2017 Quality Payment Program (QPP): Self-Nomination User Guide

[December 2016]

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Introduction

Purpose

The 2017 Self-Nomination User Guide helps prospective vendors, that want to participate as a Qualified Clinical Data Registry (QCDR) or Qualified Registry, understand how to self-nominate to participate as a vendor for 2017. It addresses the data needed to fully populate and submit a self-nomination.

Background

The process of collecting self-nomination information in 2017 will be conducted utilizing a JIRA self-nomination form, which was developed in an attempt to streamline the process and better track the progress of prospective vendors. The JIRA self-nomination form will be used by both Qualified Registries and QCDRs.

The Qualified Registry form contains the following tabs (please note that you are required to populate all tabs in order to successfully submit your self-nomination):

- **Field Tab** – contains background information about the self-nomination process, deadlines, and requirements.
- **2017 Qualified Registry Self-Nomination** – allows users to enter their demographic and contact information, data collection methods, indicate their reporting options, etc.
- **Individual Measures** – allows users to select the individual measures supported by their organization in 2017.
- **2017 Qualified Registry Data Validation Plan** – allows users to specify the methodology that will be used for validating the data submitted for 2017.

The QCDR form contains the following tabs (please note that you are required to populate all tabs in order to successfully submit your self-nomination):

- **Field Tab** – contains background information about the self-nomination process, deadlines, and requirements.
- **2017 QCDR self-nomination** – allows users to enter their demographic and contact information, data collection methods, indicate their reporting options, etc.
- **Individual Measures** – allows users to select the individual measures supported by their organization in 2017.

- **QPP-Electronic Clinical Quality Measures (eCQMs)** – allows users to specify the eCQMs supported by their organization in 2017.

- **2017 QCDR Data Validation Plan** – allows users to specify the methodology that will be used for validating the data submitted for 2017.
- **Uploads** – allow users to upload their benchmarking methodology, non-QPP measures, and/or Data Validation Plan.

For purposes of this Self-Nomination guide, please note that the terms "Non-MIPS measures" and "Non-QPP measures" are interchangeable.

For 2017, CMS will require prospective vendors to submit their complete self-nomination statement (including measures to be supported and the data validation plan) by **5:00 p.m. Eastern Time (ET) on January 15, 2017** in order to self-nominate as a 2017 qualified vendor. Acceptable versions of all deliverables must be received by the deadline to be considered for the qualification process. Please know that a complete self-nomination form for each vendor type will need to be submitted by organizations intending to participate as both a Qualified Registry and a QCDR for 2017.

Failure to timely meet the requirements finalized by the Quality Payment Program final rule (81 Fed. Reg. 77,008) may result in removal of your vendor information from the qualified posting and/or affect your status as a qualified vendor in the current or future program years. By adhering to the posted deadlines, it is CMS' intention to be able to more timely post the lists of qualified vendors for eligible clinicians who select a qualified registry or QCDR as their method of submission of Quality Payment Program data.

Additional information regarding the 2017 Self-Nomination process, can be found in the QCDR Requirements for Self-Nomination and Qualified Registry Requirements for Self-Nomination factsheets on the Quality Payment Program website qpp.cms.gov.

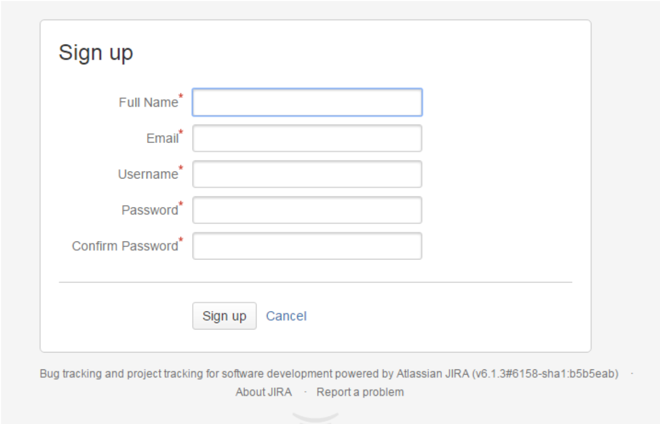
Accessing the JIRA System

Sign Up for a JIRA Account

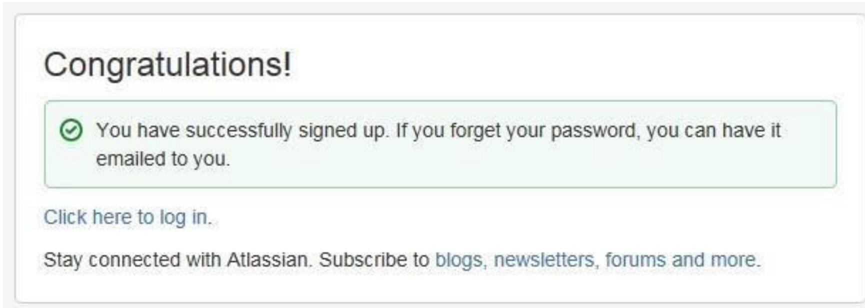
If you do not have a user account, you must create a user account.

1. Navigate to JIRA.
2. Click on **Create an Account.**

3. Populate the fields on the **Sign Up** screen.
4. Click the **Sign Up** button to create your account.

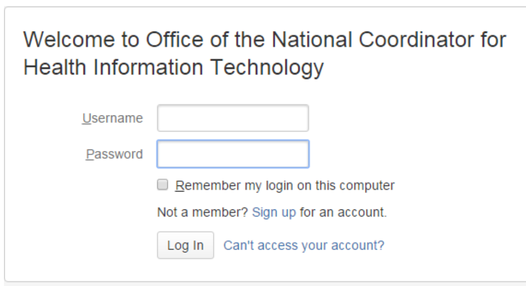


5. Once an account is created, you will receive a confirmation.



Log in to JIRA

1. Enter your **Username** and **Password** and click the Log In button.



Note: Selecting the Remember my login on this computer check box will prevent you from being automatically logged out of JIRA on a given browser and computer. However, your session will not be preserved, e.g. last search, current project, etc.

2. If you have not changed your JIRA home page, the dashboard will be displayed. Otherwise, your chosen JIRA home page will be displayed instead.

Tips

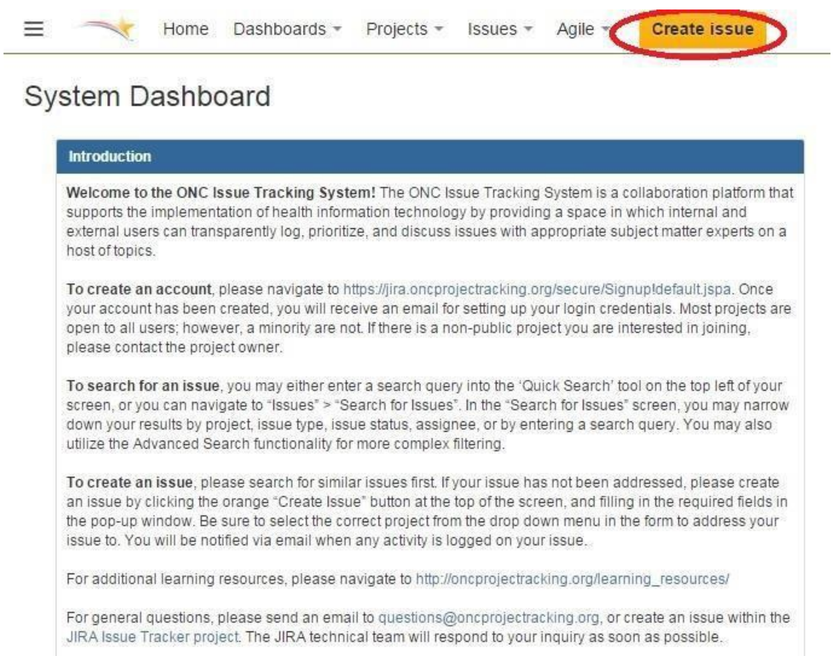
Please consider the following tips as you prepare to populate your self-nomination form:

- In order to self-nominate, perspective vendors must utilize the JIRA self-nomination form. Any self-nomination deliverables submitted via email will not be accepted.
- Prepare self-nomination, measures information and data validation plan in advance of the attempt to self-nominate.
- The time required to complete this information collection is estimated to average 60-90 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.
- The system will lock after five hours.
- All fields marked with a red asterisk (*) are required.
- While populating the self-nomination form, do not click **Create** until all the required fields of all tabs have been completed. You will not be able to successfully submit a ticket unless all the required fields of all tabs have been filled out.
- A **Comment** function is available whenever you review or modify your ticket. It may be used for specifying any updates that have been applied to the self-nomination and/or for letting CMS know about any changes to the Non-QPP measures. Refer to Modifying a JIRA Ticket and Populating the Non-QPP Measures sections of the User Guide for additional information.
- You will <u>NOT</u> be able to modify your submission after 5:00 p.m. Eastern Time on January 15, 2017.

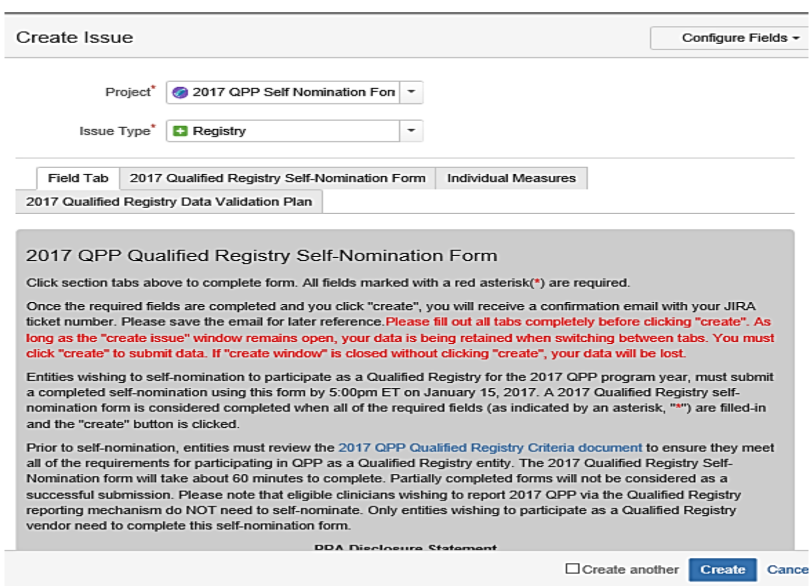
Creating a JIRA Self-Nomination

Create a JIRA issue

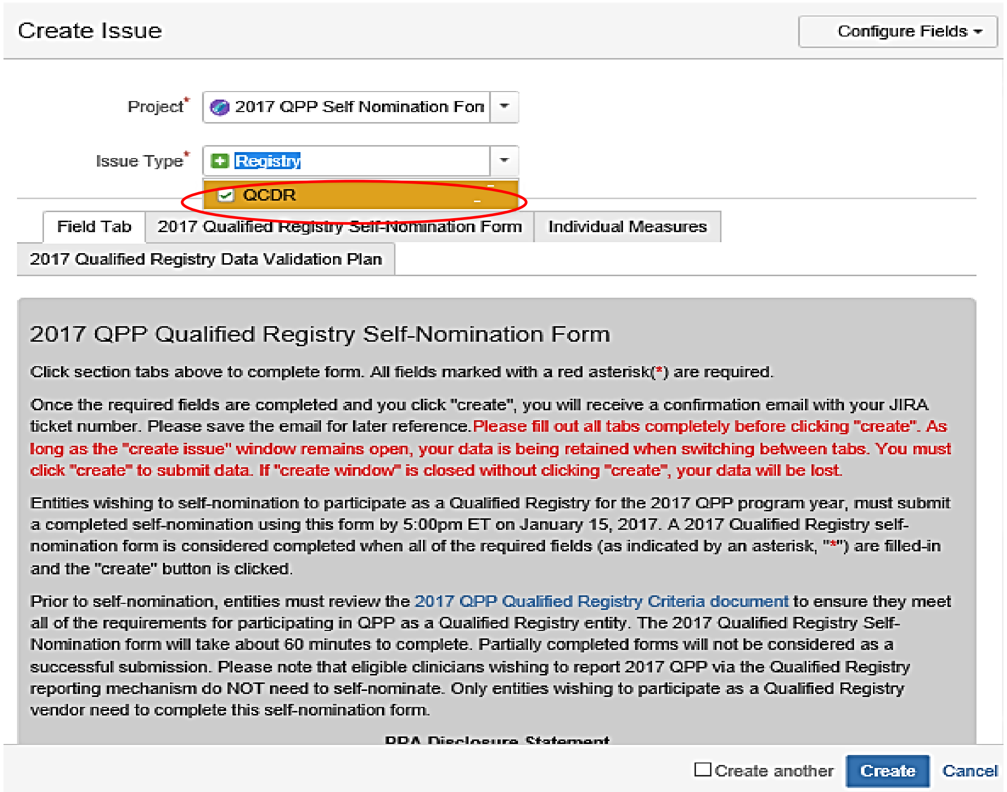
1. Click Create Issue.



2. Select the QPP Self-Nomination Form project under the Project dropdown.



3. Select your entity type under the Issue Type dropdown – Qualified Registry or QCDR.



Create Issue

Configure Fields

Project* 2017 QPP Self Nomination Forn

Issue Type* Registry

QCDR

Field Tab | 2017 Qualified Registry Self-Nomination Form | Individual Measures | 2017 Qualified Registry Data Validation Plan

2017 QPP Qualified Registry Self-Nomination Form

Click section tabs above to complete form. All fields marked with a red asterisk(*) are required.

Once the required fields are completed and you click "create", you will receive a confirmation email with your JIRA ticket number. Please save the email for later reference. Please fill out all tabs completely before clicking "create". As long as the "create issue" window remains open, your data is being retained when switching between tabs. You must click "create" to submit data. If "create window" is closed without clicking "create", your data will be lost.

Entities wishing to self-nomination to participate as a Qualified Registry for the 2017 QPP program year, must submit a completed self-nomination using this form by 5:00pm ET on January 15, 2017. A 2017 Qualified Registry self-nomination form is considered completed when all of the required fields (as indicated by an asterisk, "*") are filled-in and the "create" button is clicked.

Prior to self-nomination, entities must review the 2017 QPP Qualified Registry Criteria document to ensure they meet all of the requirements for participating in QPP as a Qualified Registry entity. The 2017 Qualified Registry Self-Nomination form will take about 60 minutes to complete. Partially completed forms will not be considered as a successful submission. Please note that eligible clinicians wishing to report 2017 QPP via the Qualified Registry reporting mechanism do NOT need to self-nominate. Only entities wishing to participate as a Qualified Registry vendor need to complete this self-nomination form.

