

Technical User's Guide for Hospice Quality Reporting Data Entry and Submission

January 1 – April 1, 2013

**This user Guide is considered a draft until OMB approval of
the data submission is received.**

Table of Contents

INTRODUCTION.....	2
ABOUT THIS GUIDE	2
CONVENTIONS USED IN THIS GUIDE	2
PRINTING.....	4
HELP	4
BACKGROUND	5
WHO, WHAT, WHEN & HOW	6
ACCESS THE HOSPICE QUALITY REPORTING DATA ENTRY SITE	8
REGISTER AND ACTIVATE YOUR ACCOUNT	10
LOG IN TO THE HOSPICE QUALITY REPORTING DATA ENTRY SITE.....	13
ENTER QRP MEASURE DATA	14
HOSPICE PROVIDER INFORMATION	14
THE STRUCTURAL MEASURE.....	18
NQF #0209 PAIN MEASURE	21
ATTESTATION.....	24

INTRODUCTION

About This Guide

This *Technical User's Guide for Hospice Quality Reporting Data Entry* provides information about how to register for and use the online Hospice Quality Reporting Data Entry website to submit Hospice Quality Reporting Program (HQRP) data. It is intended for use by hospice personnel responsible for entering and submitting HQRP data.

NOTE: This technical user's guide provides hospice providers with instruction *only* about data entry site use and data entry specifications. For instructions regarding data collection and reporting requirements, please refer to the *User Guide for Hospice Quality Reporting Data Collection*, which is available on the CMS Hospice Quality Reporting – Spotlight & Announcements web site at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Spotlight.html> in the “Downloads” section at the bottom of the page.

Conventions Used In This Guide

Conventions and terminology used in this guide are defined as follows:

Bold	The names of web pages and buttons on web pages are bolded.
<i>Italics</i>	The names of fields, page tabs, and field options are italicized.
<u>Underline</u>	Hyperlinks (links) to web pages or web or email functions are underlined.
CCN	CMS Certification Number, also known as the Medicare provider number. CCN is a 6-digit number.
Check Box	A field on a web page that presents multiple options for you to select. Associated with each option is a small box. Point to and click on the box to select the associated option. A check mark appears in the box when the option is selected. You may “check” multiple check box options.
Click	Press and release the left mouse (or other pointing device) button, without moving the pointer, to select an item or activate a link.
CMS	Centers for Medicare & Medicaid Services. Also known as Medicare.

Cursor	A blinking vertical line () that indicates where a character you type on the keyboard appears on the computer screen.
Drag	Point to an object and press the left mouse (or other pointing device) button as you move the mouse to reposition the object on the page.
Drop-down List	A field on a web page that presents a list of options. Click on the arrow associated with the field to view the available options.
Field	Object on a web page into which a user enters information or selects options. Text boxes, check boxes, radio buttons, and drop-down lists are types of fields.
Hover	Move your mouse (or other pointing device) pointer so that it is pointing to an item on a web page and pause for a moment.
Point	Move the mouse (or other pointing device) pointer until the tip of the arrow/pointer rests on an object on a web page.
Provider	An entity providing health care services such as hospice.
Radio Button	A field on a web page that presents mutually exclusive options, such as Yes or No. Associated with each option is a circle. Point to and click on a circle to select the associated option. The circle is filled in for a selected option and empty for an unselected option.
Scroll Bar	If the web page you are viewing does not entirely fit into your viewing area, scroll bar(s) (horizontal, vertical, or both) are included on the page so that you may reposition the content of the page. Each scroll bar is a narrow rectangular area that includes arrows on both ends and a slider bar in between. To reposition the content of a page with a scroll bar, click on either arrow (in the appropriate direction) or drag the slider bar.
Select	Point to and click on a button or a link to activate it, or on check a check box to “check” it, or on a drop-down list option to choose it.

NOTE: Special notes or suggestions to the user display in a bordered box, similar to this one.

Printing

You may print any page of the Hospice Quality Reporting Data Entry Site by using the print function of your browser. Either select the printer icon from the browser tool bar or select *File* and then *Print...* from the menu bar.

Help

Field Help

Online help is available for many of the Hospice Quality Reporting Data Entry Site fields. Hover your on-screen pointer over a field to view a brief description of that field.

Technical Help Desk

You may contact the QTSO Helpdesk via phone at 1-877-201-4721 or email at help@qtso.com if you have questions about using the Hospice Quality Reporting Data Entry Site. Technical Help Desk hours are 7:00 am – 7:00 pm Central Time.

The Technical Help Desk is available to assist providers with issues pertaining to:

- Finding/locating the Data Entry website
- Username/password issues
- Website difficulty/error messages

Data Entry Site Availability

The Hospice QRP data entry site is available January 1, 2013, through April 1, 2013. Providers will not be able to access the data entry site outside of this date range, nor will the link to the site be available outside of this date range. Providers should check the “Spotlight and Announcements” section of the Hospice QRP CMS page for announcements regarding the data entry site <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Spotlight.html>.

