OK, welcome, everyone. It's our pleasure to welcome you to the Measure Developer Webinar this afternoon. And we're really excited to share information with you regarding our Measure Information Management System. Next slide, please. Thank you.

So today we'll be spending the next hour providing some very interesting content for you regarding the Measure Information Management System and actually doing some live demos to walk you through some examples of using the tool. Next slide, please. And by way of introduction, my name is Tricia Elliott. I'm the senior managing director here at NQF and oversee the endorsement maintenance process, as well as the measure application process and the measure maintenance, which includes the MIMS tool, so very excited to be sharing this information with you today.

So the agenda for today, we're going to do a brief review of creating a new measure submission in the MIMS tool, the Measure Information Management System. There will also be an overview of the intent to submit process for endorsed measures undergoing maintenance review within MIMS and also intent to submit completeness checks in MIMS. The intent to submit process opened in late October and will be closing on January 5, 2022 at 11:59 PM Eastern Time. So we felt this information was-- the timing of sharing this information during this webinar today would be very helpful for the measure developers for your intent to submit process. Next slide, please.

So at this point, I'm going to be handing it over to of our team members on the measure maintenance team, Hannah Bui is our senior manager. And Gabby Kyle-Lion is our coordinator. So at this point, I'll hand things over to Hannah. Thank you so much for joining today.

[INAUDIBLE] Thank you, everyone for joining today. Happy to be here with you all. As Tricia mentioned, our first item that we'll be reviewing is creating a new measurement. So the next slide, please, next one again, thank you. We've gone through an in-depth review of creating a new measure before. And on this slide we've linked the in-depth tutorial that can be found on our NQF meeting standards web page. But we will go through just a quick run through today as a reminder and share some other notes that we thought were important to mention.

So the first step is going into MIMS and actually creating a measure. And when you do that, you'll have the option to select the topic area as well as the cycle that you're intending to submit to. And then you'll go through an answer five qualifying questions that are listed here on the slide.

Once you answer the qualifying questions, it's going to create a form for you that contains the questions that are applicable to the measure type that you've selected. And we'll walk you through that. And I'm going to take over screen sharing to start the demo.

All right, so here we are. So I am logged into MIMS right now as a developer. So when you log in, you'll see your NQF dashboard. And on the left hand side, you'll see these different menu options. Now for new measures, if you're going in and creating a new measure for the first time, you'll go up to this button right here in the upper right hand corner. It says Create Measure.

And when you click on that, you'll see the option to select the topic area. So I'll just choose behavioral health here. And then after you choose the topic area, you'll be able to choose the cycle to which you're intending to submit. So I'll select spring 2022, since that's what's coming up and click on Next.

One thing I wanted to know about selecting the topic area is that you do have the option to select the topic area at this point. But once your measure is submitted for intent to submit, we review all measures that were submitted for that cycle. And we reserve the right to move your measure to a different topic area, if we find that it's more applicable in that area. So there are a lot of factors that go into that choice, things like any related measures that we feel might be better kept together, and just other factors like that.

So after you select the topic area and cycle year, you will be brought to this page that has the qualifying questions. So this one here is asking what type of measure you're submitting. Is it a composite measure, single measure, or a paired or grouped measure? And I'll just select this one for the purpose of the tutorial.

When you select composite measure under measure type, it'll automatically select composite here. If you select a single measure, then you'll have the other options for a measure type same with the paired and grouped here. And then you'll select whether the measure is instrument based or not instrument based. And then you'll also select if you're submitting for full endorsement or for trial use.

And the last qualifying question is whether the measures is an ECQM or not. And it'll ask you to confirm the answers that you selected. And then it'll take a minute. But right now, the system is putting together a form for me based on my answers to those five qualifying questions.

Taking a little bit longer than I-- oh here we go. So now I have my new measure created, 3691E. and there's a couple of measure submission details that are important up here. Starting at the bottom under submission type, you'll note that these were the answers that I selected for my five qualifying questions. It's a good idea just to double check that everything that I answered is showing up here correctly.

Other things to note are the project cycle, ensuring that the portfolio and the cycle and year that I selected are accurate. And then it's going to pull in the intent to submit deadline, as well as the full submission deadline here, and then just some other information here, like who initiated the measure, when it was initiated, and when it was last saved. When I scroll down, I'll see several fields that require my attention, so things like providing the composite specific information because I selected it with a composite measure.

