Pre-Rule Making
Frequently Asked Questions:

Purpose:

The purpose of this document is to provide stakeholder guidance related to the pre-rule making processes. These processes are a result of the Patient Protection and Affordable Care Act (ACA) of 2010. CMS' goal is to be transparent providing interested audiences and stakeholders with information which enhances CMS' ability to meet its quality and efficiency measurement goals. As a result of the legislation in 2011, CMS published the first Measures under Consideration (MUC) List for the Department of Health and Human Services (DHHS) by December 1st. Each year no later than December 1st, CMS is statutorily required to publish this List.

The National Quality Forum's (NQF), Measures Application Partnership (MAP) DHHS' consensus-based entity convenes each winter to fulfill its statutory requirement of providing input to HHS on measures under consideration for use in CMS' federal programs. These federal programs are named explicitly in the Act. The MAP consists of four workgroups including: Clinicians, PAC/LTC, Hospitals, and the Coordinating Committee. Annually, each December and January, the MAP workgroups and the Coordinating Committee meet to provide program-specific recommendations to DHHS by February 1st with the first report published and submitted to DHHS on February 1, 2012, and then each year thereafter.

CMS considers this document to be a "living" source of pre-rule making information. Since the first MUC/MAP cycle in 2011, CMS has learned through experience the nuances of the pre-rule making, the condensed time-line, overlapping rule-making program calendars, and to overcome the challenges of the federal clearance process to ensure pre-rule making statutory requirements are met. CMS' quality and efficiency measurement goals align with the National Quality Strategy (NQS). Pre-rule making is designed to improve health outcomes and healthcare quality by assisting with the selection of measures that produce publically reported performance results for transparency and healthcare decision-making, aligning payment with value, rewarding providers and professionals for using health information technology (health IT) to improve patient care.

The following are a list of frequently asked questions (FAQs) with regard to pre-rule making and have been broken up into four common themes including CMS' 2015 Pre-Rule Making Milestones, Measures under Consideration Events, Measures Application Partnership Events and JIRA CMS' Measures under Consideration Tracking System. The documents intended audience is federal DHHS agencies, organizations contracted with these federal agencies, and the healthcare advocacy groups. For additional information and resources go to the CMS website at the following link:
http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html

CMS' 2015 Pre-Rule Making Milestones:

FAQ Question	CMS Response
Why the following dates are important and who are they important to?	**Friday, May 1st** • JIRA opens for 2015 new measure submissions and comments • Important To: All Federal, non-Federal stakeholders **Wednesday, July 1st** • JIRA new measure submission closes: no new measures accepted past this day • Important To: All Federal, non-Federal stakeholders **Wednesday, July 15th** • 2015 JIRA project closes, no further comments /modifications accepted – **All pens-down** • Important To: All Federal, non-Federal stakeholders **Wednesday, July 22nd** • Draft for the final Measures under Consideration List due in preparation for the August 4th Federal only Stakeholder meeting • Important To: CMS Measures under Consideration List Coordinator and Federal Stakeholders **Monday, August 10th** • Final Measures under Consideration List enters CMS clearance • Important To: Clearance Documentation Reviewers and Approvers **August - November** • Measures under Consideration Clearance Process **Tuesday, December 1st** • Measures under Consideration list made publicly available • Measure Application Partnership (MAP) meetings begin; public comment accepted.

FAQ Question	CMS Response
For 2015, why is the JIRA MUC cycle (i.e., May 1st to July 1st) so condensed? The 2 month window to submit new measures for consideration does not allow for much time to enter measures into JIRA.	Since 2011, CMS has complied with the pre-rule making statute. Through lessons learned CMS has gleaned that the Measures under Consideration clearance process must begin annually in August in order to meet the statutory deadline of publishing the Measures under Consideration List no later than December 1st annually. The clearance process involves collaboration, cooperation and communication across multiple CMS, DHHS and OMB components and agencies, which involves federal staff reviews and approvals at many levels within and across each agency's components. If the clearance process commences any later than August annually, CMS is at risk of missing the statutory mandate.
When does clearance begin?	CMS will begin clearance on for the 2015 Measures under Consideration list on Monday, August 10th

Measures under Consideration Events:

Annually, CMS hosts a series of meetings to kick off the annual Measures under Consideration cycle and refresh pre-rule making stakeholders regarding the following topics: the statute, CMS' quality strategy, highlights of the prior year's lessons learned, JIRA system enhancements, pre-rule making federal program specific needs and priorities, as well as an introduction of the current cycle's milestone and future meeting dates.

