CY 2018 Hospital IQR – Promoting Interoperability Program Alignment Preparation Checklist for eCQM Reporting – QRDA Category I <u>Test</u> File(s) Instructions		
Due	**Task**	**✔**
NOW	☐ **Select** at least **four (4)** of the 15 available electronic clinical quality measures (eCQMs) for **one self-selected quarter** of 2018 data (Q1, Q2, Q3, or Q4) during the same reporting period. ☐ **Confirm** Health Information Technology (Health IT) is certified to the Office of the National Coordinator of Health IT (ONC) 2014 Edition, 2015 Edition, or a combination of both. **Visit** the Certified Health IT Product List (CHPL) website to ensure the edition is certified to report all eCQMs. ☐ **Contact** the *QualityNet* Help Desk to obtain a *QualityNet Secure Portal* account and the Electronic Health Record (EHR) Data Upload Role. ☐ **Confirm** the Quality Reporting Document Architecture (QRDA) Category I file(s) are constructed per the 2018 Centers for Medicare & Medicaid Services (CMS) Implementation Guide (IG) for Hospital Quality Reporting and 2018 CMS QRDA I Schematrons and Sample Files for Hospital Quality Reporting under the Eligible Hospital/Critical Access Hospital (CAH) tab of the eCQI Resource Center. ☐ **Download** the most recent version of the Pre-Submission Validation Application (PSVA) tool and the user manual from the Secure File Transfer of the *QualityNet Secure Portal* to validate the QRDA Category I file(s) for submission. **NOTE**: CMS is expecting one QRDA Category I file per patient, per quarter, which includes all episodes of care and applicable measures associated with that reporting period. Maximum individual file size is 5 MB. A maximum of 15,000 files can submitted per ZIP file.	☐

System opens mid-Sept.
 	
Deadline is 2/28/19 11:59 p.m. Pacific Time
	Submit Test File(s) either via the PSVA tool or directly to the *QualityNet Secure Portal*.
	For questions, contact the *QualityNet* Help Desk.
	
	☐ **A. Use the PSVA tool**
	  (The CMS data receiving system performs additional checks since the PSVA tool only validates the file structure.)
	  1. **Log into** the PSVA tool using your *QualityNet* User ID and password.
	  2. **Select** the Program **[HQR_EHR_IQR]** for dual program submission.
	  3. **Select** the **[Add Files]** button and the File Selection Window will open.
	  4. **Locate** the ZIP file(s) on the workstation and choose the file(s) to add to the application. (The status will indicate "New" once added.) The File Details Table will display the file(s) based upon the selection in the "Select by File Status" window.
	  5. **Select** the file(s) for validation from the File Details Table and **Select** the **[Validate Files]** button.
	  6. **Check** the status of the file(s). The result will indicate "Valid" or "Invalid." A feedback file is also available for review.
	   NOTE: Warnings and errors are located in the feedback file; only *errors* need to be corrected to pass validation. Users can only submit *validated file(s)* directly from the PSVA tool to the *QualityNet Secure Portal*.
	  7. **Submit** file(s). One or more valid files can be submitted. A pop-up box will indicate file(s) have been successfully submitted. **NOTE: This only indicates the file(s) were sent to the CMS data receiving system.**
	   • The file(s) will be sent for data upload processing and put in the Sent folder upon successful scanning.
	   • An email notification will be sent stating the file(s) were uploaded successfully.
	   • A second email notification will be sent with the number of submitted file(s), number of accepted or rejected uploaded file(s), the batch number, and the time of submission. **If the second email is not received within 24 hours, contact the *QualityNet* Help Desk.**
	   NOTE: The receipt of both emails only indicates the file(s) were received and processed by the CMS data receiving system. Accepted file(s) do not indicate the intent of the measure has been met.
	  8. **Check** for file submission success or failure, as indicated in the File Details Table.
	  9. **Visit** the *QualityNet Secure Portal* and **Review** the status (accepted or rejected) of test file submissions by generating the EHR Hospital Reports via the *QualityNet Secure Portal*. Refer to the Calendar Year (CY) 2018 EHR Report Overview for help with interpreting report outcomes.
	
	☐ **B. Use the Secure File Transfer in the *QualityNet Secure Portal***
	  1. **Log into** the *QualityNet Secure Portal*.
	  2. **Select [Secure File Transfer] → [Data Upload] → [testdata]**.
	  3. **Select** the Reporting Program **[ehrqrda]** and click **[Upload]**.
	  4. **Go to** your own export folder, highlight the cases, and choose **[Open]**.
	  5. **Submit** file(s). For multiple files, ZIP the files prior to uploading.
	  6. **Check** the status of the file(s); the result will indicate "Valid" or "Invalid."
	  7. **Upload** file(s) to the system. The folder will display file(s) with **".antivirus.scanning"** added to the file name(s).
	   • The file(s) will be sent for data upload processing and put in the Sent folder upon successful scanning.
	   • An email notification will be sent stating the file(s) were uploaded successfully.
	   • A second email notification will be sent with the number of submitted file(s), number of accepted or rejected uploaded file(s), the batch number, and the time of submission. **If the second email is not received within 24 hours, contact the *QualityNet* Help Desk.**
	   NOTE: The receipt of both emails only indicates the file(s) were received and processed by the CMS data receiving system. Accepted file(s) do not indicate the intent of the measure has been met.
	  8. **Review** the status (accepted or rejected) of test file(s) submissions by generating the EHR Hospital Reports via the *QualityNet Secure Portal*. Refer to the CY 2018 EHR Report Overview for help with interpreting report outcomes.
	   NOTE: The CMS data receiving system will continue to accept test file(s) through February 28, 2019; *however, test file(s) submitted to the test system will not be reviewed or evaluated toward program credit*.
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NOTE: Submission of eCQMs does **not** meet the complete program requirements for the Hospital Inpatient Quality Reporting (IQR) Program. Hospitals are responsible for data submission for all required chart-abstracted, web-based, structural, and claims-based measures. For questions regarding the *Hospital IQR Program,* please contact the Hospital IQR Program Support Contractor at (844) 472-4477 or https://cms-ip.custhelp.com. For questions regarding the complete program requirements for the *Promoting Interoperability Program (previously known as the Medicare EHR Incentive Program)*, please contact the *QualityNet* Help Desk at (866) 288-8912.

August 2018