

## Instructions for Evidence of CAHPS Pre-approval

**This document:** If requesting identifiable Consumer Assessment of Healthcare Providers & Systems (CAHPS) data for a new project, the requestor will need to obtain pre-approval from the CMS CAHPS staff prior to submitting all request materials to ResDAC for review.

To initiate the pre-approval request, email the specific CAHPS mailbox below.

- Hospital CAHPS: [hospitalcahps@cms.hhs.gov](mailto:hospitalcahps@cms.hhs.gov)
- Medicare Advantage & Part D Plan (PDP) CAHPS: [mp-cahps@cms.hhs.gov](mailto:mp-cahps@cms.hhs.gov)
- Fee-For-Service CAHPS: [Fee-for-ServiceCAHPSSurvey@cms.hhs.gov](mailto:Fee-for-ServiceCAHPSSurvey@cms.hhs.gov)
- Home Health CAHPS: [HomeHealthCAHPS@cms.hhs.gov](mailto:HomeHealthCAHPS@cms.hhs.gov)
- In-Center Hemodialysis CAHPS contact: [ichcahps@cms.hhs.gov](mailto:ichcahps@cms.hhs.gov)
- Hospice CAHPS: [hospicesurvey@cms.hhs.gov](mailto:hospicesurvey@cms.hhs.gov)
- Outpatient and Ambulatory Surgery CAHPS: [AmbSurgSurvey@cms.hhs.gov](mailto:AmbSurgSurvey@cms.hhs.gov)

Suggested email template:

SUBJECT: CAHPS RIF Pre-approval Request

EMAIL BODY:

CMS CAHPS staff,

I am requesting pre-approval to proceed with a CMS Privacy Board request for identifiable CAHPS data. Below, please find a list of the specific CAHPS data files needed, a brief description of my study and how I plan to use the CAHPS data.

I understand that if CAHPS staff determine identifiable CAHPS data are appropriate for my study, I will submit the pre-approval email along with a full set of request materials to ResDAC to initiate the CMS Privacy Board review.