



Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

Navigating the IPF Module in the CMS Abstraction & Reporting Tool (CART) Presentation Transcript

Speaker

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Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

Evette Robinson: Welcome to today's presentation titled, *Navigating the IPF Module in the CMS Abstraction & Reporting Tool (CART)*. My name is Evette Robinson, and I am the IPFQR Program Lead for the Inpatient Value, Incentives, and Quality Reporting, or VIQR, Support Contractor. Before we begin this presentation, I will review a couple of housekeeping items. First, the slides for this presentation were posted to the Quality Reporting Center website prior to the event. If you did not receive the slides beforehand, please go to QualityReportingCenter.com in your web browser, and, on the bottom left of the screen, you will see a list of Upcoming Events. Click on the link for this event, and there you will find the presentation slides available for download. This webinar is being recorded, and the transcript, slides, and a recording of today's presentation will be posted to the [QualityNet](#) and Quality Reporting Center websites at a later date. Secondly, we ask that you submit any questions, pertinent to the webinar topic, in the Q&A section. To do so, click on the question mark in a thought bubble on the right side of the screen. Any unanswered questions will be responded to and considered for publication in the [QualityNet Question and Answer Tool](#) at a later date. Questions received that are not related to the topic of the webinar will not be answered in the Q&A feature. Instead, we recommend that you go to the QualityNet Q&A Tool to search for posted question-and-answer pairs, as well as submit any new questions to us that are not already addressed in the Q&A tool or in a previously published summary of questions and answers.

The purpose of this presentation is to provide an overview of the IPF module in the CMS Abstraction & Reporting Tool, also known as CART) including how to access and install CART, abstract data for the IPFQR Program, export XML files from the IPF module in CART, upload XML files to the *HQR Secure Portal*, and troubleshoot issues encountered with CART.

Participants will be able to access and use the IPF module in CART to abstract data and export XML files for upload into the *HQR Secure Portal* to ensure compliance with the data submission requirements of the IPFQR Program.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

Let's begin by describing the steps to access and install the CMS Abstraction & Reporting Tool.

To access the CART pages from the QualityNet home page, click the Inpatient Psychiatric Facilities tile. Then, in the top menu, click Data Management.

From the Inpatient Psychiatric Facilities Data Management web page, click the Learn More button in the Data Collection tile for CART.

Next, the CART Overview page appears, which you can also access directly by clicking the link on this slide. You will notice the option to download the latest version of CART is on the CART Overview page. We recommend reviewing the information provided in the Download CART tab first, before downloading the tool.

When you click the Download CART tab, you will see information regarding the latest version of CART. The main header on the page includes the applicable discharge period for that version of the IPF module in CART. Note that this slide displays the most recent version of CART as of the date this slide presentation was finalized.

The Download CART web page provides guidance regarding the initial installation of CART, upgrading from an existing CART installation, checksum values, and resources, such as edits, import CSV file layouts, and an online help guide. CMS recommends review of these resources prior to installation and use of CART.

This presentation will not go into detail about the step-by-step process to install CART; however, we strongly encourage you to refer to the CART installation instructions and CART installation instructions addendum for detailed information about downloading CART-IPFQR to your workstation.

Once you complete the CART installation process, the icon displayed on this slide will appear on your screen. If your facility uses CART for multiple quality reporting programs, then you will have a separate icon for each program.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

We encourage you to update the name of the icon to ensure you are using the appropriate module when abstracting records.

Before your facility can begin abstracting measure data, the tool must first be set up with an account for an Administrative User. Once the Administrative User's account is established, information about the rest of the IPFQR users, with Abstractor User status, must be created by the administrative account. Do this by clicking on Administration in the top menu. Then, select User. Functions that a person with the Administrative User type can perform include setting up accounts for Abstractor User types, entry of the IPF's provider information into the tool, setup of the reporting period to be abstracted. Someone with this user type can also abstract measure data. Note that the Abstractor User type can abstract measure data, but it cannot setup administrative functions such as provider information and the reporting period. Users who have already installed CART 2.2.0 must upgrade to Version 2.3.0 in order to abstract for the IMM-2 measure for Quarter 1 2023. Be sure to run the upgrade installer over the current installation to retain data abstracted for calendar year 2022, alongside the Quarter 1 2023 IMM-2 data in the calendar year 2023 upgrade of CART. You must install the upgrade to the existing QMS30 installation. Refer to the guidance provided in the CART installation instructions and CART installation instructions addendum on the QualityNet IPF Download CART web page for more details.