NOTE: Accounts established during the voluntary reporting initiative are no longer open. Each person submitting HQRP data in 2013 must register for an account specifically for the new reporting period.

BACKGROUND

Section 1814(i)(5) of the Social Security Act (the Act) added by section 3004 of the Patient Protection and Affordable Care Act, Pub. L. 111-148, enacted on March 23, 2010 (Affordable Care Act), authorizes the Secretary to establish a quality reporting program for Hospices. Section 1814(i)(5)(A)(i) of the Act requires that beginning with FY 2014, and for each subsequent FY, the market basket update shall be reduced by two percentage points for any provider that does not comply with the quality data submission requirements with respect to that fiscal year.

To meet the quality reporting requirements set forth in the Hospice Wage Index Final Rule (76 F.R. Vol. 76, No. 150, August 4, 2011), hospices are to report quality data pertaining to two quality measures:

1. A structural measure titled “Participation in a Quality Assessment and Performance Improvement (QAPI) Program that Includes at Least Three Quality Indicators Related to Patient Care” and;
2. The NQF-endorsed #0209 pain measure, which is further described as the percentage of patients who report being uncomfortable because of pain at the initial assessment (after admission to hospice services) who report pain was brought to a comfortable level within 48 hours.

To meet the quality reporting requirements for the FY 2014 payment determination, hospice providers shall collect data on the two measures from October 1, 2012, through December 31, 2012. The data collected during this period must be reported to CMS by no later than January 31, 2013, for the structural measure and April 1, 2013, for the NQF #0209 pain measure. Thereafter, all subsequent hospice data collection periods will be based on a calendar-year. Data submission deadlines will occur in the year immediately following the collection period.

The Hospice Quality Reporting Data Entry Site allows hospice providers to submit quality data to CMS for the data collection period starting October 1, 2012, through December 31, 2012, and each year thereafter.

WHO, WHAT, WHEN & HOW

Who:

All hospice providers that are Medicare certified (have a valid CCN, or Medicare Provider Number) as of October 1, 2012, are required to collect and submit data to CMS.

For Hospices with Multiple Locations:

- Hospices will report data for both measures to CMS on a per-CCN basis.
 - Hospice providers with multiple locations, sharing one CCN, should aggregate facility-level data from all locations so the data entered on the CMS data entry site represent data for the single CCN.

Eligible patients for measure reporting include the following:

- All payers (Medicare, Medicaid, and private payers) and
- All hospice provider settings (inpatient, home care, nursing home, assisted living facility, etc.)

What:

Hospice providers will report two measures. These measures are as follows:

- A structural measure: provides CMS with general information about the kinds of patient care-related quality indicators (QIs) used in hospice organizations' QAPI programs. It is intended to reflect which domains and topics of care providers include in their QAPI programs. Hospice providers will select the domains/topics of care for which they have at least one quality indicator using a drop-down menu. No numerical data or performance scores will be reported for the structural measure.
- The NQF #0209 Pain Measure: calculates the percentage of patients who report being uncomfortable because of pain at the initial assessment (after admission to hospice services) who report that pain was brought to a comfortable level within 48 hours. Hospice providers will submit 7 facility-level, aggregate data elements to CMS for the NQF #0209 Pain Measure reporting.

When:

There are two separate reporting deadlines for submitting the required data to CMS:

- The structural measure must be submitted no later than January 31, 2013.
- The NQF #0209 Pain Measure must be submitted no later than April 1, 2013.

The data collection period for both measures is October 1 – December 31, 2012.

How:

- Hospice providers will collect data for both measures October 1, 2012 – December 31, 2012.
- Hospice providers will enter their data online and submit them to CMS using the data entry site.
- The Hospice QRP Data Entry Site is available January 1, 2013 – April 1, 2013. Providers will not be able to access the data entry site outside of this date range, nor will the link to the site be available outside of this date range. Providers should check the “Spotlight and Announcements” section of the Hospice QRP CMS page for announcements regarding the data entry site <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Spotlight.html>
- Hospice providers may utilize vendors for their individual hospice provider data submission, but CMS will not support batch submissions involving scripting or database imports for multiple hospice providers from vendors.

ACCESS THE HOSPICE QUALITY REPORTING DATA ENTRY SITE

NOTE: Prior to accessing the Hospice Quality Reporting Data Entry Site, please ensure that you have read and understood the data collection and reporting requirements defined in the *User Guide for Hospice Quality Reporting Data Collection*. This document is available on the CMS Hospice Quality Reporting – Spotlight & Announcements web site at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Spotlight.html> in the “Downloads” section at the bottom of the page.

