

Instructions for Nursing Facility Reporting Portal – QIPP Portal

- Before beginning the Submission process, you will need:
 - (a) Nursing Facility Name
 - (b) Medicaid Provider #
- To login, enter your Medicaid Provider # exactly as it appears on the Rate Letter. If the provider number is correct, you will be able to see the Nursing Facility name associated with the provider number and will be able to proceed.

NOTE: This info may not reflect recent ownership, provider name, or provider number changes. The provider can proceed with data entry in the event of a “mismatch.” DoAS matches provider data in a “back-end process.” The provider is not required to report recent changes and await a system update.
- Enter your CMS Provider #, Name of Person Completing Grid, and Email Address
- Under Type, select the **“QIPP Portal – Automated Version”**
- Answer the mandatory questions on the form –
 - “Do you track and trend hospital utilization with the use of a validated software utilization tracking?”
 - “Provide the name of the HUT Tool”
 - “Who is your vendor for Resident Surveys for CoreQ?” Select Dr. Castle or CoreQ Vendor
 - If you are using a CoreQ vendor, state the name of the vendor
 - “Who is your vendor for Family Surveys for CoreQ?” Select Dr. Castle or CoreQ Vendor
 - If you are using a CoreQ vendor, state the name of the vendor
- Click on **“Save”** button to update information and enable **“Add Records.”** If the details are saved successfully, it will enable **“+ Add Records”** button.
- To add records in CoreQ Long-Stay Sample Size Calculation Grid, click on **“+ Add Records,”** the popup window will open up. Fill in the information on this window. If you want to add more records, click on **“+”** to add records. If you want to delete any record, click on **“”** to delete a record.
- Click on **“Save”** button to save the records. Click on **“Cancel”** button, if you don't want to save the records or to close the pop-up window without saving information.
- To delete saved records on the portal, select the checkboxes of the records you want to delete and click on **“Delete Records”** button.
- To submit the form, select the checkbox of the attestation statement and click on **“Submit”** button. After **“Submit”** button is clicked, you will see a message asking for the final confirmation. Click on **“OK”** button for final submission or **“Cancel”** if not yet ready for final submission.
- Once you click on **“OK”** button, the form will be submitted and all the information in the form will become non-editable for future.