# CMS MERIT
# Quick Start Guide
## *for* SUBMITTERS

January 2024

**In This Guide:**

# 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/merit/#/login

If you do not have a CMS MERIT account, click Request an Account at the bottom. 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.**
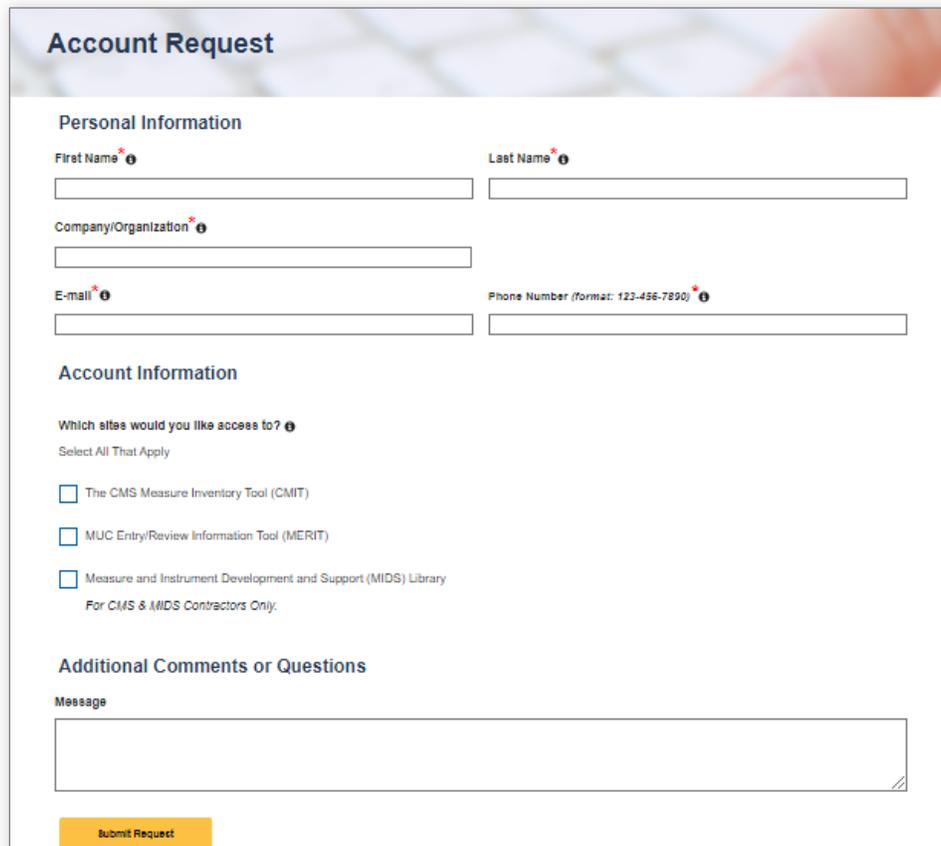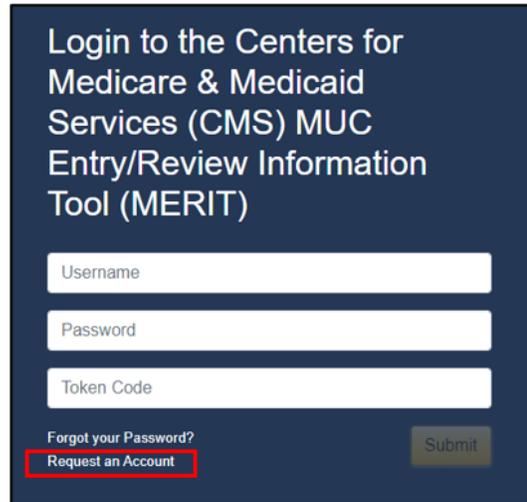
Note that it may take up to one business day to process your request. In the meantime, you may review the MERIT Data Template in Word available on the Pre-Rulemaking Resources page to preview the fields you will be asked to complete in CMS MERIT and draft your information.

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**

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.



