



# **IPF Specifications Manual, Version 1.2, and Updated Resources Review**

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# Purpose

This presentation provides an overview of the recently published *Specifications Manual for National Inpatient Psychiatric Facility Quality Measures* (IPF Specifications Manual), Version 1.2, as well as updated optional resources.

# Objectives

Attendees will be able to leverage the IPF Specifications Manual, Version 1.2, and other updated resources to meet all data reporting requirements for fiscal year (FY) 2026 payment determination year.

IPF Specifications Manual, Version 1.2, and Updated Resources Review

## **IPF Specifications Manual Overview**

# Manual Overview

The IPF Specifications Manual is intended for use as a reference to facilitate successful collection and submission of patient-level and facility-level data to CMS for the IPFQR Program.

- **Effective date:** January 1, 2024
- **Reporting Period:** Calendar year 2024 discharges for all measure and non-measure data, except Influenza Immunization (IMM-2) (October 1, 2024–March 31, 2025) and quarterly reporting of the COVID-19 Vaccination Coverage Among Health Care Personnel (COVID HCP) measure
- **Submission Period:** Summer 2025 (except the COVID HCP measure) impacting the FY 2026 annual payment update
- **Composition:** One main document and two Extensible Markup Language (XML) file layouts pertinent to patient-level and facility-level reporting of IPFQR Program data

# Manual Overview

- The IPF Specifications Manual and accompanying release notes documents are available on the QualityNet [Inpatient Psychiatric Facility Specification Manuals](#) web page.
- You can also access a link to this web page from the Quality Reporting Center [IPFQR Program Resources and Tools](#) web page.

# Manual Overview

The QualityNet [Inpatient Psychiatric Facility Specification Manuals](#) web page displays a ZIP folder of the complete manual, release notes, and links to the manual by section.

**Inpatient Psychiatric Facility Specifications Manuals**

**Specifications Manuals**

- Version 1.1a
- Version 1.1
- Version 1.0b
- Version 1.0a
- Version 1.0

**Version 1.1a - Effective for Discharges starting 01/01/2023**

The Specifications Manual for National Inpatient Psychiatric Facility Quality Measures (IPF Specifications Manual) contains abstraction guidance and technical specifications to successfully submit the Centers for Medicare & Medicaid Services (CMS) inpatient psychiatric facility quality measures.

Over time, it will be necessary to prevent more than one version of the manual on this web page so that a specific data collection time period (i.e., based on effective discharge date) can be associated with the applicable manual.

The Release Notes for each version of the manual outline the changes associated with that specific release and include corrections and clarifications based on ongoing alignment discussions between the Centers for Medicare & Medicaid Services and the Joint Commission.

**Complete Manual**

File Name	File Type	File Size	
Version 1.1a - IPF Specifications Manual	ZIP	1.3 MB	Download
Release Notes, Version 1.1a	PDF	360 KB	Download

**NOTE:** For enhanced accessibility, the formatting of the manual has changed. Some documents contained in this manual are for use by technical staff. Persons using assistive technology may not be able to fully access all documents. If you need assistance in accessing a specific document, please contact the QualityNet Support Center.

**Manual by Section**

View and/or download individual sections.

- Acknowledgement
- Table of Contents
- Introduction
- Using the Manual

**Section 1 - Data Dictionary**

- Introduction to the Data Dictionary
- Alphabetical Data Dictionary

**Section 2 - Sampling Specifications**

- Measures Stewardship by The Joint Commission
- Screening for Metabolic Disorders Measures
- Transition Record Measure

**Section 3 - Missing and Invalid Data**

- Missing and Invalid Data

**Section 4 - Population and Sampling Specifications**

- Population and Sampling Specifications

**Section 5 - Data Transmission**

- Data Transmission
- IPF Clinical Data XML File Layout
- IPF Facility Level XML File Layout

**Section 6 - Outcome Measures (Claims Based)**

- Outcome Measures (Claims Based)

**Appendices**

- Appendix A: ICD-10 Code Tables
- Appendix B: Medication Tables
- Appendix C: Crosswalk Tables for Non-Measure Data
- Appendix D: Glossary of Terms
- Appendix E: Overview of Measure Information Form and Flowchart Formats
- Appendix F: Resources
- Appendix G: Psychiatric Advance Directives (PAD)
- Appendix H: Measure Name Crosswalk
- Appendix I: Previous Section

# Manual Overview

The Release Notes document outlines the information that was added, changed, and removed in Version 1.2 compared to the previous version. The Release Notes document is available for download in the **Complete Manual** table pictured below.

