



CMS MERIT
Quick Start Guide
for **SUBMITTERS**

January 2025

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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 development of the MUC list and the pre-rulemaking process can be found on the [CMS Pre-Rulemaking Webpage on the MMS Hub](#).

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

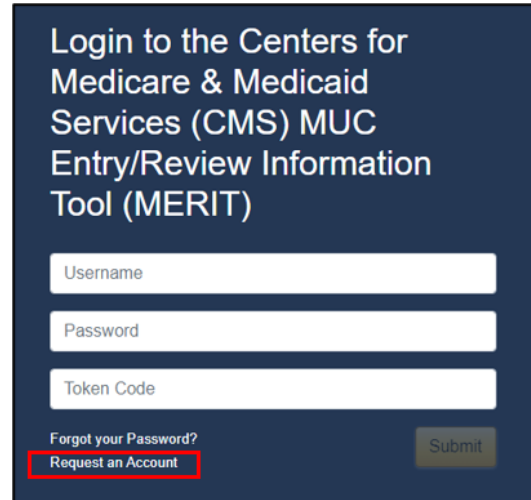
Getting Access to CMS MERIT

Click here to go to CMS MERIT:

<https://cmsmerit.cms.gov/merit/#/login>

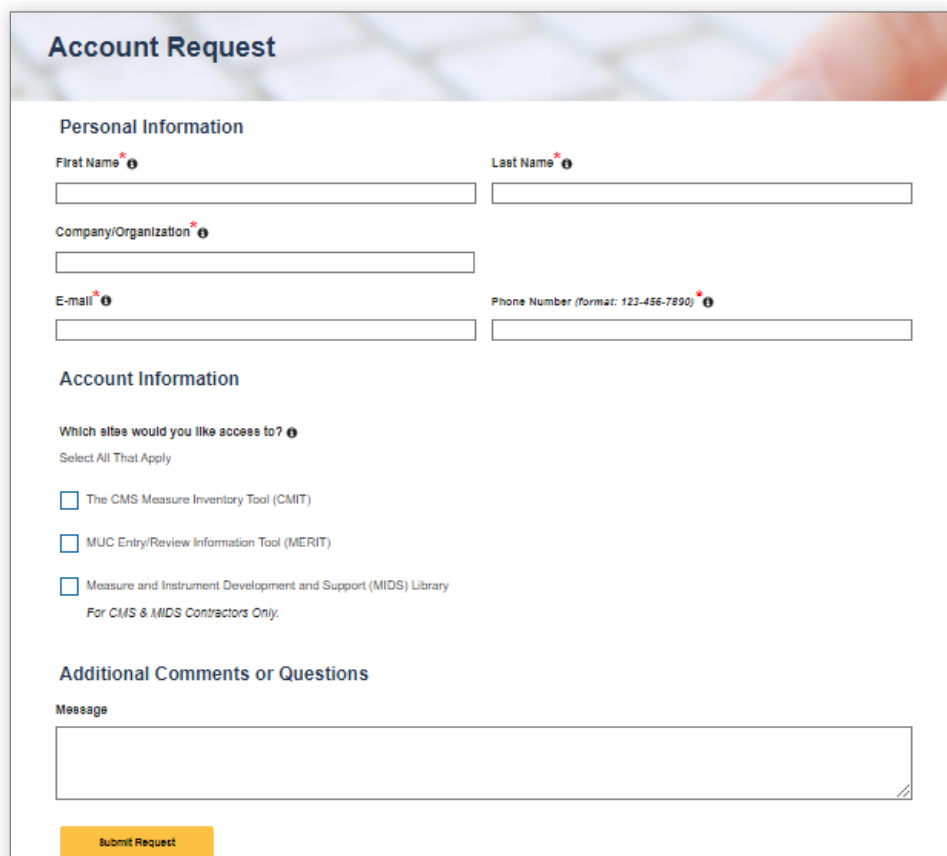
If you do not have a CMS MERIT account, click Request an Account at the bottom. For those that have a CMIT account (separate from CMS MERIT), whether it is active or not will need to request a CMS MERIT account to submit a measure for consideration by CMS. Follow the instructions below to request and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

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

Rules of Behavior and Terms of Use

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices connected to a computer on this network.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

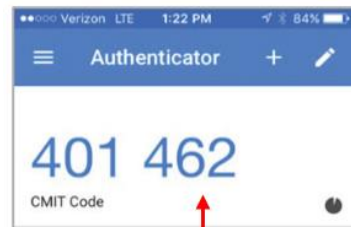
By using this system, you understand and consent to the following:

I audit your devices and protect HHS information. I have a reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.