The next portion of this presentation will describe the steps to abstract data in the IPF module of CART for the IPFQR Program.

I'll first demonstrate the process for someone with the administrative type of account. After you double click on the CART icon, a log in window will appear, as displayed on this slide.

If you wish to view more information about the version of CART that is in use, click the About Quality Management System link. The Feature Label will specify that this is CART-IPFQR, and the build ID indicates when the version was created. The image on this slide shows the build for Version 2.2.0 was October 20, 2022.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

A Terms and Conditions window will appear upon logging in to the system.

After you log in, options to select File, Administration, Reports, Security, Abstraction, and Help will appear in the top menu of the screen. The Administrative User will click on Administration, and select Provider to set up the reporting period for the data that will be abstracted. This step must be completed annually.

When you click on Administration, then Provider, a window will appear with three sections describing your facility: Provider Summary, Provider Detail, and Provider Preferences.

If your abstraction team supports multiple IPFs, then you can add each provider to CART by clicking the green plus sign on the top left of the screen. Enter your facility's information in the Provider Detail section. In the Provider Preferences section, select the time period, which, in this example, is January 1, 2022, through December 31, 2022, for the summer 2023 submission period. Select all data sets before clicking the Save button.

To abstract Quarter 1 2023 IMM-2 cases, you must go to the Provider tab and update the Time Period field in the provider preferences to calendar year 2023 dates before selecting a patient.

The image on this slide is a larger depiction of the time period for calendar year 2023 in the Provider Preferences section.

Reminder: You must update the time period to January 1, 2023, through December 31, 2023, before selecting a patient to abstract IMM-2 measure data for Quarter 1 2023.

The image on the left side of this slide shows completed Provider Detail and Provider Preferences sections. Once complete, click the Save icon, located in the top left menu below the word File.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

Once the facility is set up in the tool, you can begin abstracting patient records. The top image on this slide shows how an Administrative User can add a patient's record for abstraction. You can also import medical record information as a ZIP, CSV, or XML file layout for the purpose of abstraction, as displayed in the second image on this slide

The images on this slide show the menu options for an Abstractor User. The options are like those of an Administrative User, except, that under Administration, only the Patient option appears.

If an Abstractor User selects Abstraction then Search, the window displayed on this slide will appear.

After entering information into the search fields on the left, a list of patients at the facility will be listed in the Patient Summary section also on the left. Highlight a patient's name to see patient details on the right side of the screen.

Click the Add Abstraction button, and the window on the right side of this slide will appear.

The images on this slide show the Administrative view and the Abstractor User view of adding a patient record for abstraction.

Here is an image of the Patient tab. The red box highlights the Patient Detail section.

When adding a new patient, you will enter information into the required fields of the Patient Detail section of the Patient tab.

Here is an example of a completed Patient Detail section.

Once the required fields are complete, you have two options to save the new patient information. Option 1 is to click the Add Patient button, and a Save Resource window will appear. Click on Yes.

The second option is to click the Save icon in the top left of the main window under the word File.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

Now, the patient will appear in the Patient Summary section of the window.

When you click the green button at the top of the window, the Patient tab will return to blank.

After you enter patients into CART, you can search for existing patients by following the steps described on this slide. First, select a data element from the Field Name drop-down. Next, select a condition, which will vary based on the selected data element. Then, you will type a value to satisfy the search condition in the Field Value.

Note that the date must be entered in two-digit month, two-digit day, and four-digit year [MM-DD-YYYY] format; otherwise, the Search Error message displayed on this slide will appear.

The search fields are joined conditions, meaning that all conditions must be true to yield a result. In the example provided, the results are based on a first name of Blue and a birthdate later than January 1, 1910.