If your measure is a paired or grouped measure, under here it's going to say paired or grouped specific information for this measure. You'll just select that. And a menu will pop up for you to fill out and things like assigning the measures to a developer organization and primary contacts. I wanted to point out that this section here, it's not required for intent to submit where you have to assign the organizations and primary context. It is required for full submission. So you won't be able to submit your measure for full submission unless this is filled out.

However, you will be able to submit your measure for intent to submit even if this is still incomplete. But I would recommend that you fill this section out sooner rather than later so that if we need to get a hold of you or any member of your team, we're able to. This is where our team goes to find contact information for your measure. So I would definitely encourage you to fill that out early and then just save your changes so that we can see it on our end.

So I can walk you through quickly how to do that. I would recommend adding the organization first. And then you can pull primary contact information. So I'll go to developer organization. And I'm just going to add National Quality Forum. And you can add multiple developer organizations. For the steward organization, you're only allowed to select one because you only have one steward allowed per measure. But if there are multiple developer organizations, you can multi select here and then you would just add the organization.

If you're not seeing the organization in the dropdown menu, you can either submit a request for assistance. Or you can send us a quick email, and we'll be happy to add the organization to the dropdown so you're able to select. Once you've added a developer organization and a steward organization, you can then move on to adding the primary contact. So here I see that I'm logged in as the developer.

But if I want to add a team member or if I want to add or edit my own contact type, then I can select my username here. And you can select the different access type here. And it'll adjust the user options as appropriate, depending on the access type. But as the contact type, I want to indicate that I am the primary contact for the developer organization for this measure. And so it will update. And it's going to update this contact type column right here.

And again, you can add other users here. And you can select their access type, as well as if they are the primary contact or just a regular non-primary contact and then Add. So again, it's important to add that in early so that we can get a hold of you if we have any questions about your submission.

Within the form-- so underneath all of this here is the actual form. You'll see the different sections on the left hand side. And you'll see this note here that anything with the red double cross or double plus signs are sections that are required for intent to submit. So you'll see the previous submission information is required. Specifications are required and QF conditions. Scientific acceptability is all required at intent to submit. But things like feasibility or use and usability, those sections are not required at intent to submit.

So for intent to submit, definitely focus on any section with the double red plus sign. If you discovered that you thought your measure was a composite measure, but it actually turns out it's paired or grouped measure, and you've already started inputting information into the submission, you do have the option to change the form type. And you'll see that option under measures submission tools.

If you're not seeing this option here, it could be that you're not editing the submission. So it would look something like-- let me show you here. It'll look like this. It'll say the measures unlocked. That basically means unlocked for editing, which means anyone who has access to the measure can log in at this point to edit the measure.

And you'll see that the option to change my form type, it disappeared here. So a good way to get that back is just to select Edit here. And then it'll appear here for you. And then you'll see that the submission is locked to prevent other users from editing the measure while you're in it.

But again, you'll make your way through the sections and you can update as you go. And so you can input the title name, brief description, and all of the other required fields for intent to submit. Once you finish and complete all sections that are required for intent to submit, these are all at 0% right now. But as I work through the form, the percentages are going to update. And then when they're finished, it'll show the blue star here at the end of the section.

Once you're finished with all of that, if you scroll down to the bottom, you'll see this button right here. Right now it's gray because I haven't completed my intent to submit required sections. But once I do finish those, this button will turn blue. And it'll be available for me to select to submit my intent to submit. And again, you have to be in edit mode in order to access this button. If you're not edit mode and the measure is unlocked, this button won't appear here. It'll just be blank right here.

One other thing I wanted to emphasize is that we-- the application does not auto-save. So you have to make sure to save your changes frequently. That's just the best practice. At the very least, you should save before jumping to another section.

But if you're working within the same section-- so let's say I update the measure title to test measure for measure developer webinar, and then I jump to SP02 and I start typing in the description here, that's OK. But once you switch to a different screen or a different section, you're going to lose these changes if you haven't selected Save. So I would highly encourage you to save often so that any changes that you make to the form are saved.

And one other thing I wanted to know is that once you submit your intent to submit, what will happen is your submission status is going to change. So right now it says draft intent to submit because I'm in a draft version of my intent to submit. Once I submit my intent to submit, this submission status here is going to change to draft full submission because I will then be in the full submission draft of my submission, or my measure.