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 'Measures Under Consideration Entry/Review Information Tool (MERIT)' interface. On the left is a 'Properties' sidebar with categories like Measure Information, Burden, Testing, etc. The main content area shows details for measure 'MUC2023-001'. Two text input fields are visible: 'Measure Title *' and 'Measure Description *'. Both fields have a red box around them and a red asterisk. Below each field is a 'View Definition' link. Red arrows point from the text 'Required Field' below to these two fields. The interface also includes a top navigation bar with 'MY SUBMISSIONS', 'REVIEWS', '2022 CANDIDATE MEASURES', and 'PAST CANDIDATE MEASURES'. A 'Delete Measure' button is located in the top right corner.

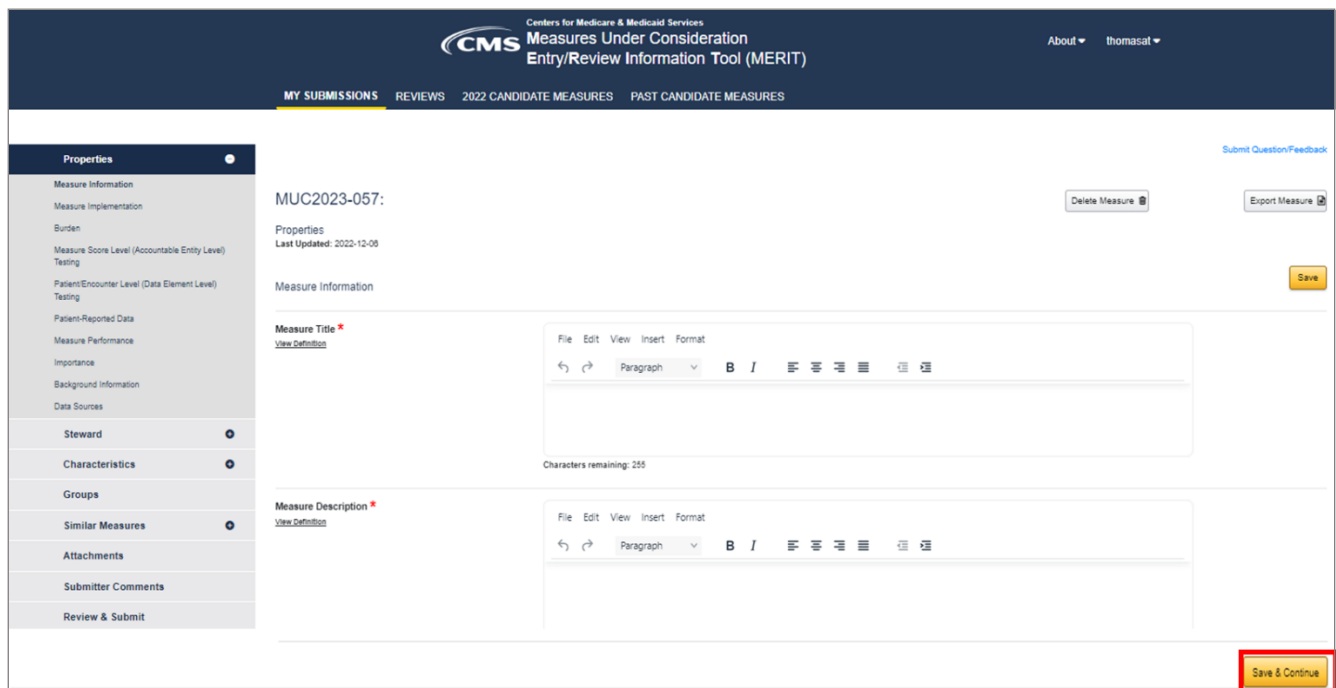
Required Field

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.

The screenshot shows the 'View Definition' window for the 'Measure Title' field. The window title is 'Definition' and it has a close button (X) in the top right corner. The text inside the window provides 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 requirements for MIPS-Quality and MIPS-Cost programs. A red arrow points from the text 'Definitions' below to the window. The background shows the same MERIT interface as the previous screenshot, but the 'View Definition' window is the primary focus.

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

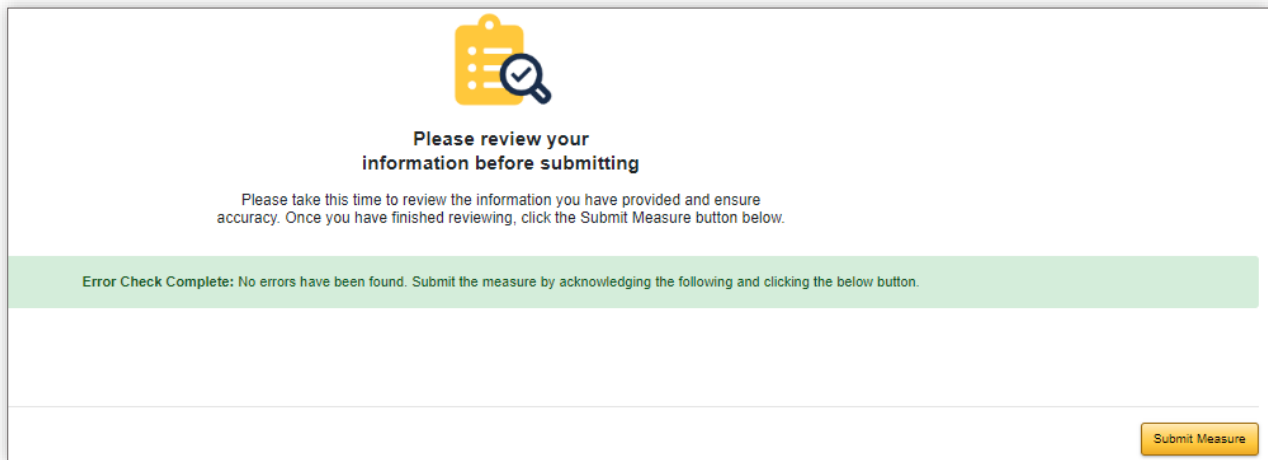
Please take this time to review the information you have provided and ensure accuracy. Once you have finished reviewing, click the Submit Measure button below.