**Version 1.0b - Effective for Discharges starting 01/01/2022**

The *Specifications Manual for National Inpatient Psychiatric Facility Quality Measures* (IPF Specifications Manual) contains abstraction guidance and technical specifications to successfully submit the Centers for Medicare & Medicaid Services (CMS) inpatient psychiatric facilities quality measures.

Over time, it will be necessary to present more than one version of the manual on this web page so that a specific data collection time period (i.e., based on effective discharge date) can be associated with the applicable manual.

The Release Notes for each version of the manual outline the changes associated with that specific release and include corrections and clarifications based on ongoing alignment discussions between the Centers for Medicare & Medicaid Services and the Joint Commission.

**Complete Manual**

File Name	File Type	File Size	
Version 1.0b - IPF Specifications Manual	ZIP	1.7 MB	<a href="#">Download</a>
Release Notes, Version 1.0b	PDF	311 KB	<a href="#">Download</a>

Release Notes Version 1.0b

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## Specifications Manual for Inpatient Psychiatric Facility Quality Measures, v1.0b

### Guidelines for Using Release Notes

Release Notes Version 1.0b provides a high-level overview of changes to the *Specifications Manual for National Inpatient Psychiatric Facility Quality Measures (IPF Specifications Manual)*. This Release Notes document is to be used as a reference and is not intended to be used to develop abstraction tools. Please refer to the *IPF Specifications Manual* for references to the complete and current technical specification and abstraction information.

These notes are organized to follow the Table of Contents in the *IPF Specifications Manual*. The headings are described below:

- **Impacts** – used to identify the impacted measures and portion(s) of the Inpatient Psychiatric Facility Quality Reporting Program Manual section (e.g., Measure Specifications, Appendix).
- **Rationale** – provided for the change being made.
- **Description of Changes** – used to identify the section within the document where the change occurs (e.g., Definition, Data Collection Question, Allowable Values, and Denominator Statement).

**Note:** Additions are called out specifically in the Release Notes and yellow highlighted in the corresponding document. The changes in the IPF Clinical Data and IPF Facility Level XML File Layouts have yellow highlighted cells with actual changes noted in **bold**.



IPF Specifications Manual, Version 1.2, and Updated Resources Review

## **Major Changes in the IPF Specifications Manual**

# Introduction

In the **Introduction** of the manual, sub-bullets in the fourth paragraph were updated to provide information regarding the CMS Certification Numbers (CCNs) that are eligible to participate in the IPFQR Program.

- Psychiatric Hospitals: Last four digits of CCN between 4000 and 4499
- Units at acute care hospitals: “S” in the third position of the CCN
- Units at critical access hospitals: “M” in the third position of the CCN
- Units at Long-Term Care Hospitals: "SA", "SB", or "SC" in the third and fourth position of the CCN
- Units at inpatient rehabilitation facilities: “SD” in the third and fourth position of the CCN
- Units at children’s hospitals: “SE” in the third and fourth position of the CCN

This change aligns with CMS guidance regarding provider types that bill the Inpatient Psychiatric Facility Prospective Payment System, as described on pages 409–411 of the [CMS State Operations Manual](#).

# Section 1: Data Dictionary

In Section 1:

- Reference to the *IPF Global Sampling* was removed.
- The first bullet in the **Exclusion Guidelines for Abstraction** for the *Blood Glucose, Blood Pressure, Body Mass Index (BMI), and Lipid Panel* data elements changed to the following, based on changes from the Screening for Metabolic Disorders measure's steward:
  - “Non-quantitative assessment of glucose test (for example, normal, abnormal, etc.) a range of values, or greater than or less than a value”
- Details about the following, optional data elements were added for clarification and can be used internally by IPFs:
  - *Physician 1*
  - *Physician 2*

# Section 4: Population and Sampling Specifications

In Section 4 of the IPF Specifications Manual, Version 1.2, the second sentence in the third paragraph under ***Sampling*** was changed to provide a more general example:

“For example, during the reporting period an IPF may have 100 patients who were discharged during the measurement period.”