To access the Hospice Quality Reporting Data Entry website:

1. Visit the CMS **Hospice Quality Reporting** page (Figure 1) at: <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Data-Submission.html>.

Figure 1. Hospice Quality Reporting Page at CMS.gov

The screenshot shows the CMS.gov website interface. At the top, there is a navigation bar with links for Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Email, and Print. Below this is a search bar with the text "Learn about your healthcare options" and a search button. A horizontal menu contains several categories: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Insurance Oversight, Innovation Center, Regulations and Guidance, Research, Statistics, Data and Systems, and Outreach and Education. The main content area is titled "Hospice Quality Reporting" and includes sub-links for "Spotlight & Announcements", "Data Submission", and "Archive". The "Data Submission" section is active, displaying a "Data Submission" heading, a date of "December 21, 2011", and a "Hospice Quality Reporting Data Submission Update". The update text states: "CY2013 will be the first year in which Hospices will be required to submit quality data. The data entry form previously described here will be updated to accommodate the addition of the pain measure (NQF #0209). This first year of mandatory reporting will require submission of the QAPI measure data in January and the pain measure data in April. The User Guide will also be updated to include instruction for the pain measure." It also mentions that further updates related to the data submission details for the first mandatory reporting period will be added as they are finalized. Below the update text is a "Related Links" section with a link to "CMS-10390 Details". At the bottom of the page, there is a footer with the CMS.gov logo, a "Home" button, and the text: "A federal government website managed by the Centers for Medicare & Medicaid Services, 7500 Security Boulevard, Baltimore, MD 21244".

2. In the *Related Links* section of the **Hospice Quality Reporting Data Submission** page, click on (select) the Hospice Quality Reporting Data Entry link. The Home page of the Hospice Quality Reporting Data Entry Site (Figure 2) opens.

Figure 2. Hospice Quality Reporting Data Entry Site Home Page



NOTE: It might be helpful to bookmark or add this page to your Favorites for easy future access.

The Home page of the Hospice Quality Reporting Data Entry Site includes the following items:

- Register – a link to the **Register an Account** page where the person submitting Hospice QRP data for a hospice with a unique CCN must register for a user account. During the registration process you create the user name and password with which you log in to the Hospice Quality Reporting Data Entry Site.

NOTE: Accounts established during the voluntary reporting initiative are no longer open. Each person submitting HGRP data in 2013 must register for an account specifically for the new reporting period.

- Login – a link to the **Log In** page where registered users log in to the Hospice Quality Reporting Data Entry Site.
- *Provider Info* – a tab that, once you are registered and logged in to the Hospice Quality Reporting Data Entry Site, presents the first of a series of pages on which you enter your provider-identifying information and quality reporting data. If you have not yet logged in to the Hospice Quality Reporting Data Entry Site, the *Provider Info* tab presents the **Log In** page.
- *About* – a tab that presents links to information on the web about the Affordable Care Act and Hospice Quality Reporting.
- CMS Hospice Quality Reporting Program website – a link to the **Hospice Quality Reporting** page on the CMS web site.

REGISTER AND ACTIVATE YOUR ACCOUNT

Before you can log in to the Hospice Quality Reporting Data Entry Site and enter Hospice QRP data, you must first register for and activate a user account.

NOTE: Accounts established during the voluntary reporting initiative are no longer available. Each person submitting Hospice QRP data in 2013 must register for an account specifically for the current reporting initiative.

To register for a user account for the Hospice Quality Reporting Data Entry Site, perform the following:

1. In the upper-right corner of the page, point to and click on the [Register](#) link. The **Register an Account** page (Figure 3) is presented.

Figure 3. Register An Account Page

The screenshot shows the 'REGISTER AN ACCOUNT' page of the Hospice Quality Reporting Program. The page has a blue header with the title 'Hospice Quality Reporting Program' and links for 'Register' and 'Login'. Below the header are two tabs: 'Provider Info' and 'About'. The main content area is titled 'REGISTER AN ACCOUNT' and contains a 'Sign-up Form' with the following fields: CCN, Hospice Name, Your First Name, Your Last Name, Hospice Phone Number, Email Address, Confirm Email Address, Password, and Confirm Password. A 'Register' button is located at the bottom of the form.

The **Register an Account** page presents the following fields:

- ◆ CCN
- ◆ Hospice Name
- ◆ Your First Name
- ◆ Your Last Name
- ◆ Hospice Phone Number
- ◆ Email Address
- ◆ Confirm Email Address
- ◆ Password
- ◆ Confirm Password

- 2.** Point to and click in the *CCN* field. Enter your provider CMS Certification Number and press the Tab key. The cursor advances to the *Hospice Name* field.

