MERIT

Quick Start Guide

for SUBMITTERS

January 2021
What is MERIT?

The Centers for Medicare & Medicaid Services (CMS) MUC Entry/Review Information Tool (MERIT) is the tool for measure developers to submit their clinical quality measures for consideration by CMS. This tool allows you to enter and submit the required information for your submission. Note that you have the option to save your information and return to edit it prior to submission. MERIT is also used for facilitating searches of measures from the current and previous years and structuring the workflow for CMS review of measures submitted to the MUC List. Additional information about the MUC process can be found on the CMS Pre-rulemaking Website.

This Quick Start Guide provides an overview of how to use MERIT to submit a measure for consideration by CMS.
Getting Access to MERIT

Click here to go to MERIT: https://CMSMERIT.CMS.gov

You must request a MERIT account as a new user even if you currently have a CMIT account or your CMIT account is inactive. Follow the instructions below to request and activate your MERIT account.

Click on Request an Account

*Note: MERIT is a separate tool on the CMS Measures Inventory Tool (CMIT) platform, but you will use your CMIT username, password, and token for logging in to MERIT.*

To request access, complete the fields on this page and click Submit.

Note that it may take up to one business day to process your request. In the meantime, you may review the MUC Template in Word available on the Pre-Rulemaking Website to preview the fields you will be asked to complete in MERIT and draft your information.

When your account request is processed, you will receive an email from CMIT-no-reply@battelle.org that contains the text: “An account has been created for you in the CMS Measure Inventory Tool (CMIT)...”. The email will include a hyperlink to activate your account, set/reset your password, and set your two-factor authentication credentials.
If you have not received this initialization email within 2 business days, please check your spam folder and contact MMS Support via email (MMSsupport@battelle.org) or phone (1-888-243-7592) to confirm your registration.

Setting Your Password

To set your password, navigate to the password set/reset page from the hyperlink provided in the “CMIT: Activate your account” email. Enter a password of your choice into the New Password and Confirm New Password boxes and click Reset Password. Your password must meet the criteria listed on the page.

### Change Password
- Password must be at least 10 characters long (15 for administrators).
- Password must contain at least 1 upper case character(s) (3 for administrators).
- Password must contain at least 1 lower case character(s) (3 for administrators).
- Password must contain at least 1 digit(s) (3 for administrators).
- Password must contain at least 1 special character(s) (3 for administrators).
- Password must not be the same as any of the previous 24 passwords used.

Setting Up Two-Factor Authentication

After you have successfully set your password, you will be directed to the page to set up your two-factor authentication token. MERIT requires two-factor authentication to provide the needed level of security as designated by CMS. An authenticator is a way to prove to a computer system that you really are who you are; this process is called authentication. The two required factors are:

- Your password, and
- A token code generated by Google Authenticator
You must install Google Authenticator on your mobile device to access MERIT.

Google Authenticator is available for free from the App Store (iOS), Google Play (Android), or m.google.com/authenticator (Blackberry). A single instance of Google Authenticator will support multiple accounts from different applications and with different shared keys.

Enter the Token Code displayed in Google Authenticator (see right) for your CMIT account and click Continue (see above). Google Authenticator will generate a new **Token Code** every 30 seconds. The small timer to the right of the code indicates how much time remains before the code changes. **TIP:** If the timer indicates that there are only a few seconds left, wait for it to display the next Token Code before entering a code.
Submitting a Measure

When you log in to MERIT, you will begin your submission by clicking “Submit a New Measure,” as shown below:

Required fields are denoted by a red asterisk, as in the examples below:

Next to each field (both required and optional), you will see a circled question mark icon. Hover your mouse over the icon to read guidance on how to complete the requested information.
You can navigate through MERIT by clicking on the pages in the navigation bar on the left side of the page or by clicking on the “Save and Continue” button in the bottom right corner of the page. To save your information without advancing through the tool, click the “Save” button in the upper right corner of the page. **NOTE:** If you click the back arrow in your browser without first clicking “Save” you will lose the information you entered on that page.