# Section 5: Data Transmission

## Guidelines for Submission of IPF Clinical Data

Changes in the **Guidelines for Submission of IPF Clinical Data** sub-section include the following:

- Guidance regarding the use of numeric CCNs in the XML file layout.
- Clarification regarding the specifications for the Sex data element for the IPFQR Program measures, effective January 1, 2024.

# Section 5: Data Transmission

## Guidelines for Submission of IPF Clinical Data

### Using Numeric CCNs in the XML File Layout

#### Provider

Data elements in this section of the XML file relate to Provider identification. These data elements include:

1. *CMS Certification Number* – IPF's six-digit CCN, which is required by CMS.  
The CMS Certification Number (CCN) must be a valid, numeric, 6-digit number. IPF units that are part of a larger hospital must replace the letter(s) in the IPF unit specific CCN as follows:
  - Change "S" to "0"
  - Change "M" to "1"
  - Change "SA" to "20"
  - Change "SB" to "21"
  - Change "SC" to "22"
  - Change "SD" to "30"
  - Change "SE" to "33"

Free standing IPF CCNs are numeric; therefore, no changes are needed.

The list of CCNs eligible for the IPFQR Program was updated per information in the [CMS State Operations Manual](#)

# Section 5: Data Transmission

## Guidelines for Submission of IPF Clinical Data

### Specifications for the Sex Data Element, Effective January 1, 2024

Note the following changes in the specifications for the Sex data element for the IPFQR Program measures, effective January 1, 2024.

- The data element is defined as “The patient’s documented sexual orientation and/or gender identity.”
- There are six valid values, and an abstractor can select all that apply.
  - 1 Male
  - 2 Assigned/Designated Male at Birth
  - 3 Female
  - 4 Assigned/Designated Female at Birth
  - 5 LGBTQ
  - 6 Unknown
- Up to five valid values may be selected, but the field size for each occurrence is “1”.
- If value “6” is selected, then no other value should be selected.

Changes to the definition of the Sex data element align with the definition in The Joint Commission’s specifications manual.

# Section 5: Data Transmission

## Guidelines for Submission of IPF Clinical Data

Updates were also made in the IPF Clinical Data XML File Layout to align with those described in the manual. The purpose of the IPF Clinical Data XML file is to submit patient-level data.



# Section 5: Data Transmission

## Guidelines for Submission of Facility Level Data

Changes in the **Guidelines for Submission of Facility-Level Data** sub-section include guidance regarding the use of numeric CCNs in the XML file layout, as displayed on slide 14 for the IPF Clinical Data file layout. Changes align with the list of provider types that are eligible to participate in the IPFQR Program, per the [CMS State Operations Manual](#).

Updates were also made in the IPF Facility Level XML File Layout to align with those described in the manual.

**Note:** The purpose of the IPF Facility Level XML file is to submit aggregate data, including the non-measure data and data elements pertinent to the denominator value for the Hospital-Based Inpatient Psychiatric Services (HBIPS)-2 and HBIPS-3 measures.

# Other Sections

- In Section 6 – CMS Outcome Measures (Claims Based), the hyperlink in the first bullet under **Claims-Based Measure Information** now links to the correct web page.
- No changes were made for the following areas:
  - Section 2 – Measure Information
  - Section 3 – Missing and Invalid Data
  - Appendices

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## **Updated Resources**

# Reporting Periods vs. Fiscal Years

*The IPFQR Program: Understanding Reporting Periods vs. Fiscal Years* document:

- Highlights the differences between calendar and fiscal years.
- Shows how submission of calendar year data impacts payment in a future fiscal year.
- Highlights timeline differences for the claims-based, IMM-2, and COVID HCP measures.

