

<b>Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program</b> <b>Fiscal Year (FY) 2026 Data Verification and Administrative Requirements Checklist</b> <b>for Data Due 8/18/2025</b>	
Task	✓
<b>STEP 1: Run reports.</b>	<input type="checkbox"/>
<b>A.</b> Log in to the <a href="#">Hospital Quality Reporting (HQR) Secure Portal</a> .	<input type="checkbox"/>
<b>B.</b> Hover your mouse on the left side of the screen to expand the menu. Select <b>Data Results</b> . Then, click <b>Chart Abstracted</b> to access the following reports: <ul style="list-style-type: none"> <li>Submission Detail - Review information about each XML file uploaded, including the measure set, patient ID, batch ID, patient admit/discharge/event date, upload date, action code, file name, file status (if a test case), and edit messages.</li> <li>Potential Duplicate - Identify potential duplicates to determine if records pertain to two different episodes of care or if duplicates are due to incorrect entry of a patient identifier.</li> <li>Case Status Summary - Review measure set counts, including the number of unique cases submitted, accepted, and rejected.</li> </ul>	<input type="checkbox"/>
<b>C.</b> In the <b>File Accuracy</b> tab, under Program, select <b>IPFQR</b> . If your provider participates in another Quality Reporting Program, you may see other programs in the drop-down.	<input type="checkbox"/>
<b>D.</b> Under Report, select a report.	<input type="checkbox"/>
<b>E.</b> For each report, select the appropriate parameter values. (For example, select <b>2026</b> for the Fiscal Year parameter.) Select any other applicable parameter value, as necessary.	<input type="checkbox"/>
<b>F.</b> Click the blue <b>Export CSV</b> button. The file will download to your computer at a location determined by your browser settings. Click on the file to open it.	<input type="checkbox"/>
<b>G.</b> To access another report, return to the <b>STEP D</b> and select a different report. When you have finished reviewing the <b>File Accuracy</b> reports, proceed to <b>STEP H</b> .	<input type="checkbox"/>
<b>H.</b> To review the aggregate, facility-level non-measure data, denominator values for the Hospital-Based Inpatient Psychiatric Services (HBIPS)-2 and HBIPS-3 measures, and zero-patient attestations, hover over the left side to expand the menu. Select <b>Data Submissions</b> .	<input type="checkbox"/>
<b>I.</b> Click the <b>Chart Abstracted</b> tab. Then, click the <b>Data Form</b> button.	<input type="checkbox"/>
<b>J.</b> Under the <b>Select the Data Form</b> sub-header, select <b>IPFQR Launch Data Form</b> .	<input type="checkbox"/>
<b>K.</b> Data were submitted if a checkmark and the word "Submitted" appear next to the name. Verify the submitted data by clicking the row to expand the information.	<input type="checkbox"/>
<b>L.</b> Return to the <b>Data Submissions</b> page and select the <b>Web-based Measures</b> tab. Click the <b>Data Form</b> button. Then return to Steps J and K to verify data submission for the web-based measures.	<input type="checkbox"/>
<b>M.</b> To review or edit the facility-level data or the zero-patient attestation, click the <b>Edit</b> or <b>Start</b> button to access the attestation. Review/revise the data and select <b>Submit</b> to save changes, if necessary. Otherwise, select <b>Cancel</b> . Follow these steps to review or edit the web-based measure data.	<input type="checkbox"/>
<b>STEP 2: Confirm FY 2026 Data Accuracy and Completeness Acknowledgement (DACA) submission.</b>	<input type="checkbox"/>
<b>A.</b> Access the DACA form by logging in to the <a href="#">HQR Secure Portal</a> .	<input type="checkbox"/>
<b>B.</b> Hover over the left side to expand the menu. Click <b>Administration</b> and <b>DACA</b> to view the DACA.	<input type="checkbox"/>
<b>If data changed, you must re-sign/submit the DACA to acknowledge that changes are accurate.</b>	
<b>STEP 3: Check IPFQR Program Notice of Participation (NOP) status.</b>	<input type="checkbox"/>
Review the NOP in the HQR system under <b>Administration</b> to ensure status says "Participating."	
An active Security Official (SO) is not a requirement, but an active SO is needed to ensure access to the <i>HQR Secure Portal</i> to meet requirements. Contact the CCSQ Service Center at (866) 288-8912 to reactivate a SO.	
<ul style="list-style-type: none"> <li>For guidance on IPFQR Program requirements and data verification processes, refer to the FY 2026 IPFQR Program Guide on the QualityNet <a href="#">IPFQR Program Resources</a> web page.</li> <li>For other assistance, contact the IPFQR Program Support Contractor via the <a href="#">QualityNet Q&amp;A Tool</a>, <a href="mailto:IPFQualityReporting@hsag.com">IPFQualityReporting@hsag.com</a> email, (866) 800-8765, or (844) 472-4477.</li> </ul>	