

Verification Checklist:
Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program
Measure and Non-Measure Data Submission and Administrative Requirements
Fiscal Year (FY) 2022

Due	Task	✓
On or before 08/16/2021	<u>STEP 1: Check the Simple Data Entry (SDE) page to verify submission of FY 2022 IPFQR Program Data.</u>	<input type="checkbox"/>
	A. Log in to the Hospital Quality Reporting (HQR) system .	<input type="checkbox"/>
	B. Hover your mouse on the left side of the screen to expand the menu options. Select Data Submissions .	<input type="checkbox"/>
	C. Click the Data Form button.	<input type="checkbox"/>
	D. Under the Select the Data Form sub-header, select IPF . Click Launch Data Form .	<input type="checkbox"/>
	E. A page listing all non-measure and measure data entry pages will appear. If you see the following images at the top of the page, then the data entry process is complete: <ul style="list-style-type: none"> • A green checkmark and the word “Complete” will appear next to the name of each data entry page. • To view the submitted data in a PDF file, click the Export Data button. 	<input type="checkbox"/>
F. If any edits are needed: <ul style="list-style-type: none"> • Click the Edit Measure link next to the data entry page and revise the data. • Click the green Save & Return button on the main SDE page. • Scroll to the bottom of the page. • Click the blue I’m ready to submit button. 	<input type="checkbox"/>	
On or before 08/16/2021	<u>STEP 2: Confirm submission of FY 2022 Data Accuracy and Completeness Acknowledgement (DACA).</u>	<input type="checkbox"/>
	A. Access the DACA form by logging in to the HQR system . B. Hover your mouse on the left side of the screen to expand the menu options. Click Administration . Then, click DACA to view the DACA for your facility.	<input type="checkbox"/>
NOTE: If any edits are made to previously submitted data, then you must re-sign and submit the DACA to acknowledge that those changes are accurate and complete.		
On or before 08/16/2021	<u>STEP 3: Check Completion of IPFQR Program administrative requirements.</u>	<input type="checkbox"/>
	A. Confirm your IPF’s Security Administrator/Official (SA/O) account is active. If SA/O status has lapsed, contact the <i>QualityNet</i> Help Desk at (866) 288-8912. B. Review the IPFQR Program Notice of Participation in the HQR system under Administration to ensure the status is “Participating.”	<input type="checkbox"/>
<ul style="list-style-type: none"> • For guidance on IPFQR Program requirements and data verification processes, refer to the IPFQR Program Manual, Version 6.1 on the <i>QualityNet</i> IPFQR Program Manuals web page. • For other assistance, contact the IPFQR Program Support Contractor via the QualityNet Q&A Tool, IPFQualityReporting@hsag.com email, or phone at (866) 800-8765 or (844) 472-4477. 		