



CMS MERIT
Quick Start Guide
for **SUBMITTERS**

January 2023

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What is CMS MERIT?

The Centers for Medicare & Medicaid Services (CMS) MUC Entry/Review Information Tool ([MERIT](#)) is the tool for measure developers to submit their clinical quality measures for consideration by CMS. This tool allows you to enter and submit the required information for your submission. Note that you have the option to save your information and return to edit it prior to submission. CMS MERIT is also used for facilitating searches of measures from the current and previous years and structuring the workflow for CMS review of measures submitted to the MUC List. Additional information about the MUC process can be found on the [CMS Pre-Rulemaking Webpage](#).

This Quick Start Guide provides an overview of how to use [CMS MERIT](#) to submit a measure for consideration by CMS.

Getting Access to CMS MERIT

Click here to go to CMS MERIT:

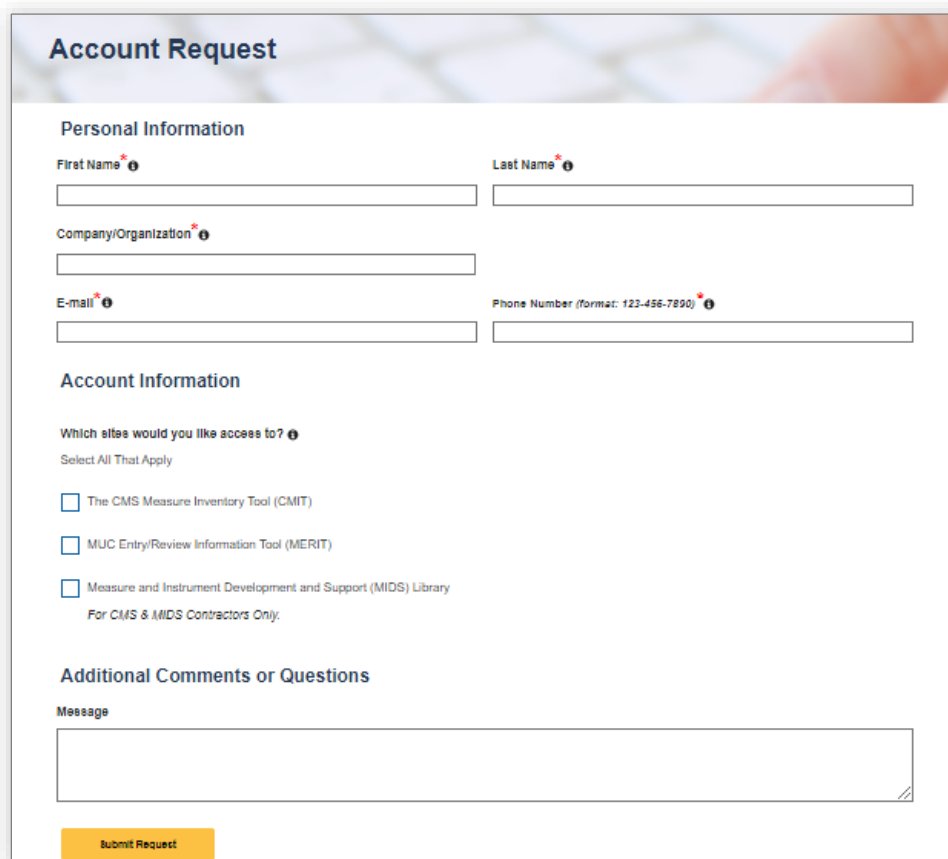
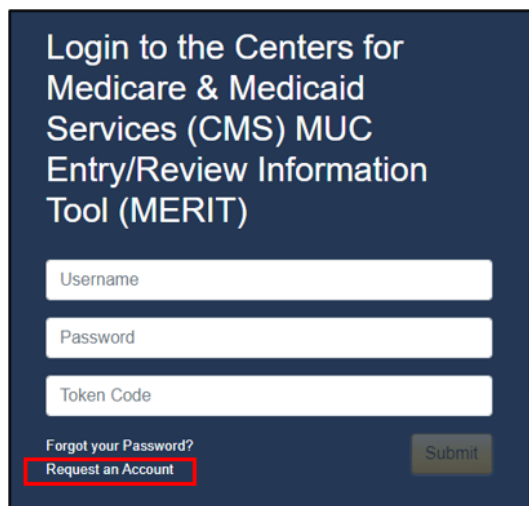
<https://CMSMERIT.CMS.gov>

If you do not have a CMS MERIT account, click Request an Account at the bottom. For those that have a CMIT account (separate from CMS MERIT), whether it is active or not will need to request a CMS MERIT account to submit a measure for consideration by CMS. Follow the instructions below to request and activate your CMS MERIT account.

Click on [Request an Account](#)

Note: *CMS MERIT is a separate tool on the CMS Measures Inventory Tool (CMIT) platform, but you will use your CMIT username, password, and token code for logging in to CMS MERIT.*

To request access, complete the fields on this page and click [Submit](#).



Note that it may take up to one business day to process your request. In the meantime, you may review the MERIT Data Template in Word available on the [Pre-Rulemaking Resource page](#) to preview the fields you will be asked to complete in CMS MERIT and draft your information.

When your account request is processed, you will receive an email from CMIT-no-reply@battelle.org that contains the text: “An account has been created for you in the CMS Measure Inventory Tool (CMIT)...”. The email will include a hyperlink to activate your account, set/reset your password, and set your two-factor authentication credentials.

If you have not received this initialization email within 2 business days, please check your spam folder and contact MMS Support via email (MMSsupport@battelle.org) or phone (1-888-243-7592) to confirm your registration.

Setting Your Password

To set your password, navigate to the password set/reset page from the hyperlink provided in the “CMIT: Activate your account” email. Enter a password of your choice into the **New Password** and **Confirm New Password** boxes and click **Reset Password**. Your password must meet the criteria listed on the page.

Change Password

- Password must be at least 10 characters long (15 for administrators).
- Password must contain at least 1 upper case character(s) (3 for administrators).
- Password must contain at least 1 lower case character(s) (3 for administrators).
- Password must contain at least 1 digit(s) (3 for administrators).
- Password must contain at least 1 special characters(s) (3 for administrators).
- Password must not be the same as any of the previous 24 passwords used.