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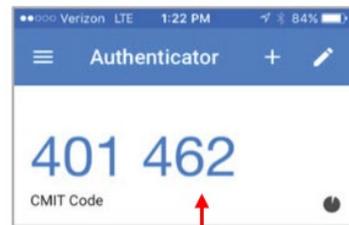
*Note: CMS staff will use VIP Access (instead of Google Authenticator) for two-factor authentication. Please see the Quick Start Guide for Reviewers or contact MMSsupport@Battelle.org for assistance.*
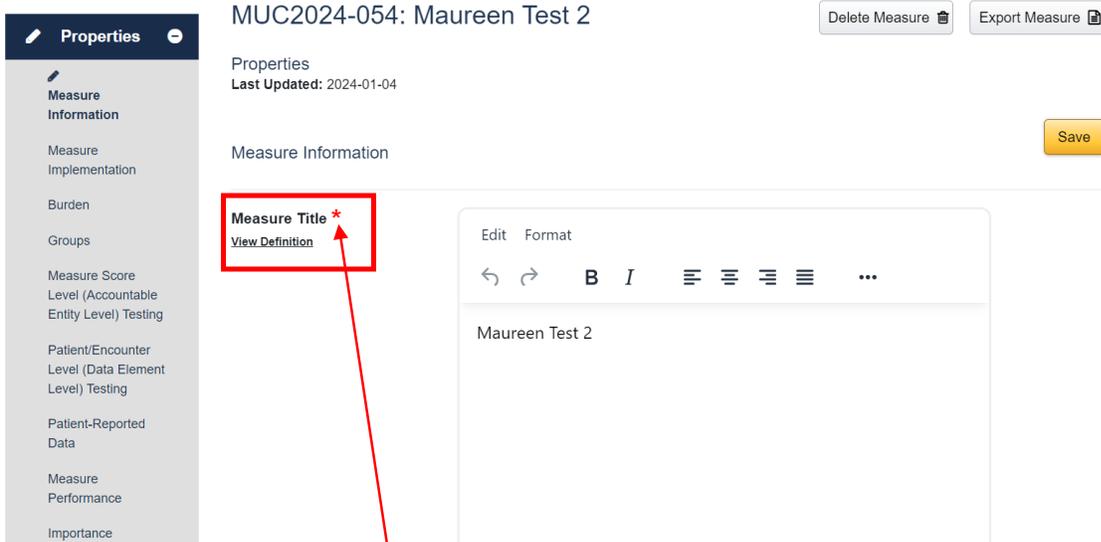
# Submitting a Measure

When you log in to CMS MERIT, you will begin your submission by clicking **Submit a Measure** 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:
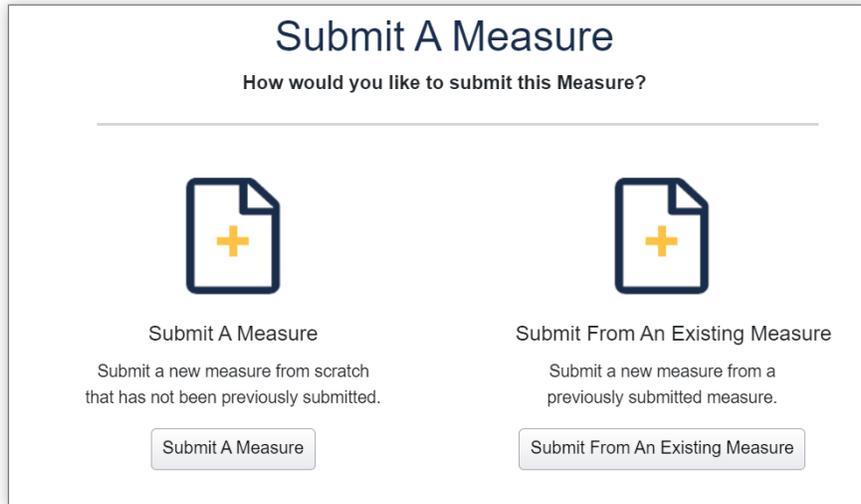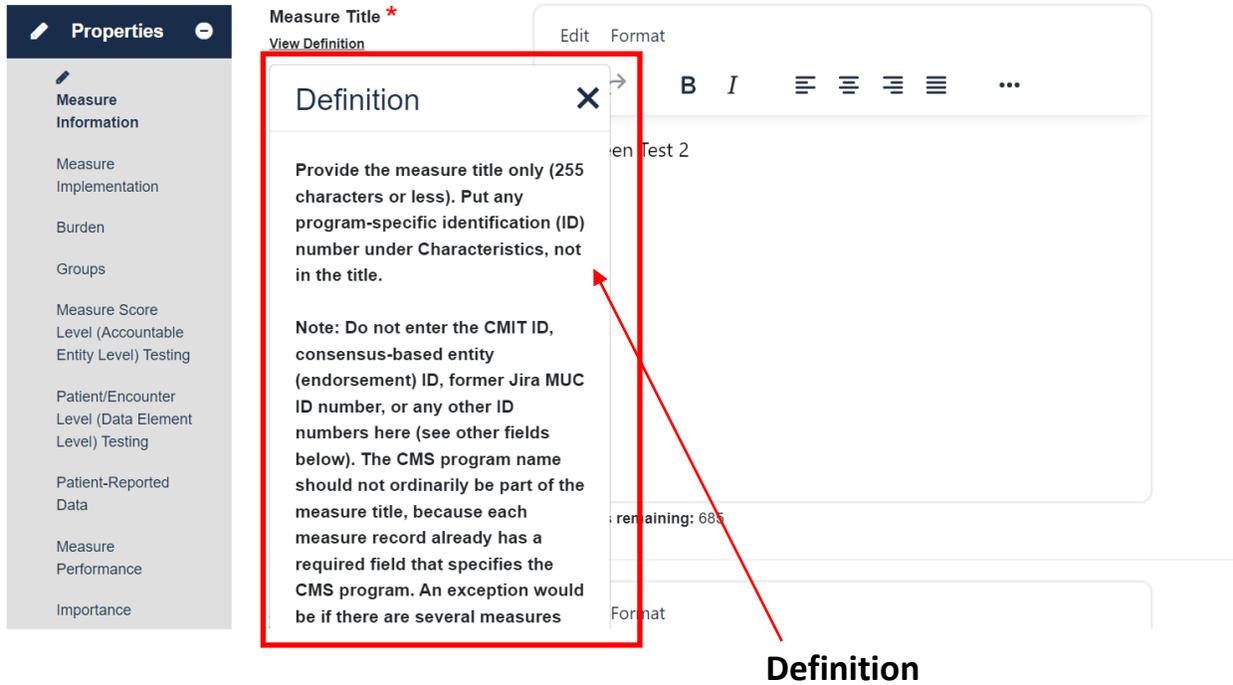


