



Measure Information Management System (MIMS): Measure Submission FAQ

Table of Contents

Measure Information Management System (MIMS): Measure Submission FAQ	1
Measure Submission Form Questions	2
Can I copy and paste information into the measure submission form?.....	2
Can I use tables to answer questions in the measure submission form?.....	2
Can I use equations in the measure submission form?.....	3
Are there requirements for using images in the measure submission form?	3
Can I use different color fonts in the measure submission form?	5
I'd like to submit more than one measure to an NQF project. Can I use the same online form to submit data about more than one measure?	6
There is more information that I want to submit, and no place on the form for it. What do I do?....	6
Where can I find the date and time of my last successful save of my draft submission?.....	6
How can I reopen a draft submission form that I've saved?.....	6
How can I print a hard copy of the online form for my records?.....	6
Can I save an electronic version of the online form for my records?	6
Submitting the Online Measure Submission Form	7
How do I submit a Measure?	7
How do I edit and save a measure submission form?	7
How do I submit an online submission form that I've completed?.....	7
Can I make any changes to my form once I've submitted it to NQF?	7
Additional Information	7
I have questions about the content of the online submission form, or about the project to which I'd like to submit a measure. Who should I contact?.....	7
What is the deadline for Intent to Submit and full Measure Submission?	8
How do measure developers access MIMS?.....	8
System Requirements and Compatibility	8

Does the MIMS app work on an iPhone? An iPad? 8

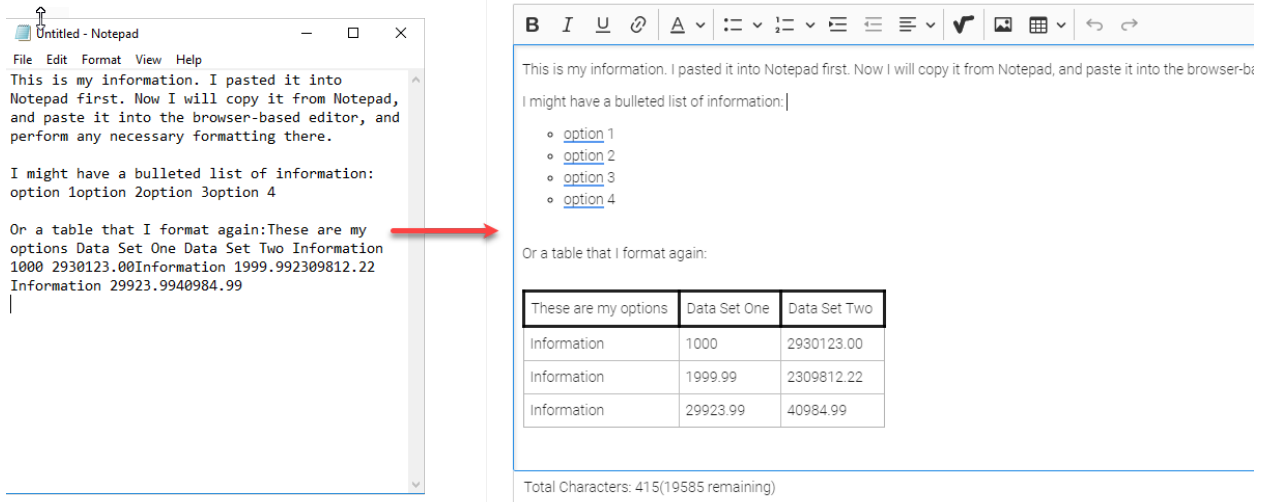
Measure Submission Form Questions

Can I copy and paste information into the measure submission form?

In some instances, you may be able to copy and paste into the system. However, if you find that formatting is not retained, or you encounter other issues, we recommend that you recreate your question response within the system. When using computer browser-based editors such as the one powering the measure submission form response fields, it is often useful to first strip formatting prior to pasting the verbiage into the editor.

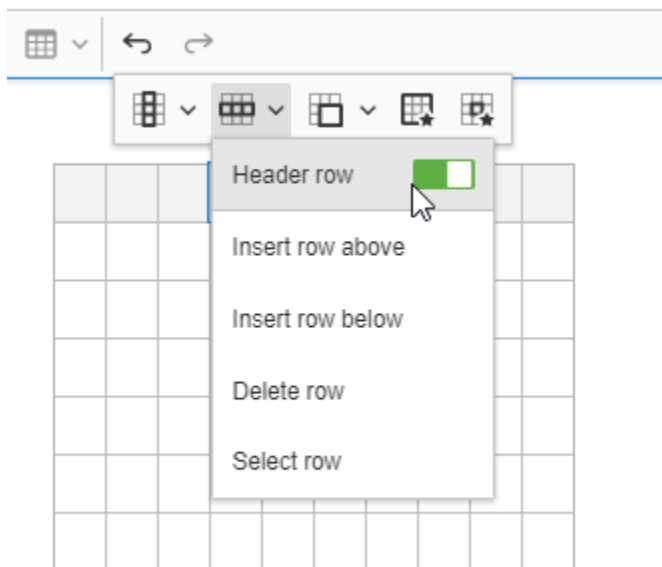
There are many ways to do this, however, a quick way to ensure that formatting is completely stripped out of text is to use Notepad (on a PC), or TextEdit (Mac OS). First, copy and paste text into one of these tools. Then copy again from Notepad or TextEdit and paste the content into the browser-based editor.