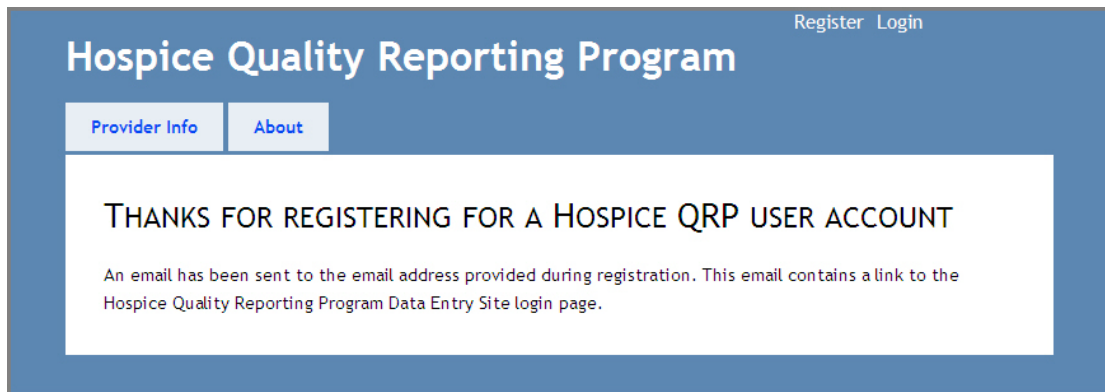
- 3.** Enter your provider name in the *Hospice Name* field and press the Tab key. Complete the remaining fields on the **Register an Account** page in this manner.

NOTE: To maintain password privacy, when you type in the *Password* and *Confirm Password* fields, a solid circle displays for each character you type. If the characters you type in the *Password* and *Confirm Password* fields do not match exactly, an error occurs. Re-type your password in both fields to proceed.

- 4.** When all fields are complete, select (click on) the **Register** button at the bottom of the page. The **Thanks for Registering** page (Figure 4) is presented.

NOTE: Please commit your password to memory for future use. The password is case-sensitive. To log in to the system, you must enter your email address and password exactly the way you entered it on the **Register an Account** page.

Figure 4. Thanks For Registering Page



The **Thanks for Registering** page indicates that an email message is on its way to the email address you entered on the **Register an Account** page. This email will provide a link and instructions for you to activate your account.

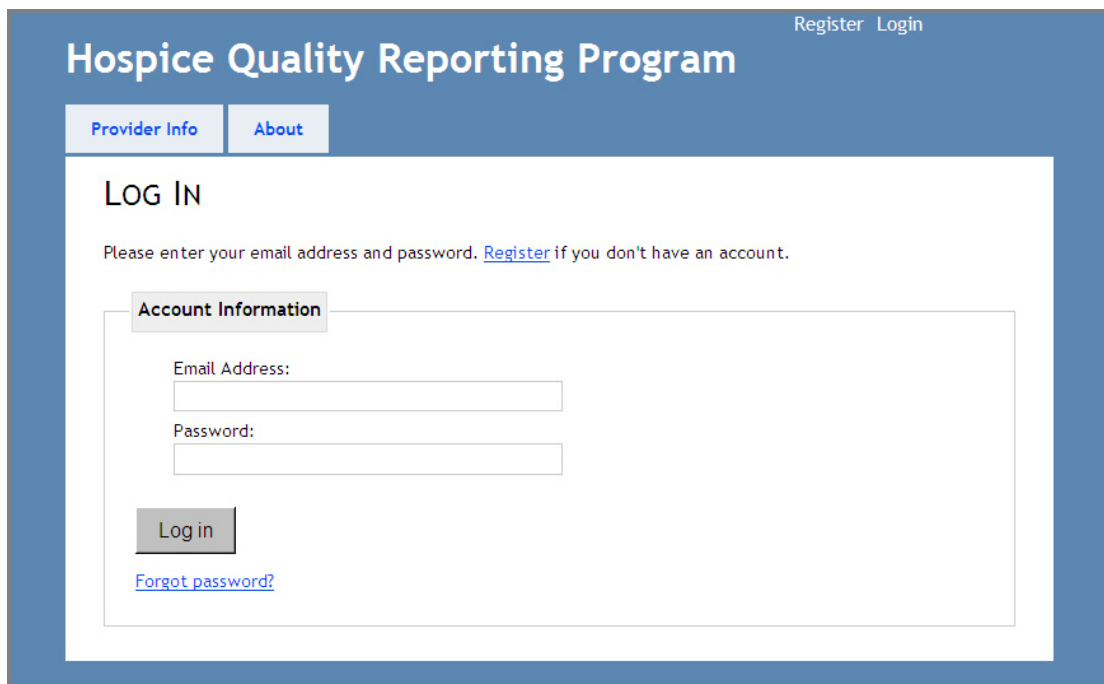
- 5.** Access the email account you registered and open the email message.
- 6.** Select (click on) the activation link in the email. Your account is now active. The Hospice Quality Reporting Data Entry Site **Log In** page (Figure 5, below) is presented.