Required fields are denoted by a red asterisk, as in the example below:



**Required Field**

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.

**Properties**

✎ Measure Information

Measure Implementation

Burden

Groups

Measure Score Level (Accountable Entity Level) Testing

Patient/Encounter Level (Data Element Level) Testing

Patient-Reported Data

Measure Performance

Importance

Measure Title *
View Definition

Edit    Format

B   I   ≡ ≡ ≡ ≡   ...

en Test 2

**Definition**   ✕

Provide the measure title only (255 characters or less). Put any program-specific identification (ID) number under Characteristics, not in the title.

Note: Do not enter the CMIT ID, consensus-based entity (endorsement) ID, former Jira MUC ID number, or any other ID numbers here (see other fields below). The CMS program name should not ordinarily be part of the measure title, because each measure record already has a required field that specifies the CMS program. An exception would be if there are several measures

remaining: 685

Format

**Definition**

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. You will also be logged out after 15 minutes of inactivity and your changes will be lost if you have not saved.**
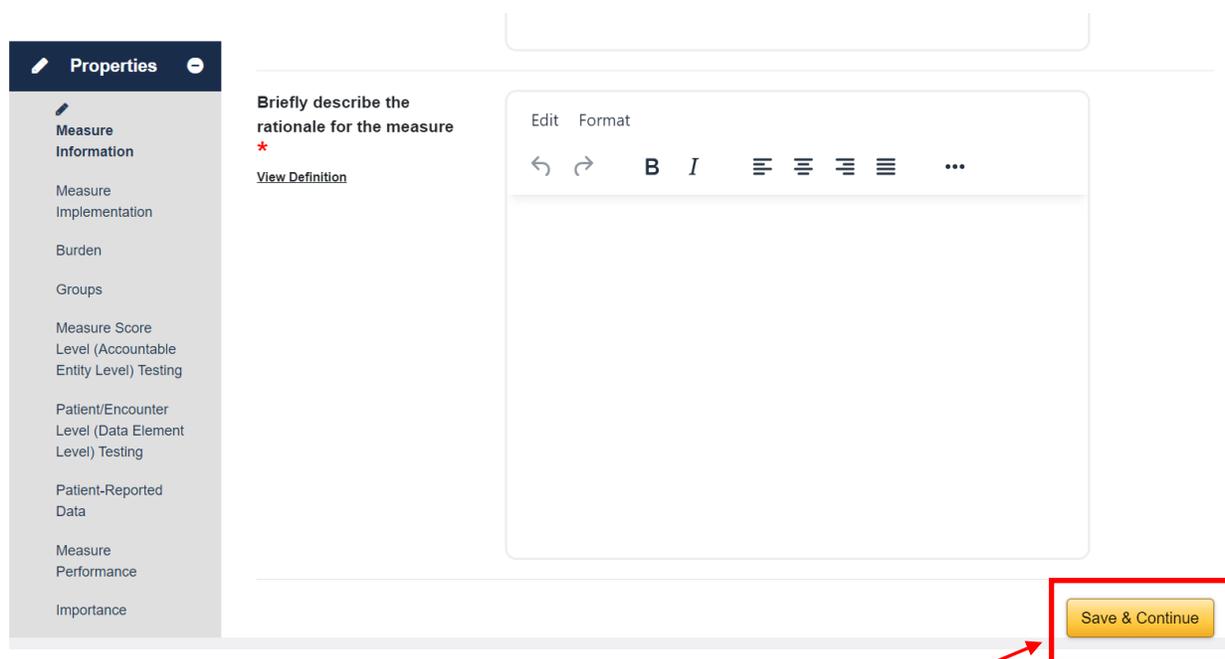


**Save & Continue**

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.

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.



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.
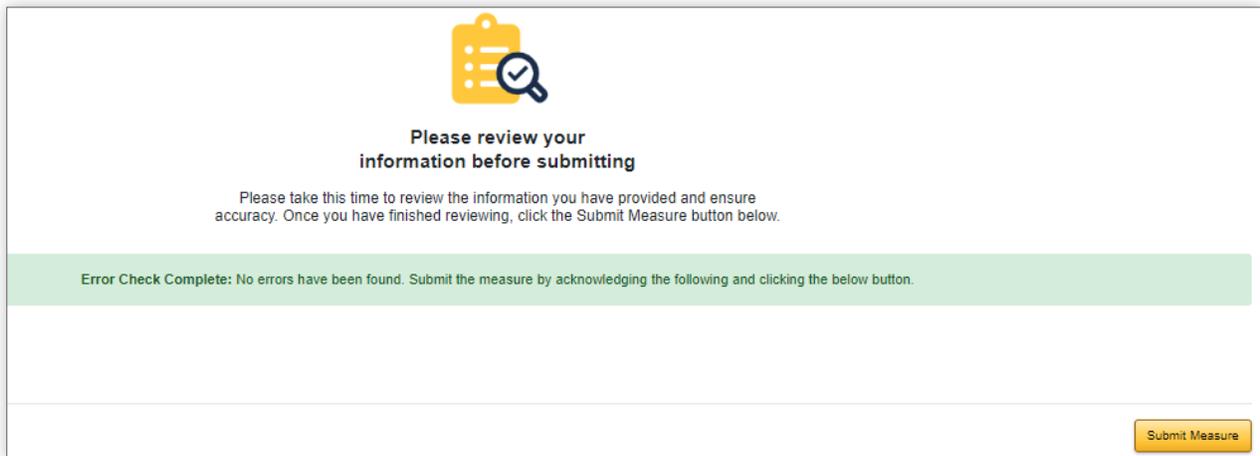


## Adding a Co-Submitter (Prior to Submission)

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 and then click +add:



*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 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.