Note that some answers will generate additional questions for you to complete. For example, if you indicate that your measure is currently in CMIT in the Characteristics page of MERIT, an additional question will appear asking you to provide the CMIT ID for the measure.

Remember, you can save your information at any time and come back later to complete your submission. Once you think you have entered everything that is required, the system will check your entry for completeness. Navigate to the Review and Submit section of the left navigation bar.
MERIT will automatically check for any missing information.

![MERIT Review Image](image)

When you click “Check Submission for Errors” MERIT will provide a list of any incomplete data fields with a link to each so you can go directly to the field and supply the required information. Once the automated review is complete and all required information has been entered, you will be able to submit your measure.

![CMS Measures Under Consideration](image)

You can click on the red links to go directly to the missing information. Or, you can go to the red triangles on the navigation page.
After you receive confirmation that all required fields have been completed, click on the “Submit” button in the lower right corner of the Review and Submit page.

Changing the Information You Saved (Prior to Submission)

Go to “My Submissions” at the top of the page and select the measure you would like to revise. Click the “Edit” button to be taken to the submission form where you can navigate to the field in question, then revise and save information as needed.
Adding an Attachment, Changing, or Deleting an Attachment (Prior to Submission)

Navigate to the Attachments page on the left navigation bar:

You will have the opportunity to Drag & Drop or Browse Files to attach your document.

Your uploaded attachment will appear on the page under Current Attachments:

You can provide comments on the attachment or change or delete your attachment from this screen.

After making all desired adjustments to your attached files, click “Save” or “Save & Continue” to save your files and any associated attachments.
Viewing the Information You Submitted

Click on “My Submissions”:

![My Submissions](image)

Then click on “View Full”:

<table>
<thead>
<tr>
<th>Measure Title</th>
<th>View Full</th>
<th>Edit</th>
<th>Request Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUC2020-071</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Updated: 2020-11-20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exporting/Printing a Copy of Your Submission

On the “My Measures” page, click on the “Export” button to download an excel spreadsheet of your measures’ submissions.
Checking on the Measure Status

To check the status of your measure, log in to MERIT and click on “My Submissions” at the top of the page. Select the measure of interest listed on the left side of the page. On the right side of the page, you will see a summary report of the measure. This summary includes a status section that shows where the measure is in the review process.

During the review process by CMS, you may be asked to provide clarifications on the information you have submitted. If additional information or clarifications are requested, you will receive an email from prm-no-reply@battelle.org with the subject line “New Comment: YOUR MEASURE TITLE”.

To respond to your comment, login to MERIT and click on “My Submissions” at the top of the page. Then click on the commented measure listed on the left side of the page. On the right side of the page, you will see a Summary report of the measure. Under Activity you will see a history of comments on your measure and available actions including “Reply” and “Edit Measure” (If appropriate), as in the example below:
Changing the Information You Submitted

If you want to change information in your submission after you have submitted your measure, you must submit a request to make a change. To do so, click on “My Submissions,” then select the measure you wish to change from the list on the left and click “Request Change”.

You can then select the data element you wish to revise by clicking “Change Request”.

Type in the revision in the “New Value” field and provide the reason for your change request.

Click “Submit Change Request” when you are finished.

Your change request will be sent to CMS for review. You will be notified under Status for your measure (see above, in Checking on the Measure Status) or via email.
Adding a Co-Submitter

MERIT allows for multiple users to work on a measure submission. To request that a colleague be granted rights to edit your measure information, navigate to “About” and then “Contact Us” at the top of the page.

In the “Contact Us” form, provide the co-submitter’s MERIT username and the title of the measure to which they should have submission rights. **NOTE: The co-submitter must already have a MERIT account to be granted shared submission rights to your measure.**

**NOTE: While MERIT does accommodate multiple users, you will not receive notification if your co-submitter is simultaneously working on your measure. Coordinate with your co-submitter colleague(s) to ensure that you are not overwriting one another’s changes in MERIT.**

*For More Information*

For more information about the Pre-Rulemaking Process or questions on other general measure topics, please email [MMSsupport@Battelle.org](mailto:MMSsupport@Battelle.org).