Download:

- QualityNet: [IPFQR Program Resources](#)
- Quality Reporting Center: [IPFQR Program Resources and Tools](#)

# IPFQR Program: Understanding Reporting Periods vs. Fiscal Years

## IPFQR Program: Understanding Reporting Periods vs. Fiscal Years January 1, 2022 – December 31, 2025

### Calendar Year and Fiscal Year

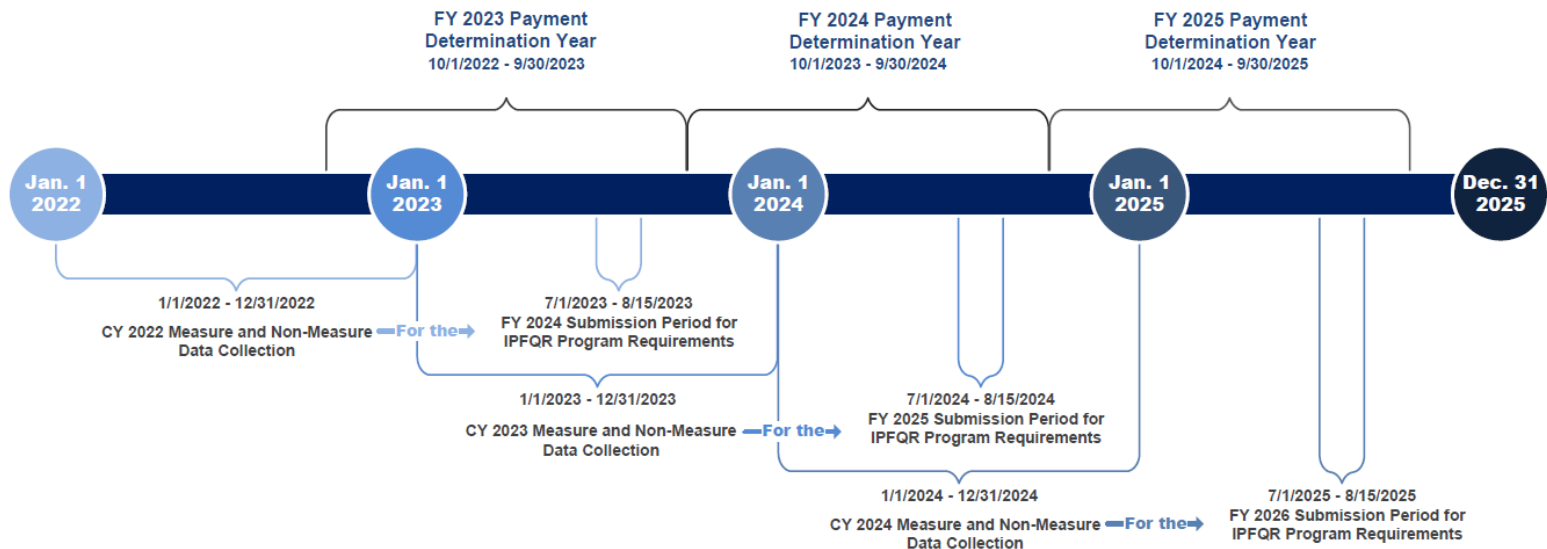
The Centers for Medicare & Medicaid Services (CMS) uses quality data collected by IPFs during a reporting period to make payment decisions for a future year.

- Reporting Period = Calendar Year (CY)
- Fiscal Year (FY) = Payment Year
- Annual Payment Update (APU) = the annual percentage increase that CMS applies to Medicare reimbursement for eligible IPFs

### IPF Data → CMS APU Decisions

Submission of CY data is connected to payment in a future FY, as illustrated below.

- IPFs collect data for CY 2022 discharges.
- IPFs submit data to CMS in 2023.
- CMS makes preliminary FY 2024 APU decisions.
- CMS provides IPFs with an opportunity to request reconsiderations of FY 2024 APU decisions.
- CMS makes final FY 2024 APU decisions.



### Exceptions

- Data used for claims-based measures are not usually from a single calendar year.
- Data for the IMM-2 measure are collected from October 1 through March 31 of the previous fiscal year. For example, IPFs will collect IMM-2 data from October 1, 2022–March 31, 2023, and submit the data in the summer of 2023 to impact the FY 2024 payment determination.
- Data for the COVID-19 Vaccination Coverage Among Health Care Personnel measure are collected and submitted to the National Healthcare Safety Network every quarter. Refer to the CMS IPFQR Program Measures and Non-Measure Data paper tool on the QualityNet [IPFQR Program Resources](#) web page.

