

**Reference #: 2021-36-IPF**

**From:** Hospital Inpatient Value, Incentives, and Quality Reporting Outreach and Education Support Contractor

**Sent:** October 1, 2021

**To:** Inpatient Psychiatric Facilities Quality Reporting (IPFQR) Program Listserve

**Subject:** Important: Request Access to Managed File Transfer (MFT) & Auto-Route Now to Ensure You Receive Your Reports

The purpose of this email is to advise HQR basic users that their **action is required** to receive Inpatient Psychiatric Facility (IPF)-Specific Reports in Managed File Transfer (MFT). Users that historically received these reports through their AutoRoute Inbox in Secure File Transfer may need to request permissions in the Hospital Quality Reporting (HQR) system to continue to receive these reports for their facilities. If you are a basic user and do not take action to request these permissions, you will not receive your facility's IPF-Specific Reports (ISRs) in MFT.

These permissions are required to ensure ISRs are distributed to the appropriate users within your facility. Security Official (SO) users were provided the permissions to receive these reports, so this action is only required for HQR basic users.

Users can request these permissions by either accessing the HQR *My Profile* interface or by contacting your facility's SO to directly assign the permissions. Users can also confirm they have the appropriate access to receive these reports by accessing the HQR *My Profile* interface.

The Managed File Transfer (MFT) permission **and** an Auto-Route permission that is program specific are required to receive the following report:

- **Auto-Route (IPFQR):** Inpatient Psychiatric Facilities Quality Reporting (IPFQR) ISR

**How to request Auto-Route and MFT permissions:**

1. Navigate to the HQR login page at <https://hqr.cms.gov/hqrng/login>.
2. Enter your HCQIS Access Roles and Profile (HARP) User ID and Password.
3. Click **Login**. You will be directed to the Two-Factor Authorization page.
4. Select the device or email that you would like a code to be provided. Click **Next**. You will receive the code via your device or email.
5. Enter the code and click **Continue**.
6. Read the Terms and Conditions statement and scroll to the bottom of the statement. Click **Accept** to proceed.
7. Upon successful login, select **Your Name** in the upper-right corner of the page and then select **My Profile** from the drop-down menu.

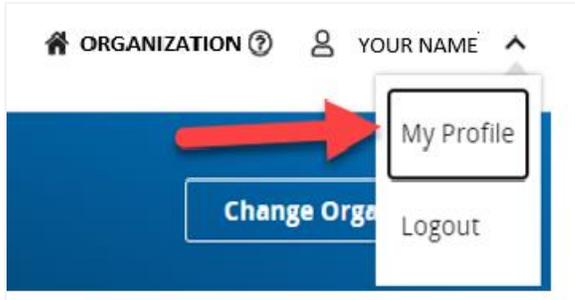


Figure 1 - My Profile Button

- On the My Profile interface, select the **My Organization** tab.

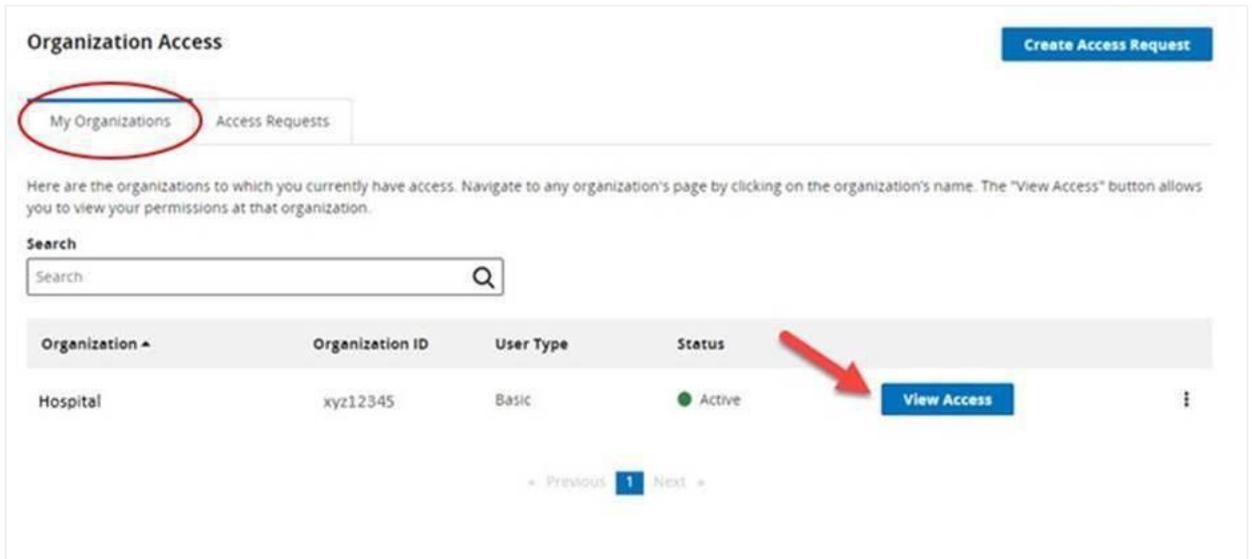


Figure 2 - My Organizations Tab

- Click the **View Access** button for a facility. The facility/facilities associated with your HARP ID will be displayed in the table.

Your **User Type** and list of permissions associated with that facility are displayed. If your **User Type** is Basic, you need to continue the steps below to request the permissions to receive the reports.

- Click **Request Change in Access** on the Access dashboard.



- Scroll down to the *Authorizations* section and select the checkbox for **Managed File Transfer (MFT)** permission and for **Auto-Route (IPFQR)**. If these permissions are

already selected for your facility, no further action is needed. After selecting all needed permissions, scroll to the bottom of the page and select **Review**.

Freestanding IPFs will only see the Auto-Route (IPFQR) permission since they do not meet the criteria for any other quality reporting program.

Authorizations	Access
Auto-Route (IPFQR)	<input checked="" type="checkbox"/>
Auto-Route (IQR)	<input type="checkbox"/>
Auto-Route (OQR)	<input type="checkbox"/>
Managed File Transfer (MFT)	<input checked="" type="checkbox"/>

12. After confirming that your selections are appropriately documented, click **Submit**. A green banner stating *Access Request Submitted* will display.
13. When your facility's SO approves the request, you will receive a confirmation email. The permission will appear in **My Profile**.

If you do not receive your ISRs in the future, you may request redelivery of the report to your account after confirming your permissions are appropriately updated to receive the reports. Instructions for requests to redeliver each ISR will be provided in the report release communications. You can also contact your SO to obtain the report, however, please remember these reports contain Personally Identifiable Information / Protected Health Information (PII/PHI) and must be handled securely.

When a report is delivered to your account based on your permissions, you will receive an AutoRoute File Delivery Notification email indicating that the reports are available and providing instructions for accessing the report.

The modernization of the HQR system requires your feedback to improve the user experience. To learn more about participating in the HQR system usability research, go to [HQR User Experience](#).

Please do not respond directly to this email. For further assistance regarding the information contained in this message, please contact the QualityNet Help Desk at [qnet support@hcqis.org](mailto:qnet support@hcqis.org), or by calling, toll-free 866-288-8912 (TTY: 877-715-6222), weekdays from 7 a.m. to 7 p.m. Central Time (CT).