New Password	Confirm Password	
<input type="text"/>	<input type="text"/>	<input type="button" value="Reset Password"/>

Setting Up Two-Factor Authentication

After you have successfully set your password, you will be directed to the page to set up your two-factor authentication token. CMS MERIT requires two-factor authentication to provide the needed level of security as designated by CMS. An authenticator is a way to prove to a computer system that you really are who you are; this process is called authentication. The two required factors are:

- Your password, and
- A token code generated by Google Authenticator

You must install Google Authenticator on your mobile device to access CMS MERIT.

Google Authenticator is available for free from the App Store (iOS), Google Play (Android), or m.google.com/ authenticator (Blackberry). A single instance of Google Authenticator will support multiple accounts from different applications and with different shared keys.

Verify 2-Factor Authentication

CMIT requires two-factor authentication via the Google Authenticator app. Use the following steps to set up an associated entry in the Google Authenticator app.

- On your phone, tablet or other device, obtain the Google Authenticator app.
- Open the Google Authenticator app and select the option to set up a new account.
- Either choose the option to scan a barcode and scan the following QR code.

EXAMPLE

Or choose the option for manual entry and enter any desired value into the "Account" field that will associate this entry with your account on CMIT (e.g., "CMIT: username") and enter the following value in the "Key" field. UPNDVZFQF5UN65FQ

Enter the latest token code from the new entry in the Google Authenticator app into the field to the right.

Upon subsequent logins, you will not need to set up a new account in the Google Authenticator app. You will only need to enter the latest token code from the entry for CMIT from the Google Authenticator app.

Enter Google Authenticator Code

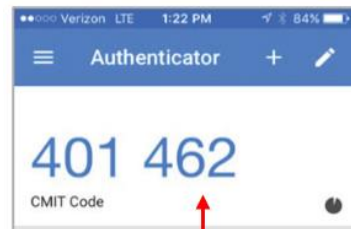
Token Code

Continue

Google Authenticator Key (QR Code)

Google Authenticator Text

Enter the Token Code displayed in Google Authenticator (see above) for your CMIT account and click Continue (see above). Google Authenticator will generate a new **Token Code** every 30 seconds. The small timer to the right of the code indicates how much time remains before the code changes. **TIP: If the timer indicates that there are only a few seconds left, wait for it to display the next Token Code before entering a code.**



Token Code

Note: CMS staff will use VIP Access (instead of Google Authenticator) for two-factor authentication. Please see the Quick Start Guide for Reviewers or contact MMSsupport@Battelle.org for assistance.

Submitting a Measure

When you log in to CMS MERIT, you will begin your submission by clicking either [Submit a Measure](#) or [Download Submission Template](#), as shown below:

If you click [Submit a Measure](#), you will have the option to [Submit a New Measure](#) or [Submit From an Existing Measure](#) using the MUC ID or measure title:



How to Submit a Measure

Submit A Measure

Select the button below to begin submitting a new measure. You will be able to save your information as you go along and can even leave and come back later to complete it. Once you think you have everything entered that is required, the system will check your entry and check your entry for completeness. If it finds anything missing it will let you know by providing a list of incomplete data fields with a link so you can go directly to the field and provide the information. Once the automated review is complete and all required information has been entered you will be able to submit your measure.



Download Submission Template

If you want to be able to work on your measure information offline, rather than saving it online, you can download our submission template and fill in a word document with all your measure information. Once you have finished filling out the form, you can copy and paste the information into our online form to submit the measure for consideration

 <p>Submit A Measure Submit a new measure to be considered for the MUC List.</p> <p>Submit A Measure</p>	 <p>Download Submission Template Download a word document template to work on your submission offline, then copy and paste your information once you are ready!</p> <p>Download Submission Template</p>
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Submit A Measure

How would you like to submit this Measure?

 <p>Submit A Measure Submit a new measure from scratch that has not been previously submitted.</p> <p>Submit A Measure</p>	 <p>Submit From An Existing Measure Submit a new measure from a previously submitted measure.</p> <p>Submit From An Existing Measure</p>
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Required fields are denoted by a red asterisk, as in the examples below:

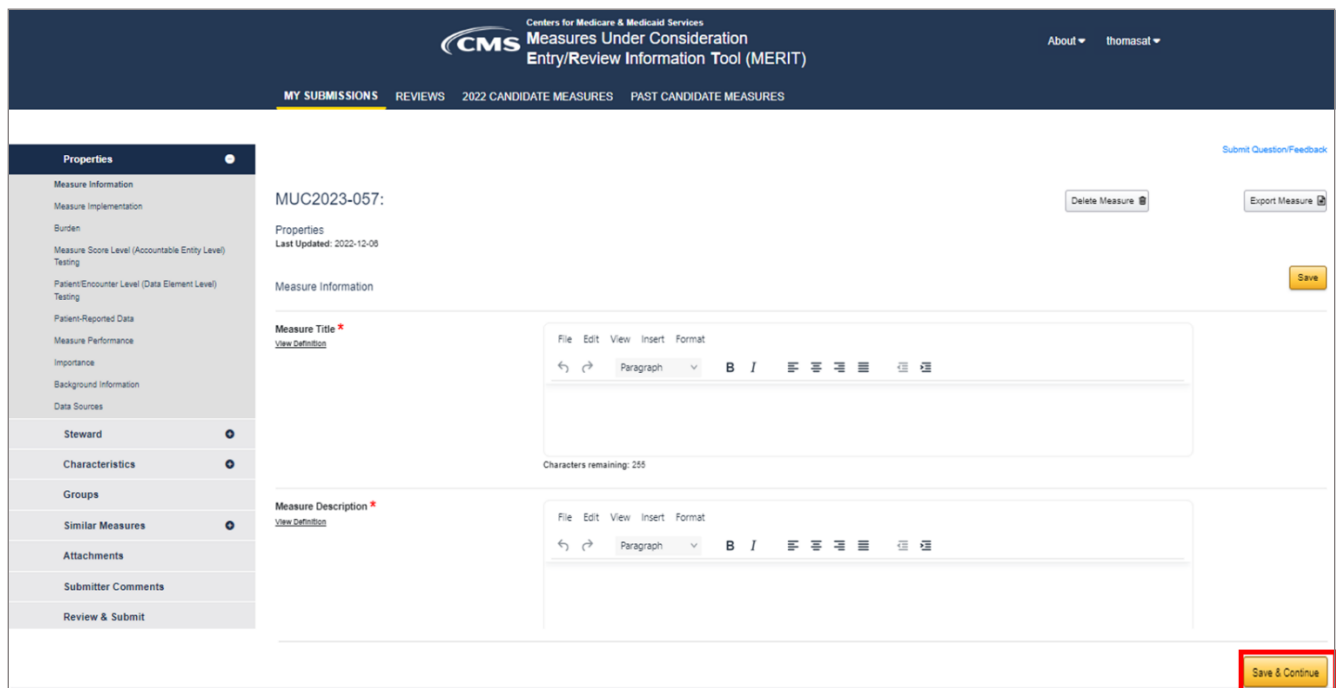
The screenshot shows the 'Properties' page for measure MUC2023-001. On the left is a sidebar with navigation options like 'Measure Information', 'Burden', 'Testing', etc. The main content area shows 'Measure Information' with two text editors. The top editor is for 'Measure Title *' and the bottom for 'Measure Description *'. Both fields have a red asterisk and a 'View Definition' link below them. Red arrows point from the text 'Required Field' to these two fields. The text editors include a toolbar with options like 'Paragraph', 'B', 'I', and alignment icons. Character counts are shown below each editor: 255 for the title and 700 for the description.