# 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**.
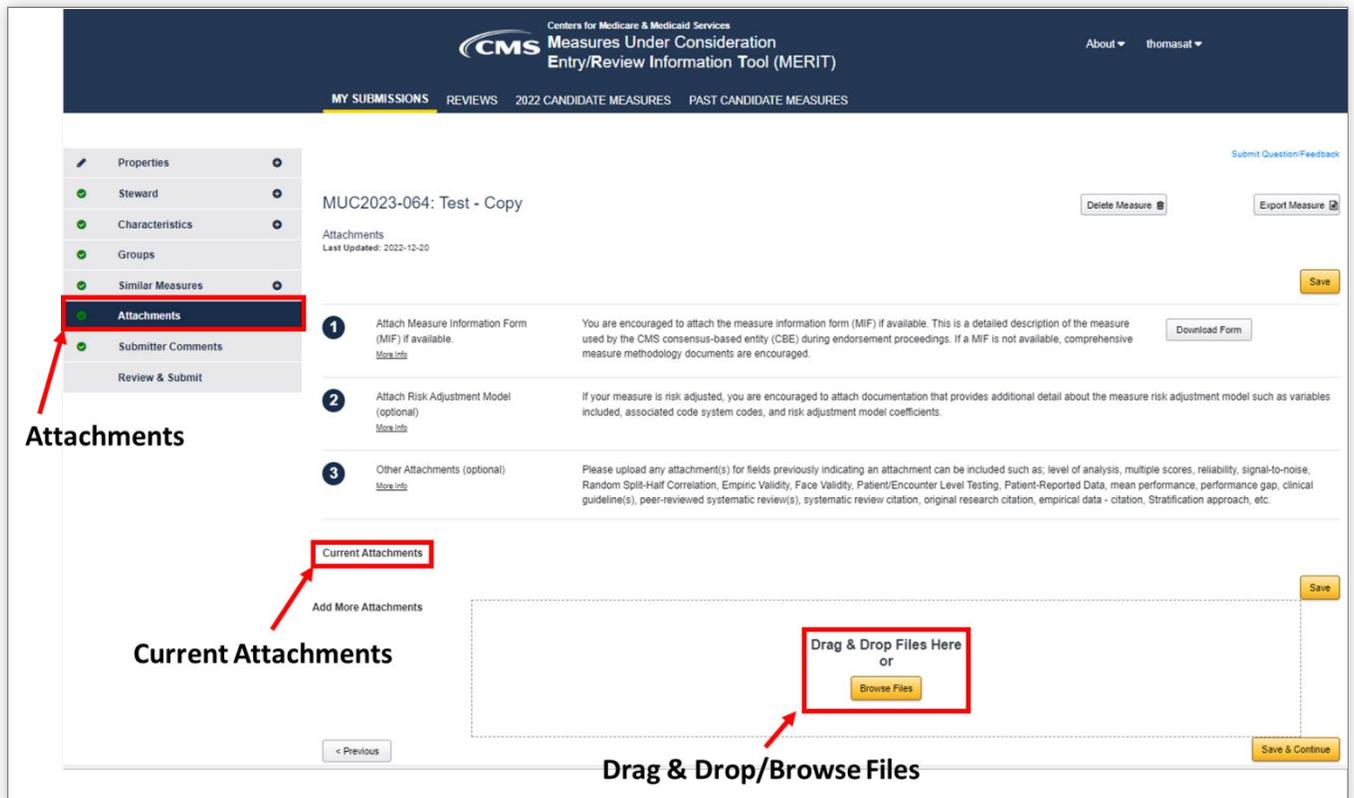


You can provide comments on the attachment or change or delete your attachment from this screen.

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

**NOTE:** The Measure Authoring Tool (MAT) and Bonnie environments will be replaced by the Measure Authoring Development Integrated Environment (MADiE) on June 28, 2024. MAT and Bonnie users will need to transfer measures and test cases to MADiE prior to this date. The MADiE user guide and other resources can be found on the MADiE MVP tab on the MAT public website. Should you have questions, need assistance, or feel your MUC measure contains special consideration please open a ticket with the MADiE help desk or email them at semanticbits-madie-help@icf.com.
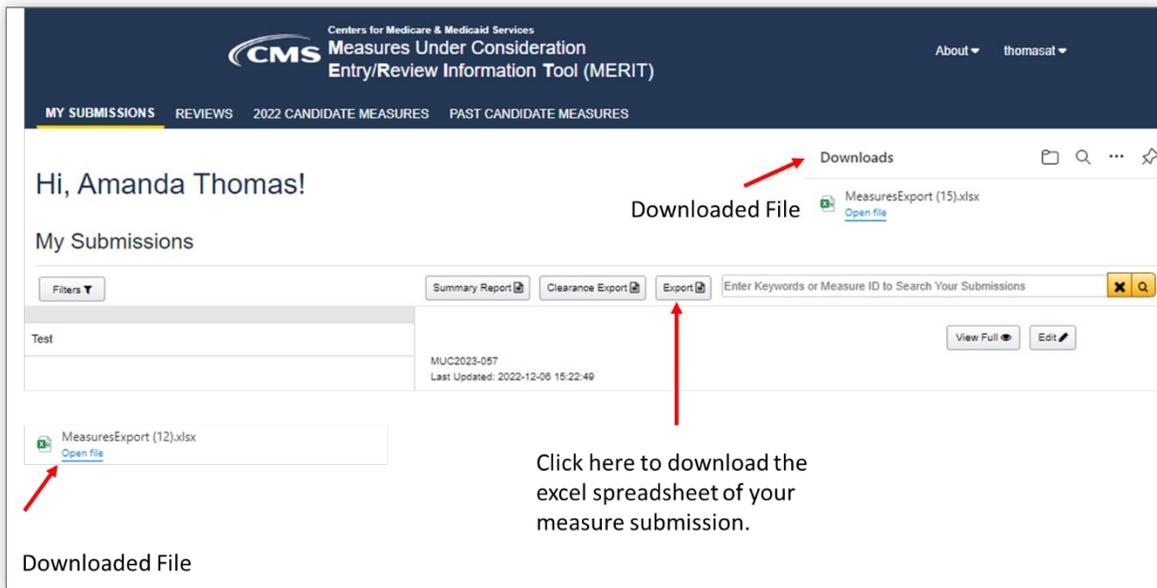
# Viewing the Information You Submitted