For the April 28th, 30th, May 8th and 12th series of webinars, following the live demonstration of JIRA, audience participants will be invited to submit questions via the LiveMeeting application. Due to time constraints, any questions that are not responded to via the LiveMeeting will be added to this document for a CMS response, which will be revised and posted to CMS' website for training purposes.

FAQ Question	CMS Response
What is the purpose of the April 28th, 2015 meeting? Meeting Series #1: 2015 Measures Under Consideration Kick Off	April's 28th meeting included these topics, excluding the federal program needs and priorities topic (reserved for May 8th meeting). With regard to the JIRA system enhancements portion of the agenda, a live demonstration of "entering a new measure submission" as well as how to "submit a question" in JIRA was offered to the audience. The audience for this meeting is mainly JIRA users, but all Federal DHHS agencies, organizations contracted with these Federal agencies, and healthcare advocacy groups are welcome. For training purposes, the meeting was recorded.
What is the purpose of the April 30th, 2015 meeting? Meeting Series #2: 2015 Measures Under Consideration JIRA Open Forum	April 30th's meeting introduced new JIRA material including features and functionality, which was not covered during the April 28th meeting. The goal is not to be repetitive and cover the same material as previously covered during the April 28th meeting, but to share new JIRA information. The audience for this meeting is mainly JIRA users, but all federal and non-federal stakeholders are welcome. For training purposes, the meeting was recorded. Following the live demonstration of how to submit a "modify candidate measure" and "feedback" issue types in JIRA the meeting format was open-forum for questions.
What is the purpose of the May 8th, 2015 meeting? Meeting Series #3: 2015 Measures Under Consideration Kick Off #2	The topic focal point of the May 8th meeting was CMS' program specific measure needs and priorities for the 2015 pre-rule making cycle's Measures under Consideration List. The goal is to align these needs and priorities with candidate measure submissions in JIRA. CMS does not intend for the meetings series topics to be repetitive. This meeting is not intended to demonstrate JIRA capabilities. The meeting is mainly for Federal DHHS agencies, organizations contracted with these Federal agencies, and healthcare advocacy groups.

FAQ Question	CMS Response
What is the purpose of the May 12th, 2015 meeting? Meeting Series #4: 2015 Measures Under Consideration JIRA Open Forum	May 12th's meeting was to introduce new not repetitive JIRA material including features and functionality, which was not covered during the April 28th or 30th meetings. The audience for this meeting is mainly JIRA users, but all federal and non-federal stakeholders are welcome. For training purposes, the meeting was recorded. Following the live demonstration in JIRA the meeting format was open-forum for questions.
What is the purpose of the August 4th, 2015 meeting? Meeting Series #5: Not on Outlook Yet	The August 4th **Federal-only** stakeholder meeting is to conclude CMS' measures under consideration list proposal process, which kicks-off the Federal DHHS agencies clearance review and approval process for the Measures under Consideration List. During the August Federal-only meeting, agency representatives from across DHHS will be briefed by each CMS program and measure leads regarding the proposed measures under consideration for the 2015 cycle. CMS measure and program leads will convey how the proposed measures meet CMS' program needs and priorities. In preparation for the meeting, proposed candidate measures will be provided to the DHHS Federal agencies. To effectuate a seamless, smooth clearance process CMS requests Federal DHHS agency representatives responsible for clearance review and approval are present and prepared with concurrence or objections for each of the proposed candidate measures. The meeting objective is for CMS staff to address all questions and concerns related to the Measures under Consideration List with the ultimate goal of avoiding any objections and concerns to proposed measures after this August 4th Federal only DHHS agency wide meeting, and to prevent changes to the Measures under Consideration List once in clearance. Clearance is scheduled to begin on Monday, August 10th.
What should I do, if I need to be invited to a meeting in the series or know someone that does?	Contact CMS Measures under Consideration Coordinator: Michelle Geppi Michelle.Geppi@cms.hhs.gov 410.786.4844

