Technical Expert Panel Summary 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 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.****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*
	+ *The 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.*
* *TEP documents to Include with each post*
	+ *TEP Membership List (****PDF format****)*
	+ *TEP Membership List Web Posting (Optional) (****PDF format****)*
	+ *TEP Summary Report (****PDF format****)*

***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/) ***FOR UPDATES BEFORE SUBMISSION.***

**Project Title: *List the project title as it should appear on the web posting.*Dates:**The Call for Technical Expert Panel (TEP) nomination period closed on *date*.

The TEP met on *date(s) of the meetings*.

**Project Overview:**The Centers for Medicare & Medicaid Services (CMS) contracted with *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 and experts who contribute direction and thoughtful input to the measure developer during measure development and maintenance.

**Documents:**You may access the TEP Summary Report and the TEP Membership List *(if appropriate)* by clicking the title of each document:

*List the TEP Summary Report and TEP Membership List full document names. Posting the TEP Membership list is optional. If you want to post the TEP Membership List, please also include the Technical Expert Panel Membership Web Posting Template. The CMS MMS Hub team will add hyperlinks to documents in your list.*

1. Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved April 5, 2022, from <https://www.cms.gov/research-statistics-data-systems/section-508/public/creating-accessible-products> [↑](#footnote-ref-2)