Below each field (both required and optional), you will see a “View Definition” link. Click the link to read guidance on how to complete the requested information. Click the X to exit the view definition window.

This screenshot shows the 'View Definition' window for the 'Measure Title' field of measure MUC2023-002. The window has a title bar 'Definition' and a close button 'X'. The content includes instructions: 'Select one. Select the level of analysis at which the measure is specified and intended for use. If the measure is specified and intended for use at more than one level, submit the other levels separately. Any testing results provided in subsequent sections of this submission must be conducted at the level of analysis selected here.' It then details reporting requirements for the MIPS-Quality program (individual and group-level testing) and the MIPS-Cost program (group-level testing is sufficient). Below the text are several checkboxes for reporting programs like 'Ambulatory Surgical Center Quality Reporting Program', 'Hospital Value-Based Purchasing Program', and 'Merit-based Incentive Program'.

Definitions

You can navigate through CMS MERIT by clicking on the pages in the navigation bar on the left side of the page or by clicking on the **Save & Continue** button in the bottom right corner of the page. To save your information without advancing through the tool, click the **Save** button in the upper right corner of the page. **NOTE: If you click the back arrow in your browser without first clicking “Save” you will lose the information you entered on that page.**



Save & Continue

Note that some answers will generate additional questions for you to complete. For example, if you indicate that your measure is currently in CMIT in the Characteristics page of CMS MERIT, an additional question will appear asking you to provide the CMIT ID for the measure.

Remember, you can save your information at any time and come back later to complete your submission. Once you think you have entered everything that is required, the system will check your entry for completeness. Navigate to the **Review and Submit** section of the left navigation bar.

CMS MERIT will automatically check for any missing information.



Please review your information before submitting

Please take this time to review the information you have provided and ensure accuracy. Once you have finished reviewing, click the Submit Measure button below.

[Check Submission for Errors](#)

When you click the [Check Submission for Errors](#) button, CMS MERIT will provide a list of any incomplete data fields with a link to each so you can go directly to the field and supply the required information. Once the automated review is complete and all required information has been entered, you will be able to submit your measure.

The screenshot shows the CMS Measures Under Consideration interface. The top navigation bar includes the CMS logo, "Centers for Medicare & Medicaid Services", and "Measures Under Consideration". There are also links for "About", "HAMMER", "Admin", and a notification icon with "(1)". Below the navigation bar, there are tabs for "MY SUBMISSIONS", "REVIEWS", "ALL SUBMITTED MEASURES", and "MEASURE INVENTORY".

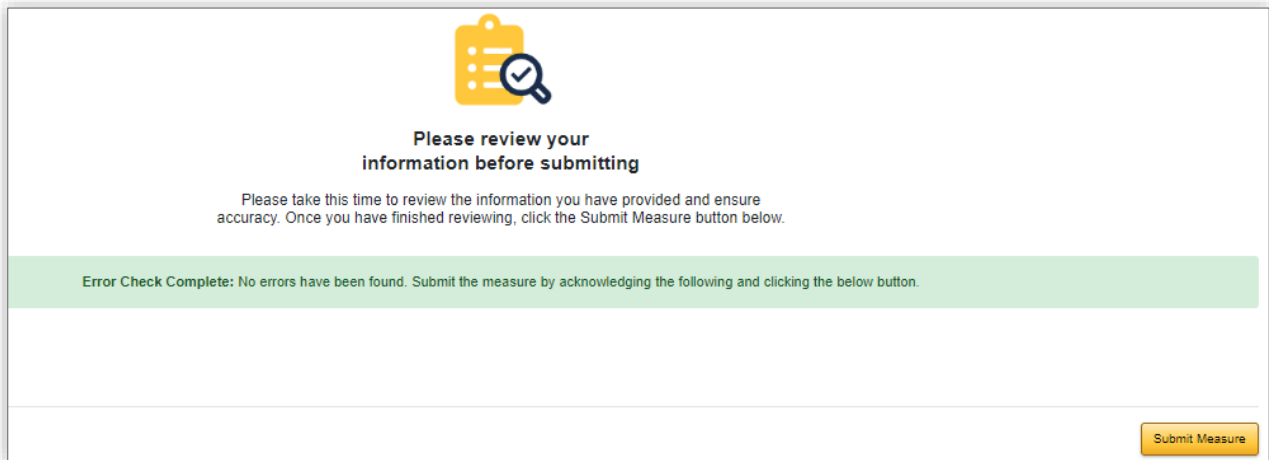
The main content area is titled "Review & Submit" and shows a "Last Updated: 2020-11-23 13:24:32" timestamp. A red banner indicates "Incomplete Required Information: Please use the links below to complete the required fields and resubmit". Below this, a "Missing Information" section lists several fields with red links to edit them:

- Groups
- Programs
- Measure Information
- Measure Information
- Measure Information
- Exclusions/Exceptions

Additional red links include "Is this measure an eCOM?", "Which programs/s is this measure a part of?", "Measure Title", "Measure Description", and "Numerator". A "Delete Measure" button is also visible. On the left side, there is a navigation menu with red triangles next to "Properties", "Steward", "Characteristics", "Groups", "Programs", "Similar Measures", "Attachments", and "Comments". A red arrow points from the "Similar Measures" red triangle to the "Missing Information" section, and another red arrow points from the "Exclusions/Exceptions" red link to the "Missing Information" section.

