

# NQF Measure Submission Checklist

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- Intent to submit has been completed and submitted three months prior to the Measure Submission Deadline.
- Measure steward agreement (MSA) and/or an addendum is completed and signed.
- All fields in the online Measure Submission Form are complete.
- The Evidence and Testing attachments must be Word documents. NQF does not accept attachments in PDF format.
- Ensure the correct attachments are included
  - Appropriate Evidence attachment and Testing attachments
  - Data dictionary/code list
    - Both ICD-9 and ICD-10 codes should be included in the data dictionary/code list. Check for appropriate ICD-10 conversion table information for maintenance measures.
- All URLs in submission (excluding citation lists) are active and accurate. Measure URLs should take you directly to the page with this measure's specifications, NOT to an organization's home page, etc.
- If applicable:* If submitting paired measures, submissions should be completed on separate forms
- If applicable:* If submitting composite measures – submitted as composite with additional composite tab and composite measure testing. Composite measures include "usual" composite measures, as well as all-or-none or any-or-none measures.