

Centers for Medicare & Medicaid Services (CMS)

**Inpatient Psychiatric
Facility Quality Reporting
(IPFQR) Program**

**Welcome Guide for
Newly Eligible IPFs**

Version 1.2



Table of Contents

Introduction	1
IPFQR Program Overview.....	1
IPFQR Program Requirements.....	2
Step One: Complete the <i>QualityNet</i> registration process and maintain an active <i>QualityNet</i> SA.....	2
Step Two: Complete the IPFQR Program NOP to indicate participation status.....	2
Step Three: Collect and submit aggregate measure and non-measure data by the annual data submission deadlines.....	3
Step Four: Complete and submit the DACA by the submission deadline.....	3
Helpful Resources.....	4
Program Manual and Paper Tools.....	4
Education and Outreach Events	4
ListServes	4

IPFQR Program Welcome Guide for New Facilities

Introduction

Welcome to the CMS IPFQR Program!

The CMS Hospital Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor (SC) for the IPFQR Program has been notified that your inpatient psychiatric facility (IPF) recently received a new CMS Certification Number (CCN). This welcome guide will help ensure that you are aware of the IPFQR Program and its requirements.

IPFQR Program Overview

The IPFQR Program is a pay-for-reporting program that requires facilities to submit data for specific quality measures. Created under the Affordable Care Act, participating IPFs must report these measures or face a two-percentage point reduction to their annual payment update (APU). Approximately 1,600 hospital psychiatric units and freestanding psychiatric hospitals participate in the program.

The IPFQR Program is intended to equip consumers with quality-of-care information to make more informed decisions about healthcare options. The program is also intended to encourage psychiatric facilities and clinicians to improve the quality of inpatient care provided to patients by ensuring that providers are aware of, and reporting on, best practices for their respective facilities and type of care.

The table below lists key steps to help you meet the IPFQR Program requirements.

Table 1: Key Steps to Participating in the IPFQR Program	
1.	Register for a QualityNet Security Administrator (SA) account on the QualityNet.com website as soon as possible.
2.	Identify the Medicare Accept Date on the CMS letter confirming the IPF's eligibility to participate in the IPFQR Program as soon as possible.
3.	Complete the IPFQR Program Notice of Participation (NOP) within 180 days of the Medicare Accept Date indicated in the CMS eligibility letter.
4.	Begin collecting data by the beginning of the quarter following completion of the NOP.
5.	Submit measure and non-measure data by the annual, August 15 deadline.
6.	Complete and submit the Data Accuracy and Completeness Acknowledgement (DACA) by the annual August 15 deadline.

More details concerning these key steps are described in the sections that follow.

IPFQR Program Welcome Guide for New Facilities

IPFQR Program Requirements

IPFs **must** adhere to **all** of the following four requirements:

Step One: Complete the *QualityNet* registration process and maintain an active *QualityNet* SA.

Refer to Section 3 of the IPFQR Program Manual: *QualityNet* Registration.

In order to meet the first requirement for the IPFQR Program, IPFs must follow and complete the [QualityNet registration directions](#) for IPFs. This mandatory registration process will enable the IPF to identify at least one *QualityNet* SA who will facilitate the registration process for other users at the organization.

IPFs are required to maintain an active *QualityNet* SA at all times.

It is recommended that *QualityNet* SAs log into their accounts at least once per month to maintain an active account. Accounts that have been inactive for 120 days will be disabled. Once an account is disabled, the user will need to contact the *QualityNet* Help Desk to have the account reset.

Best Practice: It is highly recommended that IPFs designate at least two *QualityNet* SAs: one to serve as the primary *QualityNet* SA and the other to serve as backup.

NOTE: Changing the password is not the same as logging into the system. Upon changing the password, SAs and Users must log into the system with the new password for the account to remain active. We strongly recommend that all *QualityNet Secure Portal* SAs and Users log into the portal every 30–60 days to maintain an active status.

Once the *QualityNet* registration process is complete and an active *QualityNet* SA is designated, the IPF will be able to access the [QualityNet Secure Portal](#) to meet the remaining program requirements (listed below). The *QualityNet Secure Portal* is the only CMS-approved website for secure healthcare quality data exchange.

Step Two: Complete the IPFQR Program NOP to indicate participation status.

Refer to Section 5 of the IPFQR Program Manual: Notice of Participation.

