



New York State PCMH (NYS PCMH): Process for Earning Recognition For practices currently not recognized

Step	Description	Time Before Recognition
Learn the Requirements	Download the NYS PCMH Standards and Guidelines Document and begin learning the concept areas and required criteria.	9-15 Months
Find a Transformation Assistance Contractor	New York offers Transformation Assistance Contractors throughout the state to support your practice at no cost to your organization. Find a list of contractors here.	9-15 Months
Create a Q-PASS Account	Create a Q-PASS account at qpass.ncqa.org . Q-PASS is the web-based platform that will be used to submit all documentation and data to NCQA and manage your recognition process.	12 Months
Enroll through Q-PASS	Enroll in NYS PCMH Recognition through Q-PASS. You will need a code to enter upon enrollment. If you were part of New York's Advanced Primary Care (APC) program, request this code from a Transformation Assistance Contractor . If you were not part of APC, use code GNYDOC. This officially starts the recognition process. From this point, your practice has 12 months and 3 check-ins to complete the recognition process. Be certain before enrolling that you are prepared to complete the recognition process within this window.	12 Months
Kick Off Call with NCQA Representative	You will be assigned an NCQA Representative who will walk you through the recognition process and work with you to plan dates for your virtual reviews. If you have more than one site, your representative can provide you guidance on setting up site groups and sharing evidence across sites.	11-12 Months
Apply PCMH Criteria to Your Practice	Implement changes in your practice that align with the NYS PCMH concepts and criteria. Decide which requirements you want to submit and plan how you want to demonstrate your evidence. <ul style="list-style-type: none"> For certain requirements, you will need to upload evidence such as policies and procedures. For other requirements, you may demonstrate them in real time during the virtual reviews through screen-sharing technology. Since your reviews will be virtual, you will be able to show your evaluator your electronic medical record (EMR) screen or other information in real-time during your review, rather than uploading documentation in advance. 	12 Months
Virtual Reviews (Up to 3)	Participate in up to 3 virtual reviews. Demonstrate that you are embracing measurement and quality improvement via virtual reviews. Virtual reviews must be scheduled 30 days in advance of desired review date.	1-5 Months

Step	Description	Time Before Recognition
Submit for Recognition	Once your virtual reviews are complete and you have met enough criteria to earn NYS PCMH Recognition, you formally submit for Recognition through Q-PASS.	1 Month
Earn Recognition	NCQA reviews your submission one last time and notifies the practice of its recognition status.	0 Months
Print Your Recognition Certificate	Once notified of recognition, go into Q-PASS and print Recognition Certificate (from the My Evaluation screen).	0 Months
Annual Reporting	Your practice performs ongoing quality improvement and submits evidence of this during Annual Reporting to sustain recognition and succeed as a NYS PCMH recognized practice.	11 months after your recognition date



For information on NYS PCMH standards, visit us online at www.ncqa.org/nyspcmh or contact (888) 275-7585.

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