# IPF Vendor Management

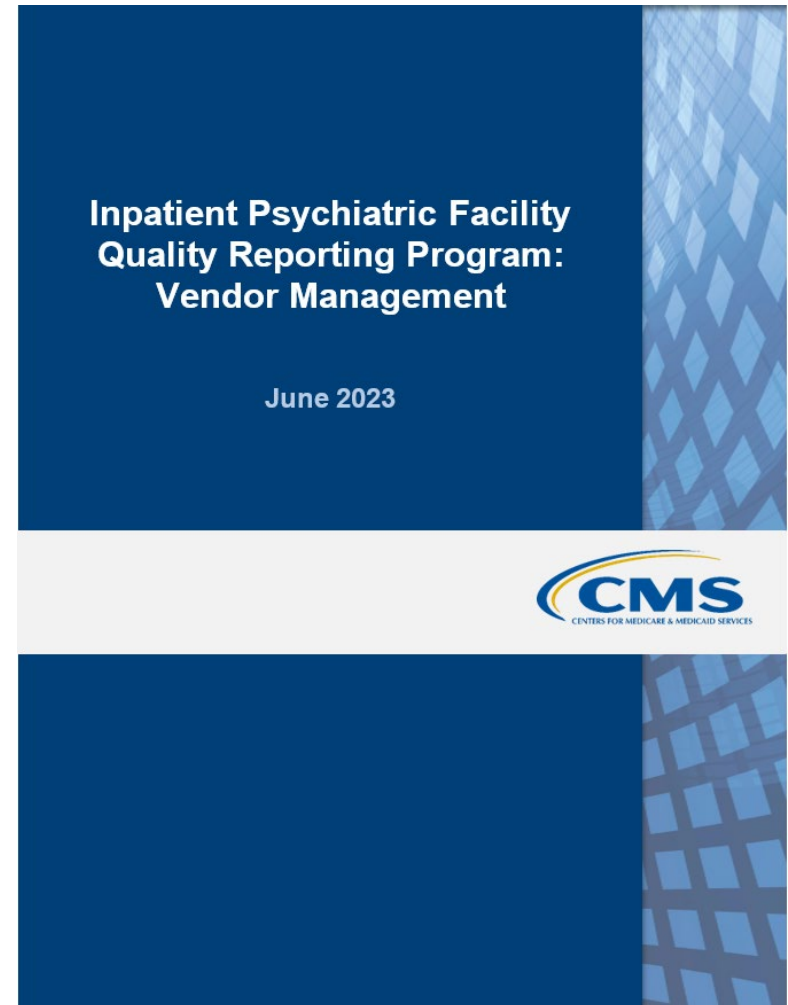
The *Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program: Vendor Management* resource guide summarizes the steps inpatient psychiatric facilities (IPFs) should follow to manage vendor access and permissions in the *Hospital Quality Reporting (HQR) Secure Portal*.

Key updates to this resource include the following:

- Information about granting vendor permissions to upload XML files for chart-abstracted measures
- Measure set definitions pertinent to vendor access for chart-abstracted measures

