

| Quarter 1 (Q1) 2025 Hospital Inpatient Quality Reporting (IQR) Program Checklist | | |
|--|--|--------------------------|
| Due | Task | ✓ |
| 7/9/2025 | <p>Checking Submission of Q1 2025 Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) Data</p> <p><i>HCAHPS Survey Data</i> should display as “Submitted” for <i>January, February, and March</i> on the Submissions Requirements report. See below, under Checking Submission of Q1 2025 Inpatient Data, for guidance on how to run reports.</p> | <input type="checkbox"/> |
| 8/4/2025 | <p>Submitting Q1 2025 Inpatient Population and Sampling Counts Through the Hospital Quality Reporting Secure Portal (applies to chart-abstracted SEP-1 measure only)</p> <ol style="list-style-type: none"> 1. Click Data Submissions from the navigation on the left-hand side of the screen. 2. Select the Population and Sampling tab. 1. Click Data Form. Verify that that the Data Form shows IQR. Click on Launch Data Form. 2. Verify that the Reporting Period is Q1 2025 and Click on Enter. <p>Submitting Q1 2025 Inpatient Population and Sampling XML Files Via Simple File Submissions Through the Hospital Quality Reporting Secure Portal (applies to chart-abstracted SEP-1 measure only)</p> <ol style="list-style-type: none"> 1. Click Data Submissions from the navigation on the left-hand side of the screen. 2. Select the Population and Sampling tab. 3. Click File Upload. 4. Select Production. Data submitted under Test will not be stored in the HQR system and will not count as meeting program requirements. 5. Verify that the Reporting Period is Q1 2025 and Click on Enter. | <input type="checkbox"/> |
| 8/18/2025 | <p>Checking Submission of Q1 2025 Inpatient Data</p> <ol style="list-style-type: none"> 1. Log in to the <i>Hospital Quality Reporting Secure Portal</i> using your HARP User ID and Password. 2. Go to the Dashboard located on the left-hand side of the screen. 3. Select Program Reporting from the navigation on the left-hand side of the screen. 4. Select Submission Requirements from the dropdown. This is where you check to see if your organization is meeting reporting requirements. Access is dependent upon permissions. From this page you can also view the Submission Requirements Dashboard. <p>To verify Submission Requirements (formerly known as the Provider Participation Report)</p> <ol style="list-style-type: none"> 1. Select IQR from the Program dropdown. 2. Select Q1 2025 from the Discharge Quarter dropdown. 3. Click Export CSV. 4. View the Submission Requirements for the following: <ul style="list-style-type: none"> <input type="checkbox"/> Column M “measure_set” (<i>Measure Set</i>): IQR-SEP <input type="checkbox"/> Column Q “population” (<i>Total Patient Population</i>) and column P “sample” (<i>Total Sample Size</i>) case counts will display using Population and Sampling data. “Not Submitted” means Population and Sampling counts have not been submitted. If submitting, this must be done before the Population and Sampling deadline. Please see the Population and Sampling directions above. <input type="checkbox"/> Column N “total-cases” (<i>Total Cases Accepted</i>) column should be \geq your <i>Total Patient Population</i> and/or column O “total_claims” (<i>Total Medicare Claims</i>) unless you are electing to sample. If your hospital is sampling, ensure the <i>Total Cases Accepted</i> are \geq the minimum sample requirement. <input type="checkbox"/> <i>HCAHPS Survey Data</i> is located under columns X through Z. <p>Submission Requirements Dashboard</p> <p>The submission requirements dashboard allows you to review program requirements and status, and export reports.</p> <ol style="list-style-type: none"> 1. Select IQR from the Select a program dropdown. 2. Verify that the Fiscal Year is 2027 3. Select the requirement you wish to review. 4. Select Export to export PDF reports. | <input type="checkbox"/> |

For questions, contact the Inpatient and Outpatient Healthcare Quality Systems Development and Program Support at (844) 472-4477, (866) 800-8765, or via the Hospital Inpatient Questions and Answers tool at https://cmsqualitysupport.servicenowservices.com/qnet_qa.