Public Comment Summary Report Template

***INSTRUCTIONS****: This form is primarily for measure developers.* *Please note that 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/research-statistics-data-systems/section-508/public/creating-accessible-products)*[[1]](#footnote-2)* *website may be a helpful resource.****NOTE TO NON-CMS-CONTRACTED MEASURE DEVELOPERS OR NON-MEASURE DEVELOPERS****: You may edit the Project Overview language to reflect that your organization does not have a measure development contract; however, you must make it clear that your organization conducted the call for public comment, 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://www.mmshub.cms.gov/) ***FOR UPDATES BEFORE SUBMISSION.***

**Project Title: *List the project title as it should appear in the summary report****.***Dates:**The Call for Public Comment ran from *date* to *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 part of its measure development process, *measure developer name* requested interested parties to submit comments on the candidate or concept measures that may be suitable for this project. *Please provide a one- or two- sentence description of the purpose/objective of your project.***Information About the Comments Received:**The measure developer solicited public comments by *methods used to notify stakeholders and the public of comment period.*We received *number* responses on this topic.

**Stakeholder Comments

General Stakeholder Comments:***Include summary of general comments.***Measure-Specific Stakeholder Comments:***Include summary of comments on specific measures.***Preliminary Recommendations***Summarize recommendations.***Overall Analysis of the Comments and Recommendations***Include a summary of the Technical Expert Panel discussion and changes to the list of candidate measures.*

**Public Comment Verbatim Report**

*You may attach this table as a separate file. Upon request from the Contracting Officer’s Representative (COR), the measure developer may delete optional fields.*

| Comment Number\*  | Date Posted/Received | Name, Credentials, and Organization of Commenter | Type of Organization\* | Email Address\* | Measure Set or Measure | Text of Comments | Response\* |
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\*Optional
 *Note: Measure developers may enter the text of comments verbatim without edits for spelling, punctuation, grammar, or any other reason and should ask their COR for specific guidance.*

1. Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved April 12, 2022, from <https://www.cms.gov/research-statistics-data-systems/section-508/public/creating-accessible-products> [↑](#footnote-ref-2)