

## RSS Reporting Requirements Checklist for the 2020-2021 Certification Year

Submit to: [cmecertification@urmc.rochester.edu](mailto:cmecertification@urmc.rochester.edu)

### **July, August, September 2020** (Quarter 1)

due **October 31, 2020**

- ☐ RSS Individual Session Disclosure Slides or Form for each session
- ☐ Presenter COI Disclosure **and** Content Forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Resolution of Conflicts of Interest Form (if needed)
- ☐ Commercial Support Agreements (if needed)

### **October, November, December 2020** (Quarter 2)

due **January 31, 2021**

- ☐ RSS Individual Session Disclosure Slides or Form for each session
- ☐ Presenter COI Disclosure **and** Content Forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Resolution of Conflicts of Interest Form (if needed)
- ☐ Commercial Support Agreements (if needed)

### **\*\*2021– 2022 Activity Development Form \*\***

due **April 30, 2021**

### **January, February, March 2021** (Quarter 3)

due **April 30, 2021**

- ☐ RSS Individual Session Disclosure Slides or Form for each session
- ☐ Presenter COI Disclosure **and** Content Forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Resolution of Conflicts of Interest Form (if needed)
- ☐ Commercial Support Agreements (if needed)

### **April, May, June 2021** (Quarter 4)

due **July 31, 2021**

- ☐ RSS Individual Session Disclosure Slides or Form for each session
- ☐ Presenter COI Disclosure **and** Content Forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Resolution of Conflicts of Interest Form (if needed)
- ☐ Commercial Support Agreements (if needed)
- ☐ **RSS Financial Summary Form**
- ☐ **RSS Outcomes Measurement Summary Form**