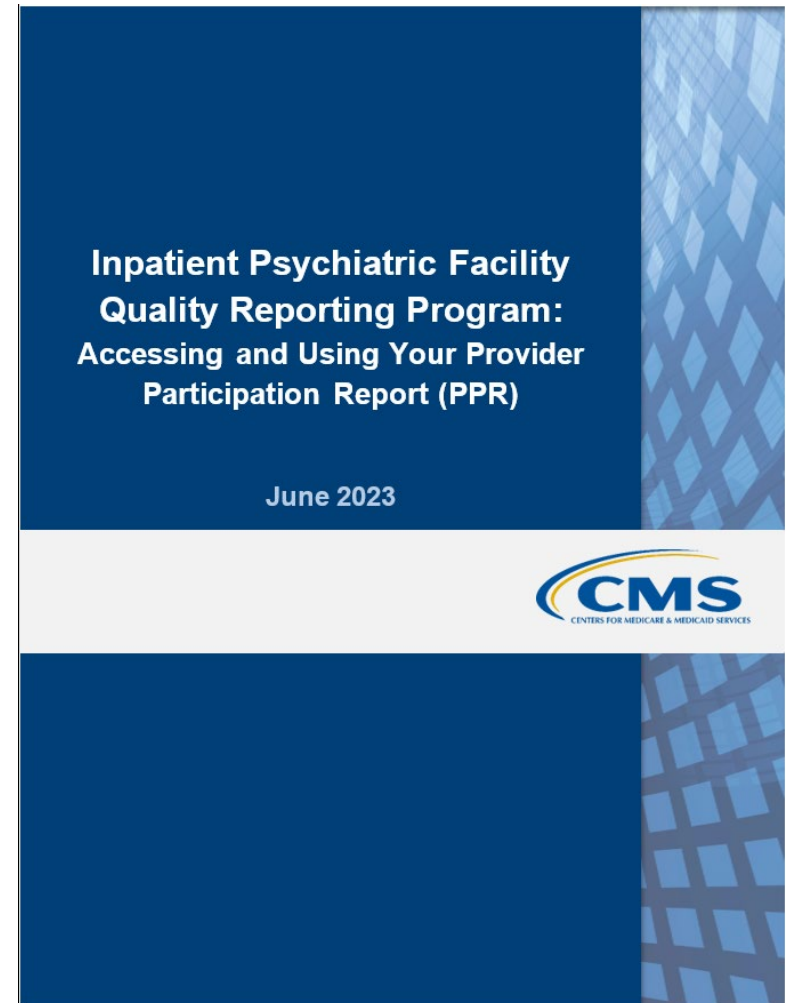
# IPF Vendor Management

The document is available for download from the QualityNet [IPFQR Program Resources](#) and Quality Reporting Center [IPFQR Program Resources and Tools](#) web pages.



# Accessing IPF Data in the Provider Participation Report (PPR)

The *Inpatient Psychiatric Facility Quality Reporting Program: Accessing and Using Your Provider Participation Report (PPR)* document describes how to run, view, and interpret an IPF PPR from the *HQR Secure Portal*.





# Accessing IPF Data in the PPR

A table at the end details the data found in each column of the comma separated value (CSV) PPR files.

The document is available for download from the [QualityNet IPFQR Program Resources](#) and [Quality Reporting Center IPFQR Program Resources and Tools](#) web pages.

Column Name	Description
fiscal_year	Displays the fiscal year represented in the report
quarter	Displays the quarter of data represented in the row of data
provider_id	Displays the numeric, 6-digit CCN for the main hospital
provider_name	Displays the name of the IPF
state	Displays the state in which the IPF is located
city	Displays the city in which the IPF is located
active_security_official	Displays "Yes" if the provider has at least one active Security Official (SO).
nop_start_date	Displays the date, mm/dd/yyyy, that the Notice of Participation (NOP) was signed.
nop_end_date	Displays the date, mm/dd/yyyy, that the NOP status changed to "Withdrawn" or "Not Participating."
medicare_accept_date	Displays the effective date, mm/dd/yyyy, for the main hospital's CCN.
daca_completed	Displays "Submitted" once signed. If not signed during the submission period, it will display "Not Submitted." During the non-submission period, it will display "N/A."
covid19_submission	Displays the submission status of the COVID HCP measure as "Submitted" or "Not Submitted"
covid19_last_NHSN_file	Last date CMS received a COVID HCP measure data file from the Centers for Disease Control and Prevention

