Measure Information Form and Instructions

***INSTRUCTIONS****: This form is primarily for measure developers to use as a guide when submitting measures. Measure developers may use information from the Measure Information Form (MIF) for other purposes; CMS may ask measure developers to complete the MIF for measures not submitted to the CMS consensus-based entity (CBE). Non-CMS Contracted Measure Developers or non-measure developers who elect to use the form for another purpose may edit the Project Overview section to reflect not having a measure development contract.*

*Please note that all CMS measure contract deliverables must meet accessibility standards as mandated in Section 508 of the Rehabilitation Act of 1973. This template is 508 compliant. You may not change the template format or non-italicized text. Any change could negatively impact 508 compliance and result in delays in the CMS review process. For guidance about 508 compliance, CMS’s* [*Creating Accessible Products*](https://www.cms.gov/research-statistics-data-systems/section-508/public/creating-accessible-products) *may be a helpful resource.*

*The MIF tracks very closely to the CMS CBE online measure submission forms and references corresponding fields from those submission forms in parentheses.* *With approval from the Contracting Officer’s Representative (COR), measure developers may submit the CMS CBE measure submission forms in lieu of the MIF.* *The COR may ask measure developers to complete the MIF for measures not submitted to the CMS CBE.*

***PLEASE DELETE THIS INTRODUCTORY SECTION (TEXT ABOVE THE LINE) BEFORE SUBMISSION AND REPLACE THE FORM-RELATED REFERENCES SHOWN ON THE LAST PAGE OF THE FORM WITH YOUR OWN REFERENCES BEFORE SUBMISSION. CMS REQUIRES NO SPECIFIC FORMAT FOR REFERENCES BUT BE COMPLETE AND CONSISTENT.***

***CMS-CONTRACTED MEASURE DEVELOPERS MUST USE THE MOST CURRENT PUBLISHED VERSION OF ALL TEMPLATES AND SHOULD CHECK THE*** [***CMS MMS HUB***](https://mmshub.cms.gov/) ***FOR UPDATES BEFORE SUBMISSION.***

**Project Title: *List the project title as it should appear in the web posting*.**

**Date:**

Information included is current on *date*.

**Project Overview:**

The Centers for Medicare & Medicaid Services (CMS) contracted with *measure developer name* to develop *measure (set) name or description*. The *contract* name is *insert name*. The *contract* number is *project number*.

1. **Measure Name/Title (**[**CMS Consensus-Based Entity [CBE] Measure Submission Form**](https://www.qualityforum.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=86103)**, Measure Specifications sp.01)**

*Briefly convey as much information as possible about the measure focus and target population.*

1. **Descriptive Information**

2.1 Measure Type

*Identify a measure type from the list. Patient-reported outcome-based performance measures (PRO-PMs) include health-related quality of life, functional status, symptom burden, and health-related behavior. For composite measures, please also identify the measure type of the components.*

☐process

☐outcome

☐PRO-PM

☐cost /resource use

☐efficiency

☐structure

☐intermediate outcome

☐population health

☐composite

☐process

☐outcome

☐other

☐other

2.2 Brief Description of Measure (CMS CBE Measure Submission Form, Measure Specifications sp.02 and sp.06)

*This description should be concise and include type of score, measure focus, target population, and time frame.*

2.3 If Paired or Grouped (CMS CBE Measure Submission Form, Measure Specifications sp.03)

*Provide the reason why you must report the measure with other measures to interpret results appropriately.*

1. **Measure Specifications**

*These items follow the CMS CBE requirements for measure submission and provide information required for measure evaluation.*

3.1 Measure-Specific Webpage (CMS CBE Measure Submission Form, Measure Specifications sp.09) *Provide a Uniform Resource Locator (URL) link, if available, to a webpage where you can obtain current, detailed specifications, including code lists, risk adjustment model details, and supplemental materials. Do not enter a URL linking to a home page or to general information. If no URL is available, indicate N/A.*

3.2 If this is an electronic clinical quality measure (eCQM) (CMS CBE Measure Submission Form, Measure Specifications sp.10)

*If not an eCQM, state N/A.*

*If an eCQM, attach the zipped output from the Measure Authoring Tool (MAT) and Bonnie testing results. Use the specification fields from the online form for the plain language description of the specifications.*

3.3 Data Dictionary, Code Table, or Value Sets (CMS CBE Measure Submission Form, Measure Specifications sp.11)

*Attach the data dictionary, code table, or value sets (and risk model codes and coefficients when applicable). The preferred file format is either .xls or .csv. If not used, contact CMS for further directions.*

3.4 For an instrument-based measure (CMS CBE Measure Submission Form, Measure Specifications sp.23 and sp.24)

*If not an instrument-based measure, indicate N/A.*

*Attach copy of the instrument, if available.*

*Indicate the responder (i.e., patient, family or other caregiver, clinician) or indicate if not an instrument-based measure.*

3.5 Updates since last submission (CMS CBE Measure Submission Form, Specifications: Maintenance Update spma.01 and spma.02)