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.

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.



The image shows a screenshot of a web interface for reviewing and submitting information. At the top center is a yellow icon of a clipboard with a magnifying glass and a checkmark. Below the icon, the text reads: "Please review your information before submitting". Underneath this, a smaller line of text says: "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." A light green horizontal bar contains the text: "Error Check Complete: No errors have been found. Submit the measure by acknowledging the following and clicking the below button." At the bottom right corner of the interface is a yellow button labeled "Submit Measure".

Adding Components or Survey-Based Measures to A Submission

Starting in the 2025 cycle, submitters can now provide information on composite or survey-based measures directly within CMS MERIT, rather than submitting this information as attachments. Here's how it works:

Identify the Measure Category: During the submission process, you will encounter a question asking if the measure is a composite or survey measure. Please select the appropriate option.

Is the measure a composite, survey, and/or a paired measure? *

[View Definition](#)

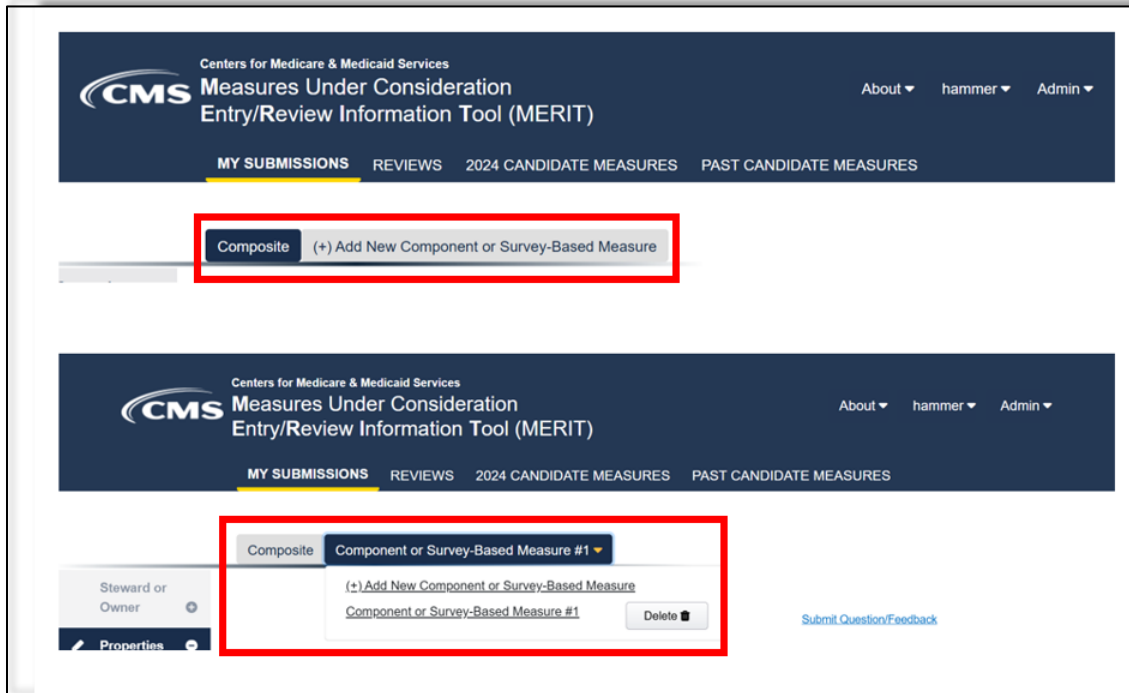
Select / Unselect All

Yes, this is a composite measure Yes, this is a survey measure Yes, this is a paired measure