Click on **My Submissions** and then click on **View Full.**
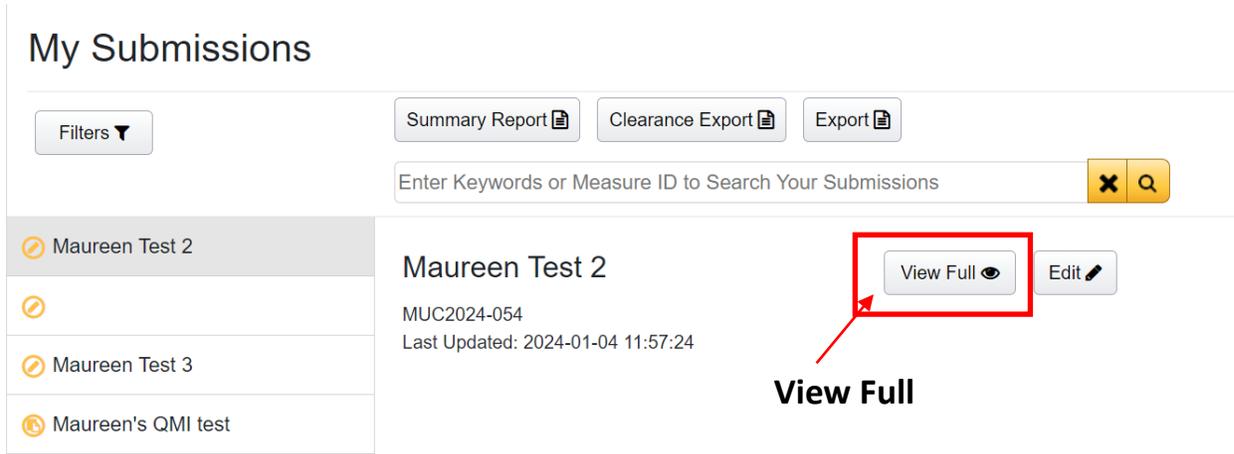


# Exporting/Printing a Copy of Your Submission

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).

You may also click the export button when in the measure record to get a pdf of your submission:

## MUC2024-004: Maureen's

Export Measure 📄

Properties
**Last Updated:** 2024-01-15

Next

Measure Information

**Measure Title** *
View Definition

Edit    Format

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# 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.

Enter Keywords or Measure ID to Search Your Submissions    ✖ 🔍

⊘ Maureen Test 2

⊘

⊘ Maureen Test 3

🔴 Maureen's QMI test

## Maureen's QMI test

View Full 👁    Request Change ✏

MUC2024-004
Last Updated: 2024-01-15 16:24:26

Submission Summary

| | | | |
|---|---|---|---|
| **Measure Type** | Outcome | **MUC ID** | MUC2024-004 |
| **Healthcare Domain** | Person-Centered Care | **Submitters** | hammer schlattm |

| **Programs** | **Status** | |
|---|---|---|
| Merit-based Incentive Payment System–Quality | 1st/2nd Level Review | ⊘ 🟡 📄 ☁ |

**Status**

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 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 if the change was approved or rejected under **Activity** for your measure (see above, in Checking on the Measure Status) or via email.



## For More Information

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