Create another | Create | Cancel

4. The appropriate self-nomination form will appear below. To navigate through the form's tabs, click on the tab you wish to begin populating.

Populating the 2017 Self-Nomination Form

Disclaimer: A majority of the screenshots used in this User Guide were taken from the QCDR self-nomination form. Corresponding fields of the Qualified Registry self- nomination form may differ slightly.

1. Enter the name of your organization.

Organization Name*

2. Enter the mailing address for your organization.

Street Address*
Suite
City*
State* None
ZIP Code*

3. Enter the organization's contact information.

Phone Number*
Please use the format XXX-XXX-XXXX
Fax Number
Please use the format XXX-XXX-XXXX
Website*
Type 'N/A' only if there is no website

4. Fill out the Summary field. This field should include your organization name followed by "Form Submission."

Summary*
If summary is not auto-populated please add your organization name followed by "- Form Submission"

5. Enter names of others in your organization who should have the ability to view this issue. Person(s) entered must have a JIRA account.

Stakeholders
Start typing to get a list of possible matches.

6. Enter any other names or acronyms your organization currently uses or has used for participation as a qualified vendor in previous program years.

If the Organization's name is not the same as the QCDR entity name, list it here.
Note: This is how the entity name will appear on the 2017 QPP QCDR entity list.

Does your entity have an alias; such as an acronym or abbreviation, that can be used in communications to the organization? If yes, please provide all other names.

7. Describe how the entity meets the CMS definition of a QCDR.

Description of QCDR

Please describe how the entity meets the CMS definition of a QCDR

8. Can the entity demonstrate that it has a plan to risk adjust the quality measures data that is integrated with the measure specifications? Select Yes or No.

Plan to risk adjust?* ○ Yes ○ No

Can the entity demonstrate that it has a plan to risk adjust the quality measures data that is integrated with the measure specifications?

9. Select whether the entity will do their own public reporting or report through Physician Compare. The QCDR/Qualified Registry must public report on one or the other.

Will the entity do their own public reporting or report through Physician Compare?*

Own reporting
Physician Compare

10. Indicate the cost information as well as the type of services your organization provides.

Cost information to be displayed on the Qualified Posting*

Services Included in Cost

11. Indicate your data collection methods and the data submission mechanisms that your organization supports.

Data Submission Mechanism*
- ☐ Registry
- ☐ Web-based Tool
- ☐ Practice Management System
- ☐ Electronic Health Record
- ☐ Other

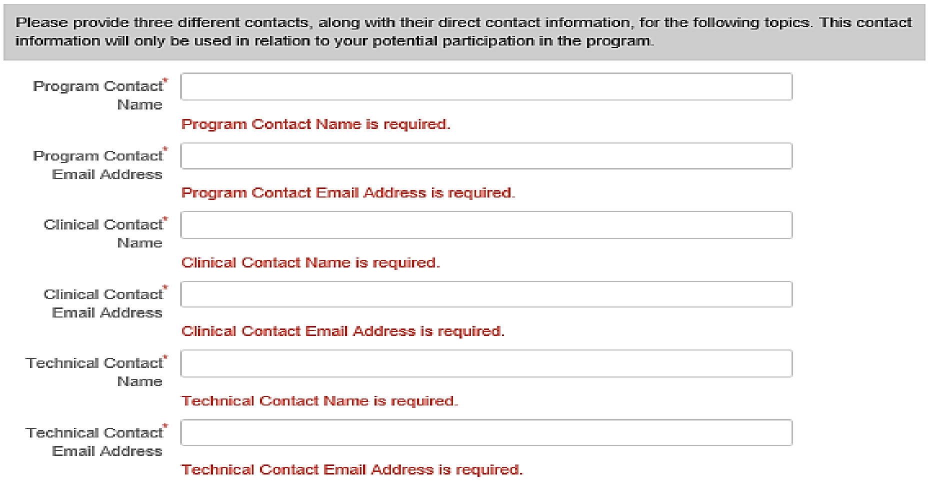
Data Collection Other

Reporting Options Supported*
- ☐ Individual Eligible Clinicians
- ☐ Group Practice Participating in the Group Practice Reporting Option

12. Select which performance categories you will be reporting for.

Also reporting for:
- ☐ Improvement Activities
- ☐ Advancing Care Information

13. Enter contact information of your program contact, clinical contact, and technical contact.


Please provide three different contacts, along with their direct contact information, for the following topics. This contact information will only be used in relation to your potential participation in the program.

Program Contact* Name
Program Contact Name is required.

Program Contact* Email Address
Program Contact Email Address is required.

Clinical Contact* Name
Clinical Contact Name is required.

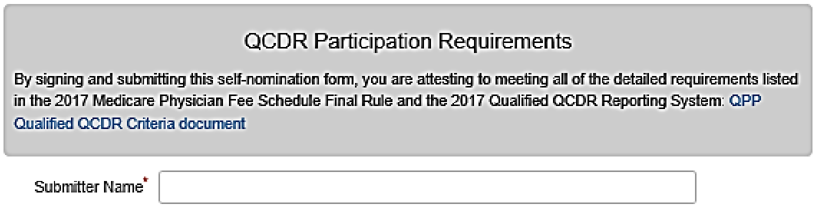
Clinical Contact* Email Address
Clinical Contact Email Address is required.

Technical Contact* Name
Technical Contact Name is required.

Technical Contact* Email Address
Technical Contact Email Address is required.

Note: Enter different contact information for each entity representative. This will ensure that your entity does not miss important correspondence due to staff changes, staff's limited access to email, etc.

14. Review the statement in the grey box and enter your name to indicate that you are attesting to meeting the requirements for participation.

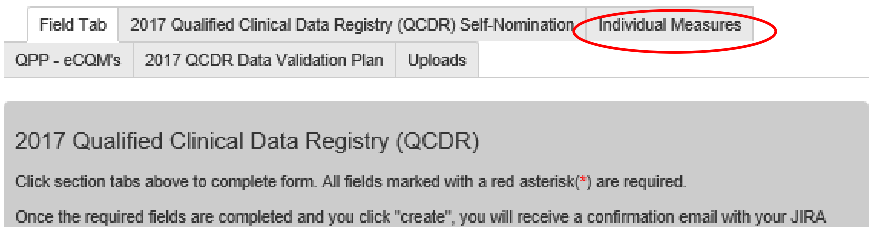

QCDR Participation Requirements

By signing and submitting this self-nomination form, you are attesting to meeting all of the detailed requirements listed in the 2017 Medicare Physician Fee Schedule Final Rule and the 2017 Qualified QCDR Reporting System: QPP Qualified QCDR Criteria document

