

**Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program
Patient-Level Reporting Fiscal Year (FY) 2023 Data Submission & Verification Checklist**

Due	Task	✓
On or before 8/15/2022	STEP 1: Submit XML file data.	<input checked="" type="checkbox"/>
	A. Log in to the Hospital Quality Reporting (HQR) System .	<input type="checkbox"/>
	B. Hover over the left side of the screen to expand the menu. Select Data Submissions .	<input type="checkbox"/>
	C. Click the Chart Abstracted (NOT Web-based Measures) tab .	<input type="checkbox"/>
	D. Confirm XML file layout accuracy in the Test environment. (We suggest IPFs and their vendors upload XML files into the Test environment first to ensure file accuracy and completeness. To do this, click on Test .)	<input type="checkbox"/>
	E. Next, click on the blue Select Files button to upload XML files. You can also drag and drop the XML files into the designated area. <ul style="list-style-type: none"> If you access more than one Quality Reporting Program, then you can select the appropriate program to upload the XML file(s). Choose IPF Quality Reporting. 	<input type="checkbox"/>
	F. After you upload the file, you will see a table with Batch ID and Status columns. <ul style="list-style-type: none"> Note the Batch ID to review specific uploads in the Submission Detail Report. The Status column indicates whether the XML file was uploaded successfully (accepted or rejected). 	<input type="checkbox"/>
On or before 8/15/2022	STEP 2: Run reports.	
	A. From the left menu, click on Data Results . Then, click Chart Abstracted to access the report(s). There are three types of reports: <ul style="list-style-type: none"> <i>Submission Detail</i> - Review information about each XML file uploaded, including the measure set, patient ID, batch ID, patient admit / discharge / event dates, upload date, action code, file name, file status, if a test case, and edit messages. <i>Potential Duplicate</i> – Identify potential duplicates to determine if the records pertain to two different episodes of care or if the duplicates are due to incorrect entry of a patient identifier. <i>Case Study Summary</i> - Review measure set counts, including the number of unique cases submitted, accepted, and rejected. 	<input type="checkbox"/>
	B. In the File Accuracy tab, under Program, select IPFQR . If your provider participates in another Quality Reporting Program, you may see other programs in the drop-down.	<input type="checkbox"/>
	C. Under Report select a report.	<input type="checkbox"/>
	D. Under Fiscal Year, select 2023 . Below are options for the Submission Detail Report: <ul style="list-style-type: none"> File Status: Select Accepted or Rejected. Submission Type: Select Test or Production files. Batch ID: Enter the Batch ID, if known. 	<input type="checkbox"/>
	E. Click the blue Export CSV button. The file will download to your computer at a location determined by your browser settings. Click on the file to open it.	<input type="checkbox"/>
F. To access another report, return to the File Accuracy tab.	<input type="checkbox"/>	
On or before 8/15/2022	STEP 3: Complete remaining IPFQR Program requirements.	
	A. Log in to the HQR System to submit aggregate data and the Data Accuracy and Correctness Acknowledgement (DACA). B. Refer to and download the FY 2023 data submission and verification checklists from the QualityNet IPFQR Program Resources webpage.	<input type="checkbox"/>

Note: For guidance on measure and XML file layout specifications for summer 2022 voluntary patient-level reporting, download the *Specifications Manual for National Inpatient Psychiatric Facility Quality Measures, v1.0a*, from the QualityNet [IPF Specifications Manuals](#) web page. For other assistance, contact the IPFQR Program Support Contractor via the IPFQualityReporting@hsag.com email, [QualityNet O&A Tool](#), or phone at (866) 800-8765 or (844) 472-4477.