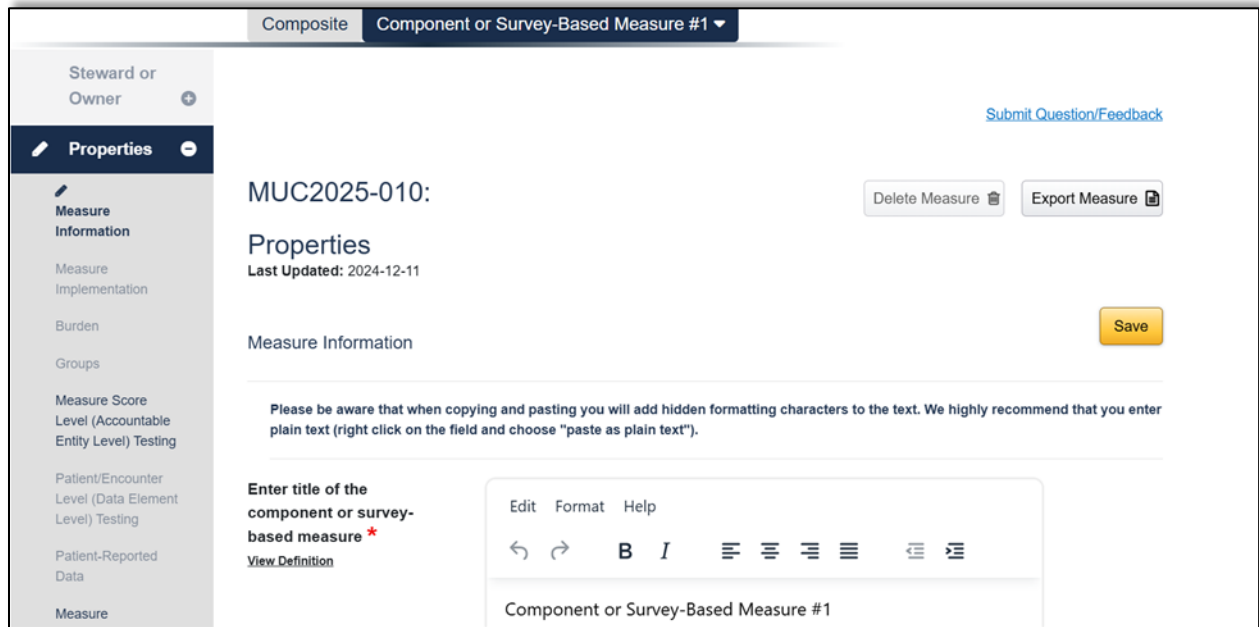
No, this is not a composite, survey, or a paired measure

If you choose composite or survey, a "Component or Survey-Based Measure" tab will appear at the top of the screen. Navigate to this screen to answer the component and survey-based questions.

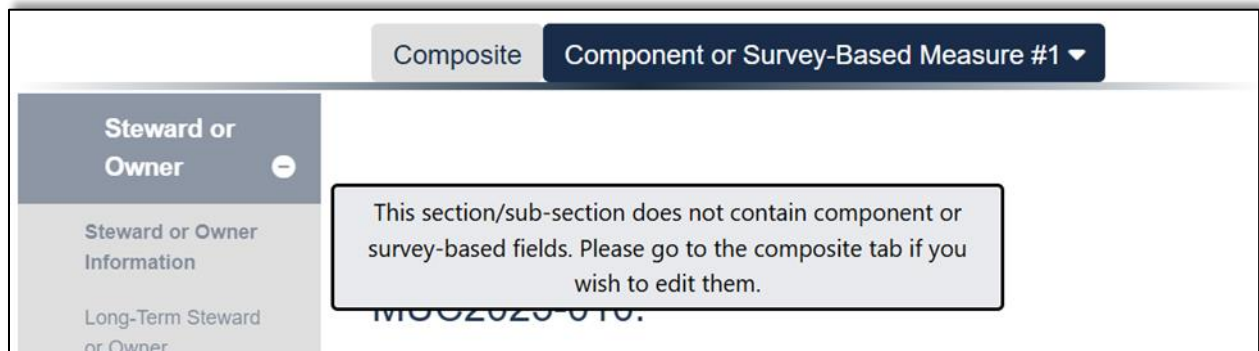
Access the Relevant Tab: Based on your selection, a new tab will appear at the top of the submission interface. This tab is specifically designed for entering details about composite or survey-based measures.



Enter Measure Details: Within this tab, you can add as many components or survey-based measures as needed. Simply follow the prompts to input the necessary information.



Greyed-out fields in the navigation bar indicate areas of information not required for composite or survey-based measures. A tooltip will appear to inform submitters that these fields are unnecessary for component or survey-based measures.



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:

Submitter Information
on the Navigation Bar

Select the user

Properties

Steward

MUC2022-019: 30-Day Unplanned Readmissions for Cancer Patients

Delete Measure

Steward Information
Last Updated: 2021-12-08

Submitter Information

Save

Is Primary Submitter the Same as Steward? Yes No

Other MERIT users who will contribute to this measure (Optional)

The following users are marked as Submitters for this measure. This means they have read/write/change access to modify this measure in MERIT.

