



**MERIT**  
**Quick Start Guide**  
*for* **SUBMITTERS**

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## 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

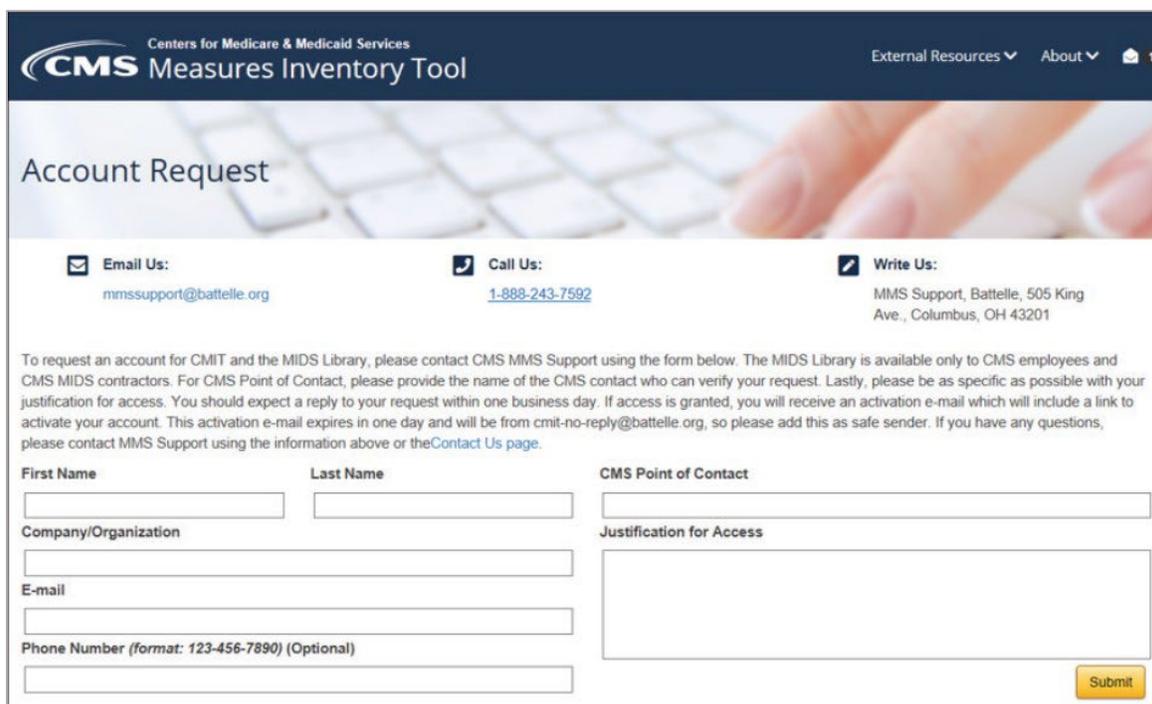
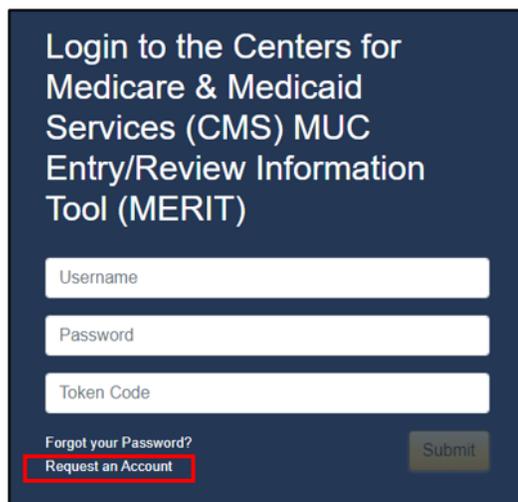
Click here to go to MERIT: <https://CMSMERIT.CMS.gov>

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](mailto: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](mailto: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 characters(s) (3 for administrators).
- Password must not be the same as any of the previous 24 passwords used.

**New Password**                      **Confirm Password**

## 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/](http://m.google.com/) authenticator (Blackberry). A single instance of Google Authenticator will support multiple accounts from different applications and with different shared keys.