LOG IN TO THE HOSPICE QUALITY REPORTING DATA ENTRY SITE

The **Log In** page (Figure 5) is automatically presented to first-time users when they activate their account.

Returning registered users select the [Login](#) link in the upper right corner of the Home page of the Hospice Quality Reporting Data Entry Site (Figure 2, above) to log in.

Figure 5. Log In Page



The screenshot shows the 'Hospice Quality Reporting Program' website. At the top right, there are links for 'Register' and 'Login'. Below the header, there are two tabs: 'Provider Info' and 'About'. The main content area is titled 'LOG IN' and contains the following text: 'Please enter your email address and password. [Register](#) if you don't have an account.' Below this is a form titled 'Account Information' with two input fields: 'Email Address:' and 'Password:'. A 'Log in' button is located below the fields, and a [Forgot password?](#) link is at the bottom of the form.

Point to and click in the *Email Address* field. Enter the email address you registered and press the Tab key. The cursor advances to the *Password* field. Enter the password you created when you registered your account and select the **Log in** button at the bottom of the page.

NOTE: If you forgot your password, select the [Forgot password?](#) link at the bottom of the page and follow the instructions for requesting a new password. If you do not remember the email address you used when you registered for an account, or that email address is no longer available, please contact the QTSO Helpdesk for assistance by email at help@qtso.com or by phone at 1-877-201-4721.

In response to a successful login to the Hospice Quality Reporting Data Entry Site, the **Hospice Provider Information** page (Figure 6, below) is presented.

ENTER QRP MEASURE DATA

Hospice Provider Information

Upon successful login to the Hospice Quality Reporting Data Entry Site, the **Hospice Provider Information** page (Figure 6) is presented so that you may enter your Hospice QRP measure data, beginning with some provider-identifying information.

Figure 6. Hospice Provider Information Page (Partial)

Welcome jdoe@abchospice.org! [Logout](#)

Hospice Quality Reporting Program

[Provider Info](#) [About](#)

HOSPICE PROVIDER INFORMATION

Please provide information about your hospice below. All fields are required.

Please provide your CMS Certification Number (CCN).
CCN
123456

Enter the legal name and mailing address of your hospice organization.
Name
ABC Hospice
Mailing Address
1234 Main St

City
Anywhere
State
IA
ZIP Code
12345

Enter the physical address of your hospice organization.
 Same As Mailing Address
Physical Address
1234 Main St

City
Anywhere
State
IA
ZIP Code
12345

Enter the business telephone of your hospice organization during regular business hours. Use numerals only, no dashes, spaces, or other characters.
Telephone Number
5551234567

NOTE: The first time you log in to the system several of the fields on the **Hospice Provider Information** page are pre-filled with information you provided when you registered for an account. Modify these fields only as necessary.

The **Hospice Provider Information** page includes the following:

- Instruction text: Please provide your CMS Certification Number (CCN).
 - Field: CCN
- Instruction text: Enter the legal name and mailing address of your hospice organization.
 - Field: Business Name
 - Field: Mailing Address
 - Field: Mailing Address Line 2 (no label)
 - Field: City
 - Drop-down list: State
 - Field: ZIP Code
- Instruction text: Enter the physical address of your hospice organization.
 - Check box: Same As Mailing Address
 - Field: Physical Address
 - Field: Physical Address Line 2 (no label)
 - Field: City
 - Drop-down list: State
 - Field: ZIP Code
- Instruction text: Enter the business telephone of your hospice organization during regular business hours. Use numerals only, no dashes, spaces, or other characters.
 - Field: Business Telephone Number
- Instruction text: Enter the contact information for a person at your hospice organization who will be able to answer questions about the data entered on this website. This may or may not be the individual who completes the data entry on this data entry website.
 - Field: Contact Name
 - Field: Contact Phone
 - Field: Contact Email
- Button: **Next>>**

To enter the requested information about your hospice:

1. Point to and click in the first field that is empty or must be modified. Enter the requested information and press the Tab key. The cursor advances to the next field. Continue in this manner with the remaining fields on the **Hospice Provider Information** page.

NOTE: The *State* field provides a drop-down list of states from which to choose. Click on the down arrow associated with the *State* field to view an expanded list of states. If your state is not in view, use the vertical scroll bar along the right side of the list to scroll down through the states. When your state is visible, point to and click on it to select it.

NOTE: If the hospice's physical address is the same as its mailing address, check (click on) the *Same As Mailing Address* check box. You may then skip the physical address fields. The mailing address information you entered above will be used for both the mailing and physical addresses.

