



Centers for Medicare & Medicaid Services

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

Version 1.1

November 1, 2022

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1. Background

The Electronic Clinical Quality Improvement (eCQI) Resource Center serves as the ‘One Stop Shop’ for the most current resources to support electronic clinical quality improvement. 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 information and education about standards used in eCQM development, e.g., the Quality Data Model (QDM), and several other key resources.

The eCQI Resource Center staff monitor the eCQI community for new and updated content to add to the Resource Center, but also look for 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 is 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 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, but all interested parties are welcome
 - 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
- Advance preparation of 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 stakeholder input in 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 Meetings & Duration

- I. Meeting frequency and duration—One hour meeting held bi-monthly and ad hoc as needed. Date and time is TBD.
- II. General Format - The meeting format may vary based on the group's interest in a specific topic.
 - i. Review of the most recent user group's meeting notes and open Action Items
 - ii. Review of proposed site enhancements and/or content
 - iii. New topics for discussion which may include guest subject matter experts
 - iv. Q & A – open mic
 - v. Next Steps

4.3 Agendas/Meeting Notes

- I. The eCQI Resource Center staff develops agendas with User Group input to guide discussions and used to create meeting notes to document input during the meeting. The meeting notes include a section for member input, recommendations on enhancements, and action items for follow up.
- II. Assignment of action items to members occurs during the meeting and documented in the meeting notes.
- III. The eCQI Resource Center staff distributes the agenda to the eCQI Resource Center User Group members through the meeting announcement and calendar invite no later than three business days prior to the user group meeting.
- IV. At each meeting, the User Group reviews the meeting notes (and action items) prepared from the previous meeting. The User Group will be provided an opportunity to offer changes to the meeting notes to correct inaccuracies.
- V. 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 RC, 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