Once the content is in the submission form editor, use the editing tools to format text into lists, tables, etc.



Can I use tables to answer questions in the measure submission form?

Tables may be part of your submission. All tables must include a header row. To designate a table header row, click on the table, select the row icon, then move the Header row slider to the 'on' position:



Can I use equations in the measure submission form?

NQF recommends using the Editor tool's equation builder to recreate any equations. Avoid copying and pasting equations into the editor, as formatting may not be retained. (Note, you may wish to copy and paste equations into the editor, but careful review for accuracy is recommended.)

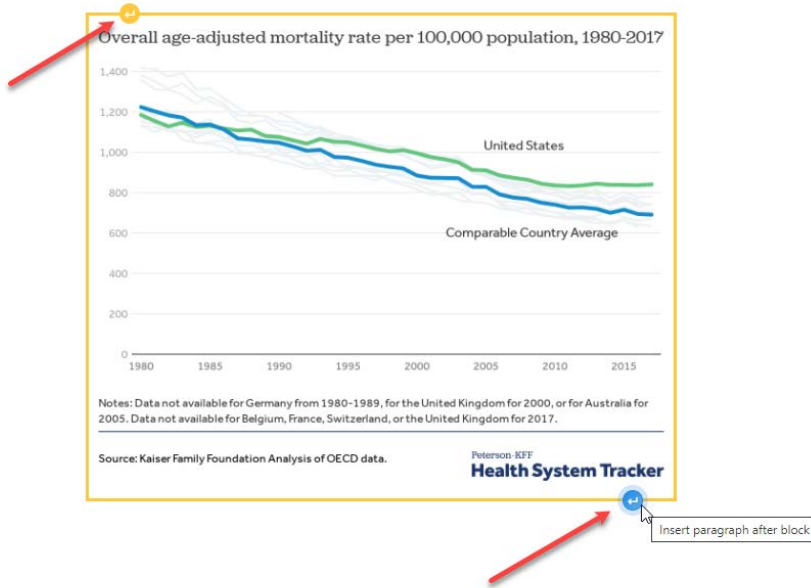
Are there requirements for using images in the measure submission form?

If you choose to use an image or images in the measure submission, please follow the guidelines for images uploads. These requirements will be reviewed during completeness checks.

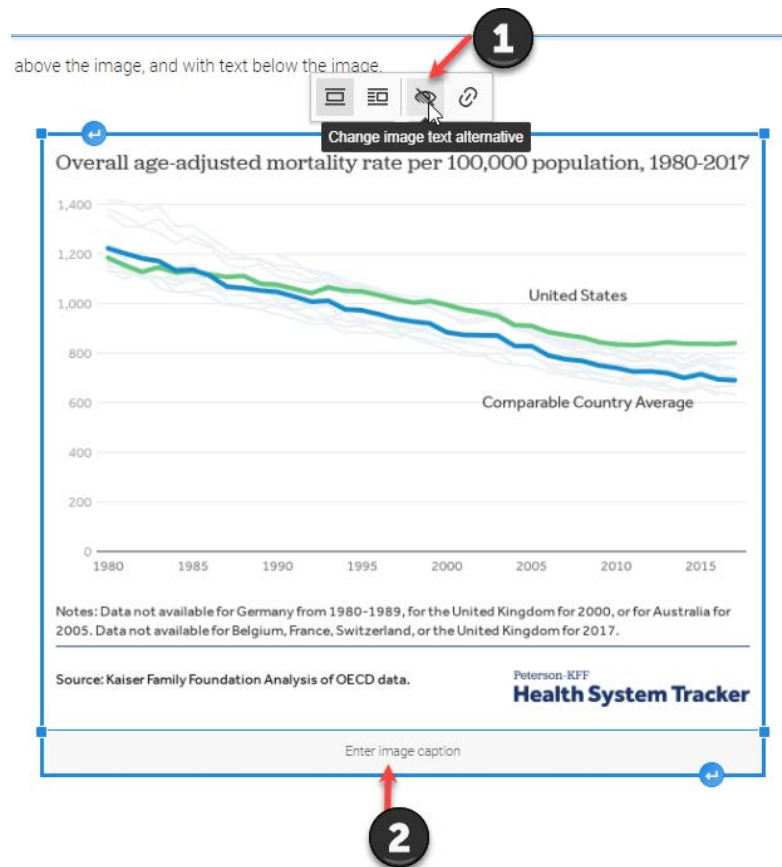
Image Requirements:

- Maximum dimension: 600 pixels wide; 800 pixels high
- Alt text requirement: text alternatives for all images are required.
- Caption requirement: caption text for all images is required.
- File size: No larger than 2 MB in size

To add information before and after an image, hover on the image and then select one of the arrows: the top arrow to input a block of text above the image, or the bottom arrow to input a block of text below the image.



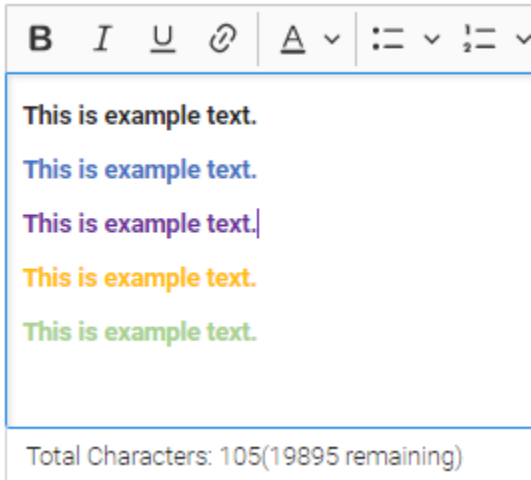
To input Alt text, (1) click on the image and then select the icon; input the text alternative. To add an image caption, (2) click on the image and then click on the text “Enter image caption”:



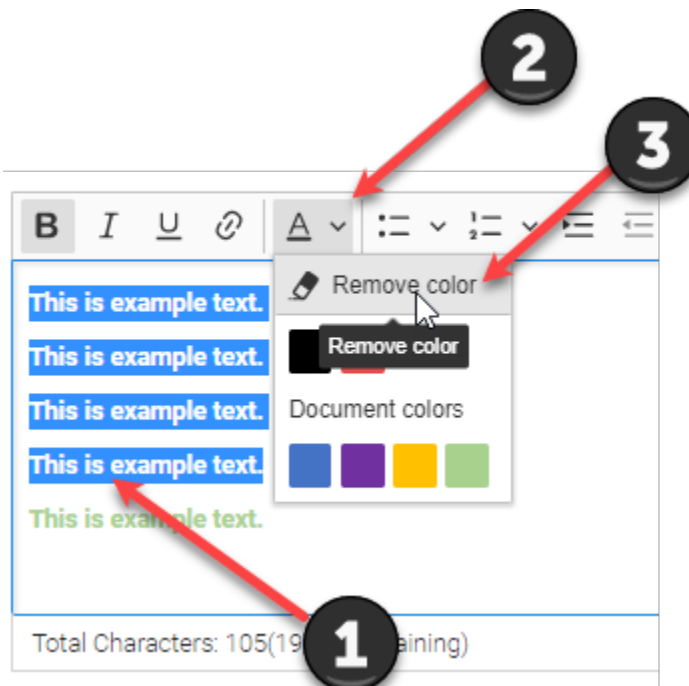
Can I use different color fonts in the measure submission form?

Copying and pasting into a text block in the new measure submission system will retain original font color. NQF requires that all color be removed, unless specified in a specific fields' instructions. Thus, unless directed otherwise, font color should be black for text block responses.

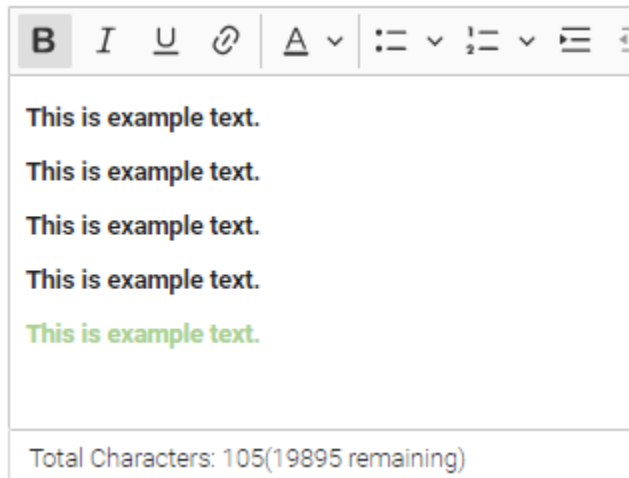
Font color will remain if color is used in text that is pasted into the measure submission tool:



To remove font color, (1) select the desired text block, (2) click the Font Color tool, and (3) select Remove color. Font colors will be stripped.



