

CAHPS® for MIPS Survey Frequently Asked Questions for Survey Vendors

Participation

Q: What are the requirements for becoming a CMS-approved CAHPS® for MIPS survey vendor?

A: To be considered for approval as a CAHPS® for MIPS survey vendor, organizations must meet **all** of the minimum business requirements and submit a completed application. The requirements and application can be found on cms.gov [here](#).

Q: When may survey vendors submit applications for consideration to be a CMS-approved CAHPS for MIPS survey vendor?

A: Survey vendor participation occurs once a year. For 2018, the vendor application period for the CAHPS for MIPS survey will close March 20, 2018.

Q: What is involved in the survey vendor application process?

A: When the vendor application period is open, survey vendors need to complete the survey vendor application. Include, in detail, all subcontractor relationships. Be sure to fully document how your organization fulfills the survey vendor minimum business requirements, and submit your application to the CAHPS for MIPS survey project team during the application submission period. Applications will be accepted through March 20, 2018.

If your organization's application is approved, you are conditionally approved as a CAHPS for MIPS survey vendor. **To pursue final approval**, key staff – from your organization and your subcontractors – must participate in training and pass a quiz at the end of the training session. The training covers an overview and background of MIPS plus scoring and reporting of the CAHPS for MIPS survey. Your organization must also submit a Quality Assurance Plan. Only conditionally approved survey vendors and their subcontractors may participate in training. Final approval as a CAHPS for MIPS survey vendor is contingent upon submission of a Quality Assurance Plan and successful participation in the training session (including a passing score on an assessment at the end of the training session). Approved vendors will participate in additional trainings.



Q: My organization has previous experience with web-based survey administration followed by phone follow-up to non-respondents. Does that allow us to meet the mixed-mode experience required to be a CAHPS for MIPS survey vendor?

A: No. The mixed-mode experience specified for CAHPS for MIPS survey administration requires experience with mail survey administration followed by survey administration via Computer Assisted Telephone Interviewing (CATI) with non-respondents. Web-based survey administration experience, combined either with phone (or mail) survey administration, would not meet the mixed-mode requirement.

Survey Administration

Q: Who will draw the sample?

A: CMS will draw the sample.

Q: What languages are required for CAHPS for MIPS survey administration?

A: The CAHPS for MIPS survey must be administered in English. Groups in Puerto Rico must administer the survey in Spanish and offer English if requested. Additional translations are available for groups to use on an optional basis.

Q: What translations are available for the CAHPS for MIPS survey?

A: CMS has translated the CAHPS for MIPS survey into Cantonese, Korean, Mandarin, Russian, Spanish, and Vietnamese. Groups have the option of administering the survey in one or more of the available languages.

Q: When will the 2018 CAHPS for MIPS survey occur?

A: The 2018 CAHPS for MIPS survey will be conducted from October 2018 to January 2019.

Q: What is the data collection protocol for the CAHPS for MIPS survey?

A: The 2018 CAHPS for MIPS survey uses a mixed mode data collection protocol in which mail is the primary mode and Computer Assisted Telephone Interviewing (CATI) is the secondary or non-response mode. The mail component of the data collection protocol includes mailing of a pre-notification letter, initial survey and cover letter, and a second survey and cover letter to sampled beneficiaries who did not respond to the first mailed survey. The telephone component of the data collection protocol consists of outbound CATI to any sampled beneficiary who did not respond via mail survey. Vendors may use a CATI system of their choosing, and the protocol sets a limit of six phone attempts.

Q: How will approved survey vendors obtain the survey materials?

A: Survey materials will be provided to the point of contact identified by each vendor organization.

Q: Are supplemental questions allowed for CAHPS for MIPS survey administration?

A: CMS does not allow groups to add supplemental questions to the CAHPS for MIPS survey.

Q: Are there any restrictions on fielding other surveys at the same time as CAHPS for MIPS survey?

A: CMS strongly encourages groups and survey vendors NOT to ask Medicare beneficiaries any CAHPS for MIPS survey questions four weeks prior to and four weeks after the CAHPS for MIPS survey administration period. This recommendation does not apply to other CMS surveys. Groups should take respondent burden and response rates into account when considering the timing of any additional data collection efforts.

Q: Are survey vendors allowed to conduct analysis of the CAHPS for MIPS survey data?

A: Survey vendors may provide groups with preliminary survey results. Any data survey vendors wish to append to survey results or sample data for use in analysis must have advance written approval from CMS. All reports survey vendors provide to groups (whether paper or electronic format) must include a statement that vendor results are unofficial and are for the group's internal quality improvement purposes only. Intervention or follow-up with low scoring individuals is not permitted.

Vendors must follow the requirements of an executed CMS Data Use Agreement, and assure that no data that is based on fewer than 11 cases is included in any report of any kind (whether frequency, cross-tabulation, or other data display). Failure to adhere to the CMS Data Use Agreement may constitute a violation of the requirements of the Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule and CMS data release policies, and may be considered a breach or violation of data safeguarding. Please visit [cms.gov/privacy](https://www.cms.gov/privacy) to learn more about CMS privacy policies and data safeguarding.

Q: How will survey vendors be paid?

A: Groups are responsible for the cost of CAHPS for MIPS survey data collection and will contract directly with CMS-approved CAHPS for MIPS survey vendors.