

**Inpatient Psychiatric Facility (IPF) Quality Reporting Program Fiscal Year (FY) 2027
Data Submission and Administrative Requirements Checklist for Data Due 8/17/2026**

Task	✓
STEP 1a: Submit patient-level XML files.	
A. Log in to the Hospital Quality Reporting (HQR) Secure Portal and hover over the left side of the screen to expand the menu. Select Data Submissions . Click the Chart Abstracted tab.	<input type="checkbox"/>
B. Confirm XML file accuracy in the Test environment. (We suggest IPFs and their vendors upload XML files into the Test environment first to ensure file accuracy/completeness.) Click on Test .	<input type="checkbox"/>
C. Next, click on the blue Select Files button to upload XML files. You can also drag and drop the XML files into the designated area. Be sure to select the IPF - Quality Reporting before uploading the XML file(s).	<input type="checkbox"/>
D. After you upload the file, you will see a table with Batch ID and Status columns. <ul style="list-style-type: none"> Note the Batch ID to review specific uploads in the Submission Detail Report. The Status column shows whether the XML file was uploaded successfully (accepted/rejected). 	<input type="checkbox"/>
E. When you are ready to upload XML files into the Production environment, click the Change Selection link. Then, under Select a Submission Type , select Production from the drop-down menu. Then, click the blue Display Results button. Complete Steps C and D above to upload the XML files in the Production environment.	<input type="checkbox"/>
STEP 1b: Submit Facility-level Data (FLD).	
<ul style="list-style-type: none"> If your IPF has an FLD XML file, then proceed to Step A. If your IPF does not have a FLD XML file, then proceed to Step D 	<input type="checkbox"/>
A. While logged into the HQR System, hover over the left side to expand the options. If necessary, select Data Submissions , then click the Chart Abstracted tab.	<input type="checkbox"/>
B. Select the Production 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 Data Form button on the Chart Abstracted tab.	<input type="checkbox"/>
E. Under the Select the Data Form sub-header, click the IPFQR Launch Data Form button. A landing page for the IPF Data forms will appear. Select the Start 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 2027 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 Submit button at the bottom. 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. A checkmark with "Submitted" will appear in the FLD row. Proceed to Step 1c.	<input type="checkbox"/>
STEP 1c: Submit zero-patient attestation (if applicable).	
A. Select the checkbox for each measure that has zero events/patients to abstract. Once you have selected the appropriate measures, click the blue Submit button at the bottom.	<input type="checkbox"/>
B. A checkmark with "Submitted" will appear on the zero-patient attestation row.	
STEP 2: Submit Psychiatric Inpatient Experience (PIX) Survey*	
A. Select the PIX tab. Next, select Data Form . Then, select IPFQR – Launch Data Form .	
B. For the PIX Survey, select Start to access the data form. <ol style="list-style-type: none"> Answer all statements for each domain by selecting Strongly Agree, Somewhat Agree, Neutral, Somewhat Disagree, Strongly Disagree, or Does Not Apply. Then, select Submit. A checkmark with "Submitted" will appear on the PIX Survey row. 	<input type="checkbox"/>
*Measure reporting is voluntary for the calendar year 2025 reporting period.	
STEP 3: Submit the FY 2027 Data Accuracy and Completeness Acknowledgement (DACA).	
A. Log in to the HQR Secure Portal to review the data for accuracy and completeness.	
B. Hover your mouse on the left side to expand the menu options. Click Administration . Click DACA .	<input type="checkbox"/>
C. Enter your job title below Position. Click the button attesting to data accuracy and completeness.	
D. Click the Sign button at the bottom of the page.	
If data changed, you must re-sign/submit the DACA to acknowledge that the changes are accurate.	
STEP 4: Ensure the IPF Quality Reporting Program Notice of Participation (NOP) requirement is met.	
Access the NOP in the HQR System under Administration to ensure the status says "Participating."	<input type="checkbox"/>
An active Security Official (SO) is not required, but an active SO is needed to access to the <i>HQR Secure Portal</i> to meet requirements. Contact the Center for Clinical Standards and Quality Service Center at (866) 288-8912 to reactivate a SO.	

IPF Quality Reporting Program Submission Period: July 1–August 17, 2026

For guidance on requirements and data verification processes, refer to the FY 2027 IPF Quality Reporting Program Guide on the QualityNet [Inpatient Psychiatric Facility Resources](#) web page. For guidance on measure and XML file layout specifications for summer 2026 patient-level and facility-level reporting, download the Specifications Manual for National Inpatient Psychiatric Facility Quality Measures, Version 1.3, from the QualityNet [IPF Specifications Manuals](#) web page. For guidance on the PIX Survey XML and CSV file layouts, download the technical specifications on the QualityNet [IPF Quality Reporting Program Resources](#) webpage. For other assistance, contact the IPF Quality Reporting Program Support Contractor via the [QualityNet Question and Answer Tool](#), IPFQualityReporting@hsaq.com email, (866) 800-8765, or (844) 472-4477.