CMS Measures Management System Webpage Posting Instructions

Posting Submissions

* Send submissions to the Measures Management System (MMS) Support Inbox for posts on
	+ Public Comment webpage
	+ Technical Expert Panel (TEP) webpage.

Posting Time Frame

* Allow **at least 5 business days** for processing your post. Posts may be posted prior to this time frame; if your post needs to be published on a specific date, note this in your email and we (the Measures Manager) will work with CMS to accomplish by this date/time.

Posting Format

* **Web posting document** should be submitted in **Microsoft** **Word format** (every post must include a web posting document).
* All **other documents/attachments** to the post should be **508 compliant** and submitted in **PDF format**. Note: Tables must have repeated headers on every page.

Posting Templates

* All posts must follow the latest Blueprint templates to be compliant. If they do not, we (the Measures Manager) may ask you to revise them before submitting them as a final post. All templates are found on the [CMS MMS website](https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/MMS/MMS-Blueprint).

Public Comment Documents to Include with Each Post:

* Call for Public Comments
	+ Public Comment Call Web Posting document (Word format)
	+ Other files, if any, to be included with the call for public comment (PDF format)
* Public Comment Summary report
	+ Public Comment Summary Web Posting document (Word format)
	+ Public Comment Summary Report (PDF format)

TEP Documents to Include with Each Post:

* Call for TEP
	+ Technical Expert Panel (Call for TEP) Webpage Posting document (Word format)
	+ TEP Nomination Form (PDF format)
	+ TEP Charter (PDF format)
* TEP Summary Report
	+ TEP Summary Webpage Posting document (Word format)
	+ TEP Membership List (PDF format)
	+ TEP Summary Report (PDF format)