

## Annual Report Worksheet (ARW) Requirements

Qualified Entities (QEs) provide annual reports containing information on program adherence, allowing the Qualified Entity Certification Program (QECF) Team to monitor and assess program performance. A QE can access the ARW through the online application. There are ten tabs within the worksheet; not all tabs apply to all QEs. Applicability of tabs depends on the phase in the program, Corrections and Appeals process, release of public performance reports, and non-public analyses/data provided or sold.

Table 1 presents each worksheet tab with the information a QE provides.

**Table 1: ARW Requirements**

Tab	Details
Tab 1: Documents	<ul style="list-style-type: none"> <li>Evidence document uploads</li> </ul>
Tab 2: Background and Volume of Claims Data	<ul style="list-style-type: none"> <li>Changes to Data Suppliers</li> <li>Medicare Advantage Claims</li> <li>Quasi-QE Provider Count</li> <li>Number of Covered Lives</li> </ul>
Tab 3: Number of Performance Measures	<ul style="list-style-type: none"> <li>Number of Measures calculated in Public Report</li> <li>Measures not included in Public Report with explanation</li> </ul>
Tab 4: Provider Requests for Corrections or Appeals	<ul style="list-style-type: none"> <li>Number of providers and suppliers requesting claims data through Corrections and Appeals process</li> <li>Number of requests for claims data fulfilled</li> <li>Number of error corrections</li> </ul>
Tab 5: Responses to Requests	<ul style="list-style-type: none"> <li>Types of problems leading to requests for error correction</li> <li>Amount of time to acknowledge and respond to requests for error correction</li> <li>Number of requests for error correction resolved</li> </ul>
Tab 6: Data Security Incidents	<ul style="list-style-type: none"> <li>Data Security incidents that occurred in the calendar year</li> <li>Security and privacy status of QE Medicare data</li> <li>Changes in data security environment since Phase 2 approval</li> </ul>

Tab	Details
Tab 7: Non-Public Analyses	<ul style="list-style-type: none"> <li>• Number of analyses provided or sold</li> <li>• Number of analyses disclosed with unresolved requests for error correction</li> <li>• Number of purchasers of non-public analyses</li> <li>• Total fees received for non-public analyses</li> <li>• Description of topic or purpose of non-public analysis</li> </ul>
Tab 8: Data	<ul style="list-style-type: none"> <li>• Information on the authorized user that received the data, including name and type (e.g., provider, issuer, state government, etc. of user)</li> <li>• How data were used in the non-public analyses</li> <li>• Total amount of fees received by the QE for providing, selling, or sharing data</li> <li>• Number of QE Data Use Agreement (DUA) or non-public analyses agreement violations</li> <li>• Description of the nature of each violation</li> </ul>
Tab 9: Opportunity for Feedback (optional)	<ul style="list-style-type: none"> <li>• Program expectations</li> <li>• Technical assistance</li> <li>• Reference materials</li> <li>• Communication with QECP Team</li> <li>• Comments</li> </ul>
Tab 10: Attestation and Submission	<ul style="list-style-type: none"> <li>• Explanation of self-assessment</li> <li>• Attestation to accuracy</li> </ul>