2. When all fields are complete, select (click on) the **Next>>** button at the bottom of the page. The **Measure Data Entry Links And Submission Status** page (Figure 7) is presented.

NOTE: The next and subsequent times you log in to the system, the information you entered on the **Hospice Provider Information** page is displayed. You need not enter it again. Simply select the **Next>>** button to proceed.

Figure 7. Measure Data Entry Links And Submission Status Page



The **Measure Data Entry Links And Submission Status** page presents the following links with which you may independently access the Hospice Quality Reporting Data Entry Site pages to enter specific QRP measure data:

- [The Structural Measure: QAPI Program Information](#)
- [NQF #0209 Pain Measure](#)

Noted for each measure are the dates of the submission period and the status of your data entry/submission.

Submission statuses include:

- No Data Entered – you have not entered and/or saved any measure data.
- Data Saved Not Submitted – you have entered and saved measure data, but not submitted the data or provided attestation.
- Data Submitted and Attested To – you have entered, saved, and submitted measure data and provided attestation.

NOTE: Submitting measure data and providing attestation are two distinct steps. Both of these steps are required for your submission to CMS to be complete and are detailed later in this guide. Your measure submission status does not change to “Data Submitted and Attested To” until you complete *both* steps.

- 3.** Select (point to and click on) the link that corresponds to the HQR measure data you wish to enter.

The Structural Measure

When you select the link, [The Structural Measure: QAPI Program Information](#), on the **Measure Data Entry Links And Submission Status** page, the **Structural Measure Information** page (Figure 8) is presented.

Figure 8. Structural Measure Information Page (Partial)

The screenshot shows a web page titled "Hospice Quality Reporting Program" with a blue header. In the top right corner, it says "Welcome jdoe@abchospice.org!" and "Logout". Below the header are two tabs: "Provider Info" and "About". The main content area is titled "STRUCTURAL MEASURE INFORMATION". It contains two questions: Q1: "Does your hospice have a Quality Assessment and Performance Improvement (QAPI) program that includes three or more quality indicators (QIs) related to patient care?" with radio buttons for "Yes" and "No". Q2: "If your hospice's QAPI program includes at least one patient care-related quality indicator, include each indicator using the form provided below." Below Q2 is a section titled "DOMAIN 1: PATIENT SAFETY" with a sub-domain "Sub-Domain 1: Infections". Underneath, there is a "Topics:" section with three checkboxes: "Infections - incidence/prevalence", "Infections - treatment", and "Infections - other".

The **Structural Measure Information** page presents three questions, as follows:

NOTE: If you completed the Appendix A worksheet provided in the *User Guide for Hospice Quality Reporting Data Collection* refer to it now for the answers to the Structural Measure questions.

If you are unsure how to answer these questions, refer to the *User Guide for Hospice Quality Reporting Data Collection*, which is available on the CMS Hospice Quality Reporting – Spotlight & Announcements web site at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Spotlight.html> in the “Downloads” section at the bottom of the page.

- *Q1: Does your hospice have a Quality Assessment and Performance Improvement (QAPI) program that includes three or more quality indicators (QIs) related to patient care?*

Provided for Q1 are radio buttons associated with Yes and No answers to the question. Select (click on) the radio button indicating your response.

- *Q2: If your hospice's QAPI program includes at least one patient care-related quality indicator, include each indicator using the form provided below.*

The topics with which your hospice's quality indicators may be associated are provided as options for you to select for Q2. For quick access, topics are organized into the following domains:

- Domain 1: Patient Safety
- Domain 2: Physical Symptom Management
- Domain 3: Care Coordination and Transitions
- Domain 4: Patient/Family Preferences
- Domain 5: Communication and Education
- Domain 6: Patient/Family Experience/Ratings of Care and/or Services
- Domain 7: Spiritual
- Domain 8: Structure and Process of Care
- Domain 9: Psychosocial
- Domain 10: Grief, Bereavement, and Emotional Support

Topics in some domains are further organized into sub-domains.

A check box is provided for each topic. Check (click on) the check boxes for those topics for which your hospice's QAPI program includes at least one patient care-related quality indicator.

- *Q3: Please indicate the data source(s) for your QAPI indicators. Check all that apply.*

Response options provided for Q3 are:

- *Electronic Medical Record (EMR)*
- *Paper Medical Record*
- *Family survey/questionnaire*
- *Patient survey/questionnaire*
- *Incident report/log*

The **Structural Measure Information** page includes the following buttons at the bottom of the page:

- **<<Back** – select (click on) this button to return to the **Measure Data Entry Links And Submission Status** page.
- **Save without Submitting** – select this button to save the entries you made on the **Structural Measure Information** page. You remain on the **Structural Measure Information** page and may make additional entries and/or modifications. When your entries are complete, select the **Save without Submitting** button again.
 - Use the **Save without Submitting** button if you wish to edit your Structural Measure information at a later date, but prior to January 31, 2013.
- **Save All and Submit Structural Measure** – when you are ready to submit your data to CMS, select this button to save the entries you made on the **Structural Measure Information** page and proceed to the **Attestation** page.
 - If you select the **Save All and Submit Structural Measure** button but do not complete the attestation, the submission of your data is **not complete**. Until you complete the attestation, you may modify your entries. If you modify your entries you must select the **Save All and Submit Structural Measure** button again and then complete the attestation. Submission and attestation must be completed by January 31, 2013.
 - Once you complete the attestation, your structural measure submission is complete. Your entries are available for you to view, but not modify. Refer to the *Attestation* section of this guide for more information.