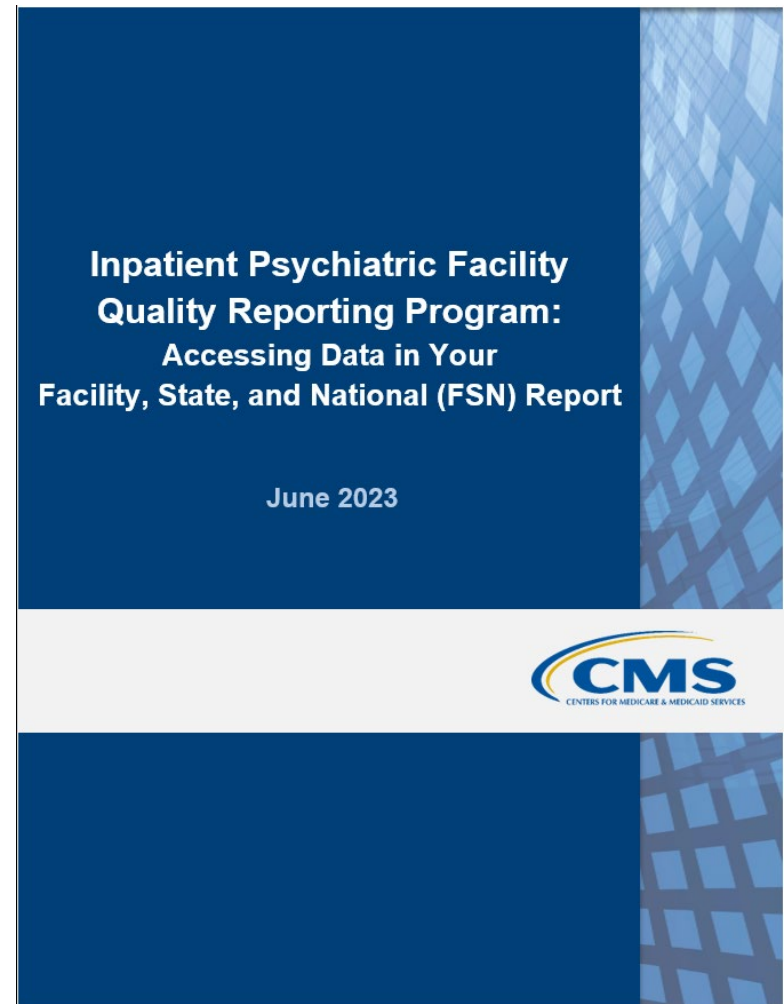
# Video Demonstration

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## Accessing and Interpreting the IPFQR Program PPR

# Accessing IPF Data in the Facility, State, and National (FSN) Report

*The Inpatient Psychiatric Facility Quality Reporting Program: Accessing Data in Your Facility, State, and National (FSN) Report* document describes how to access, download, and interpret the IPF FSN report from the *HQR Secure Portal*.



# Accessing IPF Data in the FSN Report

The prior version included guidance on how to locate and interpret data for the COVID HCP measure.

This version includes a table that includes a description for every column of data found in the CSV IPF FSN report file.

The document is available for download from the [QualityNet IPFQR Program Resources](#) and Quality Reporting Center [IPFQR Program Resources and Tools](#) web pages.

Column Name	Description
Type	Displays whether data are at the facility, state, or national level
Payment Fiscal Year	Displays the fiscal year represented in the report
State	Displays the state where the IPF is located in the rows that display facility-level and state-level data. (NATION appears in the rows that show national-level data)
Provider ID	Displays the numeric, 6-digit CMS Certification Number (CCN) for the main hospital
Total Annual Discharges	Displays the total number of discharges from the IPF during the reporting period successfully submitted to the CMS Clinical Data Warehouse.
age_children_1-12_years	Displays the number of children aged 1-12 discharged from the IPF during the reporting period.
age_adolescents_13-17_years	Displays the number of adolescents aged 13-17 discharged from the IPF during the reporting period.
age_adults_18-64_years	Displays the number of adults aged 18-64 discharged from the IPF during the reporting period.
age_adults_65_years_and_over	Displays the number of adults aged 65 and older discharged from the IPF during the reporting period.
diagnostic_anxiety_disorders_651	Displays the number of patients with a primary diagnosis of anxiety disorders discharged from the IPF during the reporting period.
diagnostic_cognitive_disorders_653	Displays the number of patients with a primary diagnosis of cognitive disorders discharged from the IPF during the reporting period.

# Video Demonstration

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## Accessing and Interpreting the IPFQR Program FSN Report

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## **Helpful Resources**

# Acronyms

<b>BMI</b>	Body Mass Index	<b>HBIPS</b>	Hospital-Based Inpatient Psychiatric Services
<b>CCN</b>	CMS Certification Number	<b>HQR</b>	Hospital Quality Reporting
<b>CMS</b>	Centers for Medicare & Medicaid Services	<b>IMM-2</b>	Influenza Immunization
<b>COVID HCP</b>	COVID-19 Vaccination Coverage Among Health Care Personnel	<b>IPF</b>	inpatient psychiatric facility
<b>CSV</b>	comma separated value	<b>IPFQR</b>	Inpatient Psychiatric Facility Quality Reporting
<b>FSN</b>	Facility, State, and National	<b>PPR</b>	Provider Participation Report
<b>FY</b>	fiscal year	<b>XML</b>	Extensible Markup Language

# Helpful Resources

IPFQR Program Web Pages  
*(Click the icons.)*





# Helpful Resources

Stay up to date...



...and get answers to your questions.



IPF Specifications Manual, Version 1.2, and Updated Resources Review

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**Thank You**

# Disclaimer

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