NHQR Web Site Manual for ICF Utilization and Occupancy Reports

Submitting NHQR Reports Overview:

Every provider will be assigned at least one editor and one signer and these may be the same person. An editor/signer can fill the same role for more than one provider. Each provider may also have more than one editor if appropriate for that provider.

Here is the basic workflow for submitting an NHQR report:

1. Log into the NHQR website (**page 4**).
2. In editor role, **Create** a report that is either now due or missing (**page 6**).
3. As the editor, fill out (edit) the report and **Send to Signer for Review and Signature** (**page 9**).
4. Either change to your signer role or notify the signer the report is ready to be signed. Currently the web site does not automatically notify the signer.
5. As the signer, click **Review and Sign** for that report.
6. Review the report for accuracy.
7. If the report needs to be edited, **Return to Editor for Edit** (**page 10**). Go to step 3 otherwise, continue to sign the report.
8. **Sign and Submit to State** (**page 11**). The submission is now complete.
9. Optional: At any point in time a signer can return a signed report to the editor for edits. In this case, the signature is removed. Go to step 3.
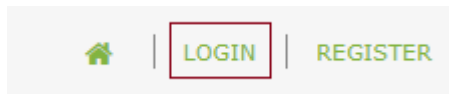
Registration:

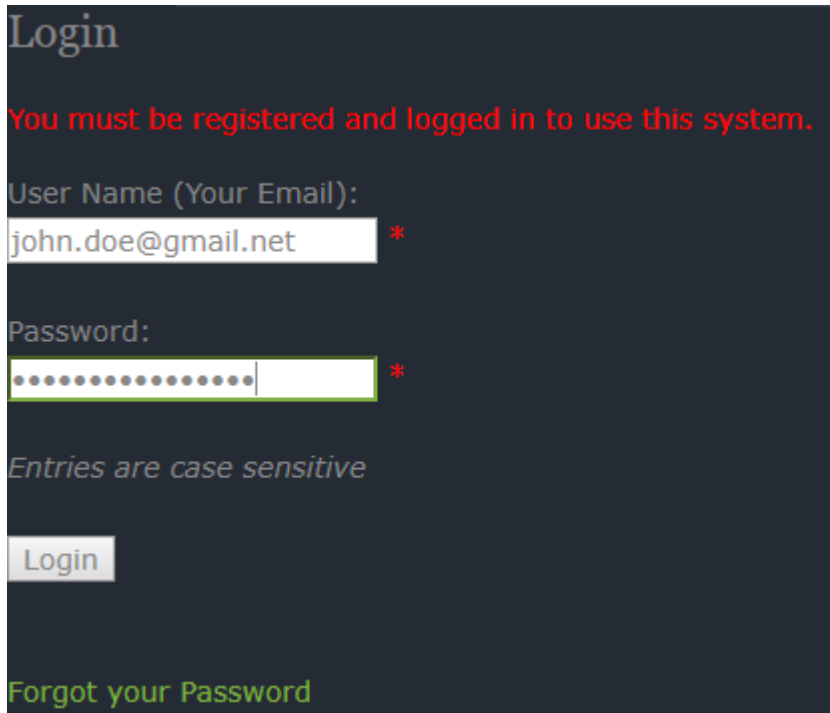If you have not yet done so, register at nhqrnv.com.

For instructions on registering, please see User Registration Instructions.

Logging In:

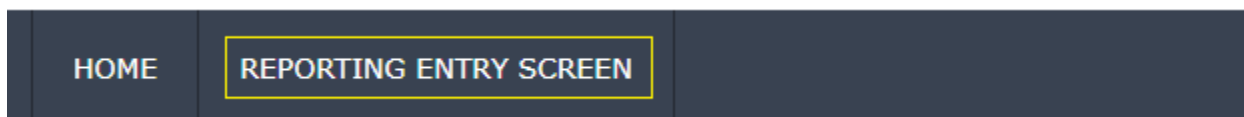Go to nhqrnv.com and click **Login** in the top right corner of the home page.

Now login.

If you have forgotten your password, click **Forgot your Password** and follow the onscreen instructions.

Now click **Reporting Entry Screen** to go to your **Landing Page**.

Landing Page:

If you report for more than one provider, select from the drop down list.

Otherwise, your provider will already be listed.

Editors and Signers

- Every user is assigned as either an editor or a signer or both.
- Only editors can create and edit reports.
- Only signers can review, return to an editor, and sign reports.
- Both can view reports.

If you only have one role, yours will look like one of these.

Creating a Report:

When a report comes due, it will appear at the top of the reports list. Click **Create** to get started.

Period	Status	Last Action	Next Action
2017 December	Due		📁 Create

If you do not have a **Create** button, you may be in the signer role or are not setup for editing. If you are in the signer role then simply click the **You're a signer** button.

👤 You're an editor (Switch to signer role)			
Period	**Status**	**Last Action**	**Next Action**
2017 December	Due		📁 Create

ICF Utilization and Occupancy Report:

Validations Visibility Checkbox: Check/uncheck to toggle validations column

Report Status: This will change as you progress through the submission process.

Show Definitions: Click to show the definition of the line item you have selected.