- HAMMER

The following users will also be given this same access:

[None Selected]

Submitter Comments

Review & Submit

< Previous

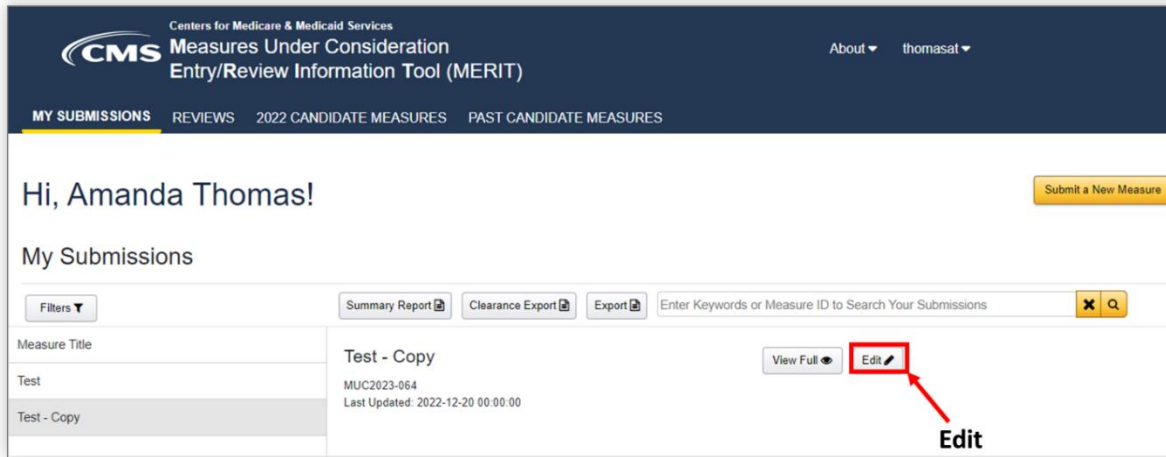
Save & Continue

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.

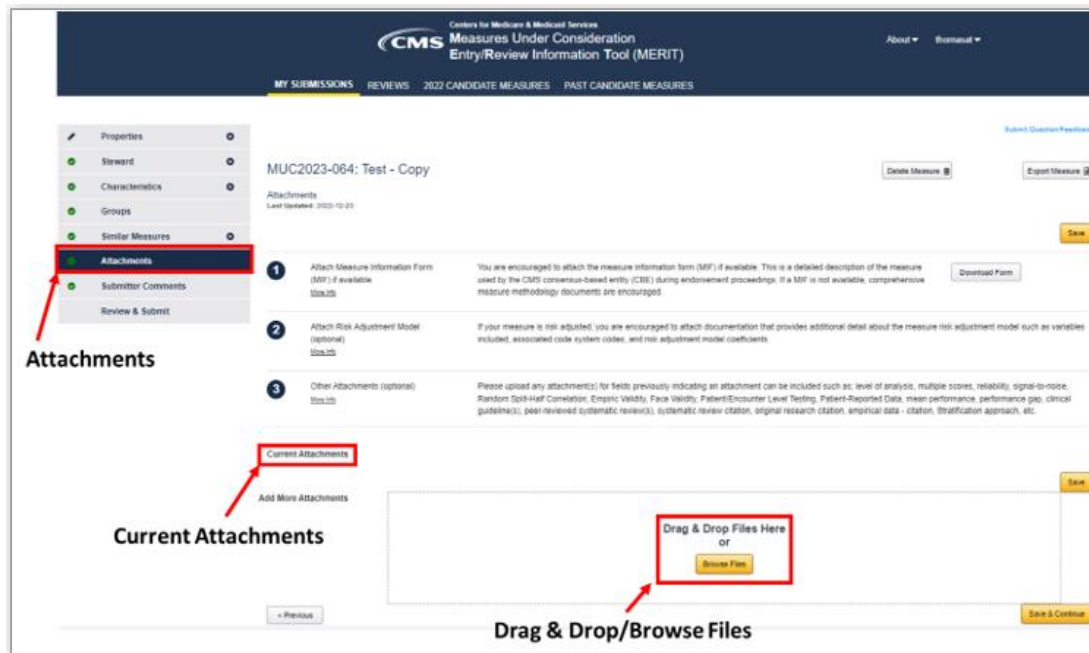


The screenshot shows the CMS MERIT interface. At the top, the CMS logo and text "Centers for Medicare & Medicaid Services Measures Under Consideration Entry/Review Information Tool (MERIT)" are visible. A navigation bar includes "MY SUBMISSIONS" (highlighted), "REVIEWS", "2022 CANDIDATE MEASURES", and "PAST CANDIDATE MEASURES". The user is logged in as "thomasat". A greeting "Hi, Amanda Thomas!" is displayed, along with a "Submit a New Measure" button. Below is the "My Submissions" section, featuring a search bar and filters. A table lists submissions, with the first row highlighted. The "Edit" button for the first submission is highlighted with a red box and a red arrow pointing to the word "Edit" below it.

