Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

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

Overview of IPFQR Program Resources, Part 1

Presentation Transcript

Speakers

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Judy Wade: Welcome to today's presentation titled, *"Overview of the IPFQR Program Resources, Part 1.* My name is Judy Wade, and I am a Project Coordinator for the VIQR Support Contract. I am one of the speakers for today's event. I am joined today by Evette Robinson, and she is the IPFQR Program Lead for the VIQR Support Contractor.

This presentation will help participants navigate the QualityNet website to locate the IPFQR Program Resources web page and describe the contents of each document on the page.

Participants will be able to navigate the QualityNet website to locate the IPFQR Program Resources web page and leverage the contents of the documents on the page to optimize success in the IPFQR Program.

Let's begin with a review of how you can access the IPFQR Program Resources web page on QualityNet. If you have any questions pertinent to the webinar topic, please send an email to WebinarQuestions@hsag.com.

Write "IPF Program Resources, Part 1" in the subject line.

If your question pertains to a specific slide, include the slide number in the body of the email.

There are several ways to access the IPFQR Program Resources web page. The easiest way is via the direct URL, which is displayed on this slide. We encourage you to bookmark this link for future reference, but, if you find yourself on a different computer or for some reason cannot save this URL as a bookmark in your web browser, there are a few more ways to access the web page. Starting from the QualityNet home page, you will click on the Inpatient Psychiatric Facilities button shown on this slide.

This brings you to the IPF Overview page, where there are four different ways to access the IPFQR Program Resources web page. This slide displays three of those options, which include the Resources link in the top menu, the IPFQR Program Guide link on the upper-right side of the screen, and the View all Program Resources link, also located on the upper right side of the screen.

If you scroll to the bottom of the IPF Overview web page, you will find the fourth option, which is to click on the blue Learn More button. Note that only Options 2 and 3 take you directly to the IPFQR Program Resources web page, while Options 1 and 4 require an additional step to reach the IPFQR Program Resources web page.

For instance, if you click on the Resources link at the top of the IPF Overview web page, labeled Number 1 on slide 11, then you will access a web page that summarizes the top three IPFQR Program Resources that are accessed on QualityNet, including the IPF Specifications Manual, the [QualityNet Q&A Tool](#), and the IPFQR Program Resources web page. You would then click on the View link in the table under Program Resources.

If, instead, you chose to click the Learn More button at the bottom of the IPF Overview web page, then you will come to the IPFQR Overview web page, which displays different options in the top menu, including a Resources link that directs you to the IPFQR Program Resources web page.

Now that you know the various ways that you can access the IPFQR Program Resources web page, let's review the various documents available for download.

As you can see from the images on this slide, there are several resources available for download from the IPFQR Program Resources web page. These resources are updated as they are approved for publication by CMS, and they are meant to provide you with a significant portion of the information needed to successfully participate in the IPFQR Program.

At the top of the page is a table with a link to the latest version of the IPF Specifications Manual, which will be reviewed in greater detail in an upcoming webinar. The next table includes resources for the COVID-19 Vaccination Coverage Among Healthcare Personnel, COVID HCP, measure.

The first link in the COVID HCP Measure Resources table is the Frequently Asked Question document for the COVID HCP measure, which includes information pertinent to all CMS quality reporting

programs for which reporting the COVID HCP measure is required. We recommend reviewing this document, and we would like to point out that questions 16–18 on page 9 can be helpful for those uncertain about the reporting requirements.

The next two links in this table are for the Fiscal Year 2023 NHSN COVID HCP Data Submission and Verification checklists. As the names imply, these tools include instructions pertaining to NHSN enrollment, data submission, and processes to verify that data were submitted and saved in the NHSN system. The checklists pertinent to fiscal year 2024 will be published soon, and an email notification will be distributed to the IPFQR Program Listserve as soon as they are available for download.

The next table on the IPFQR Program Resources web page includes several general resources, which will be reviewed individually in the next several slides.