Newly eligible facilities have 180 days from the Medicare Accept Date to submit an [NOP](#) for the IPFQR Program through the *QualityNet Secure Portal*. Before an NOP can be submitted, IPFs must designate contacts and include the name and address of each hospital campus sharing the same CCN. An IPF NOP status of “Participating” must be on file in the *QualityNet Secure Portal* by the annual August 15 deadline to meet the NOP requirement for the current data submission period. Once a participation status is selected, the status automatically carries over year after year.

IPFQR Program Welcome Guide for New Facilities

Facilities are responsible for updating their staff contacts. Facilities are encouraged to maintain up-to-date contact records in the *QualityNet Secure Portal* and to submit and maintain updated contact information by completing and submitting the [Facility Contact Change Form](#).

Any eligible IPF that chooses not to participate in the program should contact the IPFQR Program Project Lead by emailing IPFQualityReporting@hcqis.org.

Step Three: Collect and submit aggregate measure and non-measure data by the annual data submission deadlines.

Refer to Section 2 of the IPFQR Program Manual: Measure Specifications.

Measure and Non-Measure Data

Newly participating IPFs must start collecting measure data at the beginning of the first quarter following submission of the NOP. IPFs must collect and submit annual, aggregate measure and non-measure data by the annual August 15 deadline.

- IPFs are required to submit the annual, aggregate population count.
- A zero must be submitted when there are no discharges for a particular measure set.

For more information about the data reporting and submission periods for the required measures, please refer to the IPF Measures and Resources pages of the *QualityNet* website (www.qualitynet.org). You can also find resources on the [IPFQR Program Resources and Tools](#) page of the *Quality Reporting Center* (www.QualityReportingCenter.com) website.

Facilities have the option of using a vendor to submit data on their behalf. In order to allow a vendor to submit data, an IPF must complete the [online vendor authorization process](#), accessible from the *QualityNet Secure Portal*. (Refer to Section 4 of the IPFQR Program Manual: Vendor Authorization.)

Step Four: Complete and submit the DACA by the submission deadline.

Refer to Section 6 of the IPFQR Program Manual: Data Accuracy and Completeness Acknowledgment.

The DACA is required for IPFs participating in the IPFQR Program. IPFs use the DACA to electronically acknowledge that the data submitted for the IPFQR Program are accurate and complete to the best of their knowledge. The annual deadline for completing and signing the DACA is August 15. IPFs are required to complete and sign the DACA **on an annual basis** via the *QualityNet Secure Portal*.

This requirement must be completed by the IPF and cannot be fulfilled by a vendor.

For more information about the DACA, please refer to the IPFQR Program Manual on the [IPFQR Program Resources](#) page of the *QualityNet* website. You can also find it on the [IPFQR Program Resources and Tools](#) page of the *Quality Reporting Center website*.

IPFQR Program Welcome Guide for New Facilities

Helpful Resources

To learn more about the IPFQR Program and its requirements, visit the links provided below. CMS may use any one of these resources as a sub-regulatory means to inform IPFQR Program participants about changes and updates to the IPFQR Program.

Program Manual and Paper Tools

The [IPFQR Program Manual](#), measure abstraction paper tools, and measure data collection tools are among the various resources available on the [IPFQR Program Resources](#) page of *QualityNet*. They are also available on the [IPFQR Program Resources and Tools](#) page of the *Quality Reporting Center* website.

Education and Outreach Events

On the *Quality Reporting Center* homepage, select the [Events Calendar](#) tab. Under Upcoming Events, on the right side of the page, future Education and Outreach webinars are listed. Materials from previous webinars are available under the [Archived Events](#) link on the *Quality Reporting Center* website.

On *QualityNet*, visit the IPFQR Program [Webinar](#) page for webinar recordings, presentation slides, and transcripts.

ListServes

All IPFs are advised to subscribe to the IPFQR Program [ListServe notifications](#). The Hospital Inpatient VIQR Outreach and Education SC sends information to subscribed providers pertaining to program updates, upcoming education webinars, new resources, and new tools.

For further assistance regarding the information contained in this document and the in IPFQR Program in general, please contact the IPFQR Program Outreach and Education Support Contract Team by emailing IPFQualityReporting@hcqis.org or by calling (866) 800-8765 or (844) 472-4477. Please include the name and CCN of your IPF in all correspondence.