

# IPFQR Patient Experience of Care (PIX) Survey – Comma-Separated Values (CSV) Instructions

## General Guidance

- Please refer to the PIX Survey Data Dictionary for a complete listing of data elements, valid value types (e.g., numeric, alphanumeric), and field lengths.
- Use a new row for each individual patient survey response.
- The document must be saved as a CSV (comma delimited) file format. Upload the saved CSV file to Hospital Quality Reporting (HQR) for submission.
- Begin entering information on row 2 (row 1 should remain as the header row provided in the template).

## User Access & Submission Details

- In order to **submit and view PIX survey data** in HQR, submitters must have **Data Submissions > PIX > IPFQR** permissions. Vendors must also be **authorized on behalf of CCNs**. Unauthorized vendors will not be able to upload PIX survey data.
- **In order to review submission details**, users can navigate to the **PIX Survey index page** in HQR to view:
  - Total number of surveys submitted
  - Computed points for the overall PIX score
  - Computed points for each domain-specific score

## Required Identifiers

- **Column A – CCN:** Enter your hospital's **CMS Certification Number (CCN)** (6-digit numeric).
- **Column B – YEAR:** Enter the **calendar year** for the PIX Survey reporting period (format = YYYY).

## Survey Response Fields

- **Columns C onward** contain the PIX survey question responses.
- Responses must be coded as follows (unless otherwise specified in the Data Dictionary):
  - 5 = Strongly Agree
  - 4 = Somewhat Agree
  - 3 = Neutral

- 2 = Somewhat Disagree
  - 1 = Strongly Disagree
  - 0 = Does Not Apply
- If a question was not answered, the field may be left blank (null).

## Formatting Notes

- **Numeric Fields:** Enter only whole numbers in the valid range specified (e.g., 0–5 for survey items).
- **Blank Fields:** Only leave fields blank if explicitly allowed in the Data Dictionary (e.g., unanswered survey items). Required fields (such as CCN, YEAR) must not be left blank.

## Submission Reminders

- Verify that the **CCN** entered corresponds to an active facility authorized to submit PIX data.
- Ensure the **reporting year** is valid for the current PIX submission period.
- Validate all survey responses against the allowable values before submission to avoid file rejection.