So that's one check to make sure that your intent to submit was submitted, that the submission status updates. Another way to check and just one other function to note is that once you submit your intent to submit, those fields are going to lock. And you won't be able to make changes to them anymore.

So any of the sections that have the red double plus sign after you submit your intent to submit, you'll still be able to get into the section. You just won't be able to make any changes to the specific questions within that section. So this will look a little bit more grayed out. And you won't be able to make edits. But all of the non intent to submit fields, so you know feasibility, use usability, or the evidence sections, for example all of the non ITS required fields will be available for you to make updates to, even after you submit your intent to submit.

And then I wanted to make just one final note about ECQM's in particular, it's not indicated in the form, but intent to submit, you'll need to provide a simulated testing attachment, as well as the feasibility scorecard. The feasibility scorecard would be under the feasibility section. And then the simulated testing attachment would be provided in the scientific acceptability section.

We don't require this entire section for ECQM. It's just the feasibility scorecard at intent to submit. So just one note that I wanted to make, if you submit your measure for intent to submit without the feasibility scorecard and the simulated testing, then staff is just going to reach out to you and ask for you to provide that. So that is it for new measures. I'll stop sharing. And we can move on to the next slide.

I wanted to open it up and see if there are any questions from the group about creating a new measure.

Yes, Hannah this is Lisa McGonigal from Kidney Care Quality Alliance. Just two quick questions-- first of all is the feasibility scorecard-- is that just for the ECQM measures?

Hi, Lisa. Yes, that's correct. Only the ECQM's will require a feasibility scorecard at the time of intent to submit.

OK, and then my next question-- I logged on a little bit late. So I might have missed this. But what is the difference between a paired and a composite measure? And does the MIMS system take you down different pathways for those measures?

That's a great question. I want to see if Tricia is still on to explain the difference between a paired and composite measure. But to your second question, it will take you down a different path depending on whether you select paired or composite.

OK, OK, great. Thank you.

Yeah. And, Tricia, are you available to answer Lisa's question about the difference between paired and composite? She might not be on.

OK, that's OK. I can reach out after the call.

Yeah, we'll follow up with you. Thank you, Lisa.

All, right, thank you.

And I think Collette Cole has her hand raised. Do you have a question, Colette?

Hi, yes, thank you. I had a quick question about saving within the MIMS application. I don't know if I'm doing something wrong. But lately it seems that when I click Save, I have to step all the way back out of the measure, back to the My measures function, and re-enter the measure to keep working. Has anyone else had that experience?

Well, I think maybe you're selecting Save draft and unlock. Is that what's happening? Or are you selecting Save?

I guess I could say not consistently. But it seems whichever I select, I need to step back out of the measure and then re-enter it through my measures.

OK.

So which should I be selecting if I want to keep working?

If you want to keep working, I would suggest you select Save. And let me pull up-- I'll pull up my screen again so I can show you. But it's the white one instead of the blue one, here. So you see the Save draft and unlock here. That one might be taking you back to the My Measures page. But if you select just Save here, it should keep you in the submission.

OK, thank you. I'll try that.

Thank you, Collette. Any other questions from the group before we move on? OK, then we'll go ahead and move on.

On the next slide, we'll start going through the maintenance process in MIMS now. The maintenance process is a little bit different from New Measures. On the next slide, it goes through a couple of the differences. So editable maintenance submissions will be created about three months prior to intent to submit. So as Tricia mentioned, the submissions for spring 2022 were created in October. So anyone who has a measure that is due for maintenance in the spring of 2022 should have access to their maintenance submissions at this point.

And just one other note is that if this is the first time your measure has gone through a submission in MIMS, which I think will be the case for many of the spring 2022 measures, the evidence and testing sections will need to be input manually. You might remember that prior to MIMS, our evidence and testing sections where Word documents. So we weren't able to pull those into the submission. But moving forward, after going through their first submission in MIMS, we'll be able to move that information forward. But again, for the first time, the evidence and testing sections will need to be input manually. All other sections will have carried over, like feasibility, use, and usability.

So when a submission is created, I'll go ahead and take over sharing again. When a submission is created, anyone who has access to the measure will receive an email. And the email is going to look like this. It'll say NQF MIMS action required for a maintenance measure or measure maintenance on measure 0640. This is my test measure here. And it will provide a nice greeting and then some information about the measure title and number, as well as the project that it's assigned to.