*If this is the first submission, state N/A.*

*Are there changes to the specifications since the last updates/submission? If yes, update the specifications for 3.1 (CMS CBE Measure Submission Form, Measure Specifications sp.09) and 3.6-3.24 (CMS CBE Measure Submission Form, Measure Specifications sp.12-sp.22, sp.25-sp.30) and explain reasons for the changes here (CMS CBE Measure Submission Form, Measure Specifications sp.07, sp.08, and sp.12).*

*Briefly describe any changes to the measure specifications since the last endorsement date and explain the reasons for the changes.*

3.6 Numerator Statement (CMS CBE Measure Submission Form, Measure Specifications sp.12)

*Briefly describe the measure focus or what the measure measures about the target population—cases from the target population with the target process, condition, or event based on the evidence.*

*For example:*

*Patients in the target population who received/had [measure focus] {during [time frame]} if different from the target population*

*Do not include the rationale for the measure.*

*For outcome measures, state the measured outcome. Describe calculation of the risk-adjusted outcome later in the calculation algorithm. (CMS CBE Measure Submission Form, Measure Specifications sp.22)*

3.7 Numerator Details (CMS CBE Measure Submission Form, Measure Specifications sp.13)

*Include all information necessary to identify and calculate the cases from the target population with the target process, condition, event, or outcome. Provide definitions and specific data collection items and responses. For measures based on a coded data set, identify the code set, the specific codes, and the code descriptors**. If using this to format submissions to the CMS CBE, and the list of codes and descriptors exceeds one page, provide the list in a Microsoft Excel or .csv file.*

*For outcome measures, describe how to identify and count the observed outcome. The calculation algorithm should also describe how to calculate the risk adjustment. (CMS CBE Measure Submission Form, Measure Specifications sp.22)*

*Provide the time period for measure data aggregation (e.g., 12 months, 3 years, another specified look-back period).*

3.8 Denominator Statement (CMS CBE Measure Submission Form, Measure Specifications sp.14)

*Provide a narrative description of the broadest population (based on the evidence) for which the target process, condition, event, or outcome is applicable. Include the time period for measure data aggregation, if different from the numerator.*

*Example*

*Patient [age] with [condition] in [setting] during [time frame]*

*For outcome measures, state the target population for the outcome. The calculation algorithm should also describe how to calculate the risk adjustment. (CMS CBE Measure Submission Form, Measure Specifications sp.22)*

3.9 Denominator Details (CMS CBE Measure Submission Form, Measure Specifications sp.15)

*Provide all definitions and instructions needed to identify and calculate the target population/ denominator (e.g., definitions, time period for data collection, specific data collection items/responses, codes/value sets). For measures based on a coded data set, identify the code set, the specific codes, descriptors, definitions, and specific data collection items as appropriate. (If using this to format submissions to CMS CBE, and the list of codes and descriptors exceeds one page, provide the list in an .xls or .csv file in the required format listed in CMS CBE Measure Submission Form, Measure Specifications sp.11.)*

*For outcome measures, describe how to identify the target population. The calculation algorithm should also describe how to calculate the risk adjustment. (CMS CBE Measure Submission Form, Measure Specifications sp.22)*

3.10 Denominator Exclusions (CMS CBE Includes “Exception” in the “Exclusion” Field) (CMS CBE Measure Submission Form, Measure Specifications sp.16)

*If no denominator exclusions, state N/A and skip to 3.12.*

*Identify patients in the target population who should not receive the process (i.e., medical treatment), or are not eligible for the outcome for some other reason, particularly if their inclusion may bias results. Exclusion should be evidence-based. If no denominator exclusions, indicate N/A and skip to 3.12.*

*Example*

*Patients in the [target population] who [have some additional characteristic, condition, procedure]*

3.11 Denominator Exclusion Details (CMS CBE Includes “Exception” in the “Exclusion” Field) (CMS CBE Measure Submission Form, Measure Specifications sp.17)

*Provide all information needed to identify and calculate exclusions from the denominator (e.g., definitions and/or specific data collection items and responses). For measures based on a coded data set, identify the code set, specific codes, descriptors, definitions, and specific data collection items for the codes as appropriate. Provide lists of individual codes with descriptors that exceed one page in an .xls or .csv file in the required format listed in 3.3. (CMS CBE Measure Submission Form, Measure Specifications sp.11)*

3.12 Stratification Details/Variables (CMS CBE Measure Submission Form, Measure Specifications sp.18)

*Provide instructions for calculating the measure by category (e.g., age), including the stratification variables, all codes, logic, definitions, specific data collection items/responses, and the risk model covariate and coefficients for the clinically adjusted version of the measure, when appropriate. Provide lists of individual codes with descriptors that exceed one page in an .xls or .csv file in the required format listed in 3.3. (CMS CBE Measure Submission Form, Measure Specifications sp.11)*

3.13 Risk Adjustment Type (CMS CBE Measure Submission Form, Measure Specifications sp.19)

*Select the risk adjustment type. Provide specifications for risk stratification in 3.14 (CMS CBE Measure Submission Form, Measure Specifications sp.20) and for the statistical model in 3.16-3.17 (CMS CBE Measure Submission Form, Measure Specifications sp.22, sp.25, and sp.26).*

☐no risk adjustment or risk stratification

☐stratification by risk category/subgroup

☐statistical risk model

☐other

3.14 Type of Score (CMS CBE Measure Submission Form, Measure Specifications sp.20)

☐count

☐rate/proportion

☐ratio

☐categorical (e.g., yes or no)

☐continuous variable (CV) (e.g., an average)

☐composite/scale

☐other (specify) Click or tap here to enter text.

