Annual Report Worksheet (ARW) Requirements

Qualified Entities (QEs) provide annual reports containing information on program adherence, allowing the Qualified Entity Certification Program (QECP) 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	• Evidence document uploads
Tab 2: Background and Volume of Claims Data	• Changes to Data Suppliers • Medicare Advantage Claims • Quasi-QE Provider Count • Number of Covered Lives
Tab 3: Number of Performance Measures	• Number of Measures calculated in Public Report • Measures not included in Public Report with explanation
Tab 4: Provider Requests for Corrections or Appeals	• Number of providers and suppliers requesting claims data through Corrections and Appeals process • Number of requests for claims data fulfilled • Number of error corrections
Tab 5: Responses to Requests	• Types of problems leading to requests for error correction • Amount of time to acknowledge and respond to requests for error correction • Number of requests for error correction resolved
Tab 6: Data Security Incidents	• Data Security incidents that occurred in the calendar year • Security and privacy status of QE Medicare data • Changes in data security environment since Phase 2 approval

Tab	Details
Tab 7: Non-Public Analyses	• Number of analyses provided or sold • Number of analyses disclosed with unresolved requests for error correction • Number of purchasers of non-public analyses • Total fees received for non-public analyses • Description of topic or purpose of non-public analysis
Tab 8: Data	• Information on the authorized user that received the data, including name and type (e.g., provider, issuer, state government, etc. of user) • How data were used in the non-public analyses • Total amount of fees received by the QE for providing, selling, or sharing data • Number of QE Data Use Agreement (DUA) or non-public analyses agreement violations • Description of the nature of each violation
Tab 9: Opportunity for Feedback (optional)	• Program expectations • Technical assistance • Reference materials • Communication with QECP Team • Comments
Tab 10: Attestation and Submission	• Explanation of self-assessment • Attestation to accuracy