Inpatient Psychiatric Facility Quality Reporting Program Quick Reference Guide: Fiscal Year 2025 Data Accuracy and Completeness Acknowledgement

Data Accuracy and Completeness Acknowledgement (DACA)

Every year via the DACA, IPFs electronically acknowledge that all information submitted for the Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program is complete and accurate to the best of their knowledge at the time of submission.

The fiscal year 2025 acknowledgement references submissions from January 1 through December 31, 2023, for measure and non-measure data. The exception is the IMM-2 measure for which data are submitted based on discharges from October 1, 2023, through March 31, 2024.

The Centers for Medicare & Medicaid Services (CMS) recommends the hospital Chief Executive Officer (who is ultimately responsible), or an authorized representative with the proper role, complete this requirement.

Data are considered compliant even if data errors are identified after the DACA is submitted. For example:

- A data error is identified after a submission deadline and the hospital is not able to correct the error.
- Data abstraction mismatches are identified through the validation process.

> **Required Roles:**
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> **If you have a Security Official (SO) account, then you have access to sign the DACA.**
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> **If you have a Basic User account, then you will have access to the DACA only if assigned to you by your facility's SO.**

Completing DACA Entry

IPFs are required to electronically submit the DACA between **July 1 and August 15, 2024**. No information can be submitted or changed after the **August 15, 2024** submission deadline.

Data entry is performed electronically by logging in through the CMS' *Hospital Quality Reporting (HQR) Secure Portal.*

Complete the steps listed below:

1. Log in to the *HQR Secure Portal*.
2. Hover your mouse on the left side of the screen to expand the menu options and click on **Data Submissions**
3. Select the **Data Entry** button.
4. Review the data for accuracy and completeness and then click the Sign button to view and sign the DACA.
5. Enter your job title in the field below Position.
6. Click the Sign button at the bottom of the page. Once the DACA is submitted successfully, a confirmation message will appear above the signature line.
   - At the bottom of the page, you will find a Re-Sign button. This will provide the option to sign the DACA form again should you need to edit and re-save any measure and/or non-measure data.
   - You also have the option at the bottom of the page to export the signed DACA as a PDF form.