3.15 Interpretation of Score (CMS CBE Measure Submission Form, Measure Specifications sp.21)

*Provide an interpretation that classifies whether better quality is associated with a higher score, a lower score, a score falling within a defined interval, or a passing score.*

3.16 Calculation Algorithm/Measure Logic (CMS CBE Measure Submission Form, Measure Specifications sp.22)

*Describe the sequence of steps necessary to calculate the measure score, including identifying the target population; exclusions; cases meeting the target process, condition, event, or outcome; aggregating data; risk adjustment; time period of data; and any other calculations.*

*You may provide a diagram of the calculation algorithm/measure logic at a measure-specific webpage URL identified in 3.1 (CMS CBE Measure Submission Form, Measure Specifications sp.09) or in an attached appendix.*

3.17 Sampling (CMS CBE Measure Submission Form, Measure Specifications sp.25 and sp.26)

*If the measure is based on a sample or survey, provide instructions for obtaining the sample and conducting the survey, along with minimum response rate required. If the measure is an instrument-based quality measure (e.g., PRO-PM), identify whether (and how) to allow proxy responses.*

3.18 Survey/Patient-Reported Data (CMS CBE Measure Submission Form, Measure Specifications sp.27)

*If the measure is not based on a survey or instrument, state N/A.*

*If the measure is based on a survey or instrument, provide instructions for data collection and guidance on the minimum response rate. If the measure is a PRO-PM, specify how to report the calculation of response rates with quality measure results.*

*Specify how to handle missing data (e.g., imputation, delete case). This item is a requirement for composite measures and PRO-PMs.*

3.19 Data Source (CMS CBE Measure Submission Form, Measure Specifications sp.28)

*Indicate all sources for which the measure is specified and tested.*

☐administrative data

☐claims data

☐paper patient medical records

☐electronic patient medical records

☐electronic clinical data

☐registries

☐standardized patient assessments

☐patient-reported data and surveys

☐non-medical data

☐other—describe in 3.20 (CMS CBE Measure Submission Form, Measure Specifications sp.29)

3.20 Data Source or Collection Instrument (CMS CBE Measure Submission Form, Measure Specifications sp.29)

*Identify the specific data source/data collection instrument (e.g., name of database, clinical registry, collection instrument). If the measure is instrument-based (e.g., PRO-PM), identify the specific the tools/instruments used to collect the measure information and standard methods, modes, and languages of administration.*

3.21 Data Source or Collection Instrument (Reference) (CMS CBE Measure Submission Form, Measure Specifications sp.30)

*Provide the reference for the data source or collection instrument. Attach a copy or specify where to find the URL.*

3.22 Level of Analysis (CMS CBE Measure Submission Form, Measure Specifications sp.07)

*Indicate only the levels for which the measure is specified and tested.*

☐individual clinician

☐group/practice

☐hospital/facility/agency

☐health plan

☐accountable care organization

☐geographic population

☐other (specify) Click or tap here to enter text.

3.23 Care Setting (CMS CBE Measure Submission Form, Measure Specifications sp.08)

*Indicate only the settings for which the measure is specified and tested.*

☐ambulatory surgery center

☐clinician office/clinic

☐outpatient rehabilitation

☐urgent care – ambulatory

☐behavioral health: inpatient

☐behavioral health: outpatient

☐dialysis facility

☐emergency medical services/ambulance

☐emergency department

☐home health

☐hospice

☐hospital

☐hospital: critical care

☐hospital: acute care facility

☐imaging facility

☐laboratory

☐pharmacy

☐nursing home/skilled nursing facility (SNF)

☐inpatient rehabilitation facility (IRF)

☐long-term acute care

☐birthing center

☐no applicable care setting

☐other (specify) Click or tap here to enter text.

3.24 Composite Measure ([CMS CBE Composite Measure Submission Form](https://www.qualityforum.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=83206) , Measure Specifications sp.30)

*This section is for additional specifications as needed. Use it for aggregation and weighting rules or calculation of individual quality measures if not individually endorsed.*

*[Please delete this list of references and replace them with your own references before submission.]*

**References**

Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved February 11, 2022, from <https://www.cms.gov/research-statistics-data-systems/section-508/public/creating-accessible-products>

National Quality Forum. (2021a). *NQF composite measure submission form v8.0*. <https://www.qualityforum.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=83206>

National Quality Forum. (2021b). *NQF measure submission form v8.0*. <https://www.qualityforum.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=86103>