Quarter 4 (Q4) 2022 and Annual Hospital Inpatient Quality Reporting (IQR) Program Checklist		
Due	**Task**	**✓**
	Accessing the *Hospital Quality Reporting (HQR) Secure Portal* 1. **Log in** to the HQR Secure Portal using your HARP User ID and Password. *2.* Go to the Dashboard located on the left-hand side of the screen.	
2/28/23	**Submitting Calendar Year (CY) 2022 Electronic Clinical Quality Measure (eCQM) Data via Quality Reporting Document Architecture (QRDA) Category I files** 1. **Click** Data Submissions from the navigation on the left-hand side of the screen. 2. **Click** File Upload and Production to submit files. **Submitting Via Denominator Declarations by Entering Zero Denominator and/or Case Threshold Exemptions** 1. **Click** Data Submissions from the navigation on the left-hand side of the screen. 2. **Click** Data Form and Launch Data Form to refresh page. 3. **Select** Discharge Quarter to enter information for each applicable measure. 4. **Click** Submit. Repeat steps for each applicable quarter. **Checking Submission of Calendar Year (CY) 2022 Electronic Clinical Quality Measures (eCQMs)** 1. **Click** Data Results from the navigation on the left-hand side of the screen. 2. **Select** the eCQM tab. 3. **Click** on the Accuracy tab. 4. **Select** Production and quarter. **Checking Program Credit for Calendar Year (CY) 2022 Electronic Clinical Quality Measures (eCQMs)** 1. **Click** Program Reporting from the navigation on the left-hand side of the screen. 2. **Select** the Program Credit tab. 3. **Select** the IQR tab. 4. **Select** discharge quarter. 5. **Click** Export Report.	☐
4/5/23	**Checking Submission of Q4 2022 Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) Data** *HCAHPS Survey Data* should display as **"Submitted"** for *October, November*, and *December* on the Provider Participation Report (PPR). See below, under Checking Submission of Q4 2022 Inpatient Clinical Measure Data, for guidance on how to run reports.	☐
5/1/23	**Submitting Q4 2022 Inpatient Population and Sampling Counts Through the *Hospital Quality Reporting Secure Portal* (applies to chart-abstracted measures only)** 1. **Click** Data Submissions from the navigation on the left-hand side of the screen. 2. **Select** the Population and Sampling tab. 3. **Click** Data Form. 4. **Click** IQR. 5. Verify that the Reporting Period is Q4 2022 and **Click** on Enter. **Submitting Q4 2022 Inpatient Population and Sampling XML Files Via Simple File Submissions Through the *Hospital Quality Reporting Secure Portal* (applies to chart-abstracted measures only)** 1. **Click** Data Submissions from the navigation on the left-hand side of the screen. 2. **Select** the Population and Sampling tab. 3. **Click** File Upload. 4. **Click** IQR. 5. **Select** Production. Data submitted under Test will not be stored in the CMS Clinical Data Warehouse and will not count as meeting program requirements. 6. Verify that the Reporting Period is Q4 2022 and **Click** on Enter.	☐

