RSS Reporting Requirements Checklist for the 2020-2021 Certification Year
Submit to: 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