

**NQF ONLINE  
MEASURE SUBMISSION FORM  
USERS' GUIDE  
VERSION 1.1**

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## **PART 1: TECHNICAL SUPPORT FOR SUBMISSION FORM**

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Welcome to NQF's new online measure submission form! The new online submission form responds to many of the concerns that we've heard from you in the past, and includes new functionality and tools that will make it easier for you to access, complete, and submit your measures for NQF's consideration.

## CREATING AN INDIVIDUAL ACCOUNT

To use the online submission form tool, you will need to create an individual account on NQF's new website.

**If your organization is a member of NQF, this new account will replace the member ID and password that your organization has used in the past to access members' only content on the NQF site.**

Once you've created your individual account, you will be able to log in and access the online measure submission form, along with the other features of the new website.

### Creating an Account

To create an account:

1. **Go to the [NQF homepage](#).** At the top of the NQF homepage you'll see the feature to log into the NQF website. Clicking "Log in" will take you to the account log in screen to create an account.



2. **Click on "Enroll Now."**



3. **Enter your email address, your first and last name, and your zip code.** You'll be redirected to a screen where you'll be asked to enter your contact information.

4.

Click the “Next” button. The website will verify that you do not already have a user account and you'll be redirected to a webpage

5. **Enter your account information.**

Only the fields marked with a red star are required; beyond those fields, you can enter as much or as little information as you like.

*Please note:* NQF **will not** sell, rent, or trade e-mail lists or personal information with other organizations for marketing purposes. If you have any questions about the use of your personal information, please read NQF's [Privacy Policy](#).

6. **Click the “Next” button**

When you have completed the form. You will be redirected to a page that indicates that your account has been created successfully. However, you will need to activate your new account before you can log in to the NQF site.

7. **Check your email.** Next, you'll receive an email from [imis@qualityforum.org](mailto:imis@qualityforum.org) that contains an active link to a page on the NQF website.

8. **Click the link in the email** to activate your account. When you click on the link, a new browser window will open.

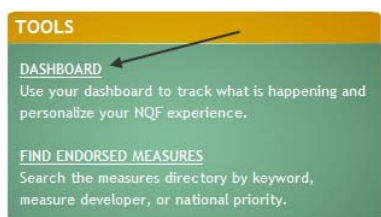
9. Enter the **username and password** that you've decided to use for the NQF site.

10. Click the **"Submit"** button.

You'll be redirected to this log in page.

11. Enter the **username and password** that you selected on the previous page, then click **"Sign in."**

12. Once you've logged in, you will be redirected to the NQF homepage. You can now access your Dashboard from the NQF tools area located on the right hand side of the NQF homepage.



## LOGGING IN TO YOUR ACCOUNT

You can log in to your NQF website account from any page of the NQF website by clicking the “Log in” feature icon located at the top of the NQF website.

### Log in from any page

1. Locate the log in feature located at the top of the NQF homepage.



2. Enter your username and password and click “Sign in.”

\*If you forget your password, click the “Forget Password” link.

“Forget Password” link

 A screenshot of the NQF Login Form. The form has a title "NQF Login Form" and a message "Please login to access this resource". It contains fields for "Username:" and "Password:". There is a "Remember Me" checkbox and a "Sign In" button. A "Forgot Password?" link is located below the password field. On the right side, there is a "Not a Member?" section with a "Join Now" link and a "Membership at a Glance" link. A "Cancel" link is at the bottom right. Arrows from the text in step 2 point to the "Sign In" button, and an arrow from the text below points to the "Forgot Password?" link.

Once you’ve logged in, your browser take you back to the page from which you accessed the log in page. That is, if you were on the NQF homepage, you’ll be returned there; if you were on a project page, the browser will return you to that page.

## ACCESSING THE ONLINE SUBMISSION FORM

Once you have begun to complete NQF’s new online measures submission form, you will be able to:

- Securely save and re-access draft versions of the submission form that you create.
- Access the online submission form from any computer with an internet connection.

