

# Submitting your Quality Assurance Plan

How to submit your QAP on the PCF PECS Website:

1. Visit <https://pcfpecs.org/> and click “Login”



**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](mailto:pcfpecs@rti.org) or call 1-833-997-2715.

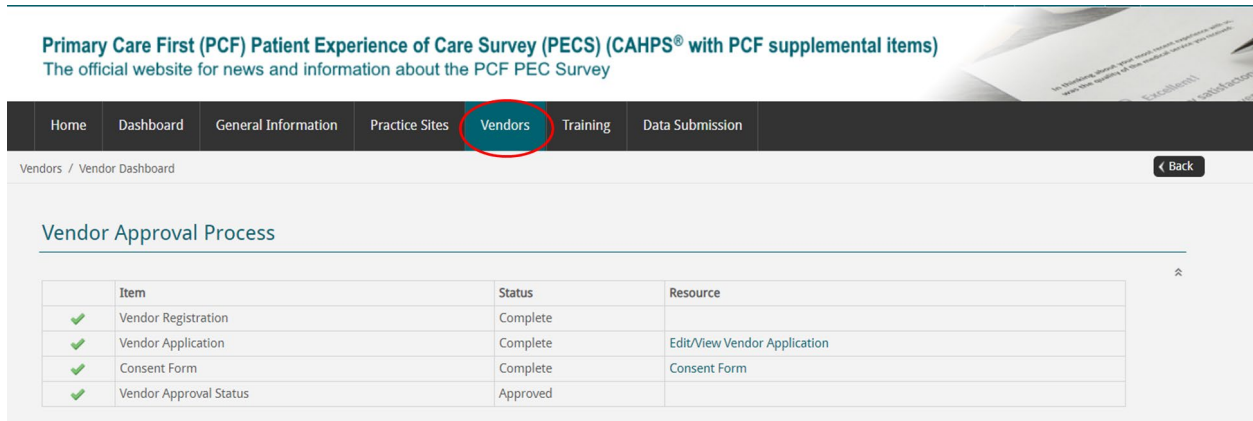
For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>

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](mailto:pcfpecs@rti.org) o puede llamar al número gratuito 1-833-997-2715.

Quick Links

- [Approved Survey Vendors](#)

2. Move your cursor over the “Vendors” tab in the top menu bar.



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Home Dashboard General Information Practice Sites Vendors Training Data Submission


Vendors / Vendor Dashboard

### Vendor Approval Process

	Item	Status	Resource
✓	Vendor Registration	Complete	
✓	Vendor Application	Complete	<a href="#">Edit/View Vendor Application</a>
✓	Consent Form	Complete	<a href="#">Consent Form</a>
✓	Vendor Approval Status	Approved	

- Then click on “Submit Quality Assurance Plan”.

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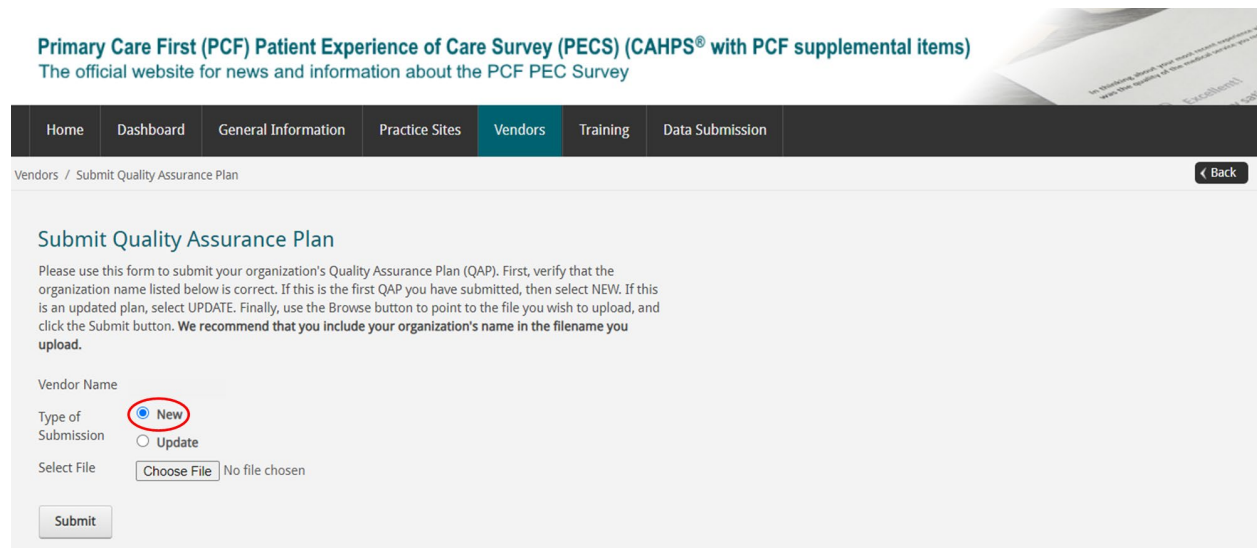
The screenshot shows the Vendor Dashboard with a navigation menu at the top. The 'Vendors' tab is selected, and a dropdown menu is open, listing various options. The 'Submit Quality Assurance Plan' option is circled in red. The main content area shows a 'Vendor Approval Process' table with four rows, all marked with green checkmarks. Below the table is a 'User Access' section with a table of 'Administrative Users' containing one entry: 'Test Vendor 01'.

Item
✓ Vendor Registration
✓ Vendor Application
✓ Consent Form
✓ Vendor Approval Status

Administrative Users
Test Vendor 01

- Select the radio box that indicates “New” submission.

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The screenshot shows the 'Submit Quality Assurance Plan' form. The 'Type of Submission' section has two radio buttons: 'New' (which is circled in red) and 'Update'. Below this is a 'Select File' section with a 'Choose File' button and the text 'No file chosen'. A 'Submit' button is located at the bottom of the form.

Vendor Name

Type of Submission  
 New  
 Update

Select File  
Choose File No file chosen

Submit

5. Click the box that says choose file, which will then show a dialog box where you can choose a document from your computer. Once you have selected the correct file, click “Open”.

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Home Dashboard General Information Practice Sites **Vendors** Training Data Submission

Vendors / Submit Quality Assurance Plan Back

### Submit Quality Assurance Plan

Please use this form to submit your organization's Quality Assurance Plan (QAP). First, verify that the organization name listed below is correct. If this is the first QAP you have submitted, then select NEW. If this is an updated plan, select UPDATE. Finally, use the Browse button to point to the file you wish to upload, and click the Submit button. **We recommend that you include your organization's name in the filename you upload.**

Vendor Name

Type of Submission  New  Update

Select File  No file chosen

6. Beside the box that says “Choose File” you will see the file name of the document that you selected. If this is the correct file, click “Submit”.

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Vendor Name

Type of Submission  New  Update

Select File  [Vendor Name] QAP.docx ←