



**NORMATIVE LETTER 25-0425**

April 28, 2025

**To:** Managed Care Organizations (MCOs) contracted to offer services under the Government Health Plan Program Vital: First Medical Inc., MMM, Plan de Salud de Menonita, Triple S

**Re:** Report 41: Quality Assessment and Performance Improvement (QAPI) (Contract Article 12.2.4)

The Puerto Rico Health Insurance Administration (ASES) is providing updated requirements for reporting related to the QAPI which will now be assigned as Report # 41.

**Quality Assessment and Performance Improvement (QAPI) requirements**

QAPI reporting requirements are outlined in Section 12.2 of the Plan Vital Contract outline the QAPI program and reporting requirements to ASES. As outlined in Section 12.2.4, the annual QAPI program description and work plan must be submitted to ASES. This normative letter is to provide guidance on the submission of the annual QAPI and updated reports to the Enterprise System (ES) which previously has been submitted by the Contractor to the ASES FTP site.

**Submission Requirement:**

- ASES is requiring the Contractor to submit the past years submissions to the ES for Calendar Year (CY) 2023, 2024 (and 2025 if completed) by May 30, 2025.
- All future Report 41QAPI annual and Report 41 updates will follow these reporting guidelines.

Report Number	Report Title	Reporting Period	Reporting Due Date	Report Format	Report Nomenclature
41	Quality Assessment and Performance Improvement (QAPI) requirements	CY	15 days before the end of the Puerto Calendar Year	PDF	RP_CC_41_YYYYMMS.PDF

The Plan Vital Report Guide will be updated to include QAPI submission as Report 41 as contractually required.

Cordially,

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Clinical Operations Principal General Manager