### Online Form Security

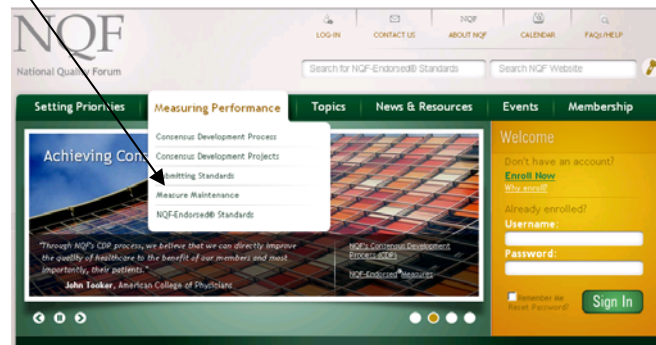
Each online submission form is linked directly to the username account that created the measure, unless multi-user access has been requested. To **enable multiple individuals within your organization to access submissions**, please follow the steps below:

1. **Identify usernames.** Ensure that each individual who will require access to the NQF online submission forms has set up a login to the site with username and password.
2. **Start measure submissions.** Measures that will require multi-user access must exist in the NQF database with a minimum of measure title and steward organization.
3. **Email NQF web support.** Email [web-help@qualityforum.org](mailto:web-help@qualityforum.org) with a request to activate multiple users for a measure(s). This request must include the list of usernames that should be associated to each measure requiring multi-user access.
4. The same security remains in place **after** you submit the final draft of your submission form to NQF for consideration.

**NOTE:** Access to the measure submission forms is limited to only one user per measure at a time.

### Accessing the Submission Form from a Project's Webpage

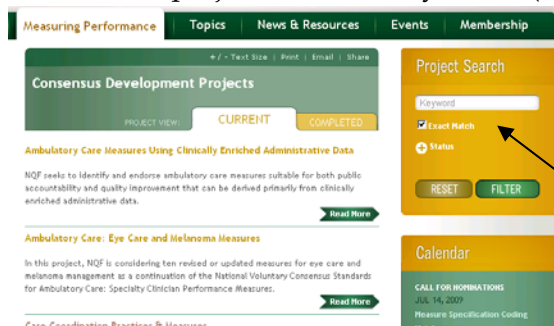
1. **Locate the project's webpage on the NQF website.** Find the webpage for a specific NQF project through either the list of "Consensus Development Projects" or through your Dashboard.



### Searching the Project List

Find the webpage for a specific project by searching the online list of NQF's consensus development projects.

1. **Click on "Consensus Development Projects"** in the *Measuring Performance* tab on the NQF home page. You can access this link from any page on the website. Within this list, NQF's projects are listed by status (current or completed) and in alphabetical order.

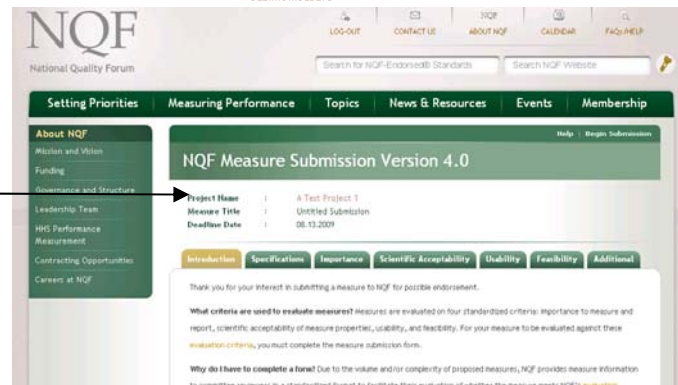


2. **Locate the Project Search box on the right side of the page.** To find the specific project for which you want to submit a measure, you can search by keyword. You can also scroll through the list of projects manually to find a project.

