Method to Sample Charts

A. **Prepare the eligible population list –** The following four steps will help your cooperative prepare the eligible population list for each practice. We recommend that practices utilize their practice management systems or EHR to generate a list of **ALL eligible patients** for the measure.

1. **Query** your system to generate a list according to the eligible population as described in the measure narrative. <u>Please refer to detailed measure specifications for value sets listed below</u>.

Measure	Eligible Population	Value Sets
Aspirin	• 18 years and older as of the first date of the measurement period • At least one face-to-face visit during the measurement period. • Patients who met any of the following criteria: 　▪ Active diagnosis of ischemic vascular disease at any time during the current measurement period; 　▪ Discharged alive for acute myocardial infarction, coronary artery bypass graft of percutaneous coronary interventions in the 12 months prior to the measurement period.	• Face-to-face visit value set *(Annual Wellness Exam; Face-to-Face Interaction; Home Healthcare Services; Office Visit; Preventive Care Services – Established Office Visit, 18 and Up; Preventive Care Services – Initial Office Visit, 18 and Up)* • Ischemic Vascular Disease Value Set • Acute Myocardial Infarction Value Set • Coronary Artery Bypass Graft Value Set • Percutaneous Coronary Interventions Value Set
Blood Pressure	• 18 years or older as of the first date of the measurement period AND 85 years or younger as of last day of the measurement period • At least one face-to-face visit during the measurement period. • Active diagnosis of essential hypertension at any time prior to the first day of month 7 of the measurement period.	• Face-to-face visit value sets *(Annual Wellness Exam; Face-to-Face Interaction; Home Healthcare Services; Office Visit; Preventive Care Services – Established Office Visit, 18 and Up; Preventive Care Services – Initial Office Visit, 18 and Up)* • Essential Hypertension Value Set
Smoking	• 18 years and older as of the first day of the measurement period • At least two visits or at least one preventive visit during the measurement period.	• Value Sets for two visits *(Health & Behavioral Assessment – Individual; Health and Behavioral Assessment – Initial; Health and Behavioral Assessment, Reassessment; Occupational Therapy Evaluation; Office Visit; Ophthalmological Services; Psych*

Measure	Eligible Population	Value Sets
		Visit – Diagnostic Evaluation; Psych Visit – Psychotherapy; Psychoanalysis) • Preventive visit value set (*Annual Wellness Exam; Face-to-Face Interaction; Preventive Care Services – Established Office Visit, 18 and Up; Preventive Care Services – Group Counseling; Preventive Care Services – Other; Preventive Care Services – Individual Counseling; Preventive Care Services – Initial Office Visit, 18 and Up; Speech and Hearing Evaluation*)
Cholesterol (Statin therapy)	• 21 years and older as of the beginning of each measurement period • At least one face-to-face visit during the measurement period.	• Face-to-face visit value sets (*Annual Wellness Visit; Face-to-Face Interaction; Office Visit; Preventive Care Services – Established Office Visit, 18 and Up; Preventive Care Services – Initial Office Visit, 18 and Up*)

2. **Remove** patients from the list who meet any of the criteria described in the allowable exclusions section. Please refer to detailed measure specifications provided in BOX for value sets listed below. If this step is not feasible because of data limitations of the practice management system or EHR, please refer below to Section B on how to handle exclusions.

Measure	Exclusions	Value Sets
Aspirin	None	None
Blood Pressure	• Patients who have an active diagnosis of pregnancy at any time during the measurement period • Patients with evidence of end stage renal disease, dialysis, or renal transplant prior to or during the measurement period	• Pregnancy Value Set • End stage renal disease value set (*Chronic Kidney Disease, Stage 5; End Stage Renal Disease; ESRD Monthly Outpatient Services*) • Dialysis Value Sets (*Dialysis Education, Dialysis Services, Other Services Related to Dialysis, Vascular Access for Dialysis*) • Kidney Transplant Value Set
Smoking	None	None
Cholesterol (Statin therapy)	None	None

3. **De-duplicate** the list; include only one record for each patient. If a patient is listed more than once within a clinic or the entire medical group, determine which provider or clinic the patient will be attributed to and delete the other patient medical record/row.

4. **Review** the number of patients in the population and consider whether the number is accurate. If not, correct the methodology and/or query.

B. Sample from the eligible population list

After the eligible population list has been prepared, as described above in **A**, select one of the following two methods to pull a random sample of patients. The patients pulled into the random sample will be the patients who will be included in the data submission file.

Note: if a practice is unable to pull a random sample of patients using either of the two methods described below, please inform the evaluation team and we encourage you to work closely with us to develop an alternative sampling strategy.

Method 1: Excel Random Number Generator

1. Include the list of patient IDs from Step 4 of Section A above in an excel spreadsheet.
2. Insert a blank column on the leftmost side of the spreadsheet.
3. Label new column RAND.
4. Place cursor in the first blank cell (A2) and type =RAND().
5. Press enter (a number like 0.793958 will appear).
6. Place the cursor back into this cell; resting over the corner to have the pointer change to a black cross, double click or drag the formula down to the last row/patient.
7. Highlight the whole column and click *Edit, Copy, Paste Special = Values* to freeze the random number (otherwise it will change with every click on the spreadsheet).
8. Sort entire eligible population by this new random number.
9. Work down the list row by row, starting with the first row until the number of records in the sample is met for submission.
10. If a patient meets one of the accepted exclusions, make note and keep working down the list. Use oversamples that are after the number of records in the sample. For example, if 60 records will be submitted and two exclusions were found, include patient rows 61 and 62 to replace the excluded records.

Method 2: Systematic (Nth Method) Sample Selection

1. Start with a list that has patients sorted by some unique patient related variable.
    a. An identifying number like a medical record number or chart number is ideal.
    b. Sorting alphabetically is the least desirable in terms of randomness; however, this may be used when there is no other alternative.

2. Select every Nth patient for the number of patients that will be reported. N should be equal to the clinic site's total eligible population divided by the number of patients that will be submitted (if needed, round down to the nearest whole number). Highlight or mark every Nth patient on the list. This is the sample.
    a. Example: If a clinic site has 600 eligible patients and 60 patients will be submitted, divide 600/60 = 10. Select every 10th patient on the list.
3. If a patient meets one of the accepted exclusions, make note and select the next patient on the list (just below the excluded patient).
    a. Example: If every 10th patient on the list was selected, and the 1st patient in the sample (the patient on row 10) has an accepted exclusion reason, select the patient on row 11 to replace the patient that was excluded. Then proceed to the next patient selected for the sample (patient on row 20).

Missing records: If a record in the sample is not available or missing, do NOT exclude this record. Locate the record or, if the record cannot be located, include the record and leave the data fields blank.