The result of the above steps:



I'd like to submit more than one measure to an NQF project. Can I use the same online form to submit data about more than one measure?

No. You must complete a separate online submission form for each measure that you plan to submit to NQF for consideration.

There is more information that I want to submit, and no place on the form for it. What do I do?

The form has a place where you can attach an appendix of supplemental materials. However, all requested information should be provided in the submission form and evidence and measure testing attachments. There is no guarantee that supplemental materials will be reviewed.

Where can I find the date and time of my last successful save of my draft submission?

Check the time and date of your last successful save attempt displayed in the Measure Submission Details at the top of each page of the submission.

How can I reopen a draft submission form that I've saved?

You can access your drafts through your Dashboard. Log in to the NQF site, open your Dashboard, and go to My Measures. In My Measures, you will see a list of your measures and their most recent submission status. Those measures still in draft status will indicate so under Most Recent Submission Status. To access one of the drafts, click on its title. On the next screen, click on the three dots under Options and select Edit Submission.

How can I print a hard copy of the online form for my records?

Click on the Download Measure Information link under Options in the Measure Submission Tools at any time during your work with the online submission form. A printable Word version with any information that you have entered into the form will appear.

Can I save an electronic version of the online form for my records?

If your system allows, you can print to a PDF document and save the file.

Submitting the Online Measure Submission Form

How do I submit a Measure?

Measure submissions are submitted in a two-step process: intent to submit and full submission. The measure submission form indicates which sections are required to fulfill the intent to submit deadline. They are marked with double red plus signs (++). Once the intent to submit deadline has passed, the remainder of all form elements are required (or optional, if not indicated as a required field) for full submission. NOTE: Fields submitted to fulfill the intent to submit deadline are not editable after the intent to submit deadline passes unless these fields are re-opened by staff during the completeness check process.

How do I edit and save a measure submission form?

Individuals with rights to edit a measure can begin working on a measure by choosing to Edit the measure. Note that editing a measure then locks the form, barring others from editing the form while it is locked.

The measure submission form includes both a “Save” and a “Save Draft and Unlock” button. Use the Save button to save and continue editing. Use the Save Draft button to save, stop the editing process, and unlock the form to allow others with access the capability to edit.

How do I submit an online submission form that I’ve completed?

To submit your measure, click the Submit link located in the lower left-hand corner of the submission form. All fields within each section must be completed prior to the submission.

If there are no errors, the Submission pop-up will appear. At this point, you have not yet submitted your measure to NQF. To complete the submission process, you will need to certify within the pop-up window that you’ve completed the submission form and entered all of the required information. Once you’ve made this certification, and when you’re certain that you’re ready, click the Ok button to submit your measure.

Can I make any changes to my form once I’ve submitted it to NQF?

No. Once you’ve submitted your form, you will not be able to make any further changes to your submission form unless NQF staff reopen the form. Contact the project staff if you need to make any changes after you have submitted your measure.

Additional Information

I have questions about the content of the online submission form, or about the project to which I’d like to submit a measure. Who should I contact?

We recommend submitting a Request for Assistance for any questions or issues you have. There are a few ways to do this:

- For general requests for assistance, navigate to “My Requests for Assistance” in the left-hand navigation menu. Select “Request Assistance” on the top right. Follow the instructions in the pop-up.
- For submission-specific requests, within your submission, there is a menu option named “Request Submission Assistance.” Select that option and follow the instructions in the pop-up.

- For question-level requests for assistance, each question in the form has the option to “Request NQF Assistance” in the lower left-hand question of the box. You may describe your question/issue in the pop-up.

All requests for assistance are received by the Measure Maintenance team and are triaged to project teams as appropriate. To review the status of your requests for assistance, visit the “My Requests for Assistance” option in the left-hand navigation menu. Select the RFA ID to review correspondence related to that request.

For general technical assistance that is not measure specific, please contact the NQF project team or email us at measuremaintenance@qualityforum.org.

What is the deadline for Intent to Submit and full Measure Submission?

All deadlines close at 11:59 pm ET on the date of the deadline.

How do measure developers access MIMS?

MIMS is accessed in the same way as the previous Dashboard was accessed via links from the “NQF Work” drop-down menu. Existing usernames/passwords will not change with the launch of MIMS.

System Requirements and Compatibility

Does the MIMS app work on an iPhone? An iPad?

The NQF MIMS is a browser-based desktop application and is supported in the latest versions of Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. It is not supported on mobile devices (although much of the functionality will work on mobile devices, they are not supported).