Public Comment Summary Web Posting

***INSTRUCTIONS****: This form is primarily for measure developers.* *Please note: 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/es/node/1549751)*[[1]](#footnote-2)* *website may be a helpful resource.*

***POSTING INSTRUCTIONS***

* *Send CMS-cleared submissions to the* *Measures Management System (MMS) Support**inbox for posts to the* [*Summaries of Past Public Comments*](https://mmshub.cms.gov/get-involved/public-comments/summaries) *webpage.*
* *Posting time frame*
	+ *Allow* ***at least 5 business days*** *for processing your post. The Measures Manager may post prior to this time frame*
	+ *If you need your post published on a specific date, note this in your email and the Measures Manager will work to accomplish by this date/time.*
* *Posting format*
	+ *Measure developer should submit the web posting document in* ***Microsoft Word format*** *(every post must include a web posting document).*
	+ *The Public Comment Summary Report should be* ***508 compliant*** *and submitted in* ***Excel format****. Note: Tables must have repeated headers on every page.*
* *Include the* [*Public Comment Summary Report*](https://mmshub.cms.gov/sites/default/files/Public-Comment-Summary-Report-Template.xlsx) *(****Excel format****) with each post.*

***NOTE TO NON-CMS-CONTRACTED MEASURE DEVELOPERS OR NON-MEASURE DEVELOPERS****: You may edit the Project Overview language reflecting your organization does not have a measure development contract; however, you must make it clear your organization conducted the call for public comment, not CMS. CMS will need to clear the call for public comment thereby adding to the processing time.*

***PLEASE DELETE THIS INTRODUCTORY SECTION (TEXT ABOVE THE LINE) BEFORE SUBMISSION. 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 on the web posting.*Date:**The Call for Public Comment period closed 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*. As part of its measure development process, *measure developer name* requested interested parties to submit comments on the candidate or concept measures that may be suitable for this project. *Please provide a one- or two- sentence description of the purpose/objective of your project.*

**Comment Summary:**
You may access each document in the list by selecting its title.

*List the summary of public comments and the original measures. The web team will add hyperlinks to documents in your list.***Expiration Notice:**This notice expires on *date*.

1. Centers for Medicare & Medicaid Services. (n.d.). *Creating accessible products*. Retrieved November 2, 2023, from <https://www.cms.gov/es/node/1549751> [↑](#footnote-ref-2)