

PCF PEC Survey Implementation Timeline for PY 2023

Activity	Date(s)
Vendor Application, Approval and Authorization	01/03/23 – 6/30/23
Survey vendor application period	01/03/23 – 02/03/23
PCF PEC Survey Team reviews survey vendor applications	02/06/23 – 02/10/23
New survey vendors receive conditional approval	02/17/23
Self-guided “Introduction to PCF PEC Survey Training for Vendors” recorded webinar released for new (conditionally approved) vendors	03/06/23 – 03/10/23
PCF PEC Survey team conducts live “Survey Vendor Update Webinar Training” for returning (fully approved) vendors	03/08/23
Vendors submit Quality Assurance Plans (QAPs) and Survey Materials	03/06/23 – 05/19/23
Returning vendors prepare updated QAPs	03/10/23 – 03/17/23
New vendors prepare QAPs	03/06/23 – 03/24/23
Returning vendors resubmit QAPs, if needed	04/03/23 – 04/07/23
New vendors resubmit QAPs, if needed	04/10/23 – 04/14/23
Returning vendors submit templates of mail and telephone materials	06/23/23
New vendors submit templates of mail and telephone materials	07/28/23
Vendor Authorization by Practices	03/17/23 – 06/30/23
Vendor list on PCF PEC Survey website and PCF Connect is updated with new (conditionally approved) vendors	03/17/23
Final vendor list for PY 2023 is published on PCF PEC Survey website and PCF Connect with fully approved vendors	05/19/23
Vendor authorization open to practices who wish to change survey vendors or sign up for a new survey vendor ¹	03/20/23 – 06/30/23
Patient Roster Submission and Sampling	05/15/23 – 09/24/23
Patient roster submission open to practices in PCF Portal	05/15/23 – 06/30/23
Sample files are posted to PCF PEC Survey website for vendors	09/11/23
Survey vendors conduct batch tracing and print survey materials	09/11/23 – 09/24/23
Patient Data Collection by Survey Vendors²	09/25/23 – 12/17/23
Teaser postcard mailing	09/25/23
Help Desk opens	09/26/23
1st Questionnaire mailing	10/02/23
Reminder/Thank you postcard mailing	10/10/23
2nd Questionnaire mailing	10/30/23
CATI non-response follow-up begins	11/20/23
All mail and telephone data collection ends; Help Desk closes	12/17/23
Survey Vendor Oversight	09/25/23 – 01/31/24
PCF PEC Survey team conducts virtual site visits	09/25/23 – 12/17/23
PCF PEC Survey team monitors CATI interviews	11/20/23 – 12/17/23
Survey vendors submit interviewer monitoring documentation	01/31/24
Data Submission	10/23/23 – 01/16/24
1st interim data submission due from survey vendors	10/23/23
2nd interim data submission due from survey vendors	11/28/23
Period for survey vendors to conduct internal data quality checks and prepare data submission	12/18/23 – 01/15/24
Deadline for survey vendors to submit final PY 2023 patient survey data to PEC Survey team	01/16/24

¹ Only PCF Practice Sites that will be switching to a different survey vendor and those that will be participating in PCF for the first time will need to complete the online Vendor Authorization form.

² All data collection activities must begin on the date listed.