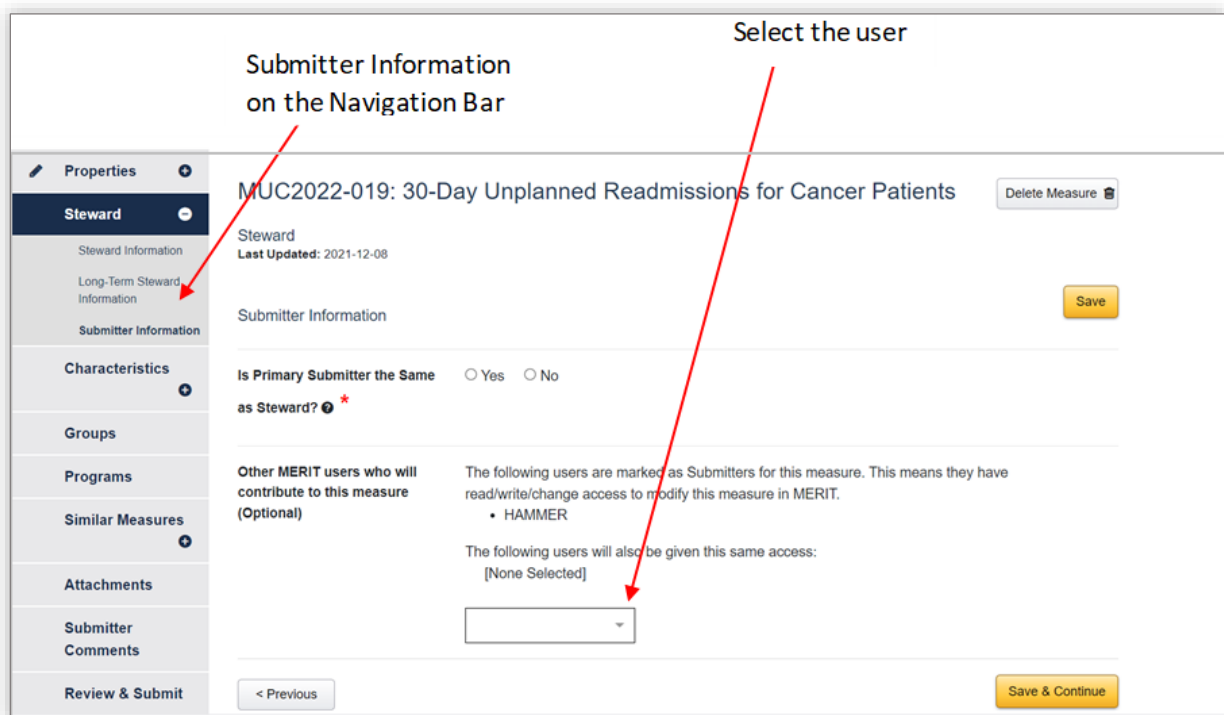
You can click on the red links to go directly to the missing information. Or, you can go to the red triangles on the navigation page.

After you receive confirmation that all required fields have been completed, click on the **Submit** button in the lower right corner of the **Review and Submit** page.



Adding a Co-Submitter (Prior to Submission)

CMS MERIT allows for multiple users to work on a measure submission. To request that a colleague be granted rights to edit your measure information, navigate to **Submitter information** and select the user from the dropdown as shown below:



NOTE: The co-submitter must already have a CMS MERIT account to be granted shared submission rights to your measure.

NOTE: While CMS MERIT does accommodate multiple users, you will not receive notification if your co-submitter is simultaneously working on your measure. Coordinate with your co-submitter colleague(s) to ensure that you are not overwriting one another's changes in CMS MERIT.

Changing the Information You Saved (Prior to Submission)

Go to **My Submissions** at the top of the page and select the measure you would like to revise. Click the **Edit** button to be taken to the submission form where you can navigate to the field in question, then revise and save information as needed.

