

Inpatient Psychiatric Facility Quality Reporting Program: Vendor Management

October 2022





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Vendor Management

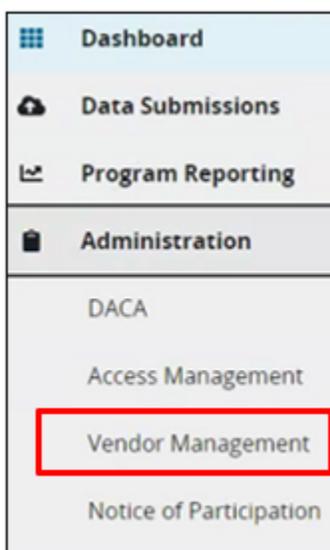
Vendor Management Process

Facilities may use a vendor to collect and submit data on their behalf. Under the Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program, a vendor must have an assigned vendor ID before the inpatient psychiatric facility (IPF) can authorize the vendor to submit data or access the facility's data and/or reports. (To register as a new vendor, the vendor may submit an email request to the CCSQ Service Center at QNetSupport@cms.hhs.gov.)

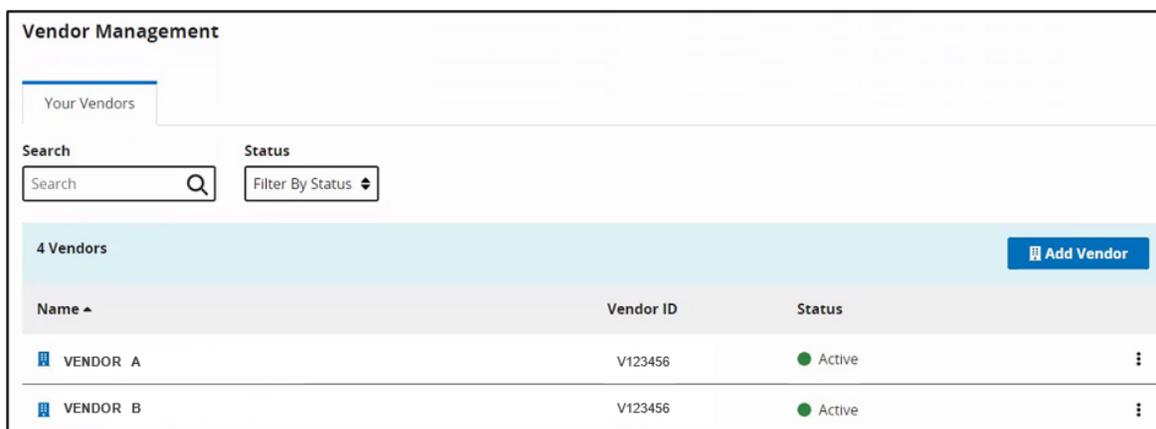
When an IPF uses a vendor to submit data on its behalf, **the IPF is still responsible for ALL data submission.**

A representative from the IPF must have the Vendor Management permission to access the **Vendor Management** link in the Hospital Quality Reporting (HQR) System.

1. Log in to the HQR System.
2. Select **Administration** then Vendor Management from the menu.



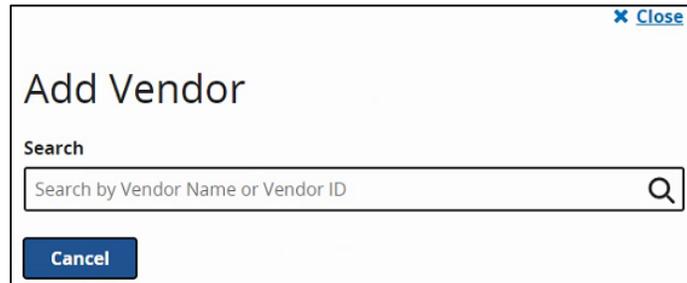
The Vendor Management page will display all the vendors associated with the IPF in the “Your Vendors” tab.



Vendor Management

Add a Vendor

1. Click the Add Vendor button and a search window will appear.



2. Type the name of the vendor in the search field. As you type, a word a list of vendors with that name will appear with the associated vendor ID.

If the vendor does not appear on the list, contact the vendor to ensure that you have the correct name and vendor ID.

As stated above, to register as a new vendor, the vendor may submit an email request to the CCSQ Service Center at QNetSupport@cms.hhs.gov.