3. Enter a keyword.
4. Select a project by clicking “Read More” or directly on the project name.
5. Click on the *Details* tab in the top right-hand corner of the page once you have reached the project page. You will see a list of the steps of NQF’s consensus development process.
6. Find the step named “Call for Candidate Standards.” Click on the (+) next to the step’s name. The step will expand to reveal information about the call for standards and a link to the online measure submission form linked with this specific project.



7. Click on the *Submit Measure* link to open the online submission form. You’ll be redirected to the *Introduction* page of the online submission form for that specific project, which will look like the image to the right. At the top of the form, you’ll see the name of the project and the deadline date for submission.





## USING THE ONLINE SUBMISSION FORM

You are now ready to begin entering data related to your measure into the online submission form.

### Remember:

- You must complete a separate online submission form for each measure that you would like NQF to consider for possible endorsement.
- You cannot submit composite measures through the online submission form. If, in the *Conditions* checklist, you identify your measure as a composite, the form will display an error message directing you to contact the project's director (identified at the bottom of the *Introduction* page) to obtain the Composite Measure Submission Form.

### Navigating the Introduction Page

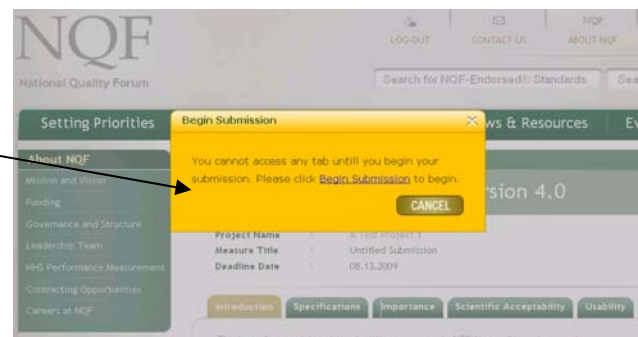
When you open the online measure submission form, the first page that you'll see will be the *Introduction* page. You may find it helpful to read through the information on this page before you begin to complete the measure submission form. On the *Introduction* page, you will find features such as:

- a general list of frequently asked questions about NQF's measure submission process, such as how, why, and when to submit measures for consideration;
- links to NQF's measure evaluation criteria; and
- project-specific information, including the name of the NQF project manager and their contact information.

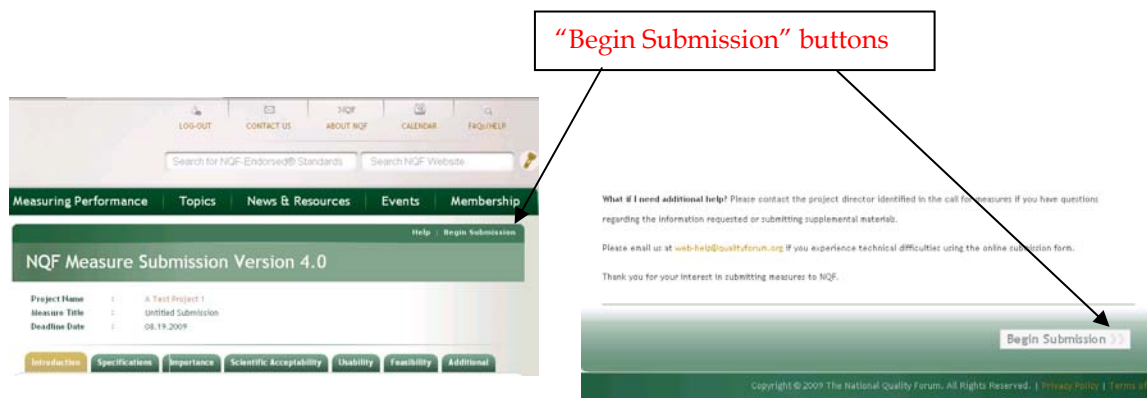
### Completing the NQF Conditions Checklist

1. **Review and agree to the NQF conditions for consideration.** You will not be able to move beyond the *Introduction* page of the submission form until this is complete.