**Verify 2-Factor Authentication**

CMIT requires two-factor authentication via the Google Authenticator app. Use the following steps to set up an associated entry in the Google Authenticator app.

- On your phone, tablet or other device, obtain the Google Authenticator app.
- Open the Google Authenticator app and select the option to set up a new account.
- Either choose the option to scan a barcode and scan the following QR code.

**EXAMPLE**

• Or choose the option for manual entry and enter any desired value into the "Account" field that will associate this entry with your account on CMIT (e.g., "CMIT: username") and enter the following value in the "Key" field. UPNDVZFQF5UN65FQ

• Enter the latest token code from the new entry in the Google Authenticator app into the field to the right.

• Upon subsequent logins, you will not need to set up a new account in the Google Authenticator app. You will only need to enter the latest token code from the entry for CMIT from the Google Authenticator app.

**Enter Google Authenticator Code**

Token Code

Continue

Rules of Behavior and Terms of Use

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices connected to a computer on this network.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

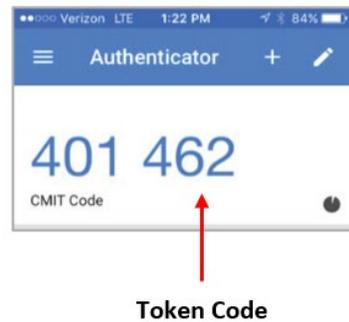
I audit your devices and data on this system. For more information, see the Privacy Policy.

expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.

**Google Authenticator Key (QR Code)**

**Google Authenticator Text**

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

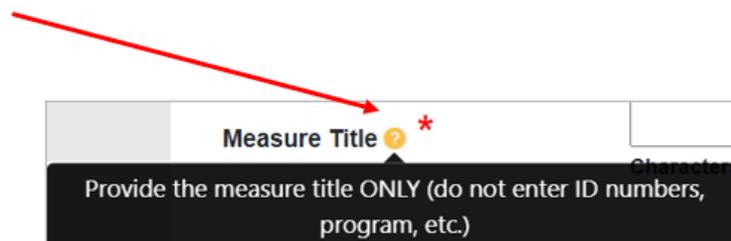
When you log in to MERIT, you will begin your submission by clicking “Submit a New Measure,” as shown below:



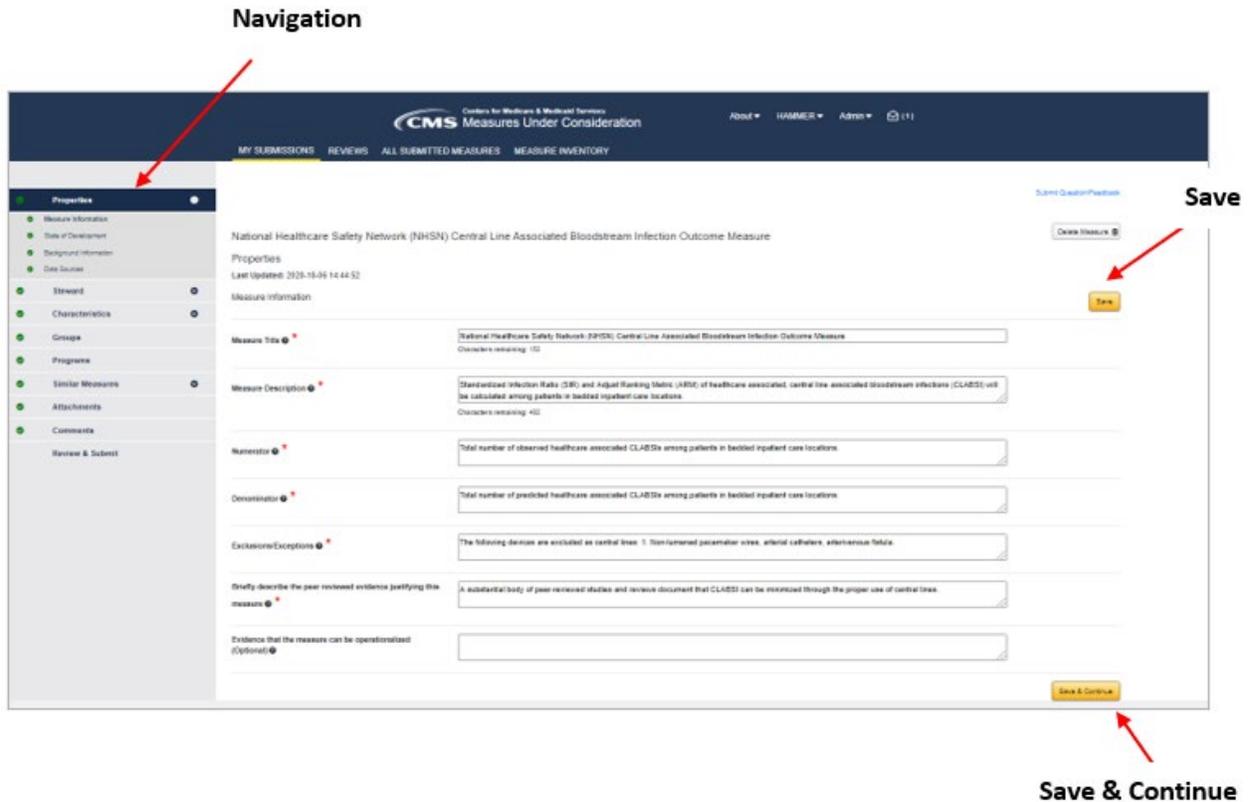
Required fields are denoted by a red asterisk, as in the examples below:



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.

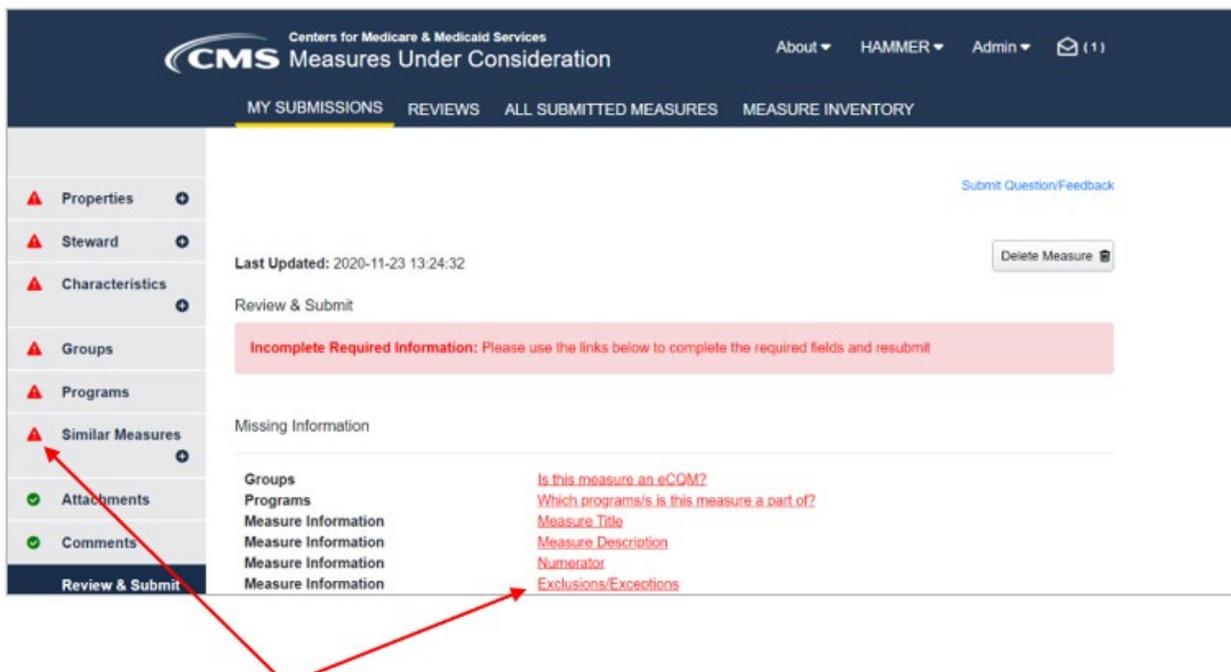


**Please review your information before submitting**

Please take this time to review the information you have provided and ensure accuracy. Once you have finished reviewing, click the Submit Measure button below.

