



## Measure Steward Agreement (MSA) Submission Instructions

The MSA is a contractual agreement that must be signed and submitted by any steward that submits a measure to be evaluated for endorsement via the consensus development process. This agreement defines the role and responsibilities of a steward and covers all measures submitted through the process that are owned by the steward.

The current MSA was updated in November 2013, NQF will be working with all measure stewards to transition to the new MSA. (Please note that every measure steward will be required to complete and submit the new MSA, which takes effect in November 2013.)

Once executed, the MSA for an organization stands indefinitely and does not need to be updated. Adding and removing measures covered underneath the agreement will be done via an Addendum.

### Submitting an MSA (and measures) to NQF for the First Time

If your organization:

- Is a new measure steward submitting measures to NQF for the first time; AND
- Does NOT currently steward any NQF-endorsed measures; AND
- Does NOT currently have an executed MSA in the version released by NQF in November 2013

Please review the instructions below before submitting your MSA and Addendum:

1. **Download the MSA** from the NQF website.
2. **Complete MSA PDF document.**
  - a. All required fields (outlined in red) must be completed.
3. **Check the MSA for accuracy.** Measure stewards should review the MSA for accuracy before submitting.
4. **Sign and submit the MSA before the measure submission deadline.** Identify someone from your organization that will be responsible for signing the MSA. The signature must be digital or an original hand-written signature. Each organization has the following options for submitting the MSA:
  - a. *Electronic/digital signature.* To sign the PDF form electronically, a “digital signature” is required. Email to [msa@qualityforum.org](mailto:msa@qualityforum.org). If you do not already have a digital signature, refer to the “*Obtaining a Digital Signature*” section of this document (page 5), for more information.
  - b. *Print, sign, scan.* Email to [msa@qualityforum.org](mailto:msa@qualityforum.org)
  - c. *Print, sign, fax* to 202-783-3434.
5. If no issues have been identified, you will receive your fully-executed MSA (signed by NQF) via email.



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6. Once your MSA has been executed, **download the Addendum for adding NEW Measures**.
  - a. Where indicated, the Addendum should reference the date the MSA was full-executed (signed by NQF).
  - b. This Addendum must list all measures being newly submitted for review.
    - i. Stewards submitting measures to multiple projects must only include measures in the Addendum that correspond to those individual projects, with the related measure submission deadline.
    - ii. An addendum listing any additional measures must be submitted with the corresponding measure submission deadline for subsequent projects.
7. **Sign and submit the Addendum on or before the measure submission deadline**. Identify someone from your organization that will be responsible for signing the Addendum. The signature must be digital or an original hand-written signature. Each organization has the following options for submitting the Addendum:
  - d. *Electronic/digital signature*. To sign the PDF form electronically, a “digital signature” is required. Email to [msa@qualityforum.org](mailto:msa@qualityforum.org). If you do not already have a digital signature, refer to the “*Obtaining a Digital Signature*” section of this document (page 5), for more information.
  - e. *Print, sign, scan*. Email to [msa@qualityforum.org](mailto:msa@qualityforum.org)
  - f. *Print, sign, fax* to 202-783-3434.
8. If no issues have been identified, you will receive a copy of the fully-executed Addendum (signed by NQF) via email.

### Submitting an MSA & New Measures

If your organization:

- Currently stewards one or more NQF-endorsed measures; AND
- Is submitting new measures for consideration; AND
- Does NOT currently have an executed MSA in the version released by NQF in November 2013,

Please follow the instructions below for submitting your MSA and Addendum:

2. **NQF staff will send the steward an MSA and a pre-filled Addendum for EXISTING measures.**
3. **Download the Addendum for adding NEW measures.**(Please note that this is a separate addendum from the pre-filled addendum NQF staff will forward to you for existing measures.)
4. **Complete MSA PDF document.**
  - a. All required fields (outlined in red) must be complete.
5. **The steward should check the MSA and addenda for accuracy.** Measure stewards should review the MSA and the addenda for accuracy before submitting.
6. **Sign and submit the MSA ONLY on or before the measure submission deadline.** Identify someone from your organization that will be responsible for signing the MSA. The signature must be digital or an original hand-written signature. Each organization has the following options for submitting the MSA:



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- a. *Electronic/digital signature.* To sign the PDF form electronically, a “digital signature” is required. Email to [msa@qualityforum.org](mailto:msa@qualityforum.org). If you do not already have a digital signature, refer to the “*Obtaining a Digital Signature*” section of this document (page 5), for more information.
  - b. *Print, sign, scan.* Email to [msa@qualityforum.org](mailto:msa@qualityforum.org)
  - c. *Print, sign, fax to 202-783-3434.*
7. If no issues have been identified, you will receive your executed MSA (signed by NQF) via email.
8. **Once your MSA has been executed, review and complete the Addendum for EXISTING measures AND the Addendum for adding NEW measures.**
- a. Where indicated, each Addendum should reference the date the MSA was fully executed (signed by NQF).
  - b. The Addendum for adding NEW measures must list all measures being newly submitted for review.
    - i. Stewards submitting new measures to multiple projects must only include measures in the Addendum that correspond to the project with the current measure submission deadline.
    - ii. An addendum(s) listing any additional measures (for other topic areas/projects) must be submitted with the corresponding measure submission deadline for subsequent projects.
  - c. Review the Addendum for EXISTING measures to ensure it is comprehensive and includes a complete list of all currently endorsed measures owned by the steward. This list may contain measures from multiple topic areas.
9. **Sign and submit the Addenda.** Identify someone from your organization that will be responsible for signing the Addenda. The signature must be digital or an original hand-written signature. Each organization has the following options for submitting the Addenda:
- a. *Electronic/digital signature.* To sign the PDF forms electronically, a “digital signature” is required. Email to [msa@qualityforum.org](mailto:msa@qualityforum.org). If you do not already have a digital signature, refer to the “*Obtaining a Digital Signature*” section of this document (page 5), for more information.
  - b. *Print, sign, scan.* Email to [msa@qualityforum.org](mailto:msa@qualityforum.org)
  - c. *Print, sign, fax to 202-783-3434.*
10. If no issues have been identified, you will receive copies of the fully-executed Addendums (signed by NQF) via email.

### Submitting an Addendum to Add New Measures to a Fully-executed MSA

If your organization:

- Currently stewards one or more NQF-endorsed measures; AND
- Is submitting new measures for consideration; AND
- Currently has a fully-executed MSA in the version released by NQF in November 2013,



Please follow the instructions below for submitting an addendum to your MSA:

1. **Download the Addendum for NEW measures** from the NQF website.
2. **List all newly submitted measures corresponding to an individual project.**
  - a. All required fields (outlined in red) must be complete.
  - b. Where indicated, the addendum should reference the date the MSA was fully-executed (signed by NQF).
  - c. The addendum must list all new measures being submitted for review.
    - i. Stewards submitting measures to multiple projects must only include measures in the Addendum that correspond to the project with the earliest measure submission deadline.
    - ii. An addendum listing any additional measures must be submitted with the corresponding measure submission deadline for subsequent projects.
3. **Check the Addendum for accuracy.** Measure stewards should review the addendum for accuracy before submitting.
4. **Sign and submit the Addendum on or before the measure submission deadline.** Identify someone from your organization that will be responsible for signing the Addendum. The signature must be digital or an original hand-written signature. Each organization has the following options for submitting the Addendum:
  - a. *Electronic/digital signature.* To sign the PDF form electronically, a “digital signature” is required. Email to [msa@qualityforum.org](mailto:msa@qualityforum.org). If you do not already have a digital signature, refer to the “*Obtaining a Digital Signature*” section of this document (page 5), for more information.
  - b. *Print, sign, scan.* Email to [msa@qualityforum.org](mailto:msa@qualityforum.org)
  - c. *Print, sign, fax* to 202-783-3434.
5. If no issues have been identified, you will receive a copy of the fully-executed Addendum (signed by NQF) via email.

## Execution of the MSA and Addenda

- MSA’s and Addenda will be reviewed for accuracy by NQF Staff upon submission by the steward.
- MSA’s and Addenda found to be incorrect or missing required information will be returned to the steward via email for further updates.
- NQF will return a copy of the executed MSA and/or Addendum (with NQF signature) to the steward via email prior to posting measures online for public viewing.



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### Obtaining a Digital Signature (IDs)

- There are two varieties of digital signatures, self-signed and those issued from a certificate authority.
- NQF prefers signatures issued from certificate authorities but will accept a self-signed digital ID if one from a certificate authority is not available
- For more information on digital signatures please refer to: [Adobe Acrobat on Digital IDs](#).

*For questions,* please contact NQF Staff via [msa@qualityforum.org](mailto:msa@qualityforum.org).



**ADDITION OF MEASURES FOR  
CONSIDERATION FOR ENDORSEMENT**

**ADDENDUM TO MEASURE STEWARD AGREEMENT  
BETWEEN  
NATIONAL QUALITY FORUM  
AND**

\_\_\_\_\_

This Addendum to the **MEASURE STEWARD AGREEMENT** (the “Agreement”), which was entered into on \_\_\_\_/\_\_\_\_/\_\_\_\_ by and between National Quality Forum (“NQF”) and \_\_\_\_\_ (“Steward”), is effective upon acceptance by NQF.

**WHEREAS**, Steward has entered into the Agreement and wishes to submit additional Measures for consideration for endorsement;

**NOW, THEREFORE**, in consideration of the foregoing, NQF and Steward agree as follows:

**I. List of Measures.** Steward lists below additional Measures for consideration for endorsement by NQF:

Measure #	Measure Title	Steward	Submission Date

