Information Gathering Report and Instructions

***INSTRUCTIONS****: Use of this form is voluntary. Measure developers may use this form to fulfill the information gathering deliverable requirement for a measure under development or being reevaluated during maintenance. Please note: All CMS measure contract deliverables must meet accessibility standards as mandated in Section 508 of the Rehabilitation Act of 1973. This template is 508 compliant. You may not change the template format or non-italicized text. Any change could negatively impact 508 compliance and result in delays in the CMS review process. For guidance about 508 compliance, CMS’s* [*Creating Accessible Products*](https://www.cms.gov/es/node/1549751)*[[1]](#footnote-1) website may be a helpful resource.****NOTE TO NON-CMS CONTRACTED MEASURE DEVELOPERS OR NON-MEASURE DEVELOPERS:*** *You may use this outline for non-measure development information gathering activities. If there are headings that do not apply to your report, you may omit or modify them as you see fit.****PLEASE DELETE THIS INTRODUCTORY SECTION (TEXT ABOVE THE LINE) AND REPLACE THE FORM-RELATED REFERENCES SHOWN ON THE LAST PAGE OF THE FORM WITH YOUR OWN REFERENCES BEFORE SUBMISSION. CMS REQUIRES NO SPECIFIC FORMAT FOR REFERENCES BUT BE COMPLETE AND CONSISTENT.

CMS-CONTRACTED MEASURE DEVELOPERS MUST USE THE MOST CURRENT PUBLISHED VERSION OF ALL TEMPLATES AND SHOULD CHECK THE*** [***CMS MMS HUB***](https://mmshub.cms.gov/) ***FOR UPDATES BEFORE SUBMISSION.***

**Cover Page***Include a cover page listing the task order title and contract number, measure developer contact information, and Contracting Officer’s Representative name and contact information.***Table of Contents***Include a table of contents on a separate page.***Executive Summary

Background and significance***Include a description of the problem addressed, purpose of measurement, and anticipated outcome of measurement. The measure developer should clearly define the nature and scope of the measure concept and its relation to health care needs and quality improvement.***Environmental Scan***See the supplemental material,* [*Environmental Scans for Quality Measurement*](https://mmshub.cms.gov/sites/default/files/Environmental-Scans.pdf)*.*

**Literature Review***Organize this section of the report according to the subheadings listed in* ***bold****.***Search methods***Include a complete explanation of research tools used, e.g.,*

* *online publication directories*
* *sources selected from traditional journals and* [*grey literature*](#GreyLiterature) *(e.g., website, conference proceedings)*
* *keyword combinations*
* *Boolean logic used to find studies and* [*clinical practice guidelines*](#Guidelines)

 **Complete literature citations

Level of evidence and rating scheme used

Characteristics of reviewed studies***Address the items in this list. Sorting the literature review by these criteria will facilitate development of the* [*Measure Information and Justification Form (MIJF) and Instructions*](https://mmshub.cms.gov/sites/default/files/Blueprint-Measure-Information-and-Justification-Form-and-Instructions.docx) *in the later phases of measure development or reevaluation.*

* [*population*](#Population)
* *study size*
* [*data sources*](#DataSource)
* *study type*
* *methods*
* *identification of measure evaluation criteria the study supports (i.e.,* [*importance*](#ImportanceCriterion)*,* [*scientific acceptability*](#ScientificAcceptability)*,* [*feasibility*](#FeasibilityCriteria)*, access for all, and* [*usability*](#Usability) *and use)*

 **Information gathered to build the business case for the measure***See also the* [*Business Case Form and Instructions*](https://mmshub.cms.gov/sites/default/files/Blueprint-Business-Case-Form-and-Instructions.docx)*.**Address the listed items:*

* *incidence/prevalence of a condition in the Medicare population*
* *major benefits of the process or* [*intermediate outcome*](#IntermediateOutcome) *under consideration for the measure*
* *untoward effects of process or intermediate outcome and likelihood of their occurrence*
* *cost statistics relating to cost of implementing the measured process, as well as savings resulting from implementing the process, and costs of treating any complications that may arise*
* *current performance of process or intermediate outcome and identification of gaps in performance*
* *size of improvement that is reasonable to anticipate*

**Summary of findings***Include a summary of the literature review and the implications for the proposed measure(s).***Other pertinent information***Include this section only if applicable.***Summary of Clinical Practice Guidelines Review***Organize this section of the report according to the subheadings listed in* ***bold****. Summarize by measure set, or, if needed, provide for individual measures in the set. If multiple guidelines exist, note inconsistencies and rationale for using one guideline over another.***Guidelines reviewed***For each guideline reviewed, provide the guideline name, developer, and year published.***Summary of major recommendations

Level of evidence

Review of Regulations and Their Implications on Measurement**

*For each regulation, address each of the listed items:*

* *regulation or rule name*
* *agency responsible*
* *law to which it responds*
* *year published*

 *Limit this section to new regulations affecting measurement (e.g., Medicare Access and Children’s Health Insurance Program Reauthorization Act). If multiple regulations exist, enumerate them by Act, agency, and year. Conclude this section with a summary of major implications.***Review of Existing Measures, Related Measures, and Gap Analysis Summary***Organize this section of the report according to the subheadings listed in* ***bold.*****Existing related measures, including stewards

Gap analysis

Opportunities for** [**harmonization**](#Harmonization) **Summary of findings and measurement gaps

Empirical Data Analysis Summary***Organize this section of the report according to the subheadings listed in* ***bold****.***New measures**

* + - * data source(s) used, if available
			* time period
			* methodology
			* findings

**Measure reevaluation***See also the* [*Measure Evaluation Report and Instructions*](https://mmshub.cms.gov/sites/default/files/Blueprint-Measure-Evaluation-Report.docx)*.***Expert Input***Organize this section of the report according to the subheadings listed in* ***bold****.***Technical Expert Panel (TEP)***This subsection should address*

* *list of members and attendees of meetings*
* *meeting summaries, any individual discussions, and additional pertinent information (e.g., Delphi results)*
* *recommendations*

**Other experts** *This subsection should address*

* *list of additional experts and purposes for their input*
* *manner of interaction (e.g., telephone call, face-to-face meeting, survey)*
* *summary of findings with recommendations*

 **Interested Parties***In this section, address each of the listed items, highlighting persons and family(ies).**If revealing names would inhibit participation, do not include names of individuals solicited for TEPs, interviews, and other forms of expert input for patients, family members, and caregivers.*

* *list of interested parties and their relevance to the project*
* *manner of interaction (e.g., telephone call, face-to-face meeting, survey, focus groups, online panels)*
* *summary of findings with recommendations*
* *summary of solicited and structured interviews, if applicable (might refer to any of the expert types)*
	+ *overall findings from input received*
	+ *name of the person(s) interviewed, type of organization(s) represented, date(s) of interview, and area of quality measurement expertise if the input was from patients or other interested parties, etc.*
	+ *list of interview questions*
	+ *qualitative evaluation of findings with implications for measurement and overall recommendations*

**Conclusion***Provide an overall discussion of measurement implications. Consider including future and ideal states.*

1. Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved September 28, 2023, from <https://www.cms.gov/es/node/1549751> [↑](#footnote-ref-1)