

## Phase 1 Application Readiness Checklist

This checklist helps entities through the Phase 1 application by providing a brief overview of each application component.

**Table 1: Application Readiness Checklist**

Element	Readiness Assessment	Checkbox
1.1 Entity	<ul style="list-style-type: none"> <li>• Completed QCEP Letter of Commitment (template provided by QCEP Team and in both the QCEP Phase 1 Toolkit and online application) signed by a senior executive (e.g., CEO, president, vice president, etc.) demonstrating commitment to participate fully as a Qualified Entity (QE)</li> <li>• Incorporation documentation and, if applicable, licensure for lead entity, contractors, vendors, partners and/or subsidiaries, as applicable</li> <li>• As applicable for contractors, vendors, partners, or subsidiaries only: list name, role(s) on QE project, and effective agreement dates</li> <li>• As applicable: attestation of cloud service provider (CSP) the applicant plans to use for Medicare data storage</li> <li>• As applicable: attestation of CMS Quality Improvement Organization (QIO)</li> <li>• Attestation (yes or no) of whether the applicant is a CMS-approved qualified clinical data registry (QCDR) applying for quasi-QE status</li> </ul>	[Checkbox]
1.2 Financial Resources	<ul style="list-style-type: none"> <li>• Description of the entity’s business model and resources to support the cost of the data and report development, including a budget with line item(s) to cover QCEP participation and the following:               <ul style="list-style-type: none"> <li>• Line item for purchasing the Medicare data</li> <li>• Line item for producing the public reports</li> </ul> </li> </ul>	[Checkbox]
1.3 Experience	<ul style="list-style-type: none"> <li>• Compiled evidence according to the QCEP Program Guide to demonstrate at least 3 years of experience in the following areas, or a rationale as to why the applicant does not plan on engaging in one of the following areas:               <ul style="list-style-type: none"> <li>• Combining claims data</li> <li>• Attributing patients to providers</li> <li>• Establishing statistical validity requirements for quality measures</li> <li>• Establishing statistical validity requirements for efficiency/resource use measures</li> <li>• Risk adjustment</li> <li>• Identification of outliers</li> <li>• Defining comparison groups</li> <li>• Measurement &amp; reporting verification process</li> <li>• Public reporting</li> <li>• Corrections process</li> </ul> </li> </ul>	[Checkbox]



Element	Readiness Assessment	Checkbox
<p>1.4 Claims Data</p>	<ul style="list-style-type: none"> <li>• Completed QECP Data Source Attestation in the online application (a sample version of the DSA is in the QECP Phase 1 Toolkit), including the following:               <ul style="list-style-type: none"> <li>• Name of applying entity, number of claims data suppliers, geographic area the report will cover, level of analysis for public report (regional vs. provider-identified)</li> <li>• General information for data suppliers (legal name, effective dates of agreement, URL, volume of other-payer claims data, and geographic area of coverage)</li> <li>• Whether providers are individually identified</li> <li>• Pharmacy claims data volume and intention to include in measures, as applicable</li> <li>• Whether all claims received are pre-adjudicated</li> <li>• The years of historical data received from that supplier</li> <li>• Whether there are multiple claim setting types</li> <li>• Whether Medicare Advantage Covered Lives are included in supplier volume</li> </ul> </li> <li>• Covered Lives: minimum thresholds (at least 10% of Covered Lives in the geographic area excluding Medicare FFS data or at least 25% of Covered Lives including Medicare FFS data) must be met for each state and/or county in which the entity requests Medicare FFS data</li> <li>• An explicit statement for a 5% national sample, if applicable</li> <li>• Completed DSA signature box in the Element 1.4 section of the Phase 1 application</li> <li>• If applicable, an explanation of the variation of the Covered Lives numbers from the supplier(s) tab and the Covered Lives tab</li> </ul>	<p>[Checkbox]</p>