Highlight the name of the patient that you want to abstract, then, in the Patient Detail section, click the Add Abstraction button.

The window displayed on this slide will appear, prompting you to enter the following information into the required fields: admission date and measure set. The Abstractor ID should default to the ID of the person who is logged into CART, and the abstraction date will default to the current date.

The example on the following slides will abstract for the Substance Use, or SUB, measure set.

Next, click the Finish button. If the Finish button is not highlighted after you enter data into the required fields, click the Tab key on your keyboard, or use your mouse to move the cursor into the Comment field, and the Finish button should appear.

This image shows the abstraction screen for the Substance Use measures.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

On the left side of the screen in CART, you will notice required questions are in bold while others are not. You must enter a response for each of the questions in bold to proceed through the abstraction.

The *Physician 1* and *Physician 2* data elements are optional and can be used to capture information that might be helpful in internal analysis. The information can be up to 50 letters, numbers, and/or special characters. Only the special characters listed on this slide will be allowed. Since the information is for internal analysis only, it will not be shared with any external parties in any data output.

There are three types of edits that may occur based on data entered in the IPF module of CART. To learn more about the various edit messages, refer to the Edits document in the Resource table on the QualityNet IPF Download CART web page, which you can access using the link on this slide.

Click on the Patient Details tab to review the patient's demographic information. Notice in the Measures section that the status column is blank. In this example, the abstraction process has not begun for the SUB measure set.

In the Abstraction tab on the right side of your screen in CART is the list of questions for the abstraction of the Substance Use measures.

While abstracting, you have the option to show or hide answered questions. If the icon displayed on this slide is highlighted in blue, then answered questions are hidden. If the icon is not highlighted, then the answered questions will be shown on the screen.

For Question 1, you will select Enable/Disable Questions Appropriately if you want the tool to skip questions that are not applicable to the abstraction, based on answers provided. For example, if you select Day 0 or 1 for the Comfort Measures Only [COMFORTMX] question, which is Question 10 in this example, then the tool will skip the next five questions, prompting you to enter the first physician identifier, which, again, is optional. If you select Enable All Questions, then you will have the option to answer all questions.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

This slide displays an example of skip logic. When the Day 0 or 1 value is selected for the *Comfort Measures Only* data element, the subsequent questions will automatically be greyed out, leaving only the optional physician identifier questions available to answer.

For Question 2, in this example, as you begin typing an ICD-10-CM code for the *Principal Diagnosis* data element, a list of codes will appear. If you highlight a category, then the sub-categories of codes will appear in a window to the right.

After you complete the abstraction, click the Save button, and the top image on this slide appears, giving you the option to duplicate the record for abstraction of another measure set. If you are abstracting another measure set for the same patient, click OK, and the next image on this slide appears. After updating the required fields, click the Tab key so that the Finish button appears. Then, click Finish to open the Abstraction tab for the next measure set.

When abstracting for Question 2, if you enter an ICD-10-CM code for the *Principal Diagnosis* data element that is different from the code entered for prior measure set abstractions for the same patient during the same IPF stay, then a validation window will appear, prompting you to update the *Principal Diagnosis* value in all associated cases.

After you save the abstraction, click on the Patient Details tab to view the status of the abstraction. The image on this slide shows that the case passed the SUB-2, SUB-2a, SUB-3, and SUB-3a abstractions.

Note that your session will time out after a set period of time, and you will receive a warning window, like the one displayed on this slide.

Remember to save your work as you go! If you click the Save button before you complete the abstraction, then the tool will retain the most current information entered, and the record can be searched to continue abstraction later. If you step away from your computer and forget to save your work, then you may be logged out, and your most recent work will not be retrievable.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

If you start but do not complete an abstraction, you have two options to retrieve and continue the abstraction process for the work that was saved. Option 1 is to search by patient name. Option 2 is to search by key criteria.

In the first option, click on Administration in the top menu, and select Patient. This slide displays both the Administrative and the Abtractor User view of this process.