If you click on one of the form's other tabs like *Importance* or *Usability*, before you have completed the *Conditions* checklist, an error message will appear. The pop-up will remind you to complete the checklist before proceeding, and also features a link to the checklist.



2. **Click on the "Begin Submission" button to access the Conditions checklist.** This button can be found in two places on the form's *Introduction* page: in the top right-hand corner and in the bottom right-hand corner (see images below).



Clicking the “Begin Submission” button will open the *Conditions* checklist as a pop-up.

3. **Respond to all of the questions in the checklist.** You must respond to the required questions, which are marked with a by the red star (\*).

**Please note:** Unless your organization is a government entity- public domain, you **MUST** submit a Measure Steward Agreement.

4. Click the “Submit” button that appears as the bottom of the pop-up box when you’ve completed the *Conditions* checklist.

If you click the “Submit” button before you have completed the checklist, or if you’ve left required fields unanswered, an error message will appear. The error message will identify which required questions you have not answered.



**Please note:** if you are not able to assent to all of the conditions in the checklist, then you may not submit your measure to NQF for consideration. If you have any questions about the content of the checklist, please contact the NQF project director listed at the bottom of the *Introduction* page.

### *Using the Features of the Submission Form*

When you have successfully completed the *Conditions* checklist, the *Introduction* page of the online submission form will refresh, and several new features will now be available to you.

#### *New Data Display*

Once you have completed the *Conditions* checklist, specific information about your submission will be displayed at the top of each tab of the form.

This information includes:

- The name of the NQF project to which you are submitting your measure;
- The title of your measure (which will be displayed after you entered that information into the form);
- The date by which all measures must be submitted; and
- The time and date that you last saved your draft.

The screenshot shows the top section of the NQF Measure Submission Version 4.0 interface. At the top right, there are five buttons: Help, Print Submission, Validate, Save Draft, and Submit. Below these is a green header bar with the text "NQF Measure Submission Version 4.0". Underneath the header, the following information is displayed:

Project Name	:	A Test Project 1
Measure Title	:	Untitled Submission
Deadline Date	:	08.19.2009
Last Edit Date	:	08.14.2009 - 12:02 PM

A red callout box with the text "Additional information about your submission" has an arrow pointing to the "Last Edit Date" field.

Again, this information will appear on each page of the online submission form.

#### *New Form Functions*

You now have several additional options to guide your interaction with the online submission form. In the top right-hand corner of the *Introduction* page—and every other page with the online form—you will see five buttons: *Help*, *Print Submission*, *Validate*, *Save Draft*, and *Submit*.

This screenshot is identical to the one above, showing the same submission details. However, a red callout box with the text "Additional options" has an arrow pointing to the "Save Draft" button in the top right corner of the interface.

## Help

Click on the *Help* button to access additional assistance with the online submission form. The *Help* tool will display a pop-up window that includes a set of frequently asked questions related directly to the content and completion of the online form.

### Print Submission

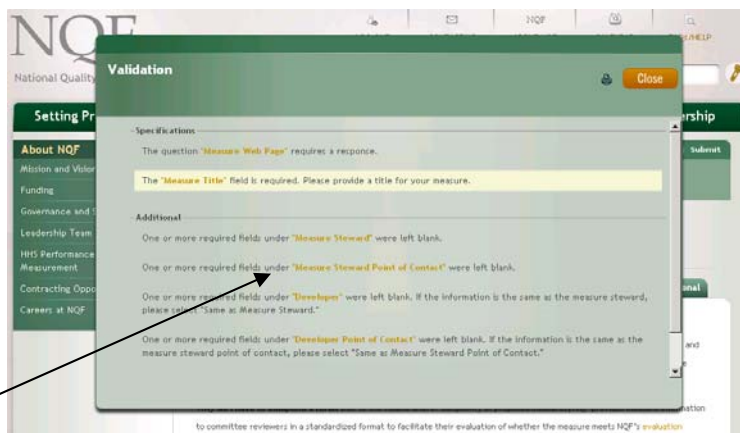
You can click on the *Print Submission* button at any time during your work with the online submission form. Doing so will generate a full print version of the online form, and any information that you've entered into the form will be present in this printed version. You may find it helpful to print a completed copy of the form for your records before or after you submit the measure for consideration.

