

**Instructions for Hospital-Based Inpatient Psychiatric Services (HBIPS)  
Event Tracking Log for Event Measures HBIPS-2 and HBIPS-3  
01-01-2019 (Q1 2019) through 12-31-2019 (Q4 2019)**

The Hospital-Based Inpatient Psychiatric Services (HBIPS) Event Tracking Log tool is provided as an optional, informal mechanism to aid psychiatric facilities and hospital psychiatric units in the collection of measure data for the Centers for Medicare & Medicaid Services (CMS) Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program. Facilities can choose to track events daily, weekly, monthly, or quarterly. It is suggested that facilities print two separate Event Tracking Logs, one for HBIPS-2: Hours of Physical Restraint Use and a second for HBIPS-3: Hours of Seclusion Use. CMS is not responsible for potential errors and issues arising from modifications made by external parties. If there are any questions or concerns regarding the use of this Event Tracking Log, please contact the IPFQR Program Support Contractor at [IPFQualityReporting@hsag.com](mailto:IPFQualityReporting@hsag.com).

**Measures: HBIPS-2: Hours of Physical Restraint Use  
HBIPS-3: Hours of Seclusion Use**

Track each event by completing the fields in the numerator table. These measures do not allow sampling. The steps below will provide monthly numerator and denominator values that will be aggregated for an annual entry into the *QualityNet Secure Portal*.

**I. Calculate the Numerator**

1. Determine the daily event minutes for each patient by entering the start and end times in the Event Tracking Log on page three of this document.
2. Total the daily event minutes by patient.
3. Determine the total event minutes by month.
4. Divide total monthly minutes by 60 minutes to convert to hours.
5. Enter the total hours (from Step 4) into the numerator field on page 3, Step A.

**Monthly Numerator Calculation Example**

For the month of July, the facility's total minutes of restraint (or seclusion) use = 253. Divide the total minutes of restraint (or seclusion) use by 60 minutes:  $253 \div 60 = 4.220$  hours. The total numerator for July is 4.22 hours of restraint (or seclusion) use.

**II. Calculate the Denominator**

1. Determine the total number of inpatient days by month for all patients.
2. Determine the annual total of inpatient days.
3. Determine the total number of leave days (defined below) by month for all patients.  
The *Specifications Manual for Joint Commission National Quality Measures* defines a leave day as, "an authorized or unauthorized absence from a facility, excluding discharges, during which the patient is absent from the facility at the time of the daily census and is not under the direct supervision of facility staff while absent."
4. Determine the annual total of leave days.
5. Subtract the Total Leave Days from Total Inpatient Days.
6. Enter the Total Number of Days (from Step 5) into the denominator field on page 3 of this document, Step B.

**Monthly Denominator Calculation Example**

Total number of inpatient days = 14,266. Total number of leave days = 200. Subtract the leave days from the inpatient days:  $14,266 - 200 = 14,066$  days.

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**HBIPS Tracking Sheet for HBIPS-2 and HBIPS-3, IPF Quality Reporting**

**NOTE:** The Event Tracking Log below is provided as a resource for facilities to conduct data collection. The example log does not include a full month for space-consideration purposes.

**Event Tracking Log  
HBIPS-2: Hours of Physical Restraint Use or  
HBIPS-3: Hours of Seclusion Use**

Numerator				
Date	Patient	Start Time	End Time	Total Minutes
Sum				

**A. Convert numerator from minutes to hours: Sum of total minutes ÷ 60 = \_\_\_\_\_**

**B. Enter denominator as total number of days: \_\_\_\_\_**

To allow the system to calculate the measure rate, enter the numerator and denominator (values A and B) into the *QualityNet Secure Portal*.

To manually calculate the HBIPS-2 and -3 measure rates, perform the following additional steps:

1. Multiply the numerator by 1,000 hours.  
(e.g., 4.22 hours x 1,000 hours = 4,220)
2. Multiply the denominator by 24 to convert to hours.  
(e.g., 14,066 days x 24 hours = 337,584 hours)
3. Divide result from Step 1 (numerator hours) by result from Step 2 (denominator hours). The resulting value will be the measure rate in thousand hours.  
(e.g., 4,220 ÷ 337,584 = 0.0125)
4. Round to the second decimal place.  
(e.g., The rate = .01 per 1000 patient hours)

**Measure rate formula: (A x 1000) ÷ (B x 24) = rate per 1000 patient hours**