NOTE: If you log out of the system without selecting either the **Save without Submitting** or the **Save All and Submit Structural Measure** button, any data you entered will be lost. You may select the **Save without Submitting** button multiple times during your data entry session.

NOTE: The data entry website allows you to move freely between data entry for the Structural Measure and the NQF #0209 Pain Measure. However, to avoid data loss, please save your Structural Measure entries before you proceed to the NQF #0209 Pain Measure.

NQF #0209 Pain Measure

When you select the [NQF #0209 Pain Measure](#) link on the **Measure Data Entry Links And Submission Status** page, the **NQF #0209 Pain Measure** page (Figure 9) is presented.

Figure 9. NQF #0209 Pain Measure Page

Welcome jdoe@abchospice.org! Logout

Provider Info About

NQF #0209 PAIN MEASURE

1: Enter the number of admissions during the data collection period (October 1, 2012 through December 26, 2012).

2: Pain Measure Denominator: Enter the number of patients who answered YES to the question "Are you uncomfortable because of pain?" at the initial assessment (after admission to hospice services) during the data collection period.

3: Enter the number of patients who answered NO to the question "Are you uncomfortable because of pain?" at initial assessment (after admission to hospice services) during the data collection period.

4: Enter the number of patients excluded.

5: Pain Measure Numerator: Enter the number of patients who answered YES to the follow-up question "Was your pain brought to a comfortable level within 48 hours of the start of hospice care?" during the data collection period.

6: Enter the number of patients who answered NO to the follow-up question "Was your pain brought to a comfortable level within 48 hours of the start of hospice care?" during the data collection period.

7: Enter the number of patients unable to self report at follow-up.

<< Back Save without Submitting Save All and Submit NQF #0209

The **NQF #0209 Pain Measure** page presents seven data elements of the NQF pain measure, Comfortable Dying: Pain Brought to a Comfortable Level Within 48 hours of Initial Assessment.

NOTE: If you completed the Appendix C worksheet provided in the *User Guide for Hospice Quality Reporting Data Collection* refer to it now for the answers to the NQF #0209 Pain Measure data elements.

If you are unsure how to complete these seven data elements, refer to the *User Guide for Hospice Quality Reporting Data Collection*, which is available on the CMS Hospice Quality Reporting – Spotlight & Announcements web site at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Spotlight.html> in the “Downloads” section at the bottom of the page.

- *1: Enter the number of admissions during the data collection period (October 1, 2012 through December 26, 2012).*
- *2: Pain Measure Denominator: Enter the number of patients who answered YES to the question “Are you uncomfortable because of pain?” at the initial assessment (after admission to hospice services) during the data collection period.*
- *3: Enter the number of patients who answered NO to the question “Are you uncomfortable because of pain?” at the initial assessment (after admission to hospice services) during the data collection period.*
- *4: Enter the number of patients excluded.*
- *5: Pain Measure Numerator: Enter the number of patients who answered YES to the follow-up question “Was your pain brought to a comfortable level within 48 hours of the start of hospice care?” during the data collection period.*
- *6: Enter the number of patients who answered NO to the follow-up question “Was your pain brought to a comfortable level within 48 hours of the start of hospice care?” during the data collection period.*
- *7: Enter the number of patients unable to self report at follow-up.*

Point to and click in the field for data element 1. Enter the appropriate numeric response and press the Tab key. The cursor advances to the field for data element 2. Enter the appropriate numeric response and press the Tab key. Complete the remaining fields on the **NQF #0209 Pain Measure** page in this manner.

NOTE: The responses you enter in the data element fields must be no larger than 99999.

