



NATIONAL QUALITY FORUM

Driving measurable health
improvements together

NQF Full Measure Submission Checklist

Depending on the topic area your measure is assigned to, there are three [full measure submission deadlines](#) for each cycle. Spring cycle measure submission deadlines are in April and fall cycle measure submission deadlines are in November. Please use the checklist below to ensure your measure is ready for submission.

- 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.
- All URLs in submission (excluding citation lists) are active and accurate. Measure URLs should take you directly to the page with the measure's information (specifications, use, etc.), NOT to an organization's home page.
- If applicable:* If submitting paired measures, submissions should be completed on separate forms.
- If applicable:* If submitting a composite measure be sure to complete the composite measure submission form. This form is automatically presented if you select "Composite" as the measure type in the qualifying questions when creating a new measure. If you need to change the form type, open the measure submission form you are currently working from and select "Change Form Type" from the box labeled "Measure Submission Tools". Composite measures include "usual" composite measures, as well as all-or-none or any-or-none measures.