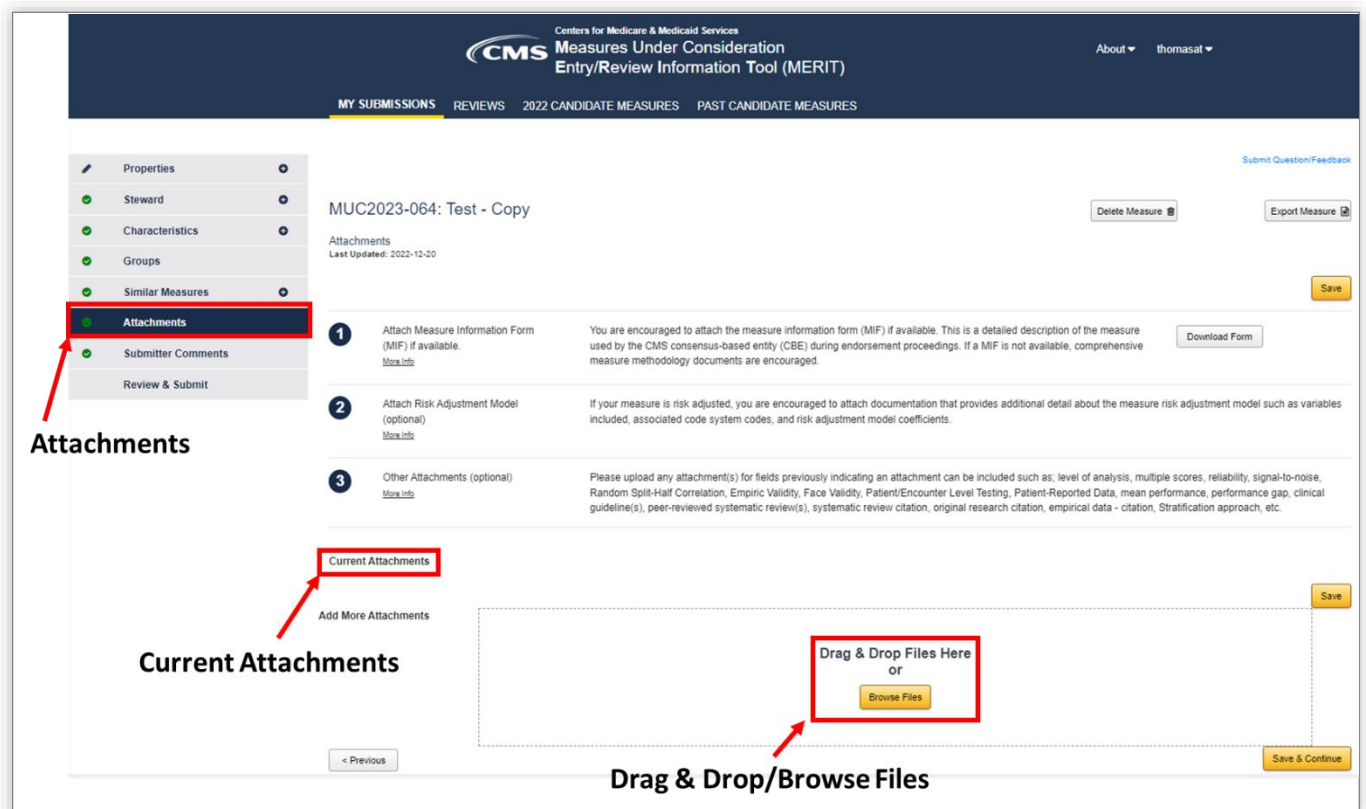
The screenshot displays the CMS MERIT interface. At the top, the CMS logo and 'Centers for Medicare & Medicaid Services' are visible, along with the page title 'Measures Under Consideration Entry/Review Information Tool (MERIT)'. The user's name 'thomasat' is shown in the top right. The navigation menu includes 'MY SUBMISSIONS', 'REVIEWS', '2022 CANDIDATE MEASURES', and 'PAST CANDIDATE MEASURES'. The main content area greets the user 'Hi, Amanda Thomas!' and features a 'Submit a New Measure' button. Below this is the 'My Submissions' section, which includes a search bar and several buttons: 'Filters', 'Summary Report', 'Clearance Export', and 'Export'. A table lists the submissions, with the following data:

Measure Title	Test - Copy	View Full	Edit
Test	MUC2023-064 Last Updated: 2022-12-20 00:00:00	<input type="checkbox"/>	<input type="checkbox"/>
Test - Copy			

The 'Edit' button for the 'Test - Copy' submission is highlighted with a red box and a red arrow pointing to it. The word 'Edit' is also written in large text below the arrow.

Adding an Attachment, Changing, or Deleting an Attachment (Prior to Submission)

Navigate to the Attachments page on the left navigation bar. You will have the opportunity to **Drag & Drop Files** or **Browse Files** to attach your document. Your uploaded attachment will appear on the page under **Current Attachments**.

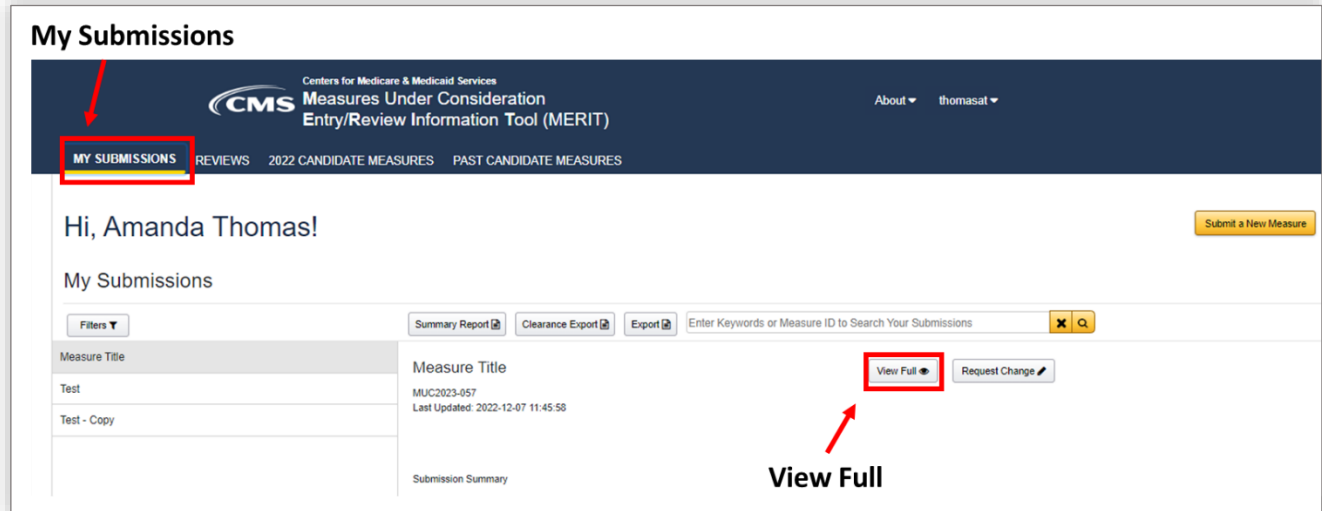


You can provide comments on the attachment or change or delete your attachment from this screen.

After making all desired adjustments to your attached files, click **Save** or **Save & Continue** to save your files and any associated attachments.