The IPFQR Quick Support Reference Card contains instructions on how to contact the VIQR Support Contract team and obtain information about the IPFQR Program. These methods include the (1) QualityNet Question and Answer Tool, (2) phone support, (3) live chat, (4) educational webinars, (5) secure fax, and (6) the Quality Reporting Center website. We encourage you to review this quick reference card as a way to determine the best means by which you can search for answers to your questions, as well as ways to contact us if you do not find an answer to your question through existing, published resources.

The next resource available for download in the General Resources table is the IPFQR Program: Understanding Reporting Periods vs. Fiscal Years document. The intent of this document is to illustrate how data collected during a particular time frame and submitted to CMS relates to the fiscal year in which an IPF's payment determination is made.

The quick reference guide for the IPFQR Program NOP is a newer addition to the list of resources. It includes details regarding rules for the IPFQR Program NOP, instructions to add or update contacts, steps to

submit a NOP, and guidance for IPFs that choose to withdraw from the IPFQR Program.

At the end of each webinar and periodically in email notifications that we send to the IPFQR Program Listserve, we refer to the Hospital Contact Change Form. This continues to be the best way for you to keep us up to date on any changes to leadership and/or staff at your facility for the IPFQR Program and other CMS Quality Reporting programs to ensure timely communications with you about APU requirements. Note that this form was updated earlier this year from one page to two pages. The table includes more options in the Contact Type drop-down list. The form also includes a link to register a HARP account, steps to submit the completed form, and an acronyms table.

The most significant update to this form is the link that allows you to view the current list of contacts that we have on file for your facility. Click on the link highlighted in yellow on this slide.

The first time you click on the link, a message may appear, asking whether you will allow the link to direct you to a web page on the Quality Reporting Center website. When you click Allow, the Provider Contact Lookup Form web page will appear in a new tab or window on the Quality Reporting Center website. Click on the hyperlink on this page and you will be prompted to download a Microsoft Excel Macro-Enabled Worksheet. When you open the Excel file it will be in a protected view. You must click the Enable Editing button, followed by the Enable Content button to be able to enter your facility's CCN. If you wish to access the [Provider] Contact Lookup Form without going through the Contact Change Form, you may do so by clicking on the link at the bottom.

The image on this slide displays what you will see in the Excel spreadsheet. To look up the contacts we have on file for your facility, simply type in the 6-digit CMS Certification Number associated with your facility. Note that because the *HQR Secure Portal* recognizes the numeric version of the CCN for IPF units that are part of a critical access or acute

care hospital, you will need to enter the 6-digit CCN of the main hospital. For example, if your IPF unit's CCN has an "S" in the third position, replace that letter "S" with the "0". If your IPF unit's CCN has an "M" in the third position, replace the letter "M" with the number "1".

For the long-term care hospitals that have an IPF unit, replace the "SA" in the third and fourth positions with "20". The CCN for free-standing IPFs are already numeric and no changes are needed.

Contact information for up to two IPFs can be searched at one time. The image on this slide displays an example of how that information appears in the table. If you are part of one IPF, then enter your numeric CCN in the Enter CCN 1 Here field, and click the Search button. For those of you who manage provider contact information for more than one IPF, the lookup tool includes the option to enter the CCNs of two different IPFs. If you need to search contact information for more than two IPFs, you can click the Clear Form button to reset the table to blank. You may print the information by clicking the Print button. If you find that the information displayed below the search bar needs to be corrected, you can click the Contact Correction Form to provide us with the most up to date information. Please note that this worksheet will be updated periodically as new information becomes available.

There are a couple of things near the bottom of the second page of the form that I'd like to point out. The first is the text in red regarding contact information submitted on this form compared to information in QualityNet. Specifically, if Jane Doe is registered in HARP as the Security Administrator/Official for your facility, but you update the Contact Change Form to state that Jane has been replaced by John Doe, then it is important to acknowledge that John Doe will still need to complete the HARP registration process to ensure that the *HQR Secure Portal* is updated appropriately to recognize him as the new SA/O. The second advisement is to submit the completed form to the QRFormsSubmission@hsag.com email account to ensure timely processing.