And then there's an action that's requested. And again, anyone who has access to the measure in that managed measure access menu that I showed in the new measure demo that I provided, so anyone who has access to the measure is going to receive this email. And they'll have the option to click on the following link, which is linked right here and follow directions as we've provided.

And when you click on the link, it's going to bring you to this page here. And basically what we're asking is that you confirm your measure for maintenance review. So you can accept maintenance review on the measure. You can request a deferral until the next project cycle. Or you can request to withdraw the measure. And requesting to withdraw the measure would remove endorsement from the measure.

But you'll be asked to answer or provide an answer and select one of the three options here.

What if you don't get that email?

Sorry, what was that, Eileen?

What if you don't get that email? I don't think I got that email.

If you don't get the email, reach out to us. We can check to make sure that you have access to that measure. If it's showing under your submissions or your measures list, you should be getting the notification. So we'll have to look into that if you're not.

But this is also a new feature. So anyone who was here for the fall 2021 cycle with a maintenance measure didn't receive this notification. But anyone for spring 2022 should have received a notification. So if you didn't, definitely reach out to us so we can check and make sure you have access to the measures appropriately.

OK, thanks. I do have access to the measure. But I don't think I got that email, so please.

OK. Thank you. I'll make a note. And we'll look into that.

OK.

One thing about this measure maintenance confirmation is if another member from your team takes action on this page here, so they accept maintenance, they request a deferral, or they request to withdraw the measure, if they submit their answer, then that'll be universal. So anyone else who has access to the measure and gets the email and clicks on that link after another person from your team has already accepted maintenance, for example, you won't be taken to the screen anymore. You'll just be taken to the submission.

So I'm going to select to accept maintenance here. OK, select Review Measure. And it's going to take me straight into the measure of submission. This looks the same as the new measure that we created.

So you'll see the project cycle, the intent to submit, the submission deadline information, and all the submission status, and all the other information that we saw previously. For maintenance submission-- there are a couple of ways after you've already confirmed maintenance, there are a couple of ways to access your submission again if you let's say leave this page and log out for the evening and then come back the next morning. You can either go to My Submissions or My Measures. If you go to My Submissions, these are all organized by project.

So you'll see that it's organized by in a current project, these will be the current projects. Or if it's in an upcoming project, it'll be underneath. So I see that my measure that I was originally confirming maintenance on, 0640, is now in the upcoming project. And I can access my submission by selecting View to the right hand side of the measure number.

When I click on View, it'll take me directly into the submission. Alternatively, what you can do is go to My Measures. And it's going to pull up a list of all measures that you have access to. And you can select on the NQF number or the measure title. But it's going to bring you to measure details. So this is a different page here.

And for maintenance measures, you'll see under measure details, you'll see every single submission that the measure member has. So this measure, for example, was last submitted in the spring 2019. So I see a submission here available for me to look at. Same thing with the previous time it was submitted, through spring 2013, and all the other submissions that have gone through.

But for the purposes of intent to submit, I will focus on the fall 2022 submission, since that's the most recent submission that I want to work on. And to access the submission, you select these three dots here. And you can either edit the submission. That will take you straight into edit mode. Or you can click on Read Only View. And that'll bring you into the submission. But you just won't be in edit mode.

So I'm in the submission here. And everything is basically the same as what I had shown for a new measure. So you'll focus on the sections with the double red plus signs for intent to submit. And you'll go ahead and make updates to those sections.

So specifications, for example, it'll start off by saying 0%. But once you click into the section for your maintenance measures, you'll see that the information should have carried over, so anything like the title, brief description, if you had selected the clinical condition topic areas, and anything else that was in here from the previous submission will be pre-populated. So you'll have the option to make edits. And again, you would just follow the same instructions as previously shown.

One thing that's different with this cycle that I wanted to make a note of is for maintenance measures, we previously asked developers to provide updated information in red text so that staff and the standing committees could easily distinguish what's updated and new versus what was in a previous submission. However, due to Section 508 compliance, the accessibility requirements doesn't allow us to accept solely red text for any updates made. So color, we can't indicate anything significant via color.