Measures Application Partnership (MAP) Events:

FAQ Question	CMS Response
When will the MAP workgroup meetings be scheduled?	In general, the Measures under Consideration List is published annually no later than December 1st, the MAP workgroup meetings occur in December with the Coordinating Committee meeting in January.
Who can attend the MAP workgroup meetings or the Coordinating Committee meetings?	All MAP meetings are open to the public.

JIRA CMS' Measures under Consideration Tracking System:

CMS' Measures under Consideration User Guide, Issue Tracking System Guidance may be downloaded from the CMS website at the following link: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html

FAQ Question	CMS Response
In 2015, why has the number of JIRA fields increased?	JIRA fields have increased in order to create a faster and more seamless review process for new measures. During the first quarter of 2015, CMS convened a workgroup of stakeholders including CMS QMHAG staff and management; the Measures Manager contractor (Battelle), the National Quality Forum, a measure developer (Quality Insights). The group analyzed and reviewed JIRA's data fields to fill important information gaps. The additional fields were determined to be needed by CMS staff to effectively review and approve proposed measures for the annual Measures under Consideration List. The new JIRA data fields are a mix of optional and required fields. If you have questions regarding what optional fields are required by federal program, please check with the respective program/measure lead(s) to find out what optional fields are needed for measure submission. If an optional field is missing data required by the program, the JIRA submission is at risk of not being accepted by the program / measure lead for the Measures under Consideration List.
How do I obtain user credentials for JIRA? What if I forgot my username and password? Does each person have their own JIRA log-in?	In order to gain access to JIRA, reactivate an account, or terminate user credentials, stakeholders should email CMS Measures under Consideration Coordinator, Michelle.Geppi@cms.hhs.gov. User credentials are granted to individuals and should not be shared. When requesting access or reactivation, complete the Accessing JIRA form, located in the User Guide. For more information see Section 1.1 Accessing JIRA of the User Guide. http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
Is my JIRA username and password the same as last year?	Usernames and passwords should not change, but access may be suspended due to inactivity. If you are unable to access your JIRA account, email CMS' Measures under Consideration Coordinator, Michelle.Geppi@cms.hhs.gov.
If I have access to JIRA but don't see this project yet, will it open on May 1, or do we need to request access?	The Measures under Consideration 2015 project is available in JIRA as of May 1st. If users do not see the 2015 project on May 1, they should email CMS' Measures under Consideration Coordinator, Michelle.Geppi@cms.hhs.gov.

FAQ Question	CMS Response
In JIRA, if I cannot complete all the fields at once, can I save and come back at a later time to finish?	JIRA is not designed to permit user's to save work and return later to finish. CMS suggests submitters complete the submission template prior to entering data into JIRA. To obtain the Measures under Consideration Template go to the below link: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
What is the measure template and why should we use it?	The measure submission template is a Word document that mirrors the data fields in JIRA. CMS recommends issue submitters complete the template before logging into JIRA to submit their measure. JIRA will not allow you to save your work and come back later. Data in the template may be cut and pasted into JIRA. For more information see Chapter 2 of the User Guide: Creating a New Measure of the User Guide http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
In JIRA, what should I do if I need to modify or remove a candidate measure specification after the original JIRA submission is made?	Until July 15th, log on to JIRA and submit a modify 2015 candidate measure issue type. Refer to JIRA User Guide located at CMS' website: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
If my measure was on the Measures under Consideration list last year, but was not accepted can I resubmit?	If the measure was not accepted by the program(s), it can be resubmitted. For more information see section 2.7 of the User Guide: Measures under Consideration and Measures Application Partnership (MAP) History http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
Can I submit the same measure for more than one CMS program?	Yes, measures can be resubmitted to more than one program. For more information see Chapter 2 of the User Guide: Creating a New Measure of the User Guide: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
Who can make changes to a measure?	Anyone with access to the 2015 MUC Project in JIRA. For more information see Chapter 3 of the User Guide: Modifying a Current Year Measure http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
Who approves changes made to a measure?	CMS reviews and approves all candidate measure modification requests. For more information see Chapter 3 of the User Guide: Modifying a Current Year Measure