The final row under the General Resources section of the QualityNet IPFQR Program Resources web page includes a link to the Quality Question and Answer Tool on QualityNet. Refer to the *IPFQR Program: Navigating the QualityNet Q&A Tool* webinar for details on how to leverage this tool, which you can access from either the QualityNet or Quality Reporting Center links on this slide.

I will turn the presentation over to our next speaker, Evette Robinson.

Evette Robinson: Thank you, Judy! The next table on the IPFQR Program Resources web page includes resources pertinent to the fiscal year 2023 payment determination.

There are two versions of the IPFQR Program Guide posted on the QualityNet IPFQR Program Resources web page. Both guides include updated links to the CCSQ Service Center, formerly the QualityNet Service Center, and the Hospital Contact Change Form. The version pertaining to fiscal year 2023 payment determination addresses requirements relevant to the calendar year 2021 reporting period, which I'll review in the next several slides.

As you can see on the About This Program Guide page of the document, the guide is designed to help you understand the IPFQR Program participation requirements and includes information about measures, data submission, and public reporting.

The IPFQR Program Quick Start section begins on page 2. The intent is to provide general information about the IPFQR Program for those who are new. For example, approximately 1,600 IPFs participate in the IPFQR Program, which is a pay-for-reporting program. "Pay-for-reporting" means that IPFs that participate and successfully meet all requirements receive the full annual payment update, or APU, for a given fiscal year. This section also references the Understanding Reporting Periods vs. Fiscal Years document that Judy reviewed earlier in this presentation.

This section includes an overview of the types of measures that are collected, calculated, and publicly reported for the IPFQR Program.

The IPFQR Program Overview section describes the CMS public reporting website, Care Compare; the types of providers eligible to participate in the IPFQR Program; various means by which information about the IPFQR Program are communicated to participants and stakeholders; and data submission deadlines for the FY 2023 payment determination, including important data and Data Accuracy and Completeness Acknowledgement, or DACA, information.

The IPFQR Program calendar year 2021 Reporting section begins by providing a link to the *Federal Register* and Appendix B of the document, where you can access links to the proposed and final rules for the IPFQR Program. Before an IPF can meet program requirements, a representative of the IPF must register and maintain an active HARP Security Official, or SO, account in the *HQR Secure Portal*. Links to instructions for completing that process are on page 6. A description of the three requirements that must be met to receive the full APU each year begins on page 7 and are as follows: Complete the IPFQR Program Notice of Participation (NOP) with the status of "Participating"; collect and submit measure and non-measure data during the measure reporting periods; and complete the DACA by the annual August 15 submission deadline.

Information about the claims-based measures and public reporting are in the IPFQR Program Additional Information section.

When IPFQR Program Requirements Are Not Met section includes an overview of and links to information about the Extraordinary Circumstances Exceptions Policy and the Annual Payment Update Reconsideration Process.

The Contact Information and Resources section includes information about a plethora of resources, as depicted in the images on this slide. Note that the QualityNet Help Desk recently changed to the CCSQ Service Center, and their new email address is QNETSupport@cms.hhs.gov.

There are two appendices in the Fiscal Year 2023 IPFQR Program Guide. Appendix A defines the acronyms and terms used throughout the

document, while Appendix B lists information about and links to the proposed and final rules published for the IPFQR Program.

The IPFQR Program Measures for FY 2023 document describes the CMS-approved measure and non-measure data requirements necessary to meet APU for the IPFQR Program.

The data are grouped by type and each table includes the name, reporting period, submission period, and data source, as well as whether the information is publicly reported.