3. Select the vendor from the list and the following window will appear listing options for you to assign permissions to the vendor.

The remaining instructions are specific to the Data Submissions – Web-Based Measures permissions and Submission Results – Web-Based Measures permissions.

4. Click the Add button under Data Submissions – Web-Based Measures to update permissions, and the following window will appear.



5. Click the next Add button, as shown in the image below, to view/select options.

Vendor Management

Data Submissions - Web-Based Measures ✕ Close

Inpatient Psychiatric Facility Quality Reporting (IPFQR)

By assigning IPFQR permissions, you are also assigning permission for File Accuracy (for the specified measure set only).

Measure Sets	Discharge Quarter	Submission Date	Permission Level	Actions
IPFQR	-	-	-	Add

Apply & Close **Cancel**

The following window appears, showing that the vendor does not currently have permissions pertaining to data submission for the web-based measures.

Data Submissions - Web-Based Measures ✕ Close

Inpatient Psychiatric Facility Quality Reporting (IPFQR)

By assigning IPFQR permissions, you are also assigning permission for File Accuracy (for the specified measure set only).

Measure Sets	Discharge Quarter	Submission Date	Permission Level	Actions
IPFQR	-	-	-	Add

Permissions

No Access Upload / Edit

Discharge Quarters

* Start Quarter: Quarter * Start Year: Year to End Quarter: Quarter End Year: Year

Do not include an end date

Submission Date

* Start Date: MM/DD/YYYY * End Date: MM/DD/YYYY

Do not include an end date

Confirm **Cancel**

Apply & Close **Cancel**

6. Select Upload/Edit. Then, complete all required fields.

Vendor Management

Permissions

No Access Upload / Edit

Discharge Quarters

* Start Quarter: Q1 * Start Year: 2020

Do not include an end date

Start Quarter overlaps with existing Vendor permissions

Submission Date

* Start Date: 3/8/2021

Do not include an end date

I acknowledge that multiple vendors have access to this program

Confirm Cancel

In the Discharge Quarters section, if you wish to grant the vendor authorization to submit data for all quarters and years after the selected start quarter and year, click “Do not include an end date.”

In the Submission Date section, if you wish to grant the vendor authorization to submit data indefinitely, click the box next to “Do not include an end date.”

If there is another vendor with permissions that overlap with the selected vendor’s discharge quarters, it will be stated in red text. You will be able to proceed, but you will need to select the acknowledgment statement above the greyed out “Confirm” button to verify that the entered dates are correct.

7. Click the box next to the acknowledgement statement. Click the Confirm button.

Do not include an end date

I acknowledge that multiple vendors have access to this program

Confirm Cancel

8. Click the Apply & Close button in the new window that opens.

Data Submissions - Web-Based Measures

Inpatient Psychiatric Facility Quality Reporting (IPFQR)

By assigning IPFQR permissions, you are also assigning permission for File Accuracy (for the specified measure set only)

Measure Sets	Discharge Quarter	Submission Date	Permission Level	Actions
IPFQR	Q1:01-01-2020 - Ongoing	03-08-2021 - Ongoing	Upload / Edit	Edit

Apply & Close Cancel

Vendor Management

The image below shows the updated Web-Based Measures section under Data Submissions.

< Vendor Management

Assign Access

Review the Vendor Access being Assigned

IPF HEALTHCARE Active
Vendor V123456

Permissions

Data Submissions	Measure Access
Web-Based Measures	
Inpatient Psychiatric Facility Quality Reporting (IPFQR)	<i>WBSM</i> (Edit/Upload) ⓘ

Submission Results

Web-Based Measures	Measure Access
Inpatient Psychiatric Facility Quality Reporting (IPFQR)	None

[Back](#) [Save & Close](#)

9. Hover over the WBSM in italics to view the selections.

WBSM

Discharge Quarters: Q12020 - Ongoing

Submission Dates: 03-08-2021 - Ongoing

Permission Level: Upload / Edit

10. Click the Save & Close button to confirm and return to the Vendor Management landing page. A notification will appear at the top of the page to indicate that the vendor permission was created/update.