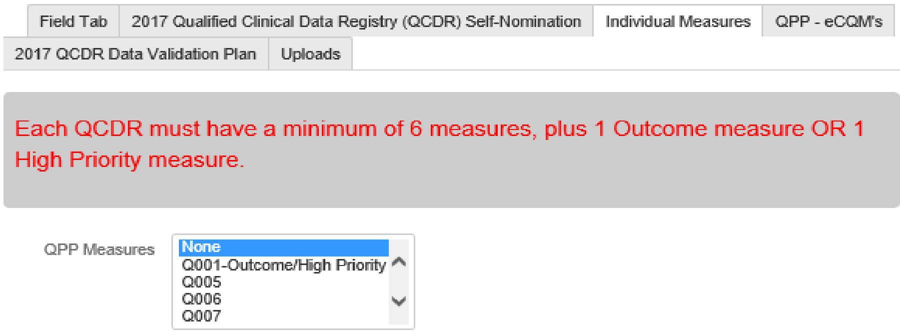
Submitter Name*

Populating the Quality Payment Program Individual Measures

1. To **add** QPP individual measures, click the **Individual Measures** tab.

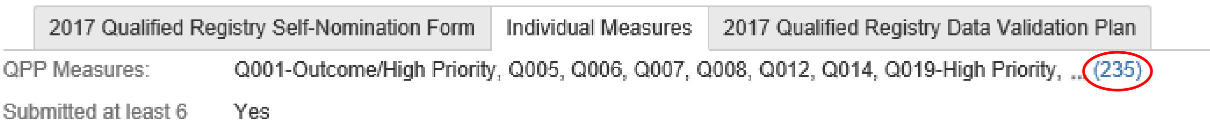


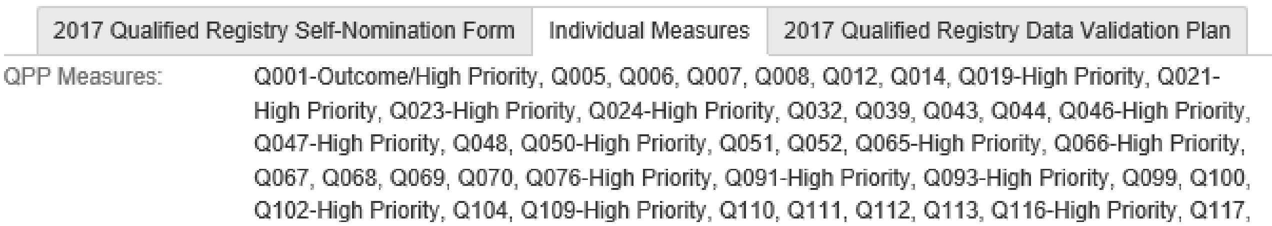
2. Individual Measures as shown below, will appear.



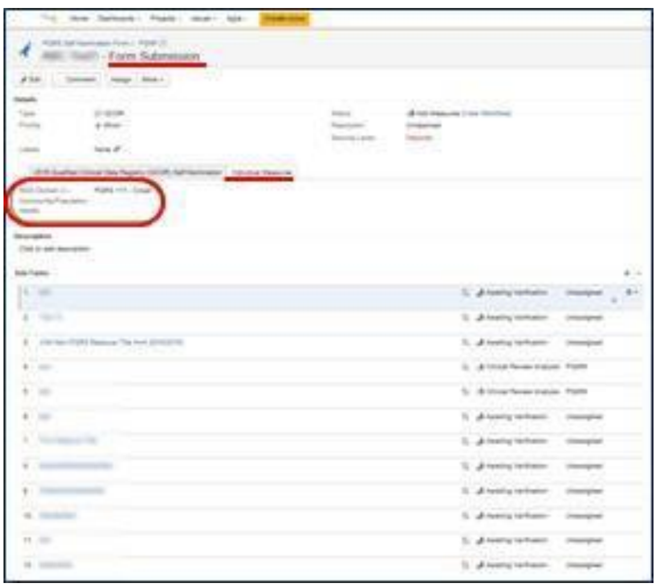
3. Review and select QPP individual measures by following the field instructions located under each domain/individual measure selection window.
   a) Each **Qualified Registry** must report on a minimum requirements of 6 measures, including 1 Outcome measure OR 1 High Priority measure.
   b) Each **QCDR** must report measures that meet the minimum requirements of 6 measures, including 1 Outcome measure OR 1 High Priority measure.
4. Select all QPP individual measures that the perspective vendor will support within the QPP Measures list. After being selected, each individual measure, will show in a shaded format.

5. If you would like to verify all the measures that you have selected, go to the "Individual Measures" tab and click on the blue number. It will expand so you can see all the measures you selected.





6. After your ticket has been submitted, the saved individual measures will show on the Form Submission page, at the top left of the "Individual Measures" tab as shown below.

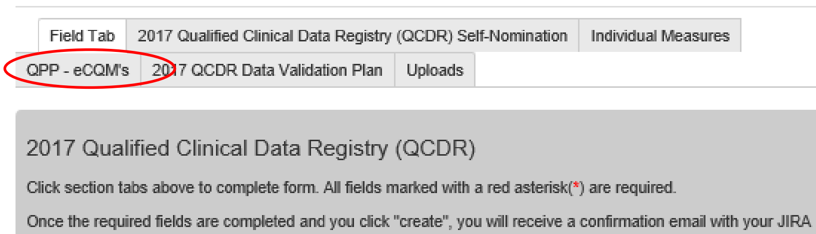


Note: Saving measure additions does not occur until measures are completely entered. Therefore, it is recommended that you have all of your reference material (e.g., Measures List, etc.) at the ready to support process efficiency.

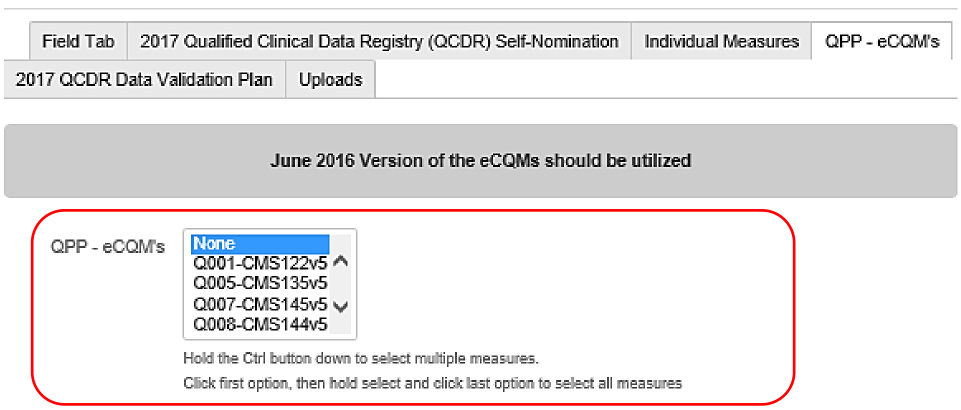
7. To add or edit your individual measures, refer to the "Modifying a JIRA Ticket" section of the User Guide.

Populating Quality Payment Program eCQMs (QCDR only)

1. Click the "QPP - eCQMs" tab. The eCQMs lists will appear, as shown below.



2. Review and select QPP - eCQMs by following the field instructions located under the QPP eCQM list.



3. Select all QPP - eCQMs that the QCDR plans to support for submission of measures for the Quality Payment Program from the corresponding list. Each QPP - eCQM selected will show in a shaded format.

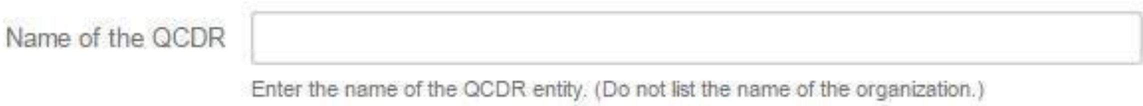
4. After your ticket has been submitted, the saved eCQMs will show on the Form Submission page as shown below.

