Technical Expert Panel Membership List Web Posting Template

*INSTRUCTIONS:* *This is a CMS-approved, 508 compliant template. Use of this template is* ***optional*** *for CMS-contracted measure developers. If you choose to use this form, 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. 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/research-statistics-data-systems/section-508/public/creating-accessible-products)*[[1]](#footnote-2) website may be a helpful resource.****POSTING INSTRUCTIONS:***

* *Send submissions to the* *Measures Management System (MMS) Support* *inbox for posts on the* [*Updates to Established TEPs*](https://mmshub.cms.gov/get-involved/technical-expert-panel/updates) *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 with CMS to accomplish by this date/time.*
* *Posting Format*
	+ *Measure developers 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.*

***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.*

***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 closed on ***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.***Perspectives/Expertise:**We sought individuals with differing perspectives and areas of expertise, such as

*List the types of expertise that members of the TEP have. Examples include health care disparities, performance measurement, quality improvement, purchaser perspective, and consumer/patient/family (caregiver) perspective.*

**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).***Documents:**You may access the TEP Membership List by clicking the title of the document:

*List the TEP Membership List (provide full document name). The CMS MMS Hub team will add a hyperlink to the document.*

1. Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved June 28, 2023, from <https://www.cms.gov/research-statistics-data-systems/section-508/public/creating-accessible-products> [↑](#footnote-ref-2)