Measure Title		
Test	Test - Copy	View Full Edit
Test - Copy	MUC2023-064 Last Updated: 2022-12-20 00:00:00	

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**.

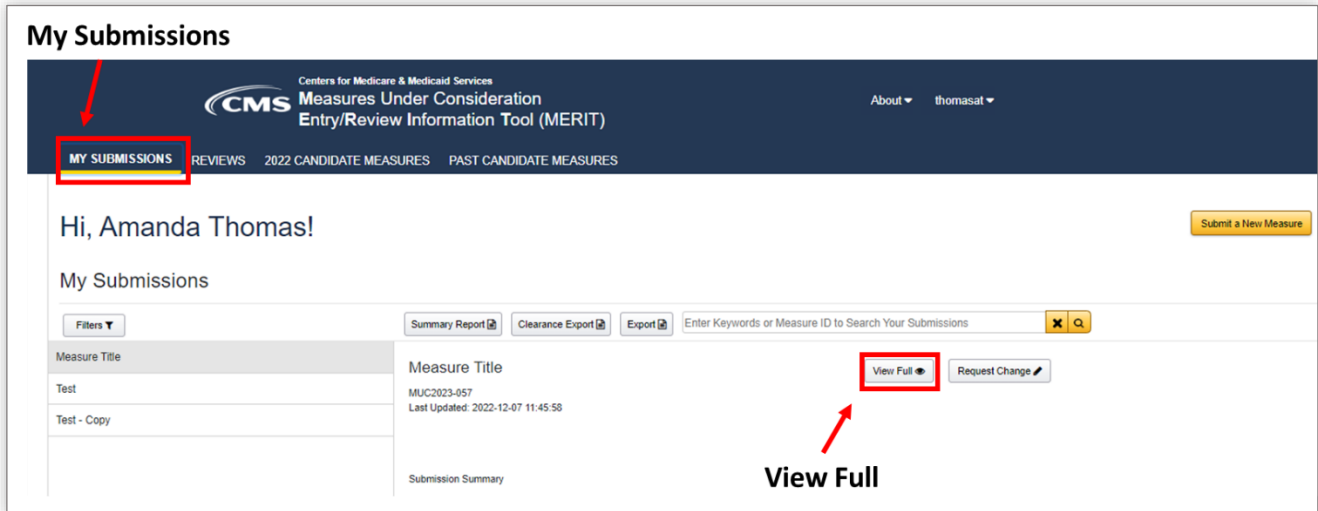


You can provide comments on the attachment or change or delete your attachment from this screen.