BETA-Superior Intermediate Care

Intermediate Care Facility - 2017 December

No previously signed values

Editing

☐ 👁 Validations: 0 errors / 0 warning

Show Definitions ≫

	2017 December Edit Value
Inpatient Days by Payer	
Medicaid-FFS:	
Medicaid-MCO:	
Medicare-FFS:	
Medicare-MCO:	
Other Government:	
PPO's, Insurance and Non Medicaid/Medicare MCO:	
Private Pay:	
Charity Care:	
Total Inpatient Days:	
Discharges by Discharge Status	
Acute Care Hospital:	
Other SNF or ICF:	
Group Care:	
Home Health Care:	
Home (Self Care):	
Death:	
Other/Unknown:	
Total Discharges:	

< Return to Landing Page   **💾 Save**   **✈ Send to Signer for Review and Signature**

Use this to return to the Landing Page rather than the browser's Back button.

Save button: It is recommended that you save after finishing each section.

When the editor is finished filling in the report, click here to send the report to the signer to review and sign.

Editor - Validations:

Fill in the line items that apply to your provider. **Save frequently to prevent loss of work.** When you are finished, note any validation errors and/or warnings. In this example, there are three errors.

☐ 👁 Validations: **5 errors** / 0 warning

Check the validation visibility checkbox to view the errors/warnings. The two most common validation errors are a blank total or net and a calculated total or net that does not match an entered total or net. This is an example of a blank total error.

	2017 December	Validations
	Edit Value	5 errors
Inpatient Days by Payer		
Medicaid-FFS:	123	
Medicaid-MCO:	17	
Medicare-FFS:		
Medicare-MCO:		
Other Government:	1	
PPO's, Insurance and Non Medicaid/Medicare MCO:		
Private Pay:		
Charity Care:	6	
Total Inpatient Days:		❗ Total cannot be blank

Fill in the correct total for the section and click **Save**.

This is a calculated total or net that does not match an entered total or net.

	2017 December	Validations
	Edit Value	5 errors
Inpatient Days by Payer		
Medicaid-FFS:	123	
Medicaid-MCO:	17	
Medicare-FFS:		
Medicare-MCO:		
Other Government:	1	
PPO's, Insurance and Non Medicaid/Medicare MCO:		
Private Pay:		
Charity Care:	6	
Total Inpatient Days:	146	❗ Calculated total = 147

In this case, either enter the correct total or change the line items to reflect the entered total and click **Save**.

Other errors and warnings may be added later.

Editor – Sending Report to the Signer:

When the report is complete and there are no errors click **Send to Signer for Review and Signature**. This will lock the report so that only a signer can ether return the report to an editor or sign the report and submit it to the State. After sending to the signer you will be returned to the Landing Page. Notify a signer that the report is now ready for a signature. Currently the web site does not automatically notify the signer.

BETA-Superior Intermediate Care

Intermediate Care Facility - 2017 December   Editing

No previously signed values   ☐ 👁 Validations: 0 errors / 0 warning

	2017 December
	Edit Value
Inpatient Days by Payer	
Medicaid-FFS:	123
Medicaid-MCO:	17
Medicare-FFS:	
Medicare-MCO:	
Other Government:	1
PPO's, Insurance and Non Medicaid/Medicare MCO:	
Private Pay:	
Charity Care:	6
Total Inpatient Days:	147
Discharges by Discharge Status	
Acute Care Hospital:	134
Other SNF or ICF:	
Group Care:	
Home Health Care:	23
Home (Self Care):	
Death:	6
Other/Unknown:	
Total Discharges:	163

Occupancy Report – this section replaces your monthly occupancy report and is
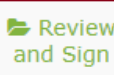
< Return to Landing Page   **🖫 Save**   **✈ Send to Signer for Review and Signature**

NOTE:

If you are also a signer, you may now switch to the signer role on the landing page and review and sign the report.

Signer – Return to Editor for Edit:

On the Landing Page (as a signer), open the report that is ready to be reviewed and signed. In this example the user is both an editor and a signer but is currently in the signer role. Click on **Review and Sign**.

Period	Status	Last Action	Next Action	Last Updated
2017 December	Waiting to be reviewed and signed	Sent to signer by Robert Herrington 2018-01-10 22:52:09	Review and Sign	Updated by Robert Herrington 2018-01-10 22:34:40

You're a signer (Switch to editor role)

If the report is not complete or needs to be edited you can return it to the editor for changes. Click **Return to Editor for Edit**. You will be returned to the Landing Page. Notify an editor that the report needs more work.

Return to Editor for Edit
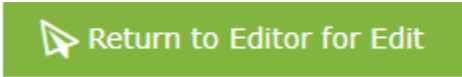
On the Landing Page, the signer will see this.

You're a signer (Switch to editor role)

Period	Status	Last Action	Next Action
2017 December	Waiting on editor	Returned to editor by Robert Herrington 2018-01-10 22:49:13	View

The editor will see this.

You're an editor (Switch to signer role)

Period	Status	Last Action	Next Action
2017 December	Revising	Returned to editor by Robert Herrington 2018-01-10 22:49:13	Edit

Signer – Signing a Report:

When the report has been reviewed by the signer, the signer can now sign the report. Confirm that you are a responsible officer by checking the checkbox.

> ✏ Sign and Submit to State
>
> ☐ I am a responsible officer of this facility and certify this report to be complete and accurate to the best of my knowledge and belief.

Now you may click **Sign and Submit to State**. You will be returned to the Landing Page. This completes your submission.

> ✏ Sign and Submit to State
>
> ☑ I am a responsible officer of this facility and certify this report to be complete and accurate to the best of my knowledge and belief.

On the Landing Page the submitted report will look like this.

👤 You're a signer (Switch to editor role)			
Period	**Status**	**Last Action**	**Next Action**
2017 December	Signed	Signed by Robert Herrington 2018-01-10 22:54:37	📂 View

NOTE:
The state will also review your report and may decide to return it back to the signer. The signer can then open the report and return it to the editor for edits.