The IPFQR Quick Reference Guide: FY 2023 Data Accuracy and Completeness Acknowledgement is a one-page document that describes the purpose of the DACA, the roles required to access the DACA, and a list of steps to complete the DACA entry process.

The Fiscal Year 2024 Payment Determination is the next table on the IPFQR Program Resources web page. It includes the same resources listed in the fiscal year 2023 payment determination table, but the files include updates pertinent to fiscal year 2024, which will be described in the following slides.

The fiscal year 2024 version of the IPFQR Program Guide describes requirements for the calendar year 2022 reporting period that are pertinent to the fiscal year 2024 payment determination. Specifically, it excludes the measures that were removed from the IPFQR Program per the Fiscal Year 2022 IPF Prospective Payment System Final Rule, namely the Follow-Up After Hospitalization for Mental Illness and Timely Transmission of Transition Record measures.

The IPFQR Program Measures for FY 2024 document describes the CMS-approved measure and non-measure data requirements necessary to meet APU for the IPFQR Program. The first table on page one includes all four quarters of COVID-19 Vaccination Coverage Among Healthcare Personnel measure data that must be submitted for the fiscal year 2024 payment determination. The document excludes the Timely Transmission of Transition Record measure from the chart-abstracted clinical process of

care table, and the Follow-Up After Psychiatric Hospitalization measure replaced the Follow-Up After Hospitalization for Mental Illness measure in the claims-based coordination of care table.

The IPFQR Quick Reference Guide: FY 2024 Data Accuracy and Completeness Acknowledgment is identical to the fiscal year 2023 version, but it is applicable for the summer 2023 submission deadline.

Finalization of the data submission and verification checklists for the summer 2022 submission period is in progress. The availability of these resources will be communicated via email through the IPFQR Program Listserve. If you would like to review past versions of these checklists, you can access them from the QualityNet IPFQR Program Archived Resources web page in the checklists table.

This concludes Part 1 of the overview of IPFQR Program resources, but you may be wondering, what's next?

This slide lists some of the upcoming webinar topics, including Parts 2 and 3 of this webinar series, which will be available On Demand in the near future. CMS will send email notifications about these events to the IPFQR Program Listserve. In Part 2 of this webinar series, we will complete a similar review for the sections of the *Specifications Manual for National Inpatient Psychiatric Facility Quality Measures, v1.0a,* and we will address several commonly asked questions about the IPF Specifications Manual.

Now, we will review some helpful resources.

This table displays the acronyms that were referenced in this presentation.

CMS recommends that IPFs refer to the latest version of IPFQR Program resources that are available for download on the QualityNet and Quality Reporting Center websites. You can access these resources by clicking on the icons on this slide.

We encourage you to keep us up to date with points of contact at your facility by sending the completed Contact Change Form to us whenever there are staff changes relevant to the IPFQR Program or other quality reporting programs.

We also recommend that you sign up for the IPFQR Program Listserve, if you have not already, by clicking on the Listserve Registration icon on this slide. Once enrolled in the IPFQR Program Listserve, you will receive communications pertaining to IPFQR Program webinars, program updates, and other announcements. Information about upcoming webinars can be viewed by clicking on the Upcoming Webinars icon. We encourage everyone to leverage the Find an Answer function in the QualityNet Q&A Tool to find information about program requirements and measures OR, if not found, submit your inquiries to us via the tool. We also welcome your recommendations for future webinar topics via the Q&A tool, which you can access by selecting the Q&A Tool icon. You can click on the Email Support icon to send an email to us at IPFQualityReporting@hsag.com regarding eligibility, such as next steps for a newly-eligible provider or notification that an IPF is closed or will be closing. Contact the VIQR Support Contractor via phone at (866) 800-8765 or secure fax at (877) 789-4443.

This concludes the webinar titled Overview of IPFQR Program Resources, Part 1. Be sure to sign up for the IPFQR Program Listserve to ensure that you are notified when Parts 2 and 3 of this webinar series are available. Thank you for your time and attention.