Technical Expert Panel Call for TEP Web Posting Template

***INSTRUCTIONS****: Please use the CMS-approved template language and format to ensure your post contains all necessary information and is consistent with other posts. Instructions and placeholders appear in italics. 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) *website[[1]](#footnote-2) may be a helpful resource.****POSTING INSTRUCTIONS***

* *Send CMS-cleared submissions to the* *Measures Management System (MMS) Support Inbox* *for posts on the* [*Current TEP Opportunities*](https://mmshub.cms.gov/get-involved/technical-expert-panel/current) *webpage.*
* *Posting time frame*
	+ *Allow* ***at least 5 business days*** *for processing your post. The Measures Manager may post prior to this time frame.*
	+ *If you need your post published on a specific date, note this in your email and we (the Measures Manager) will work to accomplish by this date/time.*
* *Posting format*
	+ *Measure developer should submit the web posting document in* ***Microsoft Word format*** *(every post must include a web posting document).*
	+ *All* ***other documents/attachments*** *to the post should be* ***508 compliant*** *and submitted in* ***PDF format****. Note: Tables must have repeated headers on every page.*
* *Include the* [***TEP Charter Template***](https://mmshub.cms.gov/sites/default/files/TEP-Charter-Template.docx) *(PDF format) and the* [***TEP Nomination Form***](https://mmshub.cms.gov/sites/default/files/Blueprint-TEP-NominationForm.docx) *(fillable PDF format) with each post.*

***NOTE TO NON-CMS-CONTRACTED MEASURE DEVELOPERS OR NON-MEASURE DEVELOPERS****: You may edit the Project Overview language reflecting your organization does not have a measure development contract; however, you must make it clear your organization is convening the TEP, not CMS. CMS will need to clear the call for public comment thereby adding to the processing time.*

***PLEASE DELETE THIS INTRODUCTORY SECTION (TEXT ABOVE THE LINE) BEFORE SUBMISSION. 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.***

**Project Title:** ***List the project title as it should appear on the web posting.*Dates:**The Technical Expert Panel (TEP) nomination period opens on ***date*** and closes on ***date***. Submit all nomination materials by the closing date.

**Project Overview:**The Centers for Medicare & Medicaid Services (CMS) contracted *measure developer name* to develop *measure (set) name or description*. The *contract* name is *insert name*. The *contract* number is *project number*. As the organizer of this TEP, *measure developer name* convenes groups of stakeholders and experts who contribute direction and thoughtful input on their work and analysis. *Please provide a one- or two- sentence description of the purpose of your TEP.***Seeking the Following Perspectives/Expertise:**We are seeking individuals with differing perspectives and areas of expertise, such as

*List the types of expertise the members of the TEP may have. Examples include health care disparities, performance measurement, quality improvement, purchaser perspective, and consumer/patient/family (caregiver) perspective. Note: CMS strongly encourages patient/family (caregiver) representation on every TEP.***TEP Expected Time Commitment:***Provide anticipated meeting dates and time frame for measure development activities.

Describe the types of meetings (e.g., conference call, webinar, in person).***Next Steps:**Please read the TEP Charter and complete the TEP Nomination Form. You may access these documents by selecting the title of each document:

*List the TEP Charter and TEP Nomination form (provide full document names). Note: The CMS MMS Hub team will add hyperlinks to the documents in your list.*

1. Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved November 2, 2023, from <https://www.cms.gov/es/node/1549751> [↑](#footnote-ref-2)