QHP Enrollee Survey:
Discrepancy Report Instructions and Form

Discrepany Report Instructions

A discrepancy is defined as any deviation from the standard QHP Enrollee Survey protocols, as described in the *2020 QHP Enrollee Survey Technical Specifications*. Examples of discrepancies for the QHP Enrollee Survey include, but are not limited to: material production errors, sampling errors, fielding errors, data breaches, data coding errors, and data processing errors. These discrepancies require corrections to procedures and/or electronic processing to realign survey activities to comply with QHP Enrollee Survey protocols. Vendors are required to complete and submit an initial Discrepancy Report to CMS and may be asked to update Discrepancy Reports and implement corrections per a timeline specified by CMS.

Please follow the instructions below upon identification of discrepancies during survey data collection or data submission:

* Report all discrepancies to CMS within one business day of becoming aware of the discrepancy through the submission of an initial Discrepancy Report Form. Vendors email CMS a completed initial Discrepancy Report Form documenting all impacted QHP reporting units. This email should be sent to QHPSurveyVendor@bah.com. Do not include any Protected Health Information (PHI)/Personally Identifiable Information (PII) in the Discrepancy Report itself or in any emails to CMS.
* Complete the Discrepancy Report in its entirety to the extent the information is available. Designate any sections for which information is not immediately available as “To be Updated”. The *Vendor Organization Information* and *Vendor Contact Person* sections of the form must be populated.
* Provide the following information in the Discrepancy Report:
	+ Information for each QHP reporting unit impacted by the discrepancy.
	+ A detailed description of the discrepancy (e.g., how it was identified, when it occurred, the corrective actions taken to prevent the identified issue from reoccurring).
	+ Any other information that might assist CMS in determining next steps.
* Submit a second Discrepancy Report no later than two weeks after the initial Discrepancy Report if all required information is not immediately available.
* Notify QHP issuer clients upon submission of a Discrepancy Report to CMS regarding their reporting unit(s), as applicable. Provide QHP issuer clients with a reporting unit-specific Discrepancy Report(s), as applicable.

Discrepancy Report Form

### I. General Information

Vendor Organization Information

| Field Name | Entry Field |
| --- | --- |
| Organization Name |   |
| Mailing Address |   |
| City  |   |
| State |   |
| Zip Code |   |

Vendor Contact Person

| Field Name | Entry Field |
| --- | --- |
| First Name, Last Name |   |
| Title |   |
| Telephone Number |   |
| Email Address |   |

### II. Impacted QHP Reporting Units

Vendors complete the following information for each QHP reporting unit impacted by the discrepancy detailed in this report.

| Field Name | Entry Field |
| --- | --- |
| Vendor Name: |   |
| Date: |   |

| Plan Name | Reporting Unit ID | Total Eligible Enrollees | Total Sampled Enrollees | Total Enrollees Affected by the Discrepancy |
| --- | --- | --- | --- | --- |
|   |   |   |   |   |
|   |   |   |   |   |

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### III. Discrepancy Information

Provide detailed information for each of the following items.

Description of the discrepancy and how it was discovered:

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| --- |

Timeframe during which each listed reporting unit was impacted:

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Description of the Corrective Action Plan that will be implemented to address the discrepancy, along with the proposed timeline for implementing the Corrective Action Plan:

|  |
| --- |

Additional information to assist CMS in determining a review outcome and next steps:

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