## Validation

After you begin entering information into the form, you can check the completeness of your form at any time by clicking the *Validate* button.

A *Validation* pop-up will appear that identifies which required information you've yet to enter into the online form. The pop-up also provides direct links to the required sections which you've not completed, so that you don't have to search the entire form for a particular field or section to complete.

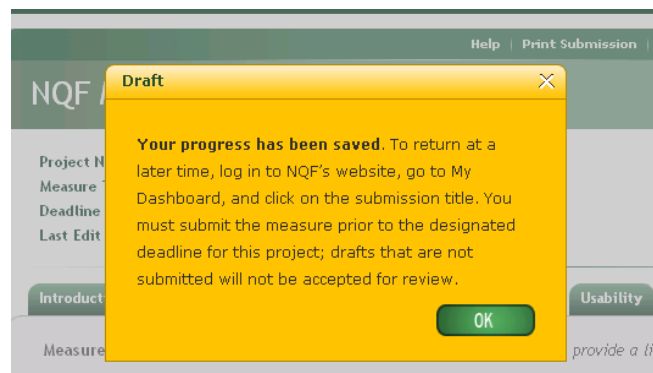
The phrases in gold text are links to the incomplete section or field



## Save Draft

The *Save Draft* feature is one of the most useful features of the new online measure submission for. The feature allows you to:

- begin work on a form;
- save your draft, and return to the form at your convenience; and
- save you work to ensure that none of the data that you've entered is lost.



After you've saved your draft, this pop-up window will appear to confirm that you've saved the form successfully.

### *When working and saving your submission, please note:*

- If the Draft pop-up doesn't appear after you click Save Draft, then you have NOT saved your draft successfully.
- Save Draft is not an automatic feature; to save your work, you must click the Save Draft button.
- For NQF to consider your measure, you must fully complete and submit the online submission before the project's deadline.
- If you've saved a draft of your submission, but haven't yet submitted it by the project's deadline, your measure will not be accepted for NQF consideration.
- The deadline for submission is listed at the top of each page of the online submission form.
- If you leave the form unattended for too long, your session will time out and the website will ask you to log in to your account again. Once you do so, the last saved version of the form will appear.

### *Last Edit Date*

If you're not sure if you've saved your current draft, check the time and date of your last successful save attempt displayed at the top of each page of the form.

The screenshot shows the top of the submission form. At the top right, there are navigation links: Help, Print Submission, Validate, Save Draft, and Submit. Below this is a green header bar with the text "NQF Measure Submission Version 4.0". Underneath the header is a table with the following information:

Project Name	:	A Test Project 1
Measure Title	:	Untitled Submission
Deadline Date	:	08.19.2009
Last Edit Date	:	08.14.2009 - 12:02 PM

***Be careful! If you exit the form without clicking the Save Draft button, all of your information will be lost.***

### *Reopening a draft version of your form*

To reopen a previously saved version of your submission form:

1. **Log in to the NQF site.**
2. **Open your Dashboard.**
3. **Locate the *Submissions* section just the, *Projects I'm Following* feature.** Within this section, you'll see a list of the online submission forms that you've begun but haven't yet submitted. The list also indicates the status of your submission form as *Draft* or *Submitted*.
4. **Click on the draft's title to access one of the drafts.** The draft will open in your browser window, and you can begin entering data into it again.

The screenshot shows a dashboard with two main sections. The first section is titled "SUBMISSIONS" and contains two entries, each with a title "Untitled Submission (Draft)" and a project name "A Test Project 1". An arrow points from the text in step 3 to the first entry. The second section is titled "PROJECTS I'M FOLLOWING" with a "VIEW ALL" link. Below this section, it says "You are not following any project." and there is a help icon with the text "How do I follow a project?"

