



Centers for Medicare & Medicaid Services

**Electronic Clinical Quality Improvement (eCQI)
Resource Center (RC) User Group Charter**

Version 1.3

October 1, 2024

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1. Background

The electronic clinical quality improvement (eCQI) Resource Center ' transforms eCQI through collaboration, education, and standards'. The eCQI Resource Center is the website used by CMS as the source of truth for the eCQM specifications, technical release notes, and supporting implementation resources used by stakeholders involved in eCQM implementation. The eCQI Resource Center also provides resources and education about standards used in eCQM development, implementation, as well as information on electronic clinical quality improvement.

The eCQI Resource Center staff monitor the eCQI community for new and updated content to add to the Resource Center and seek user feedback to meet the needs of the community. Users can offer suggestions via the eCQI Resource Center email and participate in formal focus groups. The eCQI Resource Center User Group provides an additional way for the eCQI Resource Center staff to obtain ideas for new and updated content and new and updated functionality.

The eCQI Resource Center has evolved to include information and education about the Clinical Quality Language standard and its use in eCQMs and must adapt and evolve to support the publication of eCQM specifications and related resources as eCQMs advance from QDM-based eCQMs to FHIR-based eCQMs. Additionally, the eCQI Resource Center is ready to house CMS digital quality measures (dQMs) and work to understand user needs with respect to dQMs and supporting implementation resources.

2. Introduction

The eCQI Resource Center User Group is a volunteer forum of members who use the eCQI Resource Center to obtain resources necessary for electronic clinical quality measure (eCQM) development, implementation, reporting and education on key eCQM and eCQI concepts and standards. This community of users benefits from shared experiences, discussions, and questions. It allows the eCQI Resource Center contractor to easily reach out to the eCQM and eCQI communities to:

- Focus on the implementer community
 - eCQM implementer community e.g., those who incorporate eCQM specifications into health information technology systems, workflow, and collect data for calculating eCQMs – health IT professionals, point of care clinicians, and quality improvement professionals
- Inform users of new eCQI Resource Center functionality and content
- Gather real-world feasibility and feedback on proposed eCQI Resource Center enhancements and features during the discussions at user group meetings and through the use of the eCQI Resource Center email

- Announce focus group opportunities
- Prioritize items for in depth discussion during focus groups
- Prepare for eCQI Resource Center publication needs of implementers for Fast Healthcare Interoperability Resources® (FHIR®) eQMs (and digital quality measures (dQMs))
- Understand content needs, including the format (e.g. pdf, csv, xls, etc.) of the eCQI community for their retrieval and use

3. Goal

The eCQI Resource Center User Group provides broad input into the development and maintenance of the eCQI Resource Center’s functionality and content to support the eCQI community. The members of the eCQI Resource Center User Group have diverse expertise to drive the discussion on the current and next generation of eCQI Resource Center functions enabling CMS to understand the needs of the eCQM and eCQI implementer community. The User Group uses a consensus approach to achieve this mission by reviewing and providing input on current eCQI Resource Center functionality, offer ideas for enhancements, and make recommendations for presentations for approval by the CMS eCQI Resource Center COR.

4. Administrative Details

4.1 Composition

The eCQI Resource Center User Group members represent the website’s primary and secondary users, including eCQM implementers, vendors, eCQM developers, and standards representatives. A broad community membership focusing on implementation makes the User Group’s recommendations more effective and efficient for users.

- I. Members – Membership is open to any user with a desire to participate in the User Group. Where gaps in expertise exist, the eCQI Resource Center contractor may invite users with specific expertise to participate in the User Group.
- II. eCQI Resource Center User Group Facilitator(s) – The eCQI Resource Center contractor will facilitate the eCQI Resource Center User Group meetings. The facilitator(s) will take and review meeting notes, guide discussion, and identify areas of consensus, as well as disagreement. The facilitator(s) are responsible for moving discussion about an issue to its next course of action, which may include recommending the issue for an in-depth focus group and/or continuing offline discussions with members to develop recommendations for review with the User Group. The eCQI Resource Center contractor reviews recommendations and offers suggestions to CMS.

4.2 Meeting Frequency & Duration

- I. Meeting frequency and duration—One hour meeting held quarterly and ad hoc as needed. Date and time is the third Tuesday of the month at 3pm ET.
- II. General Format - The meeting format may vary based on the group's interest in a specific topic. A typical meeting agenda includes:
 - i. Review of site enhancements and key content published since the last User Group meeting
 - ii. Review of proposed site enhancements and/or content for discussion and feedback
 - iii. Open discussion for participants
 - iv. Next Steps

4.3 Agendas/Meeting Notes

- I. The eCQI Resource Center staff develops agendas with User Group input to guide discussions. The agenda is approved by CMS prior to the meeting and is used to create meeting notes to document input during the meeting including recommendations on enhancements and action items for follow up.
- II. CMS approves the meeting notes.
- III. Within a week after each meeting, the eCQI Resource Center staff updates the User Group page on the eCQI Resource Center with the meeting notes.

4.4 Member Responsibilities

- I. The eCQI Resource Center User Group identifies, discusses, and reviews the needs of the eCQI community. The outcome of the topic-specific discussions may result in recommendations to the CMS eCQI Resource Center COR for approval. Approved recommendations will result in development and implementation on the eCQI Resource Center, deeper investigation of the recommendation at focus groups, and/or be placed on the eCQI Resource Center backlog maintained by eCQI Resource Center staff.

4.5 Longevity and Maintenance

- II. Longevity of the group—The longevity is indefinite, based on the need for feedback on the eCQI Resource Center over the life of eCQM measure contracts, eCQM/Clinical Decision Support standards and artifact harmonization in support of the eCQI, dQMs, and FHIR-based eCQMs.
- III. The eCQI Resource Center User Group Charter is subject to review, change, and approval by the Centers for Medicare & Medicaid Services (CMS) eCQI Resource

Center Contracting Officer's Representative (COR). The eCQI Resource Center staff maintain the charter and incorporate all approved changes annually.

5. Acronyms

CMS	Centers for Medicaid and Medicare Services
COR	Contracting Officer's Representative
dQM	Digital Quality Measures
eCQI	Electronic Clinical Quality Improvement
eCQM	Electronic Clinical Quality Measures
eCQI RC	Electronic Clinical Quality Improvement Resource Center

6. Change Log

Version	Date	Author/Owner	Description of Change
1.0	10/1/21	ESAC	Initial version
1.1	11/1/22	ICF	Minor grammar updates and removed 'draft' in title
1.2	11/2/23	ICF	Updated tag line, meeting frequency, meeting notes
1.3	10/1/24	ICF	Updated background language and currently meeting day and time