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

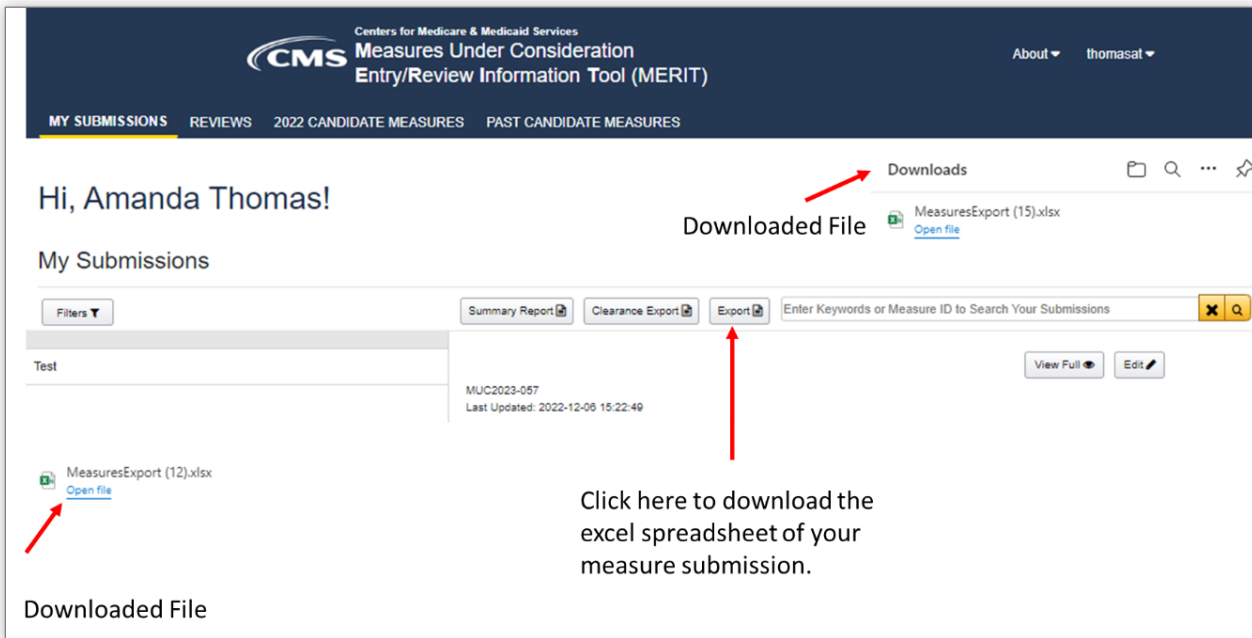
Viewing the Information You Submitted

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



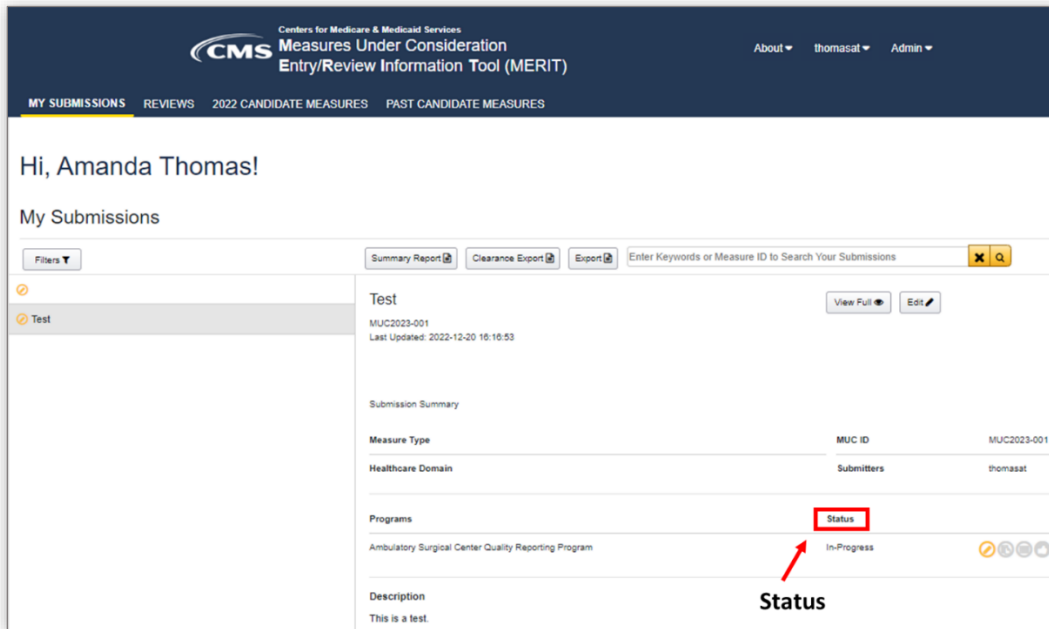
Exporting/Printing a Copy of Your Submission

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.



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:

CMS

MY SUBMISSIONS REVIEWS 2022 CA...

Hi, Amanda Thomas!

Reviews

Click [here](#) for a video demonstrating the review process and [here](#) for a quick start guide.

Filters

Show All

MJC ID	Measure Name	Program	Last Activity Date	Review Status	Assigned By	Assigned To
MUC2023-016	MERIT_Nov_release_Test1 - test	Ambulatory Surgical Center Quality Reporting Program	2022-11-21 15:02:07	Battelle Review	Change Status Attachments	Reassign
MUC2023-058	Measure Title	Ambulatory Surgical Center Quality Reporting Program	2022-12-20 16:54:30	Battelle Review	Change Status Comments	thomasat Reassign