### *Creating more than one submission form for the same project*

You can work with more than one measure submission form at a time. To do so:

1. **Save the draft that you are working** on and close the form.
2. **Go back to the project's webpage.**
3. **Click on the *Submit Measure* link.** A new form will open, and you'll be able to enter information about another measure.
4. **Go to your Dashboard** to access the first submission form.
5. **Click on the link for that measure submission form.** Once you save your second form, both submission forms will be listed under the *Submissions* header.

### ***Submit***

Click this button to submit your final draft of the online form to NQF. You can find the *Submit* button in two places:

1. In the upper right-hand corner, and
2. In the lower right-hand corner of each page of the submission form.

When you click the *Submit* button:

- The website automatically performs a final validation check on your form, just as it does when you click the *Validation*.
- If you've left any required fields blank, the form will notify you via a pop-up window and you will not be able to submit your measure to NQF for consideration as a possible consensus standard.

If, at anytime, you have questions about the content of the form, or about the kind of information that you are being asked to provide, please contact the NQF project manager listed at the bottom of the *Information* page of the submission form.

### 3. Completing the online submission form

#### *Entering Data Into the Online Form*

As you work your way through the online submission form, you'll be asked to enter data in a variety of ways, including: checking a box or boxes, selecting one answer from a menu, entering a short answer into a text box, or entering a longer answer into a larger text box.

In some cases, if you select "Other" from a list of choices presented to you, you may be asked to enter more information about your answer in a text box. In a few cases, an additional question or questions may appear in a pop-up window.

#### **Attachments:**

If you are attaching an attachment, be sure to keep the attached file to 5MB. If you are making a web page URL available, be sure to supply the proper login and password.

At several points within the online form, you will have an opportunity to either attach a document or to list the web address for a webpage that contains information about your measure.

- If the website to which you are linking is a secure one, be sure to include the user name and password that is needed to access the specific information which you are referencing.
- If you're attaching a document, make certain that the document is no larger than 5MB and is in one of the formats supported by the online form. The form supports Word, Excel, Power Point, and PDF documents.