Submitting the Data Validation Plan

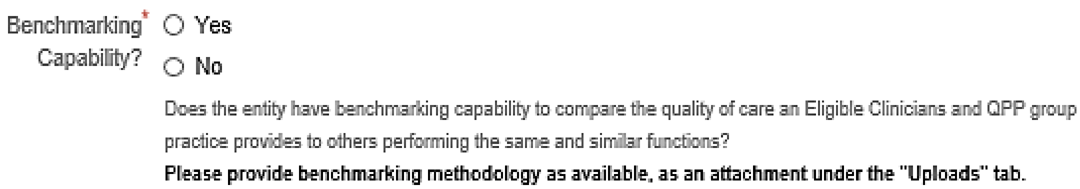
On this tab you will be asked to specify the methodology used for validating the data being submitted to CMS. The data validation plan can either be populated into the pre-formulated question fields in JIRA or uploaded as an attachment in JIRA. If both the pre-formulated questions and upload attachment options are utilized for the submission of a registry's data validation plan, CMS will only review the information populated in the pre-formulated fields for purposes of satisfying the data validation plan requirement.

Populating the Data Validation Plan Tab

1. Enter the vendor name.

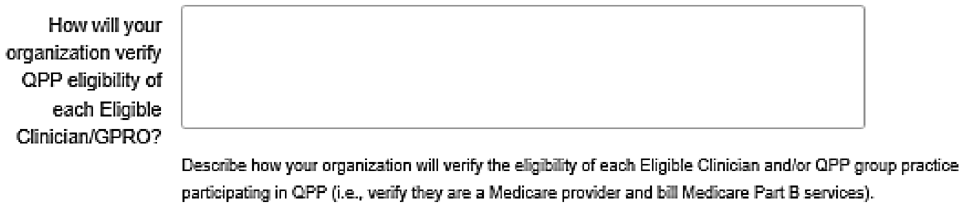


2. Indicate whether you have benchmarking capability (QCDR only).



If you click "**Yes**", please provide your benchmarking methodology, as available, as an attachment under the Uploads tab. The name of the file should be **Benchmarking Methodology QCDR Name**. Please refer to page 18 of the User Guide for more information.

3. Describe how your organization will verify eligibility in the Quality Payment Program for each eligible clinician and/or group practice.



4. Describe how your organization will verify accuracy of Tax Identification Numbers (TINs) and/or National Provider Identifiers (NPIs).

How will your organization verify accuracy of TIN/NPIs?

Indicate the method your organization will use to verify the accuracy of each Tax Identification Number (TIN) and National Provider Identifier's (NPI) you are intending to submit (i.e. NPPES, CMS claims, tax documentation).

5. Indicate what method your organization will use to calculate reporting and performance rates.

What method will your organization use to calculate reporting and performance rates?

Describe the method that your organization will use to accurately calculate (both reporting rates and performance rates) for measures and measures groups based on the appropriate measure type and specification

6. Describe the method your organization will use to verify the 2017 QPP and non-QPP measures.

How will your organization verify 2017 QPP/non-QPP measures?

Describe the method your organization will use to verify the 2017 QPP and non-QPP measures.

7. Describe the process used for completion of randomized audits.

Describe the process used for completion of randomized audit.

Describe the process that the entity will use for completion of a randomized audit of a subset of data prior to the submission to CMS. Periodic examinations may be completed to compare patient record data with submitted data and/or ensure QPP measures were accurately reported based on the appropriate Measure Specifications (that is, accuracy of numerator, denominator, and exclusion criteria). If applicable, provide information on the entity's sampling methodology. For example, it is encouraged that 3 percent of the TIN/NPIs be sampled with a minimum sample of 10 TIN/NPIs or a maximum sample of 50 TIN/NPIs. For each TIN/NPI sampled, it is encouraged that 25 percent of the TIN/NPI's patients (with a minimum sample of 5 patients or a maximum sample of 50 patients) should be reviewed for all measures applicable to the patient. Please refer to #10 on the "2017 QPP QCDR Criteria" to get the details

8. Describe the process used for completion of detailed audits.

Describe the process used for completion of detailed audit.

Describe the process for completing a detailed audit if the QCDR's validation reveals inaccuracy and describe how this information will be conveyed to CMS. For example: random sampling and validation checks. Refer to the 2017 Qualified Registry Vendor Criteria.

9. Check the box to attest that, per the requirements, your organization has the ability to randomly request and receive documentation from providers in order to verify accuracy of data. Your organization will provide CMS access to review the Medicare beneficiary data on which 2017 Quality Payment Program QCDR-based submissions are based or provide to CMS a copy of the actual data (if requested for validation purposes).

Ability to Audit* ☐ Yes

Please check the box to attest that, per the requirements, entity has the ability to randomly request and receive documentation from providers in order to verify accuracy of data. Entity will provide CMS access to review the Medicare beneficiary data on which 2017 QPP QCDR-based submissions are based or provide to CMS a copy of the actual data (if requested for validation purposes).

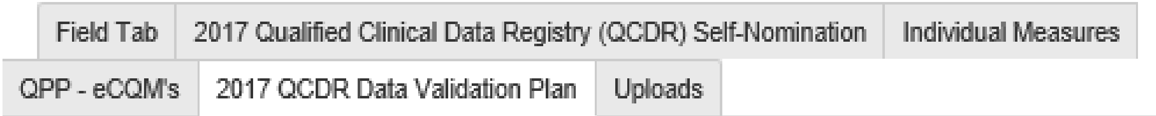
Uploading a Qualified Registry Data Validation Plan as an Attachment

If you choose to upload your Data Validation Plan as an attachment, please do so using the Attachment option at the bottom of the 2017 Qualified Registry Data Validation Plan tab, as shown below. The name of the file should be **2017DataValidationPlan_**<YourQualifiedRegistryName>.

Attachment Drop files to attach, or browse.

Uploading a QCDR Data Validation Plan as an Attachment

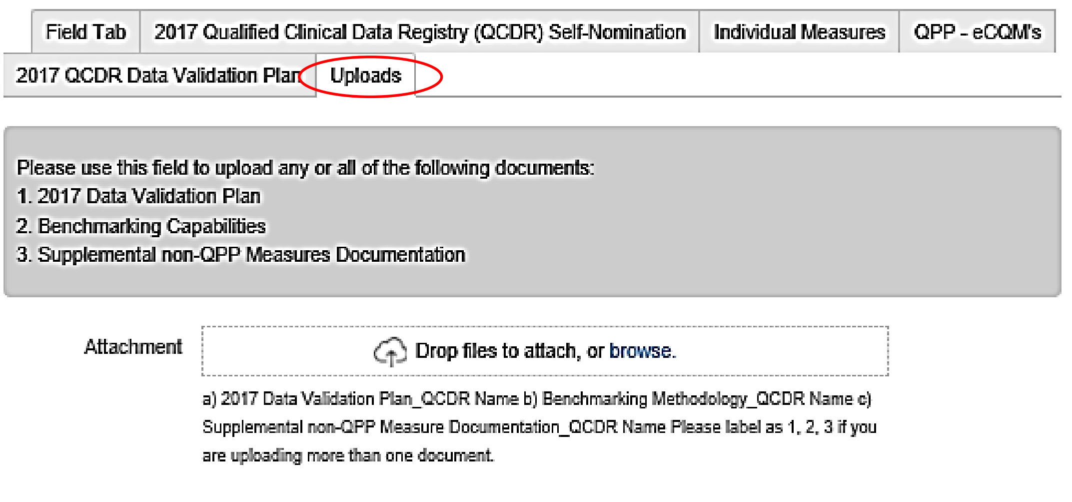
If you choose to upload your Data Validation Plan as an attachment, please do so under the Uploads tab, as shown below. The name of the file should be **2017DataValidationPlan_<YourQCDRName>.** Refer to the next page for more information.



