

**Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program  
Fiscal Year (FY) 2025 Data Submission & Administrative Requirements Checklist  
for Data Due 8/15/2024**

Task	✓
<b>STEP 1a: Submit Patient-level XML files.</b>	
A. Log in to the <a href="#">Hospital Quality Reporting (HQR) Secure Portal</a> and hover over the left side of the screen to expand the menu. Select <b>Data Submissions</b> . Click the <b>Chart Abstracted</b> tab.	<input type="checkbox"/>
B. Confirm XML file accuracy in the <b>Test</b> environment. (We suggest IPFs and their vendors upload XML files into the <b>Test</b> environment first to ensure file accuracy/completeness. Click on <b>Test</b> .)	<input type="checkbox"/>
C. Next, click on the blue <b>Select Files</b> button to upload XML files. You can also drag and drop the XML files into the designated area. Be sure to select the <b>IPF Quality Reporting Program</b> before uploading the XML file(s).	<input type="checkbox"/>
D. After you upload the file, you will see a table with <b>Batch ID</b> and <b>Status</b> columns. <ul style="list-style-type: none"> <li>• Note the <b>Batch ID</b> to review specific uploads in the Submission Detail Report.</li> <li>• The <b>Status</b> column shows whether the XML file was uploaded successfully (accepted/rejected).</li> </ul>	<input type="checkbox"/>
E. When you are ready to upload XML files into the <b>Production</b> environment, click the <b>Change Selection</b> link. Then, under <b>Select a Submission Type</b> , select <b>Production</b> from the drop-down menu. Then, click the blue <b>Display Results</b> button. Complete Steps C and D above to upload the XML files in the Production environment.	<input type="checkbox"/>
<b>STEP 1b: Submit Facility-level Data (FLD).</b>	
<ul style="list-style-type: none"> <li>• If your IPF has an FLD XML file, then proceed to Step A.</li> <li>• If your IPF does not have a FLD XML file, then proceed to Step D</li> </ul>	<input type="checkbox"/>
A. While logged into the HQR System, hover over the left side to expand the options. If necessary, select <b>Data Submissions</b> , then click the <b>Chart Abstracted</b> tab.	<input type="checkbox"/>
B. Select the <b>Production</b> submission type and upload this file in the same manner the Patient-level files were uploaded (refer to Steps 1a.C and 1a.D).	<input type="checkbox"/>
C. Once the FLD XML file has been uploaded successfully, then proceed to Step 1c.	
D. Manually enter your IPF aggregate, facility-level non-measure data, and denominator values for the Hospital-Based Inpatient Psychiatric Services (HBIPS)-2 and HBIPS-3 measures by selecting the <b>Data Form</b> button on the <b>Chart Abstracted</b> tab.	<input type="checkbox"/>
E. Under the <b>Select the Data Form</b> sub-header, click the <b>IPFQR Launch Data Form</b> button. A landing page for the IPF Data forms will appear. Select the <b>Start</b> button for facility-level data and, if needed, zero-patient attestations to begin the data entry process for each data form.	<input type="checkbox"/>
F. On the FLD data entry form enter data values for each of these FY 2025 submission requirements: <input type="checkbox"/> Non-Measure Data and Population Counts <input type="checkbox"/> HBIPS-2/-3 Denominator Data Elements Once each field is populated, click the blue <b>Submit</b> button at the bottom. <b>You must be prepared to enter data into all fields to submit FLD to the system. You will not be able to save partial data.</b> A checkmark and the word "Submitted" will appear in the FLD row. Proceed to Step 1c.	<input type="checkbox"/>
<b>STEP 1c: Submit Zero-patient Attestation (if applicable).</b>	
A. Select the checkbox for each measure that has zero events/patients to abstract. Once you have selected the appropriate measures, click the blue <b>Submit</b> button at the bottom.	<input type="checkbox"/>
B. A checkmark and the word "Submitted" will appear on the Zero-patient attestation row.	
<b>STEP 2: Submit the FY 2025 Data Accuracy and Completeness Acknowledgement (DACA).</b>	
A. Log in to the <a href="#">HQR Secure Portal</a> to review the data for accuracy and completeness.	
B. Hover your mouse on the left side to expand the menu options. Click <b>Administration</b> . Click <b>DACA</b> .	<input type="checkbox"/>
C. Enter your job title below Position. Click the button attesting to data accuracy and completeness.	
D. Click the <b>Sign</b> button at the bottom of the page.	
<b>If data changed, you must re-sign/submit the DACA to acknowledge that the changes are accurate.</b>	
<b>STEP 3: Ensure the IPFQR Program Notice of Participation (NOP) requirement is met.</b>	
Access the NOP in the HQR System under <b>Administration</b> to ensure the status says "Participating."	<input type="checkbox"/>
An active Security Official (SO) is not a requirement, <b>but an active SO is needed to ensure access to the HQR Secure Portal</b> to meet requirements. Contact the Center for Clinical Standards and Quality Service Center at (866) 288-8912 to reactivate an SO.	

**IPFQR Program Submission Period: July 1–August 15, 2024**

For guidance on requirements and data verification processes, refer to the FY 2025 IPFQR Program Guide

on the QualityNet [IPFQR Program Resources](#) web page. For guidance on measure and XML file layout specifications for summer 2024 patient-level and facility-level reporting, download the Specifications Manual for National Inpatient Psychiatric Facility Quality Measures, Version 1.1c, from the QualityNet [IPF Specifications Manuals](#) web page. For other assistance, contact the IPFQR Program Support Contractor via the [QualityNet Question and Answer Tool](#), [IPFQualityReporting@hsag.com](mailto:IPFQualityReporting@hsag.com) email, (866) 800-8765, or (844) 472-4477.