



# Measures under Consideration List Quick Start Guide 2018

This Quick Start Guide is intended to supplement the detailed Measures under Consideration User Guide, available at the [CMS Pre-Rulemaking web site](#).

To gather and manage new measure information, CMS uses a commercial web-based tracking system, JIRA (Atlassian), which is administered by the Office of the National Coordinator for Health Information Technology. Each year, ONC establishes a project web site and back-end database in JIRA and makes it available to authorized users.

## How to Start

1. If you have used ONC JIRA before, skip to Step 5.
2. If you are new to ONC JIRA, navigate to <https://oncprojecttracking.healthit.gov>.
3. Click the link "Create an account." Complete the fields and then click "Sign up."
4. You should receive an "Account Signup" confirmation message by email from the ONC JIRA project tracking system.

## Request Access to MUC List Project

Each project in JIRA has its own set of authorized users. If you have used JIRA for Measures under Consideration in the past, then you should automatically have access in the current and future years.

5. Once you have your overall JIRA access, if you want to be added to the access list for Measures under Consideration, send the following information to [MMSSupport@battelle.org](mailto:MMSSupport@battelle.org).
  - a. Submitter Name:
  - b. Submitter Email:
  - c. Organization/Agency Name:
  - d. Your Manager's Name:
  - e. Your Manager's Phone Number:
  - f. Your Manager's Email:
  - g. CMS Program Name:
  - h. CMS Program Lead Name:
  - i. Is this an activation, reactivation, or removal?
6. Your request will be verified with the appropriate CMS Program staff. If confirmed, you will be added to the access list and notified of your access to the JIRA MUC project.

## Adding New Measures in JIRA

7. Navigate to the JIRA web site and log in using your credentials.
8. Look for the “Projects” menu on the bar at top left on the screen and open the drop-down menu.
9. Click “View All Projects” and scroll to “2018 Measures under Consideration.” Click the link for this project.
10. Click the yellow “Create” button at the top center of the screen.
11. Make sure that the Issue Type shows “Measure Submission.” If not, then select this from the drop-down.
12. Go through all the fields and complete them using the screen guidance provided. Fields marked with an asterisk (\*) are required.
13. When you have completed all required fields and you get to the bottom of the web form, click the “Create” button.
14. You are encouraged to complete as many of the optional fields as possible, which will help CMS and other stakeholders evaluate your candidate measure more fully and may save you time in responding to questions as your measure advances in the review workflow.

## Important Notes

- JIRA does not permit users to log out and save their partial measure information to complete it later. You are encouraged to complete the blank template offline (available on the [CMS Pre-Rulemaking web site](#)) before you log in to JIRA. If you log out before clicking “Create” at the bottom of the web form, your information will be discarded.
- If you leave any **required** field blank, JIRA will not save the record, but will display an error message. You can go back and complete the missing information during the same session.
- If you want to search for measures entered in past years, you can also navigate to Measures under Consideration projects in JIRA for each year 2013 to the present.
- JIRA permits authorized users to view, search, filter, and export measure records.
- Fully developed, well specified measures with documented testing data are more likely to be approved for publication on the Measures under Consideration list.

## For More Information

Contact [MMSSupport@battelle.org](mailto:MMSSupport@battelle.org) or Helen Dollar-Maples at CMS, [Helen.Dollar-Maples@cms.hhs.gov](mailto:Helen.Dollar-Maples@cms.hhs.gov).

From within JIRA, you can also use the Issue Type “Question” at the top of the Create web form to send a question to CMS.