Annual Report Worksheet 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 Annual Report Worksheet (ARW) through the online application. There are ten tabs within the worksheet and not all tabs apply to all QEs. Applicability of tabs depends on the program phase, 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 • Changes to Cloud Service Provider (CSP) • Changes to Data Storage Location • Changes to Data Security contractors • Changes to Storage or Security Processes and Procedures • Attesting Signature of Data Custodian

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 • Evidence review assistance • User Application experience • Communication with QECP Team • Annual Reporting process • Comments
Tab 10: Attestation and Submission	• Explanation of self-assessment • Attestation to accuracy