

**Medicare Part C and Part D Reporting Requirements  
Data Validation Procedure Manual**

**Appendix G: Example Site Visit Agenda for On-site  
or Virtual Visits**

Prepared by:  
Centers for Medicare & Medicaid Services  
Center for Medicare  
Medicare Drug Benefit and C & D Data Group

Last Updated: December 2022

**Sponsoring Organization Name - Contract Number(s)**  
**Address of Site Visit, if On-site**

**Dates of Site Visit**

**SITE VISIT AGENDA– DAY 1**

Topic	Attendees	Location	Time
<b>Entrance Conference</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Administrative Needs</li> <li>• Purpose/ Objectives of Data Validation Review <ul style="list-style-type: none"> <li>• Overview of Agenda</li> </ul> </li> </ul>	<b>Sponsoring Organization:</b> All Management and Report/Data Owners Invited <b>Reviewer:</b> All Review Team Members		[1/2 hour]
<b>Staff Interviews, Demonstrations, and Data Extraction/Sampling Process</b>	No data		[Allow sufficient time for the sponsoring organization to provide an overview of each of the relevant data systems used in gathering data and producing reports and to complete the data extraction/sampling process; will vary by reporting section; multiple sessions could be conducted concurrently at the discretion of the review team]
• Reporting Section 1	<b>Sponsoring Organization:</b> <ul style="list-style-type: none"> <li>• Report owner</li> <li>• Data provider</li> </ul> <b>Reviewer:</b> <ul style="list-style-type: none"> <li>• Applicable team member(s)</li> </ul>		
• Reporting Section 2	<b>Sponsoring Organization:</b> <ul style="list-style-type: none"> <li>• Report owner</li> <li>• Data provider</li> </ul> <b>Reviewer:</b> <ul style="list-style-type: none"> <li>• Applicable team member(s)</li> </ul>		
• Reporting Section 3	<b>Sponsoring Organization:</b> <ul style="list-style-type: none"> <li>• Report owner</li> <li>• Data provider</li> </ul> <b>Reviewer:</b> <ul style="list-style-type: none"> <li>• Applicable team member(s)</li> </ul>		
<b>End of Day One Conference</b>	<b>Sponsoring Organization:</b> All Management and Report/Data Owners Invited <b>Reviewer:</b> All Review Team Members		[1/2 hour]

**SITE VISIT AGENDA – DAY 2**

Topic	Attendees	Location	Time
<b>Day Two Entrance Conference</b> <ul style="list-style-type: none"> <li>Administrative Needs</li> <li>Overview of Day 2 Agenda</li> </ul>	<b>Sponsoring Organization:</b> All Management and Report/Data Owners Invited <b>Reviewer:</b> All Review Team Members		[1/2 hour]
<b>Staff Interviews, Demonstrations, and Data Extraction/Sampling Process</b>			[Allow sufficient time for the sponsoring organization to provide an overview of each of the relevant data systems used in gathering data and producing reports and to complete the data extraction/sampling process; will vary by reporting section; multiple sessions could be conducted concurrently at the discretion of the review team]
<ul style="list-style-type: none"> <li>Reporting Section 4</li> </ul>	<b>Sponsoring Organization:</b> <ul style="list-style-type: none"> <li>Report owner</li> <li>Data provider</li> </ul> <b>Reviewer:</b> <ul style="list-style-type: none"> <li>Applicable team member(s)</li> </ul>		
<ul style="list-style-type: none"> <li>Reporting Section 5</li> </ul>	<b>Sponsoring Organization:</b> <ul style="list-style-type: none"> <li>Report owner</li> <li>Data provider</li> </ul> <b>Reviewer:</b> <ul style="list-style-type: none"> <li>Applicable team member(s)</li> </ul>		
<ul style="list-style-type: none"> <li>Reporting Section 6</li> </ul>	<b>Sponsoring Organization:</b> <ul style="list-style-type: none"> <li>Report owner</li> <li>Data provider</li> </ul> <b>Reviewer:</b> <ul style="list-style-type: none"> <li>Applicable team member(s)</li> </ul>		
<b>End of Day Two Conference</b>	<b>Sponsoring Organization:</b> All Management and Report/Data Owners Invited <b>Reviewer:</b> All Review Team Members		[1/2 hour]

[Continue additional days as needed until all reporting sections have been completed]

Topic	Attendees	Location	Time
<b>Exit Conference</b> <ul style="list-style-type: none"><li>• Administrative Needs</li><li>• Next Steps and Items for Follow-Up</li><li>• Confirm Points of Contact</li></ul>	<b>Sponsoring Organization:</b> All Management and Report/Data Owners Invited <b>Reviewer:</b> All Review Team Members		[1/2 hour]