

TO: NAPHS Members

FROM: [Kathleen McCann, R.N., Ph.D.](#), Director of Quality & Regulatory Affairs

DATE: July 20, 2015

RE: **IPFQR Tips to Avoid Errors During Submission of Web-based Measure Data for Fiscal Year (FY) 2016**

NAPHS has just received the following notice regarding the Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program.

TIPS TO AVOID ERRORS DURING SUBMISSION OF WEB-BASED IPFQR MEASURE DATA FOR FISCAL YEAR (FY) 2016

The *QualityNet Secure Portal* and Web-based Measures Application are available. The data submission period is open until August 15, 2015, to: report measure data, complete the Data Accuracy and Completeness Acknowledgement (DACA), and file the Notice of Participation (NOP) for FY 2016.

As you begin submitting your data, please keep the following in mind:

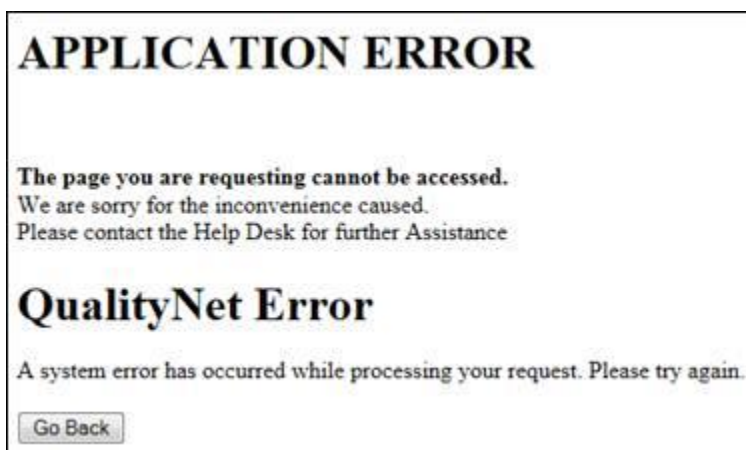
- **You must click CALCULATE *prior* to SUBMIT or PRINT:** Once the numerator and denominator values are entered, be sure to click the green **CALCULATE** button (picture below) ***before*** you click the blue **SUBMIT** button or the **PRINT** button for the HBIPS-2, -3, -4, -5, -6, -7, and SUB-1 measures.

CALCULATE

Submit

Print

- If you do not hit **CALCULATE *prior* to SUBMIT**, **all of your data will not be saved**, and you will see an application error screen like the one shown below.



- If you wish to print the data that has been submitted, then you must click the **PRINT** button after you hit **CALCULATE** and **SUBMIT**, or you will see an application error screen like the one shown above.
- If you submit your data and do not see an error message, please access the IPFQR Participation Report via the *QualityNet Secure Portal* to confirm complete submission of your data:
 - Click on **My Reports** in the tool bar to open the drop-down menu
 - Click on **Run Reports**
 - Select **IPFQR** in the “Report Program” field.
 - Select **Hospital Reporting – Feedback – IPFQR** in the “Report Category” field
 - Click on the **View Reports** button and a list of report options will appear
 - Click on the **IPF Participation Report**
 - Select the IPF name, Payment Year “2016”
 - Click on the **Run Report(s)** button
 - Click on the **Search Report(s)** tab
 - Hover over the *Search Report(s)* to view the status of the report, including:
 - Series of white papers - In Queue
 - Blue circle arrow - In Progress
 - Green check mark - Completed
 - Click on the **Refresh Report Status** button to view the latest status
 - Once the report is completed, select one of the following options from the *Action column* on the far right:
 - Magnifying glass - View only in new web browser tab
 - Green down arrow - Download report
 - Yellow star with green plus sign - Save report as a favorite
- If you encounter the application error above, please contact the *QualityNet* Help Desk to submit a ticket at 866.288.8912 or qnetsupport@hcqis.org. You will need to provide the following information:
 - Name and CCN of the facility
 - The measure(s) impacted
 - The steps completed leading up to the error message
 - Screen shots

After you have submitted a ticket with the QualityNet Help Desk, you may also contact the VIQR SC for the IPFQR Program via email at IPFQualityReporting@area-m.hcqis.org. They can provide additional guidance on how to re-submit your data.

Questions regarding other data submission issues can be directed to the *QualityNet* Help Desk at 866.288.8912 or qnetsupport@hcqis.org. Help Desk hours are Monday through Friday from 7am–7pm Central.