

**Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program
Aggregate Measure and Non-Measure Data Submission and Administrative Requirements
Fiscal Year (FY) 2023 Verification Checklist**

Due	Task	✓
On or before 08/15/2022	<u>STEP 1: Check the Simple Data Entry (SDE) page to verify submission of aggregate, facility-level measure and non-measure data</u>	
	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 a green checkmark at the top of the page and the word “Complete” next to the name of each data entry page, then the data entry process is complete: To view the submitted data in a PDF file, click the Export Data button.	<input type="checkbox"/>
On or before 08/15/2022	<u>STEP 2: Confirm submission of FY 2023 Data Accuracy and Completeness Acknowledgement (DACA).</u>	
	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"/>
<p align="center">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.</p>		
On or before 08/15/2022	<u>STEP 3: Check IPFQR Program Notice of Participation (NOP) status.</u> Review the IPFQR Program NOP in the HQR system under Administration to ensure the status is “Participating.”	<input type="checkbox"/>
<p>While an active Security Official (SO) is not a requirement for the IPFQR Program, it is necessary to have at least one active SO at your facility to ensure that someone has access to the <i>HQR Secure Portal</i> to meet the annual requirements. If SO status has lapsed, contact the CCSQ Service Center at (866) 288-8912.</p>		
<ul style="list-style-type: none"> For guidance on IPFQR Program requirements and data verification processes, refer to the FY 2023 IPFQR Program Guide on the <i>QualityNet</i> IPFQR Program Resources 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. 		