Next, enter information into the Patient Information search fields, using guidance described on slides 38-40 of this presentation.

For Option 2, click Abstraction in the top menu, and select Search.

Enter key information about the case in the Search Criteria fields. Then, click Search, and the incomplete case will appear below the search criteria, with an abstraction status of Pending.

Click on the case that you want to complete. Then, click the Edit Abstraction button at the bottom of the page to continue the abstraction process.

Once you have completed measure abstractions, the next step is to export the data from CART as XML files. This is a critical step for you to be able to upload the files in the *HQR Secure Portal* and submit them to CMS prior to the August 15 deadline. In the next several slides, I'll review the process for exporting XML files from the IPF module in CART.

In the top menu, click Abstraction. Then, click Search.

Click the Search button on the next window, and all abstractions will appear. You may choose to search for a specific abstraction by entering information in the Search Criteria. This first example will demonstrate how to export an XML file for one case.

After you highlight the case that you want to export into an XML file, click the Export button, and the Abstraction Export window will appear.

The following default selections will appear in the export window:

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

File Type: Xml; Measure Type: CMS Measures; Export Type: CMS; and Action Type: Add. In the Location field, click the Browse button to select where the file will be saved on your computer. Otherwise, it will default to an export folder associated with the CART installation, as depicted in the image on this slide. Then, click the Finish button.

After you click Finish, two windows will appear, as depicted in the first image on this slide. The Export Statistics window appears on top to indicate the export process is complete. The second window, which is hidden by the Export Statistics window in the first image, is the Progress Information window. You can see the Progress Information window in the second image, showing the number of cases abstracted as well as the name of the exported XML file. In this example, one case was abstracted. Both windows go away when you click the Close button in the Export Statistics window.

Go to the folder where the XML file is saved. The first image at the top of this slide shows how the XML file will appear on your work station. When you double click on the file, you will be prompted to select which application to use to open it. The second image on this slide shows you the options available for opening the file. Select Notepad or Notepad ++, and click the OK button.

The second image on this slide is an example of the XML file viewed in Notepad.

The image on this slide is an example of an XML file when viewed in Notepad ++.

Now, let's review the process to export XML files for multiple cases. After you complete an abstraction search, listing all the cases that meet the criteria that you entered, use your mouse and the Control key to select the files you wish to export.

Click the Export button at the bottom, and the Abstraction Export window will appear. You may leave the default settings and click the Finish button, and a Progress Information window will appear.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

If you prefer to save the XML files into a ZIP folder, make sure to select Zip under File Type before you click the Finish button. The second image on this slide is an example of a ZIP folder saved to a work station.

Next, I'll talk about some of the reports that are in CART for the IPFQR Program and how to run those reports.

The first report I will describe is the Abstraction Detail Report, which lists the questions, answers, comments, and abstractor name for an abstraction. It is based on abstractions with a status of Complete, Pending, or Edit_Errors and only includes questions that were answered in the abstraction.

Another report that IPFs may find useful in CART is the Case Listing by Unique ID Report, which lists patient cases abstracted during the requested time frame and includes all abstraction statuses. If no data are available for the selected parameters, the report displays header information with the retrieval criteria entered by the user and no hospital data for the displayed columns.

The Measure Summary Report provides an aggregate count of category assignments, such as excluded, passed, failed, or unable to calculate, for each measure by provider, as you can see in the image displayed on this slide.

Listed on this slide are a few additional reports that are available in CART. You can learn more about all these reports by referring to pages 59 through 71 of the CART IPFQR Online Help Guide.

The process to run a report in CART is described on this slide using the Abstraction Detail Report as an example. To run the Abstraction Detail Report, click Reports in the top menu. Then, select Abstraction Detail. A window will appear with the following fields: Provider, Measure Set, Patient Identifier, and Discharge Date Range. The Provider field will default to your IPF's CMS Certification Number, or CCN, if you abstract for one IPF. If you abstract for more than one IPF, then you will need to select the IPF for which you wish to run reports.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

The image on this slide is an example of an Abstraction Detail Report for IPFQR.

