Quarterly Reporting Schedule

The quarterly reporting timeline is illustrated in Figure 1 below. The Submission Period opens the last week of each quarter (though you will have to wait until the quarter ends to report many of the data). Directly after the Submission Period, you have the option to request a one-week extension (Late Submission Period) to correct previously submitted data. Following approval of your request, data submission should be completed in the week directly following the Submission Period for the quarter.

![Figure 1: Quarterly Reporting Timeline]

Table 1 includes the actual dates for all CPC+ care delivery reporting in Program Year 1 (January 1, 2017 to December 31, 2017). Practices must submit all reporting in accordance with this schedule. Below are instructions for requesting an extension to submit data and requesting approval to correct previously submitted data.

Table 1: Program Year 2017 Submission Schedule

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Quarter 1</th>
<th>Quarter 2*</th>
<th>Quarter 3</th>
<th>Quarter 4*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Period</td>
<td>3/27/17 to 4/14/17</td>
<td>6/26/17 to 7/14/17</td>
<td>9/25/17 to 10/13/17</td>
<td>12/25/17 to 1/19/18</td>
</tr>
<tr>
<td>Late Submission Period</td>
<td>4/17/17 to 4/21/17</td>
<td>7/17/17 to 7/21/17</td>
<td>10/16/17 to 10/20/17</td>
<td>1/22/18 to 1/26/18</td>
</tr>
<tr>
<td>Correction Request Window</td>
<td>4/24/17 to 6/12/17</td>
<td>7/24/17 to 9/11/17</td>
<td>10/23/17 to 12/4/17</td>
<td>1/29/18 to 03/12/18</td>
</tr>
<tr>
<td>Data Correction Period</td>
<td>6/19/17 to 6/23/17</td>
<td>9/18/17 to 9/22/17</td>
<td>12/11/17 to 12/22/17</td>
<td>3/19/18 to 3/23/18</td>
</tr>
</tbody>
</table>

*Financial reporting will also follow these submission periods in Quarter 2 and Quarter 4.
Extension Requests

You should plan ahead for the Submission Period to ensure there is coverage at your practice to access and report in the CPC+ Practice Portal. However, you may request a one-week extension if you foresee an extenuating circumstance that will prevent your practice from completing your report within the Submission Period, such as travel plans or scheduled health IT maintenance. You must submit requests for an extension to submit your data during the Late Submission Period by the end of the first week of the initial Submission Period. You should submit all requests via the CPC+ Practice Portal.

Practices who do not submit within the Submission Period and do not have an approved extension request will have their CPC+ Medicare payments withheld.

Correction Requests

If you discover that data you submitted previously had an error due to a system malfunction or other issue, you may submit corrections to your data prior to the opening of the next quarterly Submission Period. Requests to correct submitted data will be available after the Late Submission Period closes and you must submit them no later than one week prior to the beginning of the Data Correction Period. You must submit all requests via the CPC+ Practice Portal. The Centers for Medicare & Medicaid Services (CMS) will not accept any data correction requests after the corresponding Data Correction Period.

Requesting an Extension or Correction

To request approval for an extension or to correct data:

- Log into the CPC+ Practice Portal
- Click on the “Practice Reporting” tab and scroll to the bottom of the page
- Click the request button and complete the form
- Click on the “Save” button to submit the request

CMS will grant approval to submit data during the Late Submission Period or Data Correction Period on a case-by-case basis. CMS will notify your practice once the request has been approved or denied.

If you have not submitted your data by the end of the Late Submission Period, your practice may be subject to remedial action by CMS. Please contact CPC+ Support at 1-888-372-3280 or CPCPlus@telligen.com as soon as you can if you have any questions or concerns about submitting your data.

You can view the status of your data submission requests by clicking the “Request History” tab in the “My Practice Info” section of the CPC+ Practice Portal.
CMS may send a CPC+ Performance Alert if your data report raises any concerns about the progress of your transformation work in CPC+. Please note that data corrections may not impact any learning or remedial actions taken as a result of the data originally submitted.