5/15/23	**Checking Submission of Q4 2022 PC-01 Elective Delivery Measure Data**
	 1. *PC-01* aggregate data should display on the PPR. Numbers or zeroes are acceptable. If your report displays **"Not Submitted,"** these data have not been entered. "Not Submitted" is acceptable if you filed an IPPS Measure Exception Form. See below, under Checking Submission of Q4 2022 Inpatient Clinical Measure Data, for guidance on how to access and run the PPR.
	 2. To verify your *PC-01* aggregate rates, run the Facility, State, and National (FSN) Report.
	    a. **Select** Program Reporting from the navigation on the left-hand side of the screen.
	    b. **Select** Performance Reports from the dropdown.
	    c. **Select** IQR from the Program dropdown.
	    d. **Select** Q4 2022 from the Quarter dropdown.
	    e. **Click** Export CSV.
	    f. **View** the FSN for your quarterly aggregate rate.
	 3. For guidance on how to enter the PC-01, data within the HQR Secure Portal, refer to the IQR Program
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	[Reference Guide: Entering PC-01 Data via the HQR System](#).	
5/15/23	**Checking Submission of Q4 2022 Inpatient Clinical Measure Data** 1. **Select** Program Reporting from the navigation on the left-hand side of the screen. 2. **Select** Reporting Requirements from the dropdown. This is where you check to see if your organization is meeting reporting requirements. This encompasses data from *QualityNet* reports, including eCQM Submission Status, Provider Participation Report (IQR, OQR, IPFQR). Access is dependent upon permissions. 3. **Select** IQR from the Program dropdown. 4. **Select** Q4 2022 from the Quarter dropdown. 5. **Click** Export CSV. 6. **View** the PPR for the following: ☐ Column M "measure_set" (*Measure Set*): IQR-SEP ☐ Column Q "population" (*Total Patient Population*) and column P "sample" (*Total Sample Size*) case counts will display using Population and Sampling data. **"Not Submitted"** means Population and Sampling counts have not been submitted. If submitting, this must be done before the Population and Sampling deadline. Please see the Population and Sampling directions above. ☐ Column N "total-cases" (*Total Cases Accepted*) column should be ≥ your *Total Patient Population* and/or column O "total_claims" (*Total Medicare* Claims) unless you are electing to sample. If your hospital is sampling, ensure the *Total Cases Accepted* are ≥ the minimum sample requirement. ☐ *PC-01 Elective Delivery* data are located under columns T through AC. ☐ *HCAHPS Survey Data* is located under columns AD through AF.	☐
5/15/23	**Submitting Q4 2022 HCP COVID-19 Vaccination Measure** **NOTE: Data is entered in the [National Healthcare Safety Network](#) (NHSN).*** 1. **Log in** to NHSN. 2. Select NHSN Reporting. 3. **Select** the Healthcare Personnel Safety (HPS) component. 4. **Select** Vaccination Summary on the left-hand navigation bar. 5. **Select** COVID-19 Weekly Vaccination Summary. 6. **Click** on the week you wish to enter data. 7. Enter the required vaccination summary data. 8. Use the Analysis tool, within NHSN, to generate summary reports. **Checking Submission of Q4 2022 HCP COVID-19 Vaccination Measure** 1. *HCP COVID-19 Vaccination* data should display as **"Submitted"** on the PPR. See steps 1 through 5 above for guidance on how to access and run the PPR. 2. To verify your *HCP COVID-19 Vaccination* rate, run the Facility, State, and National (FSN) Report. See step 2 above under Checking Submission of Q4 2022 PC-01 Measure Data. * Refer to the Hospital IQR Program NHSN Checklist for additional information on the NHSN enrollment and data submission processes.	☐
5/15/23	**Checking Submission of CY 2022 (January 1- December 31, 2022) Maternal Morbidity Structural Measure (Must be completed even if the hospital does not provide OB services)** **NOTE: Secure Portal Opens for data entry on April 1, 2023** 1. **Click** Data Submissions from the navigation on the left-hand side of the screen. 2. **Select** the Structural Measure tab. 3. **Click** Data Form. 4. **Click** IQR. 5. Verify that the Reporting Period is CY 2022 and **Click** on Enter. The structural measure data should display as **"Submitted"** on the PPR.	☐
5/15/23	**Submitting Q4 2022/Q1 2023 (FY 2025) HCP Influenza Vaccination Measure** **NOTE: Data is entered in the [National Healthcare Safety Network](#) (NHSN).** Refer to the Hospital IQR Program NHSN Checklist for guidance on how to enroll and submit the HCP Influenza Measure data to NHSN. **Checking Submission of Q4 2022/Q1 2023 HCP Influenza Vaccination Measure** 1. *HCP Influenza Vaccination* data should display as **"Submitted"** on the PPR. The data will only display on the Q1 2023 PPR. To verify your *HCP Influenza Vaccination* rate, run the Facility, State, and National (FSN) Report. See step 2 above under Checking Submission of Q4 2022 PC-01 Measure Data.	

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Due	**Task**	**✓**
5/15/23	**Checking Submission of CY 2022 DACA** **NOTE: Secure Portal Opens for data entry on April 1, 2023** 1. **Log in** to the *Hospital Quality Reporting Secure Portal* using your HARP User ID and Password. 2. Go to the Dashboard located on the left-hand side of the screen**.** 3. **Click** Administration from the navigation on the left-hand side of the screen. 4. **Select** the DACA tab. 5. Verify that the FY is 2024. 6. **Click** on the Yes, I Acknowledge. 7. Enter name, position, and date. 8. **Click** Export Signed DACA PDF to download a copy. The DACA, Column S "daca_completed," should display as **"Submitted"** on the PPR.	☐

For questions, contact the IQR Program Support Contractor at (844) 472-4477, (866) 800-8765, or via the Hospital Inpatient Questions and Answers tool at https://cmsqualitysupport.servicenowservices.com/qnet_qa.

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