CY 2021 Hospital IQR Program / Medicare Promoting Interoperability Program Preparation Checklist for eCQM Reporting – QRDA Category I Test or Production File(s) Submission Instructions for the HQR System	
Due	**Task**
NOW	To successfully submit Calendar Year (CY) 2021 electronic clinical quality measures (eCQMs), report on at least 4 of the 9 available eCQMs for each of the 2 self-selected quarters of 2021 data (Q1, Q2, Q3, or Q4) by the submission deadline, extended from Monday, February 28, 2022, to Thursday, March 31, 2022, 11:59 p.m. Pacific Time. The self-selected eCQMs must be the same eCQMs across quarters in a given reporting year.
	☐ **Confirm** health information technology (Health IT) is certified to the Office of the National Coordinator of Health IT (ONC) existing 2015 Edition certification criteria, the 2015 Edition Cures Update criteria, or a combination of both. **Visit** the Certified Health IT Product List (CHPL) website to ensure the edition is certified to report all eCQMs.
	☐ **Confirm** the Quality Reporting Document Architecture (QRDA) Category I file(s) are constructed per the most current CY 2021 requirements, such as the CMS QRDA Category I HQR Implementation Guide and the associated Schematrons and sample files posted on the eCQI Resource Center: https://ecqi.healthit.gov/eh-cah?globalyearfilter=2301.
	CMS is expecting one QRDA Category I file per patient, per quarter, which includes all episodes of care and applicable measures associated with that reporting period. Maximum individual file size is 10 MB. A ZIP file can have a maximum of 14,999 files.
System opens fall 2021 **Deadline: Extended from 2/28/22 to 3/31/22 11:59 p.m. Pacific Time**	☐ **Visit** the Hospital Quality Reporting (HQR) System log in page. • Sign into the HQR System using your HCQIS Access Roles and Profile (HARP) account. • Complete two-factor authentication. Enter the security code. Accept the Terms and Conditions. ☐ **Review** the Navigation Menu on the HQR landing page to perform actions within the HQR System. **Continue by completing the steps below at the dashboard menu.** ☐ **Upload Test and Production QRDA Category I files.** 1. Click Data Submission. Locate the eCQM tab. Click on File Upload. Select where the files are going, Test or Production. 2. Click the Select Files button to locate the QRDA Category I batch files on your computer you want to upload. 3. Once the files load and the HQR system has processed them, you will receive an email indicating the QRDA Category I files were received and processed. ☐ **Review the processing status of the QRDA Category I files.** 1. From the dashboard menu, click on Data Results**.** Then, click on eCQM. 2. Click on the Files Upload History tab to review submissions. 3. Select the submission type, Test or Production. Click Change Selection. The user interface (UI) will refresh. Once the status for the uploaded files says Ready, download the errors for each batch as a Comma Separated Values (CSV) report. ☐ **Review the Submission Accuracy Tab and locate the files that were rejected for revision and resubmission. (The HQR System will default to Test for the submission field and the most current quarter)** 1. Click on the Accuracy tab. Select Test or Production. Select the quarter. Click Change Selection to refresh the page. 2. The counts for the accepted and rejected files will equate to the total files submitted. Click on one of the cards to perform a closer review of the submitted files. The UI with change to reflect your selection. 3. You can click on the Export Results button to print or download the results for closer review. ☐ **Review the Outcomes Submission Results to determine how the episodes of care were evaluated.** 1. Click on the Outcomes tab. Select the submission type and the quarter. Use the drop down menu to review a specific measure or all measures. Click Change Selection to refresh the page. 2. The UI will display the evaluated episodes for each patient file, which you can export as a CSV. Click Performance Summary to view the summary. You can export this summary as a CSV. ☐ **Generate the Program Credit Report.** 1. For eCQM submissions to the Hospital IQR Program and the Medicare Promoting Interoperability Program, click on Program Reporting from the dashboard menu. Then, click on Program Credit for the page to load. 2. Select the discharge quarter. Click Change Selection. Program Credit Reports for both programs will generate. For the CY 2021 reporting period, all nine measures are aligned so the IQR and PI reports, will look the same. 3. The UI will show which measures were submitted, the submission status and, the date of the last submission update. Export the report for your records. • A green banner indicates successful submission was achieved for the reporting year.. • A yellow banner indicates successful submission was not achieved for the reporting year. For CY 2021, at least four eCQMs must be successfully reported on for each of the 2 quarters of data to meet the eCQM reporting requirement. The self-selected eCQMs must be the same eCQMs across quarters in a given reporting year. ☐ **Enter Denominator Declarations if Applicable.** 1. Click on Data Submissions. Click on Data Form. Click on Launch Data Form to refresh the page. 2. Select the Discharge Quarter to receive Denominator Declarations. Enter the declarations for case threshold or for zero denominator for each applicable measure. Click the Submit button. Repeat the steps for each applicable quarter. ☐ **Re-generate the Program Credit Report(s).** This "snapshot in time" indicates if submissions were successful for each self-selected reporting quarter. If the reporting changes in any way (files are resubmitted or deleted; denominator declarations are modified), re-generate the Program Credit Report for the most current status. If the report is not available after 24 hours, contact the QualityNet Service Center.