Measure Comments

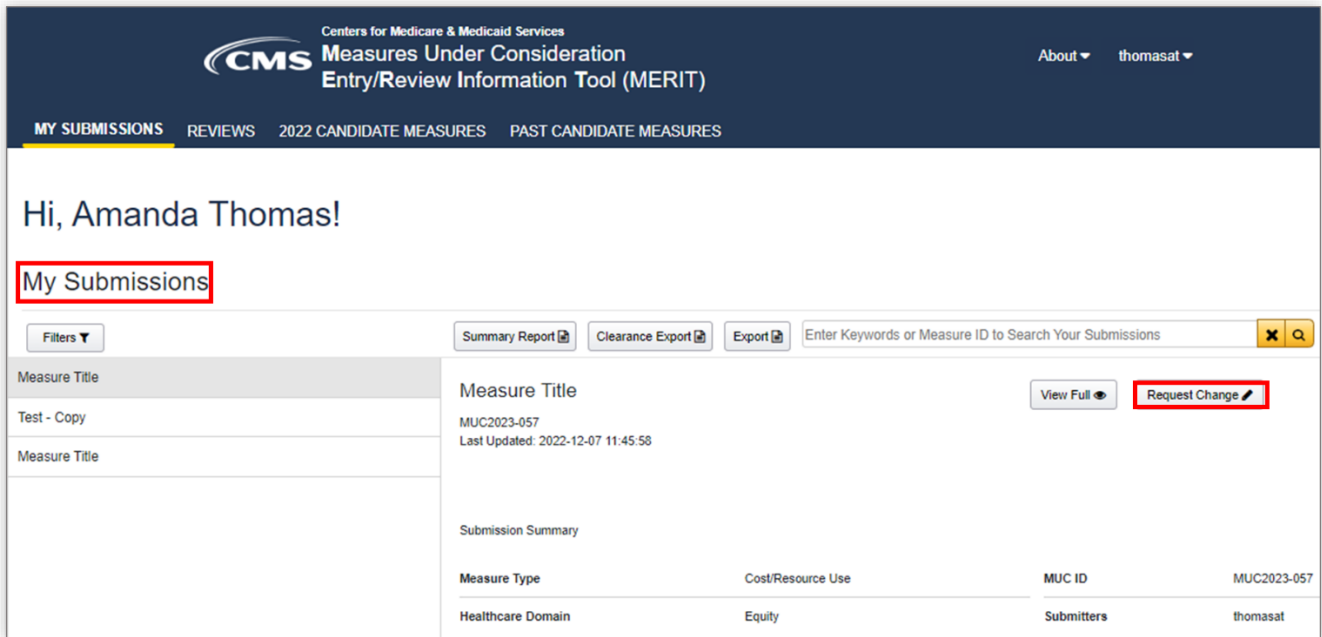
<p>Measure Title</p>

Submitted by: gentry

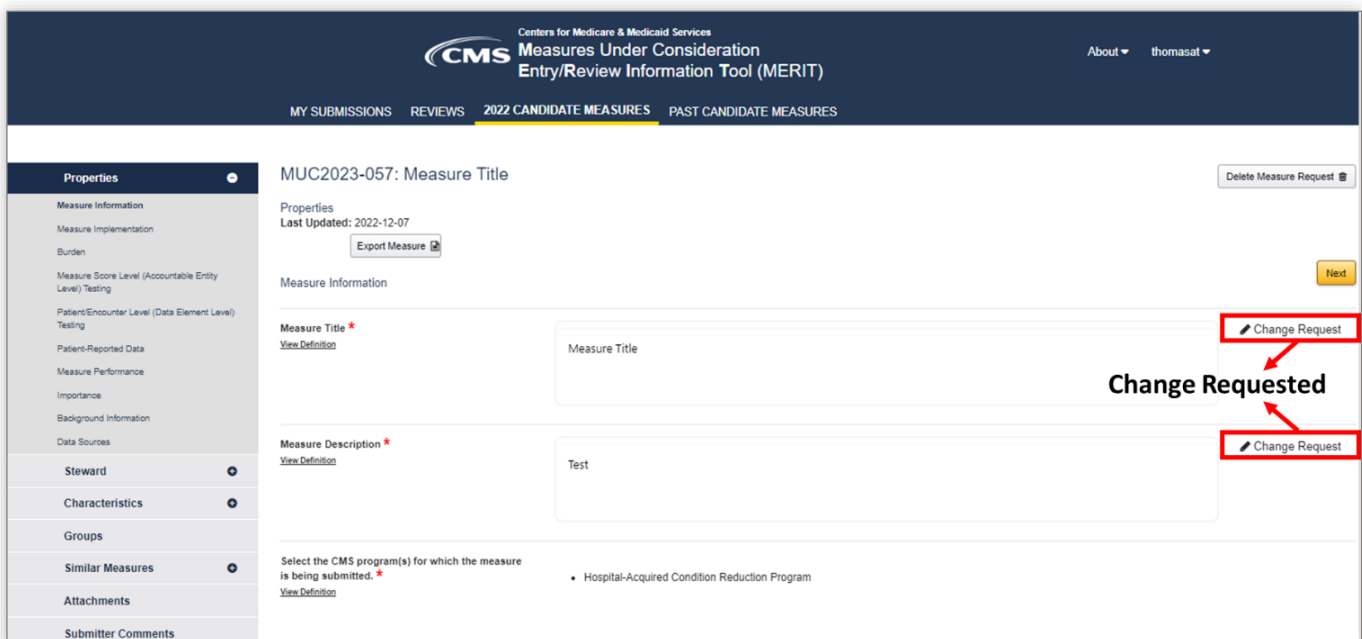
Gentry has sent your submission back to you with some comments for you to review. Please review the comments on your measure and resubmit.

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.

The screenshot shows the 'Submit Change Request' form in the CMS MERIT tool. The form is for measure MUC2023-057. It includes a 'New Value' field with a rich text editor and a 'Reason for Change Request' field. A red box highlights the 'Submit Change Request' button, and an arrow points to it from the text 'Submit Change Request' below the button. Another red box highlights the 'New Value' field, and an arrow points to it from the text 'New Value' to its left. A third red box highlights the 'Reason for Change Request' field, and an arrow points to it from the text 'Reason for Change Request' to its left.

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 shows the 'Activity' section for measure MUC2023-057. The activity log shows a change request submitted by thomasat on 2022-12-21 09:23:39. A red box highlights the activity log, and an arrow points to it from the text 'Activity' to its left.

For More Information

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