So we'll ask now that you provide-- instead of red text, or in addition to red text, you provide very clear text that says this is from the new submission versus the old submission. So an example of this would look like-- I'm going to bold my text. And I want to say this is the fall 2022 submission information. And I'll add a colon. And then I'll add in updated information here.

And then anything that-- so let's say this section here is what was previously submitted, I'm just going to cut that really quick, move this up. And then underneath I can put, I think this was fall 2019 when it was last submitted. And I can leave that here.

So I would just add in a header that says this is from the fall 2019 submission. And then here is where the updated fall 2022 submission is. This is so that we don't run into issues with 508 compliance because our initial submissions end up being public once we go through review in the measure worksheet. And so we want to ensure that those who need accessibility accommodations are able to access the materials.

And everything else will be the same as what I've shown you for the new measure. Again, once you complete all of the sections and they're all at 100%, you'll have access to this intent to submit button here. And then the submission status will update to draft submission. And again, all the intent to submit sessions will lock, same as how the new measures are. And then you'll still have access to edit the non intent to submit section.

So, Hannah, this is Eileen again. So providing mean that we have to do the entire submission at the point we're declaring we intent to submit, rather than doing the entire submission for April 2nd?

So we have-- if I'm understanding your question correctly, you don't have to submit the entire submission for intent to submit. It's just the intent to submit sections that are indicated with the double red plus sign. So we don't require the full submission in January. The full submission would be required in April for the spring 2022 cycle. But it's all the sections here, so specification, the maintenance update, as well as the scientific acceptability question here.

OK, thanks. That was much more than I was expecting was required for merely saying that we intend to submit, so I'm glad I'm on the webinar.

I have a question.

Hi.

Hi. So if we don't have any new information to add for the scientific acceptability sections, like reliability testing, validity, all that, I assume we can still use the previous testing information and just copy them over? Like you had mentioned earlier, they are not copied over in MIMS. So that would be our job to make sure they get copied over.

That's correct.

OK. And there was some information where my colleagues, they have some question about wanting to get example of how to provide a response. How can I get example for some of those questions?

Can you clarify what you mean by providing a response?

So let me just go back and see if I can find it. Yeah, I think we were not clear what is the appropriate response to provide for some of the questions. And so we wanted to see if there were like sample answers that have been provided in the past that we could review and get some idea on how to respond to some of the questions. I think they were mostly in the scientific acceptability sections. So we just wanted to see if they were like sections of-- some sections where they were examples provided that we could review and get some ideas.

Yeah, that's a great question, Elena. We are working on creating a resource called what good looks like. And it's basically examples of good submissions. So that work is underway. However, I know there's a need for it soon. So if you send us a quick email, and give us the measure specifications-- or not the specifications, but the measure types that you're looking at, and would like an example of, feel free to reach out to us. And we can see what we can find on our end to provide to you as an example--

OK.

--just while we're working on our what good looks like resource.

Thank you. Thank you so much.

I see a question in a chat from Arnu. Sorry if I'm mispronouncing your name. But it says if we have updated testing info, should we put that in? Or should we put it in previous testing info as well? We'll leave that choice up to you at this point if this is the first time your measure is going through maintenance. I will just say the committee does find it useful to see what's been updated since the previous review.

But if you're crunched for time or you don't-- you can't put it into the submission, then we recommend you just upload the previous testing information into the appendix and indicate that its previous testing information so that we have it available for a committee, should they want to see it. But it's not required. Any other questions? OK.

Hannah, sorry. So if we are almost done with our intent to submit, and I know that once we hit the Submit button for the ITS, whatever responses that we have recorded on MIMS will not be changed, or we will not have an opportunity to go back and change that. So is there an opportunity to have somebody review our response in MIMS before we hit that Submit button?

Yes, definitely. So sorry, I should have mentioned this earlier. And we're actually going to go through this in the next section. I'll pass it over to Gabby to go through. But once you submit your information, it's going to go through a process called completeness check. The staff will review everything that you have submitted.

And if there's anything that's missing or any updates that we're recommending that you make, at that point, we're going to unblock those fields that we're requesting the updates to be in. And at that point, you'll be able to make edits to your submission, just in those fields that we open though. So let's say you find like a typo, it's something super minor, or we find a typo, during completeness check, we're able to unlock that field so that you can make an update to the typo.

