- **QualityNet**

- www.qualitynet.org

- Established by CMS, the QualityNet website provides healthcare quality improvement news, resources, and data reporting tools and applications used by healthcare providers and others. The QualityNet website is the only CMS-approved website for secure communications and healthcare quality data exchange.

- **QualityNet Help Desk**

- QualityNet Help Desk

- 12000 Ridgemont Drive

- Urbandale, IA 50323-2317

- qnetsupport@hcqis.org

- [866.288.8912](tel:866.288.8912)

- **Hospital OQR ListServe**

www.qualitynet.org/dcs/ContentServer?pagename=QnetPublic/ListServe/Register

Notices generated on the ListServe are used to disseminate timely information related to quality initiatives. QualityNet users are urged to register for these email notifications to receive information on enhancements and new releases, timeline or process/policy modifications, and alerts about applications and initiatives.

- **Hospitals-Outpatient Questions/Answers**

<https://cms-ocsq.custhelp.com>

The Hospital OQR Program SC maintains the Hospitals-Outpatient Questions/Answers knowledge database, which allows users to ask questions, obtain responses from all resolved questions, and search the entire database by keywords or phrases.

Federal Government Websites

- **CMS**

www.cms.gov

CMS is the U.S. Department of Health and Human Services' agency responsible for administering Medicare, Medicaid, the State Children's Health Insurance Program, and several other health-related programs.

- **Federal Register**

www.federalregister.gov

Published by the Office of the Federal Register, National Archives and Records Administration, the *Federal Register* is the official daily publication for rules, proposed rules, and notices of federal agencies and organizations, as well as executive orders and other presidential documents.