Uploading Attachments (QCDR only)

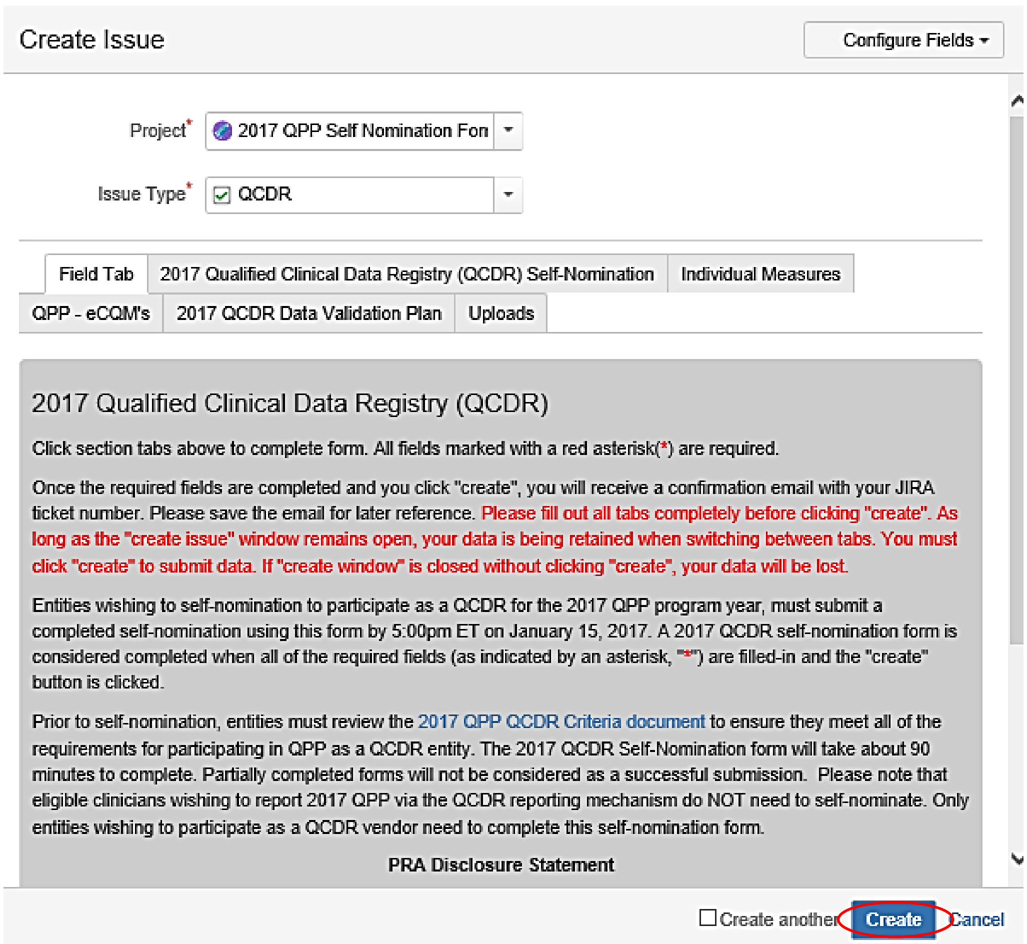
This tab allows perspective QCDRs to attach the following self-nomination documentation:

- **2017 Data Validation Plan** – allows users to upload the data validation plan, if users do not wish to use the pre-formulated data validation plan fields within JIRA. The file name should be 2017DataValidationPlan_<YourQCDRName>.
- **Benchmarking Methodology** – allows users to specify the methodology used to benchmark their data. The file name should be BenchmarkingMethodology_<YourQCDRName>.
- **Supplemental Non-QPP Measures Documentation** – allows users to provide the complete measure specification for all non- QPP measures being submitted for consideration. The file name should be SupplementalNon-QPPMeasureDocumentation_<YourQCDRName>.

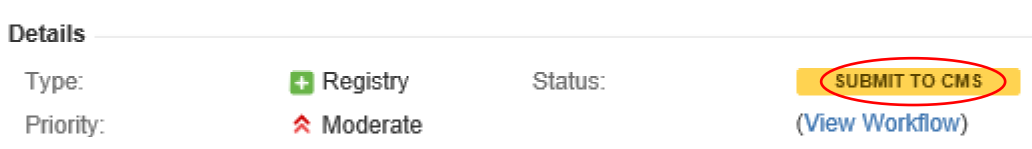


Submission of the Self-Nomination

1. Once the required fields of all tabs are completed, click Create. Please note you will not be able to successfully submit a ticket unless all the required fields, marked with a red asterisk (*), of all tabs have been populated.



2. Once the form is complete, and all edits are finalized, you will need to click on the “Submit to CMS” button for the form to be submitted.



3. You will receive a confirmation email with your JIRA ticket number. **Please save the email for later reference.**

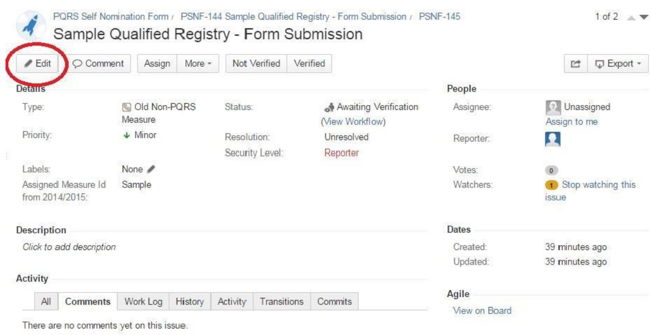
Modifying a JIRA Ticket

To review or modify your ticket, click **Issues – Search for Issues** OR **Recent Issues**, OR **Reported by Me**.

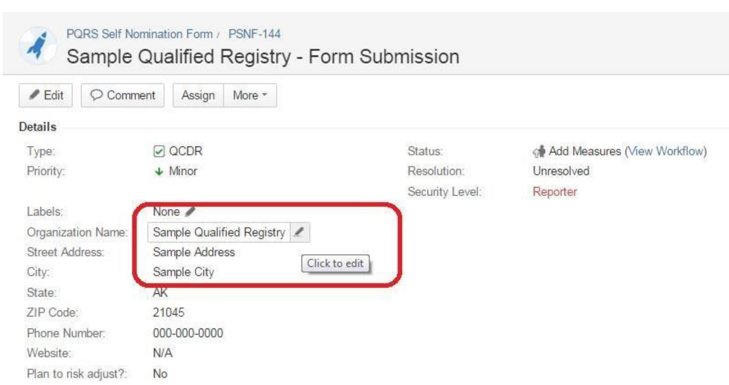
1. Another option for accessing your submitted ticket is using the Quick Search button located in the upper right of your screen.

