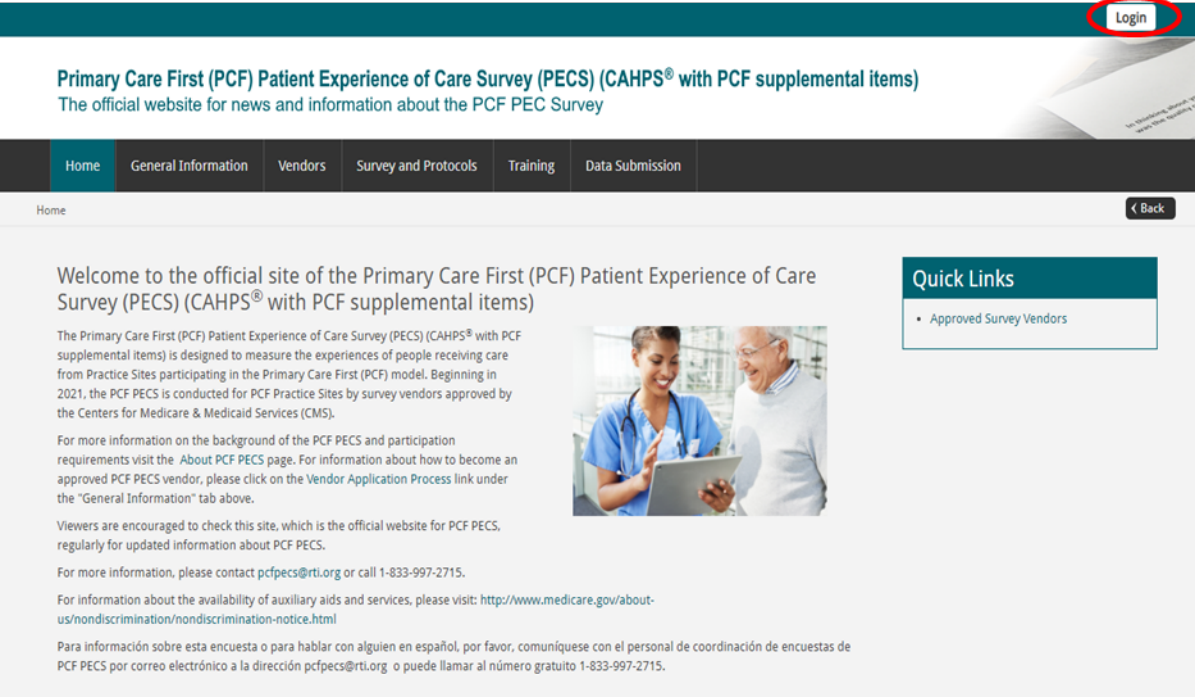


How to Download Sample Files

Vendors will receive an email from pcfpecs@rti.org to alert them that their sample file is available. Passwords will be emailed separately. Vendors must log into the PCF PEC Survey web portal to download the file. Survey vendors will be required to download the sample file within 2 business days after the sample files are made available.

1. Log in to the [PCF PEC Survey web portal](#).



Primary Care First (PCF) Patient Experience of Care Survey (PECS) (CAHPS® with PCF supplemental items)
The official website for news and information about the PCF PEC Survey

[Home](#) [General Information](#) [Vendors](#) [Survey and Protocols](#) [Training](#) [Data Submission](#)

Welcome to the official site of the Primary Care First (PCF) Patient Experience of Care Survey (PECS) (CAHPS® with PCF supplemental items)

The Primary Care First (PCF) Patient Experience of Care Survey (PECS) (CAHPS® with PCF supplemental items) is designed to measure the experiences of people receiving care from Practice Sites participating in the Primary Care First (PCF) model. Beginning in 2021, the PCF PECS is conducted for PCF Practice Sites by survey vendors approved by the Centers for Medicare & Medicaid Services (CMS).

For more information on the background of the PCF PECS and participation requirements visit the [About PCF PECS](#) page. For information about how to become an approved PCF PECS vendor, please click on the [Vendor Application Process](#) link under the "General Information" tab above.

Viewers are encouraged to check this site, which is the official website for PCF PECS, regularly for updated information about PCF PECS.

For more information, please contact pcfpecs@rti.org or call 1-833-997-2715.