FAQ Question	CMS Response
If my measure is not ready for submission by July 1, 2015 when is the next opportunity to submit a measure to CMS?	The pre-rule making process is annual and typically begins at the start of quarter 2. For more information see Introduction of the User Guide: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
Would measures without complete MAT/HQMF specification, but in development, be worth submitting?	Yes, please submit measures and follow the JIRA data field guidance. For more information see Section 2.5 of the User Guide: Electronic Clinical Quality Measures (eCQM) http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
In JIRA, I'd like to see all of the issues that are assigned to me.	Refer to the April 30th JIRA Open Forum session, which was recorded and available for viewing via a YouTube video located at the following website: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html
What are the steps to create a filter in JIRA?	**Building and Saving a Filter for Reuse** Before doing any of this, make sure that you are in the MUC 2015 Project in Jira. 1. Click "Issues" button at top menu from within the MUC 2015 Project. The other "Issues" button at the left of the screen does not work for this filter process. 2. Click "Search for Issues" in the drop-down. 3. Under the headline "Search," you should see a row of drop-down parameters: Project, Type, Status, Assignee, etc. If you see instead an empty text box with a green check mark, then somehow you are in the "Advanced" search/filter mode. Go to the right of this box and click the "Basic" link. Then follow the steps below. 4. Using the drop-down lists, select the criteria of interest: i. Project = 2015 Measures under Consideration (Select this one for sure, or else you will have all Jira project issues.) ii. Filter on other fields as needed, using drop-down + check-boxes 5. Once the filter is set up as wanted, then click the "Save" button to the right of the"Search" headline. 6. Type in the filter name, something that you will recognize. 7. Click "Submit" button. 8. This filter will then appear in your list of "Favorite Filters" at the left 9. You can go back and edit a filter and then save it with the new parameters.

FAQ Question	CMS Response
What are the steps to create a dashboard in JIRA?	**Creating and Populating a Dashboard** Before doing any of this, make sure that you are in the MUC 2015 Project in Jira. 1. Click "Dashboards" button at top menu from within the MUC 2015 Project. 2. Click "Manage Dashboards." 3. Click "Create New Dashboard" button at top right of screen. 4. Enter a name for this dashboard, and other attributes. You can leave these other fields as defaults, or you can set it up as you want. For example, you can share your dashboard with others. 5. Click "Add" when finished. 6. The new one will now appear on your list of Favorite Dashboards. 7. Click on the dashboard to populate or modify it. 8. Click the hyperlink "Add a new gadget." <this step tends to take a while> 9. In the box "Gadget Directory," scroll down the alphabetical list to "Filter Results." 10. Click the button "Add it Now." 11. Click "Close" button on the "Gadget Directory" box. 12. Your favorite filters (those that you have saved) should appear in a list at top left. Select the one that you want to put on this dashboard. 13. You can modify the filter from within the Dashboard. For example, you may want to add "Assignee" to the set of fields to display. 14. You can add two or more filters to the same dashboard, then use scroll or the "Edit Layout" button at upper right to modify the display. 15. Once you have a filter on your dashboard, you can modify or remove it by using the buttons at the top right corner or each "gadget" or filter box/window on your dashboard. The "four arrows" icon lets you change the gadget location on your dashboard. The "window" icon lets you maximize the filter display, and the "drop-down" icon lets you edit or delete the filter or gadget from this dashboard. Refer to the May 12th JIRA Open Forum session, which was recorded and available for viewing via a YouTube video located at the following website: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/QualityMeasures/Pre-Rule-Making.html