Note: Quick Search is character and format sensitive. Please note that there is a hyphen (or dash) in the QSNF number record that has been created. Use this exact format in the exact case without adding any additional spaces or omitting any characters in Quick Search to locate the unique QSNF record number. Minor changes to character or format of the QSNF (e.g., QSNF25 or QSNF 25) will result in a failed search and no QSNF record will be located.

2. Once your ticket has been located, click Edit.



3. You may also edit your information by clicking on individual fields, as shown below.



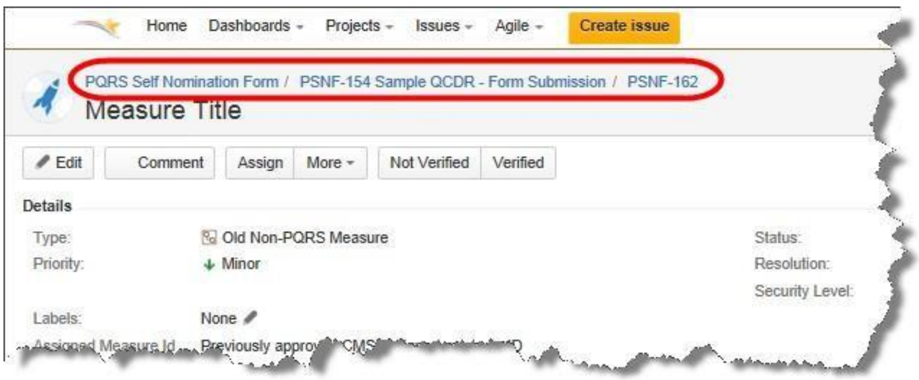
4. Use your scrollbar to view all tabs at the top of the page after you come to the **Edit Issue** page.

5. To revise or add information at any time, click the **Update** or **Edit** buttons, depending on which screen you are viewing, to update and save information. Remember, you will not be able to modify your submission after **5:00 p.m. (ET) on January 15, 2017**.

Populating the Non-QPP Measures (QCDR Only)

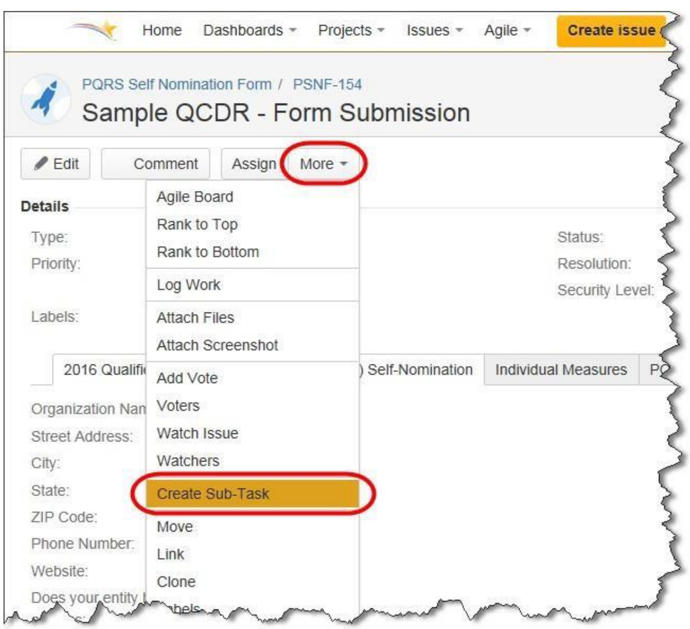
The Non-QPP Measures can only be added after your self-nomination ticket has been submitted. After your ticket has been created, follow the steps on page 20 of the User Guide to access your submission.

1. Use the hyperlinks, not the Back button, at the top of the window to navigate to prior pages, as shown below.

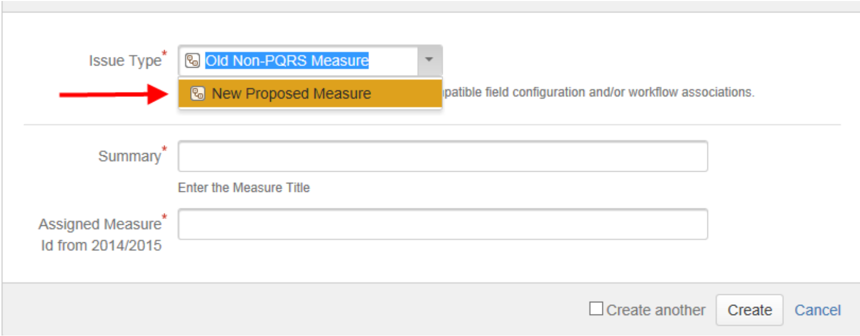


Adding New Non-QPP Measures Using Create Sub Task

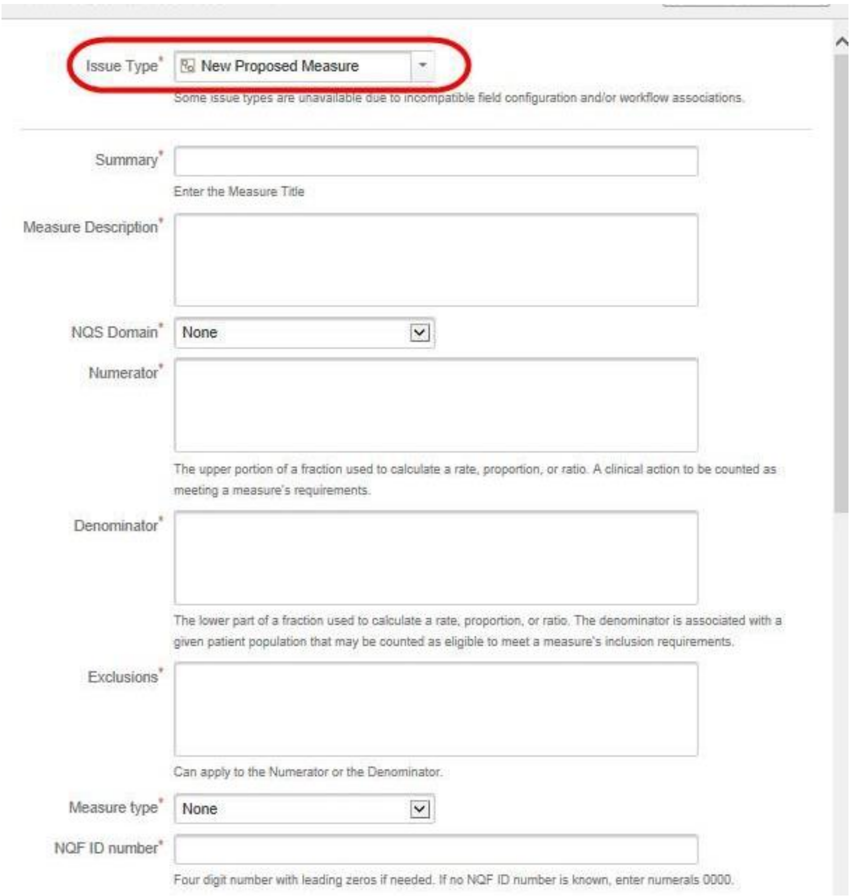
1. To **add** the Non-QPP Measures, click the **More** button, and a drop-down list will appear. Click **Create Sub Task** from the drop-down list, as shown below.