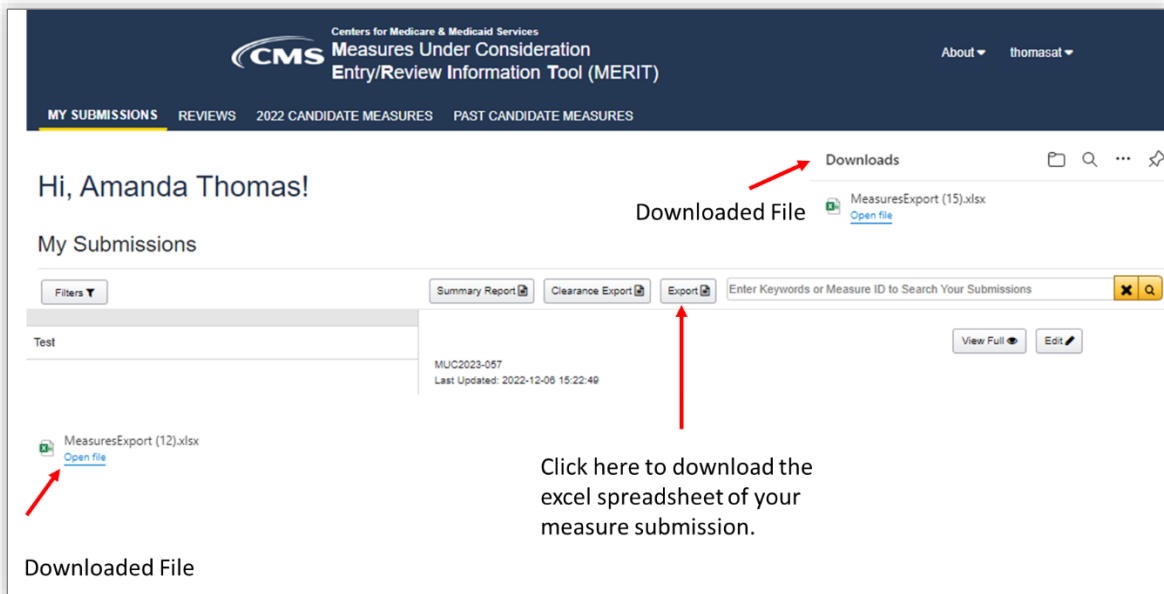
Viewing the Information You Submitted

Click on [My Submissions](#) and then click on [View Full](#).



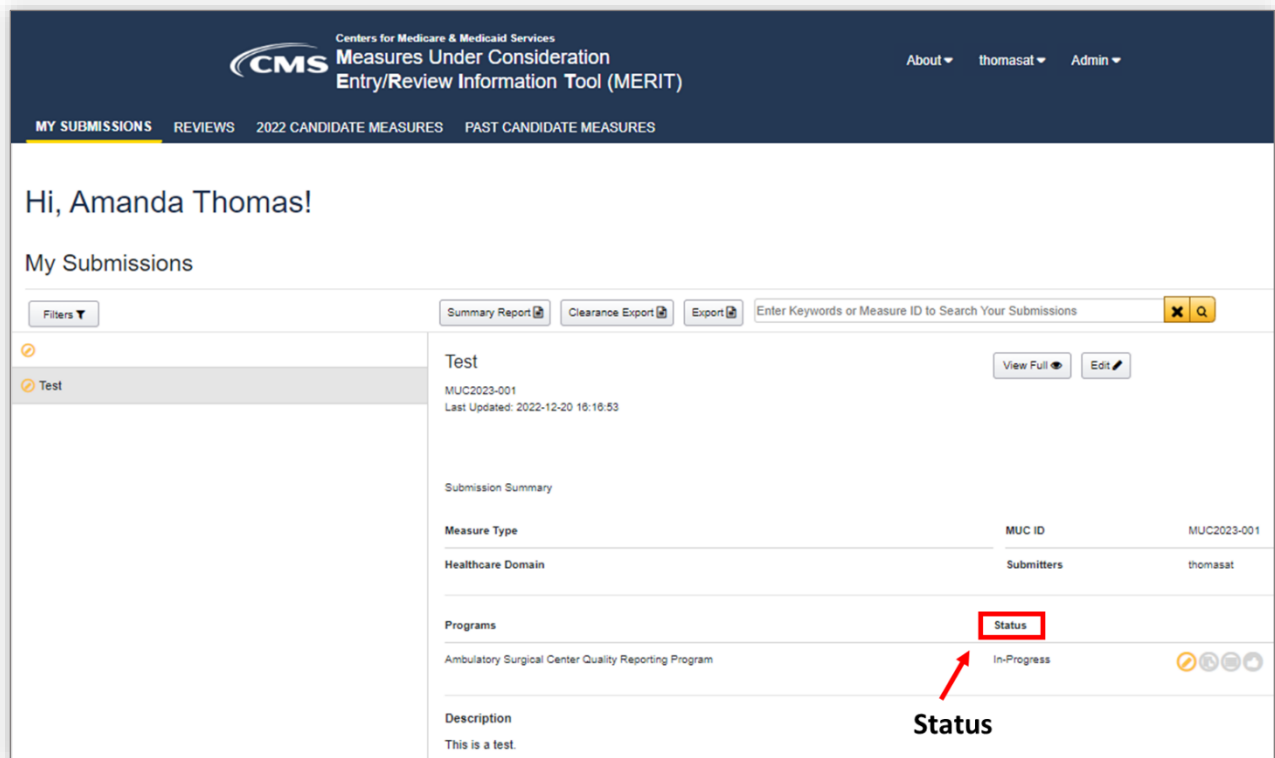
Exporting/Printing a Copy of Your Submission

On the [My Submissions](#) page, click on the [Export](#) button to download an excel spreadsheet of your measure submissions. The downloaded file may appear towards the top right, or the bottom left of the screen (see below).



Checking on the Measure Status

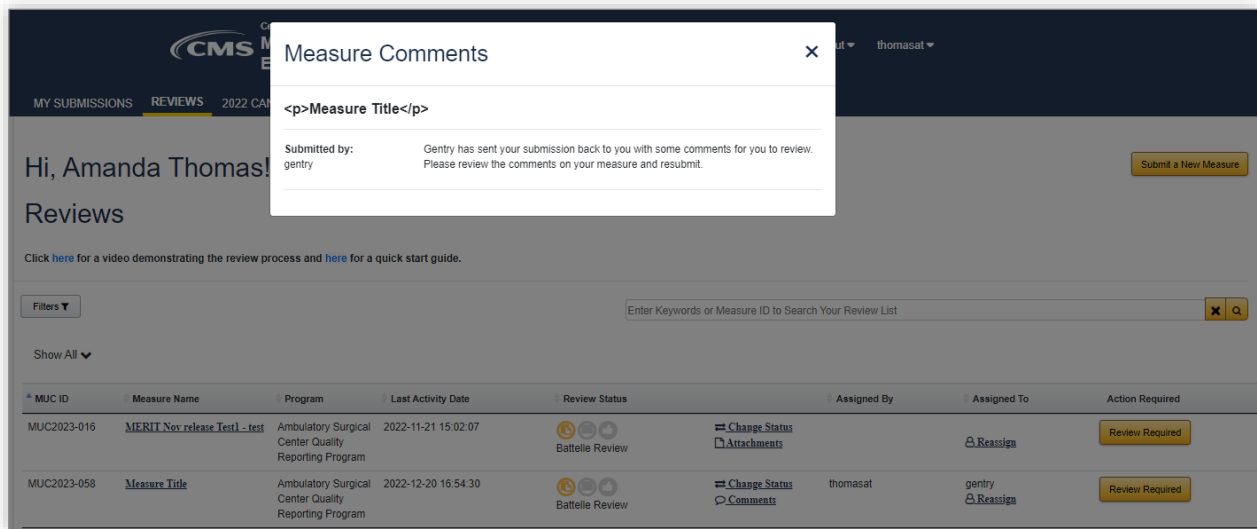
To check the status of your measure, log in to CMS MERIT and click on [My Submissions](#) at the top of the page. Select the measure of interest listed on the left side of the page. On the right side of the page, you will see a summary report of the measure. This summary includes a status section that shows where the measure is in the review process.