So we'll walk through that process shortly. But if you're talking like prior to intent to submit and you want a staff member to review your submission, definitely feel free to reach out to either maintenance or the project team to which you're submitting to. We welcome the opportunity to provide technical assistance to you. So any questions that you have, feel free to reach out to us in advance of the intent to submit deadline so we can ensure that your responses in the form are accurate.

Thank you.

Any other questions before I pass it on to Gabby to walk us through completeness checks? OK, I'm hearing none. If you have any other questions regarding the first two sections we went through, feel free to chat us or send us a quick email. And then I will pass it over to Gabby to go through completeness checks.

Hi, everyone. Can you hear me?

We can hear you.

OK, sorry. Mary, you can go ahead to the next slide. Like Hannah said, I'll be going over completeness checks in MIMS. So there's two points in which completeness checks occur in our process. The first is after the intent to submit deadline, which for spring 2022 is in January. And then after the full measure submission deadline, which for spring 2022 is in April.

Under the intent to submit completeness checks, there's two paths the measure can take. The first is the non complex measure path. The second is the complex measure path. So shortly after intent to submit, NQF designates whether your measure is complex or not complex. Typically, complex measures are composite measures, ECQM measures, most outcome measures, [INAUDIBLE] measures like that.

Non-complex measures are typically processed measures. Non-complex measures are reviewed by NQF project team staff, whereas complex measures are reviewed by scientific methods panel staff because complex measures-- the scientific acceptability portion of the submission is reviewed by the scientific methods panel prior to full measure submission. Because of that, complex measures tend to have a bit of a quicker turnaround time for intent to submit completeness checks than non-complex measures do.

So typically, intent to submit completeness checks for complex measures happen within a month after intent to submit, whereas non-complex measures typically have a bit of an extended time frame because they don't have that additional evaluation that they have to go through by SMP like complex measures do. So for complex measures, intent to submit completeness checks typically occur prior to the full measure submission deadline and with plenty of time for developers to go in and make sure that all updates are completed prior to the full measures submission.

During completeness checks, feedback, if there is any, is requested at the question level in MIMS. And NQF staff also provides a summary of the completeness check results, in addition to the question level. Like Hannah said, once we submit that question level feedback back to you all, the question becomes reopened for edits. And again, like Hannah said, all other fields remain locked unless less by us.

I'll go ahead and share my screen here. OK, can everybody see my screen?

Yes.

OK, perfect, sorry. So when Hannah logged in, she showed you that you get logged in on the dashboard. I've navigated to the My Submission tabs here. Once you're in My Submissions, you can scroll through here and find your measure this way. Or you can search by the measure number in this search bar here. Or the third option is to use this filter, the 3 filter bars here.

I'm going to use the filter and go by the year, which is 2022 and then spring. You can also search by topic and project status, so current, upcoming, and completed. Once I search by spring 2022, I'll click Apply Filter.

And once it loads, you'll see all of the information-- all the records, the submissions that you have for spring 2022, the projects that they're in. And you'll see that there can be multiple measures within a project. The measure we're going to be working on today is 3690. So the point in which this is-- that I'm showing you is after you've submitted your measure for intent to submit and project staff has gone in and provided feedback on your measure.

And so what has happened is that you submitted your measure for intent to submit. The NQF staff has gotten an email that said that you submitted your measure for intent to submit. Project staff went in, reviewed your intent to submit sections and either questions as updates required. If they did that, you, as the developers, get an email that says the NQF staff has provided feedback on your measure.

When you log in, there's also this Notification button here. And if you click on that, it says measure requires feedback. One thing to note about this envelope notification is that if somebody on your team views the notification before you, it will disappear. But everybody on the measure should receive a notification when there's feedback submitted.

So just like Hannah did, we'll go in and we'll click on View. And everything that Hannah showed looks pretty similar here. So you'll see the project cycle, the form type, who was initiated by, initiated date, the last save date, and then the deadlines here. You'll notice that the submission status has changed from draft intend to submit to draft full submission. And that's because you have already submitted it for intent to submit.

The other change you'll notice is that there's a show NQF feedback summary here. And when you click on that, you'll see feedback, the generalized feedback, that the team gave you. So you'll see general themes that they have called out here. You'll see a due date in which you have to make the changes by. And then sometimes, depending on the project team's preference, they'll add the question level feedback that they gave here. However, that's not required as that questionable feedback will also be in the question with [INAUDIBLE].

