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From: Quality Reporting Notifications  
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To: ASCQR Initiative Discussions  
Subject: Quality Reporting Center's Biweekly News Blast: Staff Turnover



*Quality Reporting Center's Biweekly News Blast*

[www.qualityreportingcenter.com](http://www.qualityreportingcenter.com)

The close of the year can mean staffing changes at your ASC, and that can mean having to conduct those awkward exit interviews. To keep your data reporting running smoothly, here are a few questions to use in those interviews of your quality reporting staff:

- **Did you fill out the [contact change form](#) with the new staff information?** This will let the Centers for Medicare & Medicaid Services (CMS) know how to get in touch with a person at your ASC to send them emails about the data entered or not entered by your facility.
- **Are you the Security Administrator for QualityNet?** You need to ensure that [this role](#) is transferred to a current staff member.
- **Are you the Facility Administrator for the National Healthcare Safety Network (NHSN)?** This role also needs to be [transferred](#). The deadline for entering data to the NHSN and to QualityNet will be here before you know it (May 15, 2018).
- **Did you make your replacement aware of the resources to help them with reporting?** Quality Reporting Center has a page dedicated to [tools to help new staff](#) become comfortable with their new role. We also have an abundance of [webinars](#) they can review to learn about specific topics.

Don't close out the year without ensuring that your quality data reporting will be seamless for 2018. Please contact us by phone at 866.800.8756 or email us at <https://cms-ocsq.custhelp.com> if you need any help.