For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>

Para información sobre esta encuesta o para hablar con alguien en español, por favor, comuníquese con el personal de coordinación de encuestas de PCF PECS por correo electrónico a la dirección pcfpecs@rti.org o puede llamar al número gratuito 1-833-997-2715.

Quick Links

- [Approved Survey Vendors](#)

2. Move your cursor over the Data Submission tab and select "Sample File Download."

Primary Care First (PCF) Patient Experience of Care Survey (PECS) (CAHPS® with PCF supplemental items)
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Home | Dashboard | General Information | Practice Sites | Vendors | Training | **Data Submission**

Home

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For more information, please contact efee@clia.org or call 1-833-067-3716

Data Submission

- Data Submission Deadlines
- Example Sample File
- Sample File Download**
- Data Submission Resources
- Schema Validation Tool
- Data Submission Tool
- Data Submission Reports

3. On the Sample File Download page, look for the file available for download. Read through the attestation language and confirm that you agree by clicking the box next to "I agree."

Primary Care First (PCF) Patient Experience of Care Survey (PECS) (CAHPS® with PCF supplemental items)
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Home | Dashboard | General Information | Practice Sites | Vendors | Training | **Data Submission**

Data Submission / Sample File Download

Sample File Download

Current File Available for Download

Data Collection Period	Filename	Posted Date	Link
PY2021 Survey	001_20211_1.xlsx	2/17/2021 11:24:23 AM	

By checking the box below I attest to taking ownership of the sample file that contains the sample for all of the PCF PECS practice sites that have authorized our organization to collect and submit data for the PCF PEC Survey on their behalf for the survey period shown in the grid below. I attest that I have a formal contract and BAA with these PCF PECS practice sites and are fully authorized to download the sample file on our client's behalf. I also attest that I will use the patient-level data included in this sample file only to administer the PCF PEC Survey for our PCF PECS practice site clients.

☒ **I agree**

File Download History

Data Collection Period	Downloaded By	Filename	Downloaded Date
PY2021 Survey	Test Vendor	001_20211_1.xlsx	2/17/2021 11:29:23 AM
	Test Vendor	001_20201_1.xlsx	2/19/2020 11:29:21 AM
	Test Vendor	001_20191_1.xlsx	2/20/2019 11:29:19 AM

- The sample file to be downloaded by the survey vendor will be a Microsoft Excel spreadsheet containing contact information (information needed to administer the survey) for each sampled patient.

The screenshot shows the 'Sample File Download' page of the PCF PECS website. The page has a teal header with navigation links: Home, Dashboard, General Information, Practice Sites, Vendors, Training, and Data Submission. Below the header, there's a section titled 'Current File Available for Download' with a table. The table has four columns: Data Collection Period, Filename, Posted Date, and Link. The first row shows 'PY2021 Survey', '001_20211_1.xlsx', '2/17/2021 11:24:23 AM', and a download icon. Below the table, there's a text block with a disclaimer and an 'I agree' checkbox. At the bottom, there's a 'File Download History' section with a table showing previous downloads by 'Test Vendor' for the same survey period.

Data Collection Period	Filename	Posted Date	Link
PY2021 Survey	001_20211_1.xlsx	2/17/2021 11:24:23 AM	

☐ I agree

Data Collection Period	DownloadedBy	Filename	Downloaded Date
PY2021 Survey	Test Vendor	001_20211_1.xlsx	2/17/2021 11:29:23 AM
	Test Vendor	001_20201_1.xlsx	2/19/2020 11:29:21 AM
	Test Vendor	001_20191_1.xlsx	2/20/2019 11:29:19 AM

- Once the file is downloaded and securely saved, vendors should use the password that was emailed to the Survey Administrator to open the decrypted file and review the sample file to verify that the file contains a sample for each practice site that has authorized the vendor to administer the survey on its behalf. Please contact the PCF PEC Survey Team via e-mail at pcfpecs@rti.org or call 1-833-997-2715 if the password is lost or does not work.
- Survey vendors will also receive a **Sample File Summary Report via email**. This report corresponds with each vendor's sample file, showing the number of patients sampled for each of the practice sites that authorized that vendor to collect and submit PCF PEC Survey data on its behalf.