So if you don't see this, that's OK. Don't worry. It'll still be within the submission. But the most important things to note from the feedback summary is the due date. So in this case, it was December 20, 2021 at 11:59 PM.

Once you're done reviewing the feedback summary, you can click Close. And if you scroll further down the screen, you'll see that all of the intent to submit sections were completed, the ones with the red plus signs, as Hannah pointed out before. And they were completed-- you know they're completed because they had this green, or sorry this blue star here.

You'll notice that two sections have orange stars. And those sections are the ones that have at least one question that NQF decided needed additional information or requires feedback. So you can go into that section. So this first section was the measure specifications.

And at this point there's two paths that you can take as a developer. The first is you can go through and review the question level feedback one by one without being in edit mode. Or you can go into Edit mode and review the feedback and provide the edits at the same time.

So I'm going to do the latter option. So I'm going to click Edit quickly. And once you do this, this becomes locked. The submission becomes locked so nobody else can edit. And you'll have those same two buttons that Hannah pointed out before, the Save draft and unlock and the Save button.

When you scroll down here, you'll see that in edit mode, SP01 was not marked as updates required. So you cannot edit it, whereas SP02 has this orange box above it that says updated question response required by NQF. Here you'll see that you are able to edit. And you are still able to see what the feedback was that NQF gave.

So you'll click on this dropdown menu here. And you'll click View NQF feedback on question. Here it just says, please provide additional information. So once you read this, you can click Close or the Exit, doesn't matter. And then you'll click on that menu again to get it to go away. And then in the box you'll type whatever the additional information is that they are requesting.

And then once you do that, you'll go ahead, come back to this dropdown menu, and the question as response update completed, hit Submit. And then the page will take a minute to load. Taking a little bit longer than I expected, sorry.

You'll see that a notification pops up here that says the question response marked as completed. And this box that was once orange turned green. You'll scroll down throughout the section and see if there's any additional questions that require updates. And you'll see that there is one here.

So you'll go in and you'll click View NQF feedback on question. You'll review the feedback that's required, press Close, close this menu, click into the box here, and provide additional information. And then once you do that, you'll once again mark the question as Response update completed and hit Submit.

And again, you'll see that same green notification that says it was marked as completed. And you'll see that that box also turns green. So just scroll throughout the rest of the section to ensure that there are no other questions that required updates. At this point, I always recommend pressing Save before you move on to another section, just to make sure that all changes are saved appropriately.

And then you'll move on to the next section that has an orange star, which in this case was the scientific acceptability validity section. One thing to note before we move on here, you'll see that orange star for measure specifications, once you complete every question, you mark them as update complete, that star turns back to blue.

So you'll go through scientific acceptability. And there are four questions here. And you'll see that two of them have been marked as question response required, updated question response required. The other two have not. And you'll notice once again that you cannot edit the two that were not marked as updated question response required.

So again, you'll click View NQF feedback on the question. You'll click out of the menu. And then you'll provide additional information. You'll come up here. And you'll mark the question as response update completed.

Again, you'll get that green notification. And you'll see that the box turned green. And again, there's one more, just like this, where you'll click View NQF feedback. You'll view the feedback, enter it, and then mark the question as update completed.

Once you go through and you mark all of the questions that required updates as updates completed, NQF project staff gets an email that says that you've provided feedback or that you've made updated changes to the submission. And so they'll go in and review what you've written. They typically won't start reviewing those submissions though until after the deadline has passed that they gave you. So in this example, we thought it was December 20 at 11:59 PM. So they'll likely not review the changes that you made until December 21.

And then the same process will continue until they deem that you've passed intent to submit completeness check. So let's say that they went in and they decided that everything was great, what will happen then is they'll mark these questions as complete. And what will happen on your end is that in this submission status history-- well, I guess before that, the first thing that happens is you get an email saying that your measure passed the intent to submit completeness checks.

And then once you-- if you were to enter into your submission, and you clicked View status history, after this updated information requested during ITS, there will be a status that says updated, passed ITS completeness check once that happens. OK, I'll pause there and see if there are any questions.

All right, I'm not hearing any. So I'll go ahead and pass it back over to Hannah.

Thanks, Gabby. Mary, can you advance the sides to the measure developer resources? Thank you. Previous one, thanks.

