Technical Expert Panel (TEP) Charter

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)*[[1]](#footnote-2)*External link icon *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 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/)External link icon ***FOR UPDATES BEFORE SUBMISSION.***

**Project Title: *List the project title as it should appear in the web posting.*TEP Expected Time Commitment and Dates:***Include anticipated meeting dates and time frame for measure development activities.  
  
Describe types of meetings (e.g., conference call, webinar, in person).***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* convenes groups of stakeholders who contribute direction and thoughtful input to the measure developer during measure development and maintenance.   
  
**Project Objectives:***List the contract objectives.***Technical Expert Panel (TEP) Objectives:***Clearly state the goals for the TEP, such as whether the TEP is refining concepts, evaluating specifications, or re-evaluating during maintenance, etc.* **TEP Requirements:**  
A TEP of approximately *desired TEP size* individuals will *insert objective*. The TEP will be composed of individuals with differing areas of expertise and perspectives, including   
  
*List the types of expertise the members of the TEP will 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.***Scope of Responsibilities:***Describe the TEP members’ roles, duties, and degree of authority. For example, the TEP’s role is to provide input and advice to the measure developer on the list of measures under development.***Guiding Principles:**Participation as a TEP member is voluntary and the measure developer records the participant’s input in the meeting minutes, which the measure developer will summarize in a report that they may disclose to the public. If a participant has chosen to disclose private, personal data, then related material and communications are not covered by patient-provider confidentiality. Patient/caregiver participants may elect to keep their names confidential in public documents. TEP organizers will answer any questions about confidentiality.  
  
All potential TEP members must disclose any significant financial interest or other relationships that may influence their perceptions or judgment. It is unethical to conceal (or fail to disclose) conflicts of interest. However, there is no intent for the disclosure requirement to prevent individuals with particular perspectives or strong points of view from serving on the TEP. The intent of full disclosure is to inform the measure developer, other TEP members, and CMS about the source of TEP members’ perspectives and how that might affect discussions or recommendations.  
  
*Describe how the group will apply measure evaluation criteria and make decisions (e.g., by voting, by consensus). Describe how the TEP reports will handle confidentiality, especially for patient participants.***Estimated Number and Frequency of Meetings:***Provide the number and frequency of meetings.***Date Approved by TEP:***List the date the charter was approved. If the charter has not yet been approved, please insert TBD.*

**TEP Membership:***Attach the TEP Membership List. If not yet finalized, please insert TBD.*

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)