The screenshot shows the CMS MERIT interface. At the top, there is a navigation bar with the CMS logo and the text "Centers for Medicare & Medicaid Services Measures Under Consideration Entry/Review Information Tool (MERIT)". Below this, there are tabs for "MY SUBMISSIONS", "REVIEWS", "2022 CANDIDATE MEASURES", and "PAST CANDIDATE MEASURES". The user is logged in as "Amanda Thomas". The main content area is titled "My Submissions" and contains a search bar and a list of submissions. The selected submission is "Test" (MUC2023-001). The summary report for this submission is displayed on the right, showing details such as "Submission Summary", "Measure Type", "Healthcare Domain", "Programs", and "Description". The "Status" field is highlighted with a red box, and a red arrow points to it with the word "Status" written below. The status is currently "In-Progress".

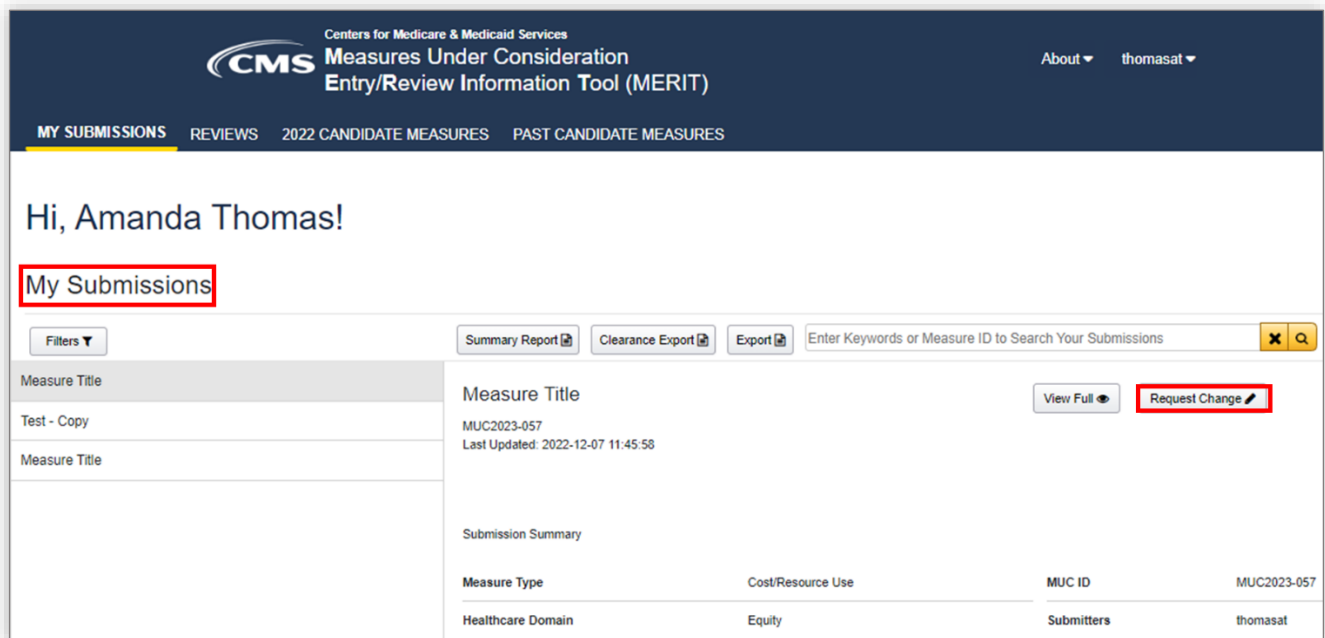
During the review process by CMS, you may be asked to provide clarifications on the information you have submitted. If additional information or clarifications are requested, you will receive an email from prm-no-reply@battelle.org with the subject line "New Comment: YOUR MEASURE TITLE".

To respond to your comment, login to CMS MERIT and click on [My Submissions](#) at the top of the page. Then click on the commented measure listed on the left side of the page. On the right side of the page, you will see a Summary report of the measure. Under **Activity** you will see a history of comments on your measure and available actions including [Reply](#) and [Edit Measure](#) (If appropriate), as in the example below:

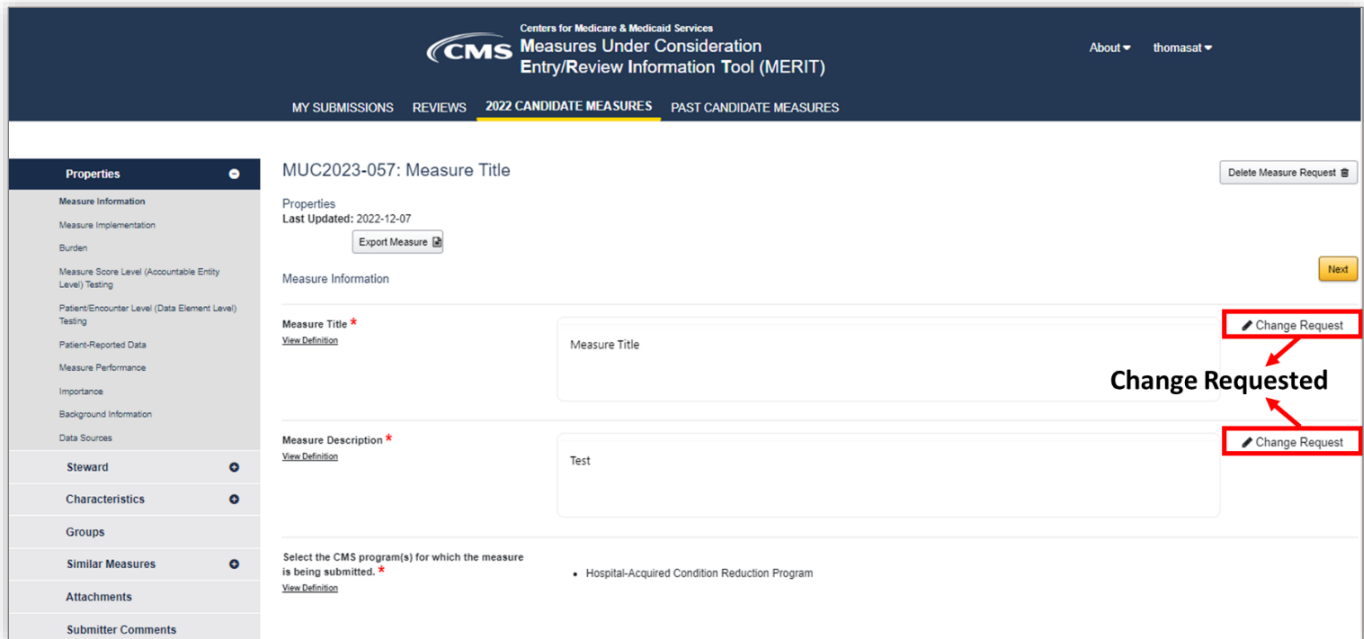


Changing the Information You Submitted

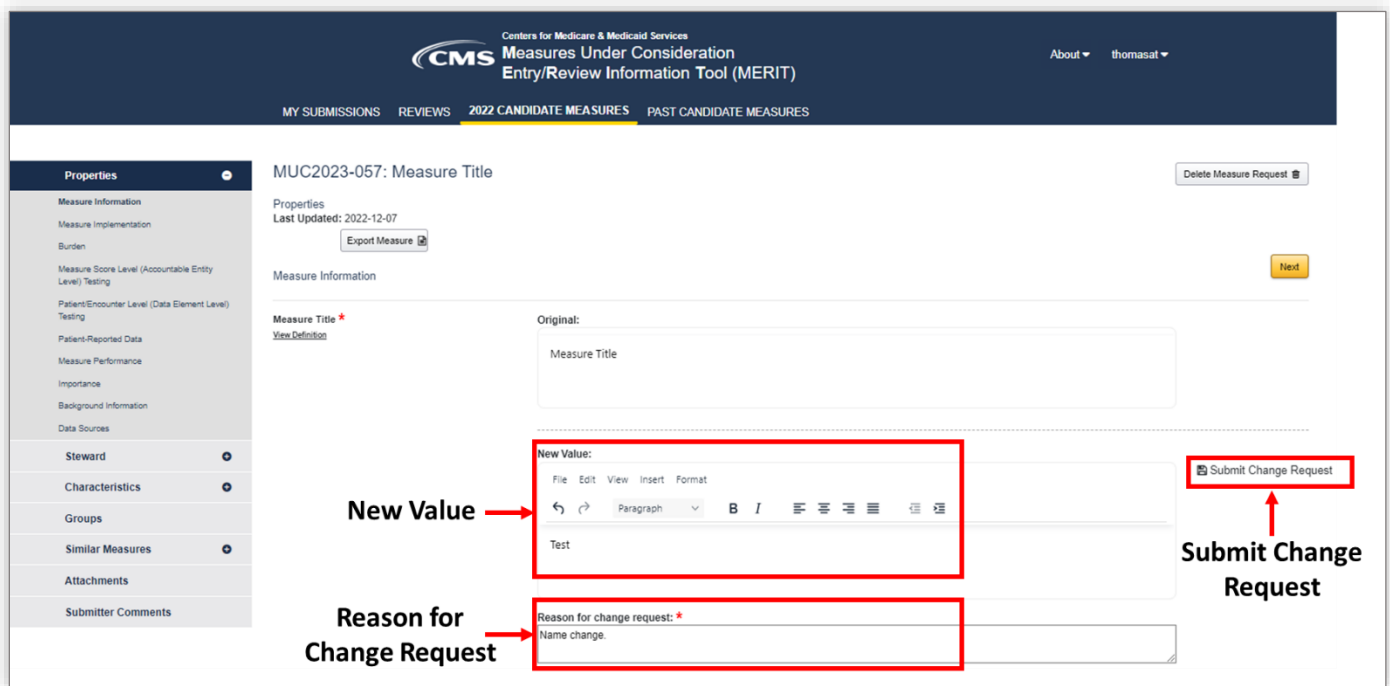
If you want to change the information in your submission after you have submitted your measure, you must submit a request to make a change. To do so, click on [My Submissions](#), then select the measure you wish to change from the list on the left and click [Request Change](#).



You can then select the data element you wish to revise by clicking [Change Request](#).



Type in the revision in the **New Value** field and provide the reason for your change request.



Click **Submit Change Request** when you are finished.

Your change request will be sent to CMS for review. You will be notified under **Activity** for your measure (see above, in Checking on the Measure Status) or via email.

The screenshot displays the CMS MERIT Submitter interface. At the top, the CMS logo and "Centers for Medicare & Medicaid Services" are visible, along with the title "Measures Under Consideration Entry/Review Information Tool (MERIT)". The user's name "thomasat" is shown in the top right. The main navigation bar includes "MY SUBMISSIONS", "REVIEWS", "2022 CANDIDATE MEASURES", and "PAST CANDIDATE MEASURES". A greeting "Hi, Amanda Thomas!" is displayed, along with a "Submit a New Measure" button. The "My Submissions" section shows a list of measures, with the selected measure "MUC2023-057" displayed in detail. The "Activity" section is highlighted with a red box and a red arrow pointing to it from the word "Activity". The activity log shows two entries: "thomasat Requested a change" with a link to "Notif. Program Lead" and a timestamp of "2022-12-21 09:23:39 | Change Request", and "Measure Submitted" with a timestamp of "2022-12-07 11:45:56 | Status Update".

For More Information

For more information about the Pre-Rulemaking Process or questions on other general measure topics, please email MMSSupport@Battelle.org.