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	• Completed QECP Letter of Commitment (template provided by QECP Team and in both the QECP 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) • Incorporation documentation and, if applicable, licensure for lead entity, contractors, vendors, partners and/or subsidiaries, as applicable • As applicable for contractors, vendors, partners, or subsidiaries only: list name, role(s) on QE project, and effective agreement dates • As applicable: attestation of cloud service provider (CSP) the applicant plans to use for Medicare data storage • As applicable: attestation of CMS Quality Improvement Organization (QIO) • ~~Attestation (yes or no) of whether the applicant is a CMS-approved qualified clinical data registry (QCDR) applying for quasi-QE status~~As applicable, an attestation on identified status of clinical data and their QCDR name.	☐

1.2 Financial Resources	• 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 QECP participation and the following:
	  • Line item for purchasing the Medicare data
	  • Line item for producing the public reports
		☐

1.3 Experience	• Compiled evidence according to the QECP 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:
	  • Combining claims data
	  • Attributing patients to providers
	  • Establishing statistical validity requirements for quality measures
	  • Establishing statistical validity requirements for efficiency/resource use measures
	  • Risk adjustment
	  • Identification of outliers
	  • Defining comparison groups
	  • Measurement & reporting verification process
	  • Public reporting
	  • Corrections process
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Element	Readiness Assessment	Checkbox

1.4 Claims Data	• 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:
	  • 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)
	  • General information for data suppliers (legal name, effective dates of agreement, URL, volume of other-payer claims data, and geographic area of coverage
	  • Whether providers are individually identified
	  • Pharmacy claims data volume and intention to include in measures, as applicable
	  • Whether all claims received are pre-adjudicated
	  • The years of historical data received from that supplier
	  • Whether there are multiple claim setting types
	  • Whether Medicare Advantage Covered Lives are included in supplier volume
	  • An explanation of variance in total covered lives between the data supplier tab(s) and the covered lives calculator (if applicable)
	  • A question to understand which years of historical data are included in the claims by the supplier to each supplier profile
	A question to verify if the supplier claims are from more than one setting type
	A question about the beneficiary identification status in the other payer claims data.
	• 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
	• An explicit statement for a 5% national sample, if applicable
	• Completed DSA signature box in the Element 1.4 section of the Phase 1 application
	• If applicable, an explanation of the variation of the Covered Lives numbers from the supplier(s) tab and the Covered Lives tab
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