Instructions for Hospital-Based Inpatient Psychiatric Services (HBIPS) Event Tracking Log for Event Measures HBIPS-2 and HBIPS-3 01-01-2016 (Q1 2016) through 12-31-2016 (Q4 2016)

The Hospital-Based Inpatient Psychiatric Services (HBIPS) Event Tracking Log tool is provided as an optional, informal mechanism to aid psychiatric facilities and hospital psychiatric units in the collection of measure data for the Centers for Medicare & Medicaid Services (CMS) Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program. Facilities can choose to track events daily, weekly, monthly, or quarterly. It is suggested that facilities print two separate Event Tracking Logs, one for HBIPS-2: Hours of Physical Restraint Use and a second for HBIPS-3: Hours of Seclusion Use. CMS is not responsible for potential errors and issues arising from modifications made by external parties. If there are any questions or concerns regarding the use of this Event Tracking Log, please contact the IPFQR Program Support Contractor at IPFQualityReporting@hcqis.org.

Measures: HBIPS-2: Hours of Physical Restraint Use
HBIPS-3: Hours of Seclusion Use

Track each event by completing the fields in the Monthly Numerator Table. These measures do not allow sampling. The steps below will provide monthly numerator and denominator values that will be aggregated for an annual entry into the *QualityNet Secure Portal*.

I. Calculate the Numerator.
1. Determine the daily event minutes for each patient by entering the start and end times in the Event Tracking Log on page one of this document.
2. Total the daily event minutes by patient.
3. Determine the total event minutes **by month**.

Below is a blank Event Tracking Log.

Tracking Log
HBIPS-2 Hours of Physical Restraint Use or
HBIPS-3 Hours of Seclusion Use

Monthly Numerator Table				
Date	**Patient**	**Start Time**	**End Time**	**Total Minutes**
			Monthly SUM	

NOTE: The Sample Event Tracking Log below is provided as an example and as a resource for facilities to conduct data collection.

Sample Event Tracking Log
HBIPS-2 Hours of Physical Restraint Use or
HBIPS-3 Hours of Seclusion Use

Monthly Numerator Table				
Date	**Patient**	**Start Time**	**End Time**	**Total Minutes**
7/1/20XX	John Doe	0900	1000	60
7/2/20XX	Jane Doe	1300	1413	73
7/3/20XX	Mr. Who	1100	1200	60
7/30/20XX	John Doe	0900	1000	60
			Monthly SUM	253

4. Divide total **monthly minutes** by 60 minutes to convert to hours.

Monthly Calculation Example

For the month of July, the facility's total minutes of Restraint (or Seclusion) Use = 253. Divide the total minutes of Restraint (or Seclusion) Use by 60 minutes: $253 \div 60 = 4.22$ hours. The total for July is 4.22 hours of Restraint (or Seclusion) Use.

The table below is provided as an optional tracking tool to determine the annual numerator value.

Monthly Values (Total Hours by Month)	
January	
February	
March	
April	
May	
June	
July	**4.22**
August	
September	
October	
November	
December	
Aggregate Annual Numerator (Total Hours)	

5. Enter the total hours (from Step 4) into the Numerator field on page three, Step A.

II. Calculate the Denominator.

1. Determine the total number of Inpatient Days by month for each patient.
2. Determine the annual total of Inpatient Days for each patient, i.e., add January through December monthly totals for each patient.
3. Determine the annual total of Inpatient Days for all patients by summing the annual totals for each patient.
4. Determine the total number of Leave Days (defined below) for each patient, i.e., add January through December monthly totals for each patient.

    The *Specifications Manual for Joint Commission National Quality Measures* defines a leave day as an authorized or unauthorized absence of a Medicare/Non-Medicare patient from a psychiatric care setting, excluding discharges, during which the patient is absent from the psychiatric care setting at the time of the daily census and is not under the direct supervision of psychiatric care setting staff while absent.

5. Determine the annual total of Leave Days for all patients by summing the annual totals for each patient.
6. Subtract the annual Total Leave Days from the annual Total Inpatient Days to determine the Total Number of Days.
7. Enter the Total Number of Days (from Step 5) into the Denominator field on page three of this document, Step B.

Aggregate Annual Denominator Calculation Example

Total number of Inpatient Days = 14,266. Total number of Leave Days = 200. Subtract the Leave Days from the Inpatient Days: 14,266 – 200 = 14,066 days.

III.   Final Aggregate Annual Entry for the *QualityNet Secure Portal*

A. Numerator: total hours: _____

B. Denominator: total number of days: _____

To allow the system to calculate the measure rate, enter the numerator and denominator values (values A and B) aggregated for an annual entry into the *QualityNet Secure Portal*.

IV.   Manual Calculation of HBIPS-2 and -3 Measure Rates (optional)

To manually calculate the HBIPS-2 and -3 measure rates, perform the following additional steps:

1. Multiply the numerator by 1,000 hours.
2. Multiply the denominator by 24 to convert to hours.
3. Divide result from step 1 (numerator hours) by result from step 2 (denominator hours). The resulting value will be the measure rate in thousand hours.
4. Round to the second decimal place.

Measure rate formula: (A X 1000) ÷ (B X 24) = rate per 1000 patient hours