2. Select **New Proposed Measure** in the **Issue Type** field.



3. Then, after selecting New Proposed Measure, this screen will automatically appear:

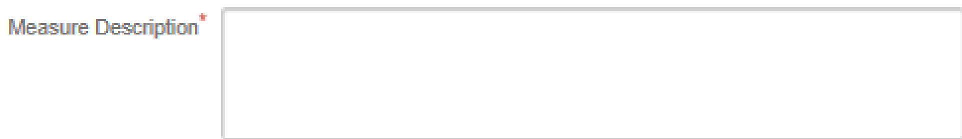


Populating the New Proposed Measure Sub-Task Form Page

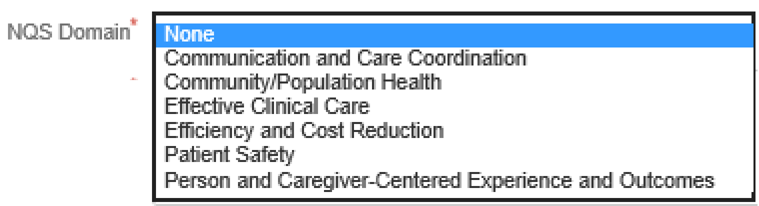
Enter data for each New Proposed Measure in each of the required fields below as follows, each time when adding another New Proposed Measure until complete. All fields denoted with a red asterisk (*) are required fields.

a) **Summary** field –Type in the measure title, which should begin with a clinical condition of focus, followed by a brief description of action.

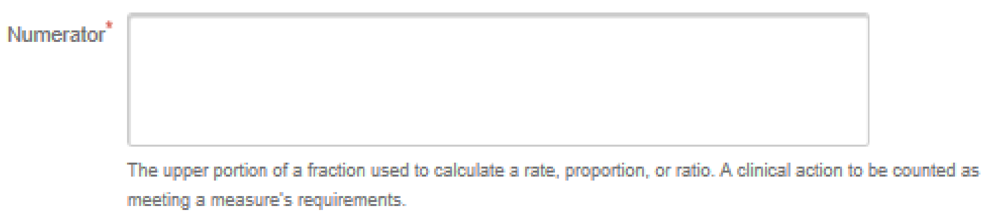
b) **Measure Description** field – Type in the measure description and describe the measure in full detail.



c) **NQS Domain** field - Select which field the measure belongs to.



d) **Numerator** field – Type in the clinical action that meets the requirements of the measure.

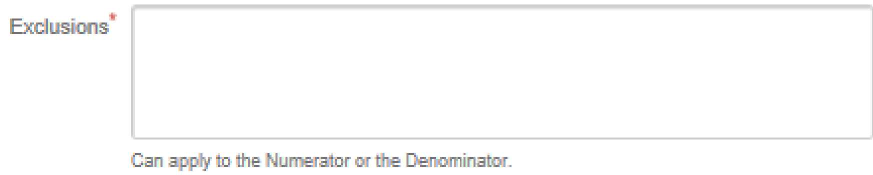


e) **Denominator** field – Type in the eligible patient population to be counted to meet the measures' inclusion requirements.

Denominator*

The lower part of a fraction used to calculate a rate, proportion, or ratio. The denominator is associated with a given patient population that may be counted as eligible to meet a measure's inclusion requirements.

f) **Exclusions** field – Type in any exclusions to the Numerator or Denominator of the measure. Exclusion is anything that would remove the patient, procedure, or unit of measurement from the Numerator or Denominator.



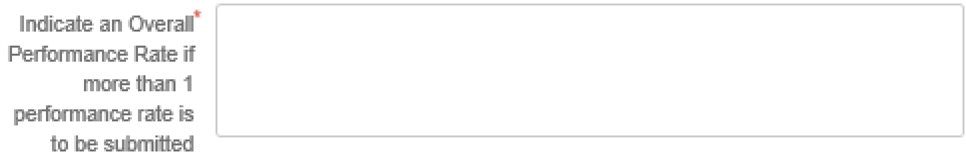
g) **Measure Type** field – Identify the most appropriate characterization of the measure type and then use the drop down and select the measure type from the drop-down list.

h) **NQF ID number** field – If no NQF ID number is known, enter numerals 0000.

i) **Stakeholders** field- Enter JIRA users who are stakeholders regarding this issue.

j) **Number of Performance Rates to be submitted in the XML** field – Type in the number or N/A to indicate the number of performance rates submitted.

k) **Indicate an Overall Performance Rate if more than 1 performance rate is to be submitted** field – Specify which rate will represent an overall performance rate for the measure or how an overall performance rate could be calculated based on the data submitted in the XML.



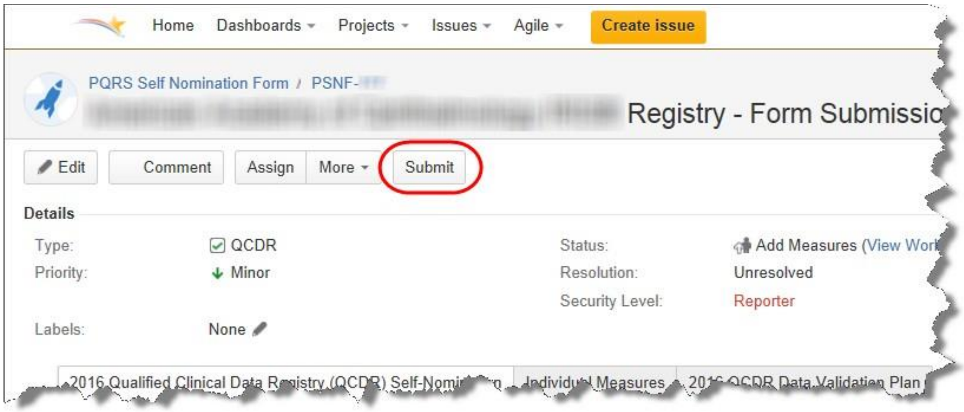
l) Once the form has been completed, click on the **Create** button.

Note: If uploading additional attachments with detailed information on New Non-QPP Measures, refer to page 18 of the User Guide.

- View the saved new non-QPP measure(s) entered on the Summary screen. Scroll down to view all of the information entered.
- Clicking on any line will take you into the Edit/Review screen. Use the hyperlinks, not the Back button, at the top of the window to navigate to prior pages.

m) **Submit** button - Saving the entire QSNF record.

- When you are completely finished entering information in the record, click the Submit button located at the top of the page to save the entire record.
- If necessary, use the Edit button to make changes to the record after you have submitted it



Resources

Help with JIRA

- For additional assistance with JIRA, review the Online Help available in JIRA.
- Additional learning resources on JIRA are available here.

Help with Self-Nomination

- For assistance with completing the self-nomination form, the Comment box may be used to ask questions about populating form fields or submitting additional information. Refer to Modifying a JIRA Ticket and Populating the Non-QPP Measures sections of the User Guide for additional information.
- For additional assistance regarding Self-Nomination criteria, contact the Quality Payment Program Service Center Help Desk at 1-866-288-8292 (TTY 1-877-715-6222) from 8:00 a.m. to 8:00 p.m. Eastern Time (ET) Monday through Friday, or via e-mail at qpp@cms.hhs.gov. To avoid security violations, do not include personal identifying information, such as Social Security Number or TIN, in email inquiries to the Quality Payment Program Service Center.