

How to Download the Sample File


The survey vendor's Survey Administrator (SA) will receive one email from gpdccahps@rti.org to alert them that their sample file is ready to be downloaded from the GPDC CAHPS website.

Note:

- **All** DCEs for which a survey vendor is authorized will be included in this single file.
- The password will be emailed separately to the SA.
- Survey vendors are required to download their sample file within 2 business days of receiving the email from gpdccahps@rti.org.

Step 1: Log in to the [GPDC CAHPS website web portal](#) .

Step 1



Welcome to the official site of the GPDC CAHPS Survey

The Global and Professional Direct Contracting Consumer Assessment of Healthcare Providers and Systems (GPDC CAHPS) is designed to measure the experiences of Medicare FFS beneficiaries receiving care from GPDC Entities (DCEs) participating in the GPDC Model. Beginning in 2022, the GPDC CAHPS is conducted for DCEs by survey vendors approved by the Centers for Medicare & Medicaid Services (CMS).

For more information on the background and requirements of GPDC CAHPS visit the [About GPDC CAHPS](#) page. For information about how to become an approved GPDC CAHPS 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 the GPDC CAHPS, regularly for updated information about the GPDC CAHPS.

For DCEs: Contact GPDC CAHPS Technical Assistance Support at DPC@cms.hhs.gov or 1-888-734-6433.

For Survey Vendors and General Information, please contact gpdccahps@rti.org or 1-833-870-0486.

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

Para información sobre esta encuesta o para hablar con alguien en español, por favor, comuníquese con el personal de coordinación de encuestas de GPDC CAHPS por correo electrónico a la dirección gpdccahps@rti.org o puede llamar al número gratuito 1-833-870-0486.



Quick Links

General Quick Links:

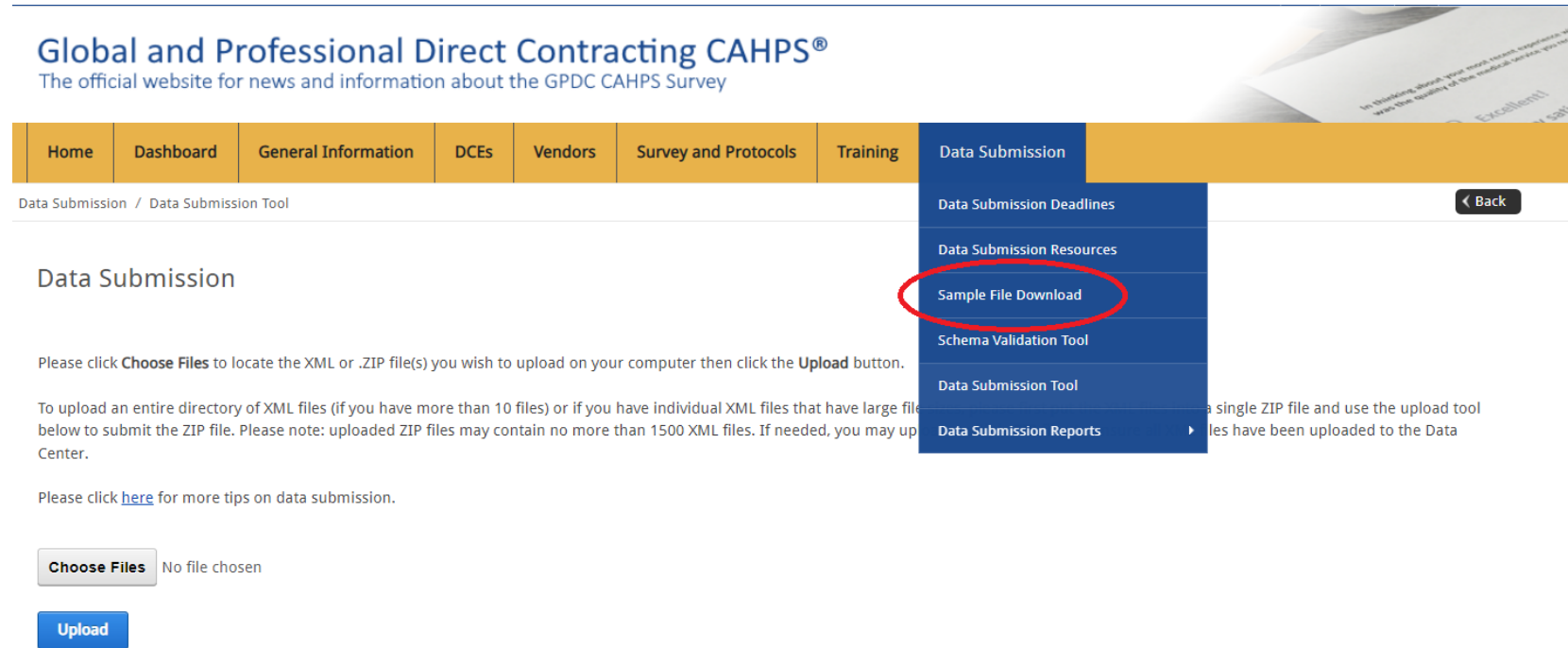
- [Frequently Asked Questions \(FAQs\)](#)