The **NQF #0209 Pain Measure** page includes the following buttons at the bottom of the page:

- **<<Back** – select (click on) this button to return to the **Measure Data Entry Links And Submission Status** page.
- **Save without Submitting** – select this button to save the entries you made on the **NQF #0209 Pain Measure** page. You remain on the **NQF #0209 Pain Measure** page and may make additional entries and/or modifications. When your entries are complete, select the **Save without Submitting** button again.
 - Use the **Save without Submitting** button if you wish to edit your NQF #0209 Pain Measure information at a later date, but prior to April 1, 2013.
- **Save All and Submit NQF #0209** – when you are ready to submit your data to CMS, select this button to save the entries you made on the **NQF #0209 Pain Measure** page and proceed to the **Attestation** page.
 - If you select the **Save All and Submit NQF #0209** button but do not complete the attestation, the submission of your data is **not complete**. Until you complete the attestation, you may modify your entries. If you modify your entries you must select the **Save All and Submit NQF #0209** button again and then complete the attestation. Submission and attestation must be completed by April 1, 2013.
 - Once you complete the attestation, your pain measure submission is complete. Your entries are available for you to view, but not modify. Refer to the *Attestation* section of this guide for more information.

NOTE: If you log out of the system without selecting either the **Save without Submitting** or the **Save All and Submit NQF #0209** button, any data you entered will be lost. You may select the **Save without Submitting** button multiple times during your data entry session.

NOTE: The data entry website allows you to move freely between data entry for the Structural Measure and the NQF #0209 Pain Measure. However, to avoid data loss, please save your NQF #0209 Pain Measure entries before you return to the Structural Measure.

Attestation

Before the structural (QAPI) or pain (NQF #0209) measure data you entered is submitted to CMS, you must first attest to your authorization to submit the data and that the data you are submitting are true, accurate, and complete.

When you select the **Save All and Submit Structural Measure** button on the **Structural Measure Information** page or the **Save All and Submit NQF #0209** button on the **NQF #0209 Pain Measure** page, an attestation page is presented. For structural measure attestation the page is titled **Structural Measure Attestation** (Figure 10). For pain measure attestation the page is titled **Pain Attestation**.

NOTE: You must attest for each measure individually in order for your data submission to be complete.

NOTE: To meet the quality reporting requirements for the FY 2014 payment determination, data entry, submission, and attestation must be completed by January 31, 2013, for the Structural Measure and by April 1, 2013, for the Pain Measure.

Figure 10. Structural Measure Attestation Page

Welcome jdoe@abchospice.org!
Logout

Provider Info About

STRUCTURAL MEASURE ATTESTATION

Hospice Provider Information

CCN: 123456

Mailing Address:
1234 Main St
Anywhere
IA
12345

Physical Address:
1234 Main St
Anywhere
IA
12345
5551234567

Contact Information:
Jane Doe
5551234567
jdoe@abchospice.org

Attestation

"I certify that I have been duly authorized to submit this data, and I certify that the data submitted is true, accurate, and complete. I understand that the knowing, reckless, or willful omission, misrepresentation, or falsification of any information contained in this submission or any communication supplying information to Medicare may be punished by criminal, civil, or administrative penalties, including fines and imprisonment."

To attest enter the password for your account.

<< Back I Attest I Decline

The features of both Attestation pages are identical and include the following:

- Hospice Provider Information text – the information you entered on the **Hospice Provider Information** page:
 - CCN
 - Mailing Address
 - Physical Address
 - Contact Information

- Attestation text:

“I certify that I have been duly authorized to submit this data, and I certify that the data submitted is true, accurate, and complete. I understand that the knowing, reckless, or willful omission, misrepresentation, or falsification of any information contained in this submission or any communication supplying information to Medicare may be punished by criminal, civil, or administrative penalties, including fines and imprisonment.”
- Password field: *To attest enter the password for your account.*
- Buttons:
 - **<<Back** – select (click on) this button to return to the previous page and view or modify your entries.
 - **I Attest** – select this button to proceed with your attestation. The status of your entries is changed to “Submitted and Attested To”. Your submission is complete. You may no longer modify any of your entries.
 - **I Decline** – select this button to discontinue the attestation. The status of your entries remains “Saved Not Submitted”. You are returned to the measure data entry page to review and modify, as necessary, your entries. If you select the **I Decline** button you must return to the attestation page at a later date and select the **I Attest** button prior to the end of the data entry period in order for your data to be sent to CMS and your submission considered complete.

To complete the attestation, point to and click in the *To attest enter the password for your account* field, enter your password, and then select the **I Attest** button. Your submission is complete. The **Measure Submitted** page (Figure 11) is presented.

Figure 11. Measure Submitted Page



The **Measure Submitted** page indicates that your measure data were successfully submitted to CMS and attested. It includes your hospice's CCN and the date and time the data submission and attestation were successfully completed.

NOTE: This **Measure Submitted** page is the only confirmation you will receive that your measure data submission is complete. Please use your browser's print function to print this page for your records.

Select the **OK** button to return to the **Measure Data Entry Links And Submission Status** page. The status of your submission is "Data Submitted and Attested To."

NOTE: You must complete an attestation for each measure, structural and pain.

NOTE: Once you complete the attestation, your entries are available for you to view, but not modify.