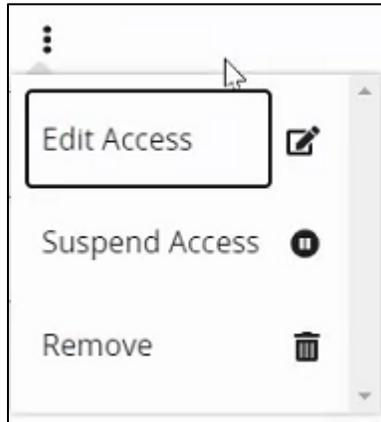
Vendor Permission Created/Updated

Vendor Management

Change an Active Vendor's Access

If you need to make any changes to an active vendor's access, then you have a few options from which to choose.

1. On the main Vendor Management page, click on the three vertical dots on the row of the vendor you wish to update.
2. Select one of the following options from the short menu that appears.
 - **Edit Access:** Choose this option to revise the vendor's access to the facility's data and reports.

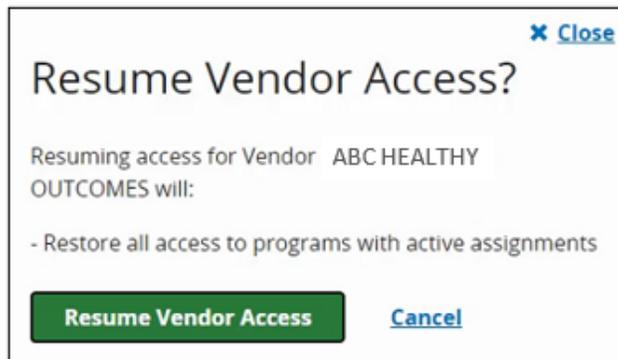
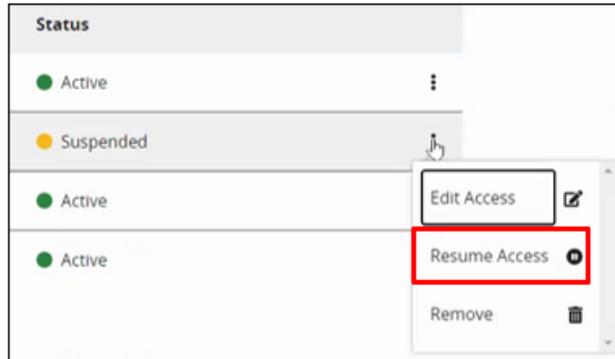


- **Suspend Access:** Choose this option to retain but pause the vendor's existing access until the IPF chooses to resume or remove the vendor's permissions.

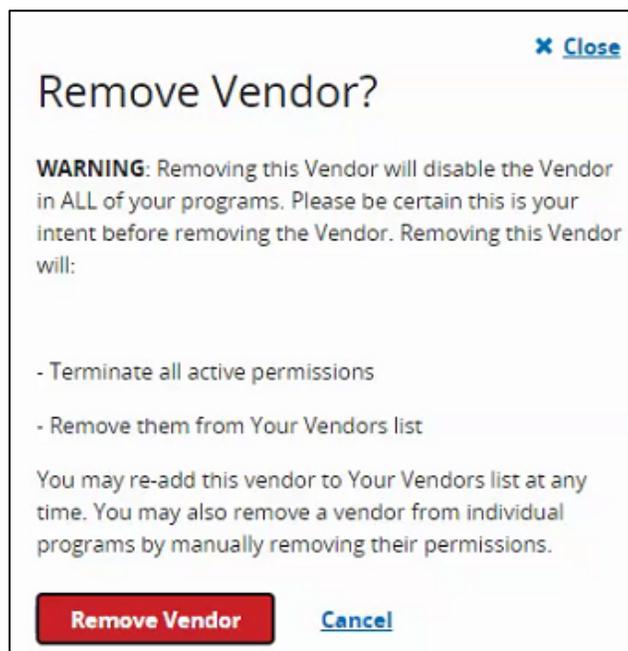


If the IPF chooses to resume the vendor's access once suspended, then you must click on the three vertical dots on the row of the vendor you wish to update. Then, select Resume Access.

Vendor Management



- Remove: Choose this option to eliminate a vendor's access. Note that the vendor's access can only be reinstated if the vendor is added by the IPF via the **Add a Vendor** instructions above.



Vendor Management

Recommendations

Do not enter end dates unless:

- It is known that a specific vendor will not submit data after the specified end dates.
OR
- You are converting from one CMS Certification Number (CCN) to a new CCN.

CMS also has a recommendation if you are terminating a vendor relationship at the end of a submission period: Enter the Submission Date End Date after all data have been transmitted.