



Measure Maintenance Checklist

What is the purpose of the Maintenance Checklist?

The Maintenance Checklist is intended to assist developers in their maintenance measure submission. It provides guidance on which sections within the measure submission form will need to be updated based on the measure's last review. It is intended to minimize the burden of updating the entire submission if there aren't any changes.

When should I be using the Maintenance Checklist?

Beginning October 1, 2015, every maintenance measure submitted for review should be accompanied by the Maintenance Checklist.

How can I access the Maintenance Checklist?

The Checklist can be accessed on your NQF dashboard.

Who can access the Maintenance Checklist?

Any developer can access the checklist from their dashboard. However, one user should complete the checklist per measure.

Can multiple users access the same Maintenance Checklist created for a measure?

No. Only the original submitter of the checklist for a particular measure will be able to access it.

Can I make changes to the Maintenance Checklist?

Every checklist created is stored within the SharePoint system and can be edited at any time by the submitter.

What Internet browsers are compatible with accessing the Maintenance Checklist?

All Internet browsers are compatible however, SharePoint works best with Internet Explorer when editing.

If you have additional questions, please contact measuremaintenance@qualityforum.org