Once you have exported your files from the IPF module of CART, you will want to upload the XML files into the *HQR Secure Portal* during the summer submission period, prior to the August 15 deadline. I will briefly address that process now.

First, as a reminder, you must access and log in to the Hospital Quality Reporting, or HQR, system, which is the only CMS-approved method for IPFQR Program data and Data Accuracy and Completeness Acknowledgement, or DACA, submission. CMS highly recommends that all IPFs ensure at least two people with knowledge of the data can verify the accuracy of the data entered in the HQR system, even if data entry is done by a vendor. Refer to slides 14–18 in the *IPFQR Program: Keys to Successful FY 2023 Reporting* webinar for instructions to log in to the *HQR Secure Portal* to submit data during the July 1 through August 15 submission period.

Note that there are two separate environments in which XML files can be uploaded. The test environment is designed to ensure that all data are accurate before uploading into the production environment. Specifically, you can upload XML files into the test environment to validate vendor authorizations; verify whether the XML file layout is correct; review reasons why a file or files were rejected, as described in edit messages; and review measure set counts. For these reasons, we recommend uploading XML files into the test environment first to ensure they are being processed as expected. This environment is available now. Once the summer submission period begins and you are ready to upload clean XML data files for submission to CMS, then you will do so in the production environment. The data from these files will be used to calculate the measure numerator, denominator, and rate values. Only data submitted into the production environment will be submitted to CMS. Refer to slides 19–34 of the *IPFQR Program: Patient Level Reporting* webinar for more detailed information about how to upload XML files and run reports in the *HQR Secure Portal*.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

Finally, let's take a few moments to address steps to resolve issues that may arise in CART.

If, while abstracting, the system becomes unresponsive, as indicated by the inability to select options using your mouse, to type information, and/or the appearance of the rolling blue circle, then contact the Center for Clinical Standards and Quality, or CCSQ, Service Center by phone at 866-288-8912 or via email at QNetSupport@cms.hhs.gov for assistance.

If you run a report and the Report Viewer window appears blank, again contact the CCSQ Service Center for assistance using the phone number or email address listed on this slide.

Now, we will review some helpful resources.

This slide displays a list of the acronyms referenced during this presentation.

CMS recommends that IPFs refer to the latest versions of IPFQR Program resources to stay up to date on program requirements. Various documents, including the IPF Specifications Manual, IPFQR Program Guide, and optional paper tools, are available for download from the QualityNet and Quality Reporting Center websites, which can be accessed by clicking on the icons on this slide. The IPFQR Program Guide is a great place to start, as it highlights the keys to successfully participate in the IPFQR Program.

Has there been any turnover at your facility within the last several months? If so, then we want to hear from you! You can let us know about any changes to points of contact at your facility by clicking the Contact Change Form link on this slide and sending the information to us by following the instructions on the form. Would you like to receive email communications about future IPFQR Program webinars, program updates, resources, and other announcements? Then, we invite you to sign up for the IPFQR Program Listserve by clicking on the Listserve Registration icon on this slide. Another way to find information about upcoming webinars is to click on the Upcoming Webinars icon on this slide.

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

When you have a general question about the IPFQR Program or need clarification about any of the program measures, be sure to leverage the Find an Answer function in the QualityNet Q&A Tool. If you do not see a published article in the Q&A tool related to your question, then you can submit your inquiry to us via the Q&A tool, which you can access by selecting the Q&A Tool icon. The best way to reach us when you have questions about IPFQR Program eligibility, such as next steps for a newly-eligible provider or to notify us that an IPF is closed or will be closing, is via email. Just click on the Email Support icon to send an email to us regarding eligibility updates. Finally, you can also contact the VIQR support contract team via phone at 866-800-8765 or via secure fax at 877-789-4443.

This concludes the content portion of today's webinar titled, *Navigating the IPF Module in the CMS Abstraction & Reporting Tool (CART)*. After this presentation, you will have the opportunity to complete a survey.

We ask that you complete the survey, as we value your feedback regarding what works well and any areas for improvement in future presentations.

Thank you for your time and attention.