For DCEs:

- [DCE Guidance](#)

Step 2: Move your cursor over the Data Submission tab and select “Sample File Download.”

Step 2



The screenshot shows the CMS website interface. At the top, the navigation menu includes Home, Dashboard, General Information, DCEs, Vendors, Survey and Protocols, Training, and Data Submission. The Data Submission menu is open, showing options: Data Submission Deadlines, Data Submission Resources, Sample File Download (circled in red), Schema Validation Tool, Data Submission Tool, and Data Submission Reports. A 'Back' button is visible in the top right corner of the menu. Below the navigation, the breadcrumb trail reads 'Data Submission / Data Submission Tool'. The main heading is 'Data Submission'. The content area contains instructions: 'Please click **Choose Files** to locate the XML or .ZIP file(s) you wish to upload on your computer then click the **Upload** button.' Below this, there is a text block explaining the upload process: 'To upload an entire directory of XML files (if you have more than 10 files) or if you have individual XML files that have large file sizes, you can upload a single ZIP file and use the upload tool below to submit the ZIP file. Please note: uploaded ZIP files may contain no more than 1500 XML files. If needed, you may upload multiple ZIP files. Files have been uploaded to the Data Center.' A link 'here' is provided for more tips. At the bottom, there is a 'Choose Files' button with the text 'No file chosen' and an 'Upload' button.

Step 3: On the Sample File Download page, read through the attestation language and confirm that you agree by clicking the box next to “I agree.”

Step 3

Global and Professional Direct Contracting CAHPS®

The official website for news and information about the GPDC CAHPS Survey



Home	Dashboard	General Information	DCEs	Vendors	Survey and Protocols	Training	Data Submission
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Data Submission / Sample File Download

Sample File Download

Current File Available for Download

Data Collection Period	Filename	Posted Date	Link
PY2022 Survey	001_2022_1.xlsx	8/3/2021 2:31:36 PM	

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

I agree

File Download History

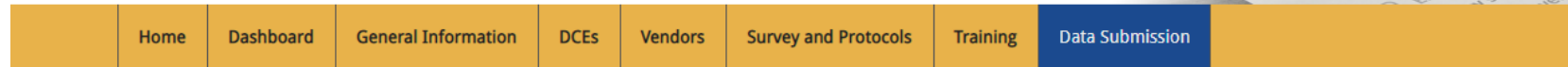
Data Collection Period	DownloadedBy	Filename	Downloaded Date
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Step 4: Click on the link to download the Microsoft Excel sample file. The file will have all contact information needed for survey administration for each sampled patient for each authorized DCE.

Step 4

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Data Submission / Sample File Download

Sample File Download

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I agree

File Download History

Data Collection Period	DownloadedBy	Filename	Downloaded Date
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Step 5: Once you have downloaded and securely saved the file, use the separately emailed password to decrypt, open, and review the sample file to verify that the file contains a sample for each DCE that has authorized your organization to administer the survey on its behalf.

*If you need technical assistance, please have your SA contact the GPDC CAHPS Team via e-mail at gpdccahps@rti.org or call 1-888-734-6433.

Step 6: After you complete the download process, your SA will receive a **Sample File Summary Report** via email. This website report corresponds with the sample file, and provides the number of patients sampled for each DCE that authorized your organization to collect and submit GPDC CAHPS data on its behalf.