So we have a lot of resources available to you all. It's on our submitting standards web page. Again, we have the updated measure evaluation criteria and guidance document, as well as the updated measure developer guidebook. These changes were released, I believe it was in September of this year. So they're linked in these slides here. But you can also access them through submitting standards web page.

We also have a handy intent to submit checklist. It walks through what every measure is required to submit during intent to submit, as well as kind of measure specific, depending on the measure type you have, a measure specific checklist. So you know I mentioned for ECQM's, we require the feasibility scorecard as well as the simulated testing. The measure type specific information is all outlined in our intent to submit checklist.

We also have several MIMS resources. I know many of our developers prefer to work off of a Word document version of the measure submission form. So we have principal versions of all of our new MIMS measures submission forms on the submitting standards web page. I will note that it's going to-- those will have every single question. So on the quality measure form for example, you'll see questions for both process and outcome measures. So just a note there to look out for those.

Obviously, if you're submitting a process measure you don't need to fill out any of the outcome specific questions. But those are there for you to work on. We also have a really handy measure submission form crosswalk. So for those who are working on maintenance measures for the first time in MIMS, this might be handy for you to see what measure numbers, what the new measure numbers are that correspond with our previous question numbers and types in the previous form that we had. So as you're working through transferring that information over, you might find that this crosswalk is helpful.

You also have the MIMS FAQ, frequently asked questions document. We go through a lot of, I think, how to use MIMS, just random things like all text. For example, we require all text on any images or tables that are submitted so that we can remain 508 compliant. And the FAQ will walk you through how to do that within the system.

And again, we have recording and transcripts of all of our MIMS related webinars. And in a couple of weeks, this recording will also be up on this page if you find it helpful. But much of this information has been reviewed previously, with the exception of maybe one or two items related to the maintenance measures because there's some new functionality since the last time we presented.

And on the next slide, we have just some general reminders and tips for measure developers. So again, definitely refer to the NQF submitting standards web page. But if you have any questions, feel free to reach out to measure maintenance at any time with any questions you have. If we find it more appropriate for project team, will connect you with a project team. But we're happy to be your first point of contact here at NQF.

And again, definitely check your MIMS dashboard regularly, confirm that all of the measure developer and steward contacts are accurate so that if we need to get a hold of you regarding your measure, we can get a hold of you. And we definitely encourage you to seek technical assistance from us early and very often. We're happy to provide technical assistance at any time you need, whether that's during the intent to submit process or much earlier. Whatever it is that you need, feel free to reach out to us.

I will pause and just see if we have any last minute questions. If not, we'll go ahead and close out the call.

So the previous slide, which was the submitting standards web page, and that's what was chatting, when I go to that page, where are the measure evaluation criteria and guidance?

You know, I will share my screen really quickly. And I can show you where to find these.

OK.

So I'm on submitting standards here.

--checklist and so forth, where are those things? I can see them on the submitting standards page that was chatted.

OK, so the measure evaluation criteria will be right here. This is a measure developer guidebook right here.

Oh, we are still looking at that same page we were looking at, page 19. So we haven't changed over to what you're sharing if you're sharing something.

Oh, sorry. Sorry about that. Here we go. I think we're sharing now, is that right?

Yes, that's it, OK.

Sorry about that. So here's the measure evaluation criteria, as well as a measure developer guidebook. You can also find that under NQF resources. We have the links right here, measure developer guidebook.

OK.

And then the intent to submit checklist is right here [INAUDIBLE] on the page. And then the submission forms will be found here--

OK.

--and we have three of them. And then any recordings we've done here, they'll be under the NQF resources right here. So we have the recording, as well as a transcript, for our first introduction to MIMS. And then we have part one or I'm sorry, part two recording transcript, part three recording and transcript. And then this is where our measure submission form crosswalk will be as well

And what will today's be called, once it gets posted over there, today's recording?

Today will be part four, probably, not very descriptive. But we only have so many characters we're allowed to put in here. So it'll likely be part four.

OK, thanks.

Any other questions? I know we're at time. If you have any questions, feel free to reach out to us via email. We're all on the team monitoring that inbox pretty frequently. So we're able to get back to you pretty quickly. And then yeah, feel free to reach out at any time. Thank you, everyone, for joining us. And we hope you have a wonderful day and a wonderful holiday.