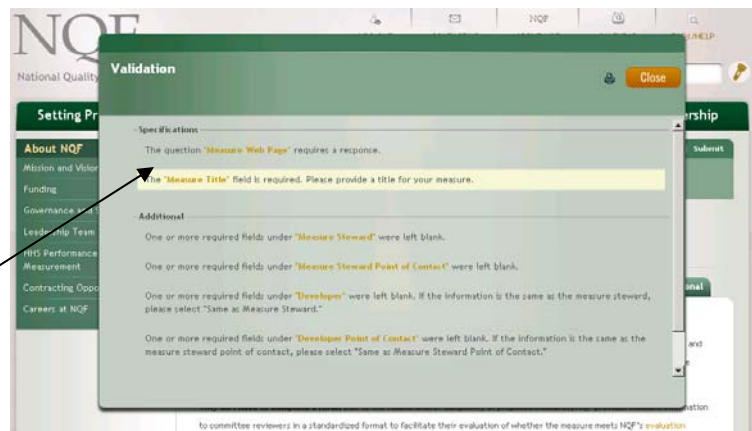
### SUBMITTING YOUR COMPLETED ONLINE SUBMISSION FORM

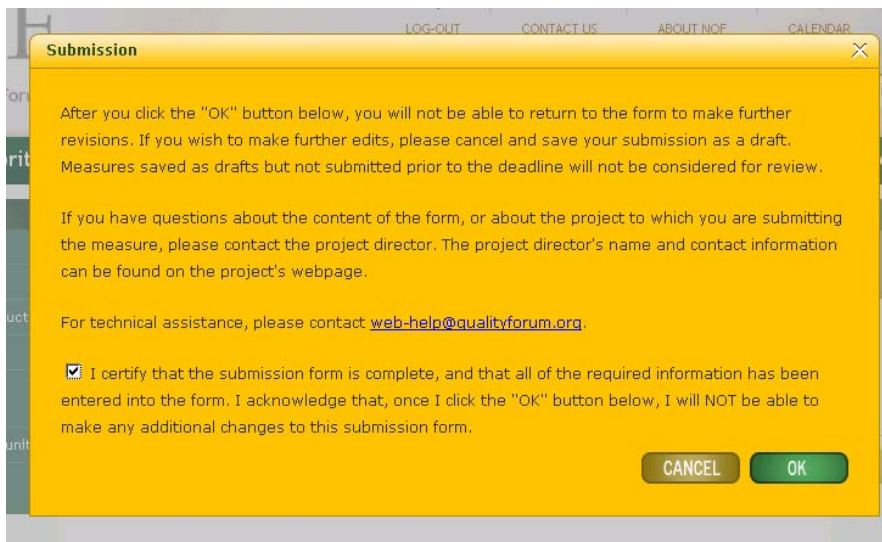
Once you've completed entering all of the required information into the online form, you are ready to submit your measure to NQF for consideration.

To submit your measure:

1. Click the **Submit** button located in the upper right-hand and lower-right hand of each page of the submission form.

2. Click the **Validation** button, a pop-up window will appear listing those required data that you have not yet entered.





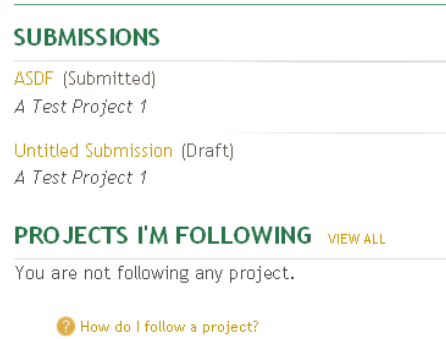
If the validation check returns no errors, the *Submission* pop-up will appear. At this point, you **have not** yet submitted your measure to NQF.

3. **Certify that you've completed the submission form and entered all of the required information to complete the submission process.**

4. **Click the *Ok* button to submit your measure** once you've made this certification, and when you're certain that you're ready.
  - **Please note:** Once you've clicked the *Ok* button, you **WILL NOT** be able to make any further changes to your submission form. If you think that you might want to make additional edits, click the *Cancel* button. You'll be returned to the *Introduction* tab of the submission form, and you'll be able to make additional edits.
5. **Review your Dashboard for confirmation of submission.** You'll be redirected to your Dashboard, where you will see your submitted form listed under the *Submissions* header.

Notice that this form is listed as "Submitted"

This incomplete, unsubmitted form is still listed as "Draft"



If you click on the title of your submitted measure, a pop-up window will open and display a printable version of the form as submitted.



**NQF**  
National Quality Forum

**Project Name** : A Test Project 1  
**Measure Title** : ASDF  
**Deadline Date** : 08.19.2009  
**Last Edit Date** : 08.17.2009 - 06:48 PM  
**Status** : Submitted

**Introduction**

Thank you for your interest in submitting a measure to NQF for possible endorsement.

**What criteria are used to evaluate measures?** Measures are evaluated on four standardized criteria: importance to m... scientific acceptability of measure properties, usability, and feasibility. For your measure to be evaluated against these criteria, you must complete the measure submission form.

Callout 1: Click here to printed a full copy of your submitted form (points to Print icon)

Callout 2: The date and time of your submission are listed here (points to Last Edit Date)

Thank you for submitting your measure to NQF for consideration!

### TECHNICAL AND CONTENT-RELATED SUPPORT

If, at any time, you have technical questions about the online submission form, or are in need of technical support, please email us at [web-help@qualityforum.org](mailto:web-help@qualityforum.org).

If, at any time, you have questions about the content of or information required by the online submission form, please contact the NQF project director whose name and contact information appear at the bottom of the form's *Introduction* page.