[Check Submission for Errors](#)

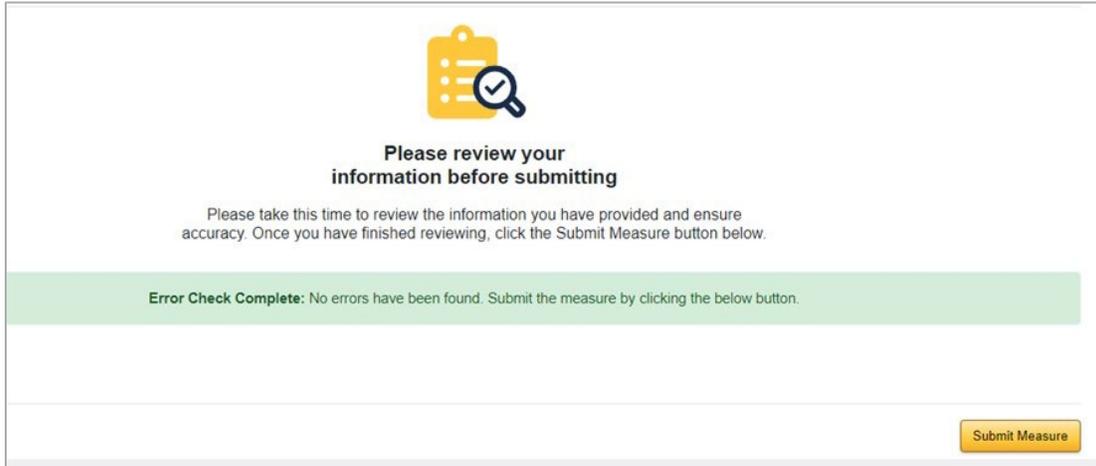
When you click “Check Submission for Errors” MERIT will provide a list of any incomplete data fields with a link to each so you can go directly to the field and supply the required information. Once the automated review is complete and all required information has been entered, you will be able to submit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



The screenshot shows the CMS Measures Under Consideration interface. The top navigation bar includes the CMS logo, "Centers for Medicare & Medicaid Services", and "Measures Under Consideration". The main navigation menu has "MY SUBMISSIONS" (highlighted), "REVIEWS", "ALL SUBMITTED MEASURES", and "MEASURE INVENTORY". The left sidebar contains a list of sections: Properties, Steward, Characteristics, Groups, Programs, Similar Measures, Attachments, and Comments. The "Review & Submit" section is active. The main content area shows "Last Updated: 2020-11-23 13:24:32" and a "Review & Submit" button. A red banner indicates "Incomplete Required Information: Please use the links below to complete the required fields and resubmit". Below this, a "Missing Information" section lists several fields with red links: "Is this measure an eCOM?", "Which programs/s is this measure a part of?", "Measure Title", "Measure Description", "Numerator", and "Exclusions/Exceptions". Red arrows point from the "Similar Measures" and "Review & Submit" sections in the sidebar to the "Missing Information" section.

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**:

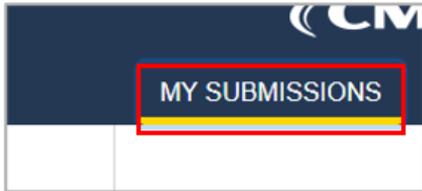


You can provide comments on the attachment or change or delete your attachment from this screen.

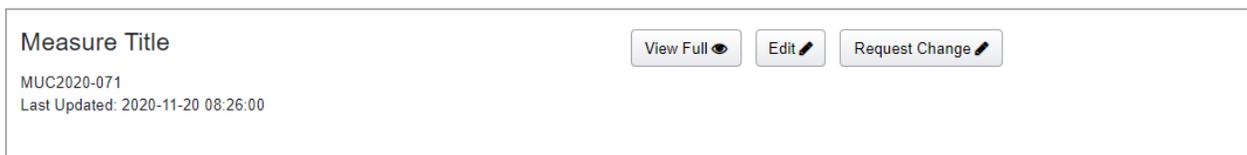
After making all desired adjustments to your attached files, click “Save” or “Save & Continue” to save your files and any associated attachments.

## Viewing the Information You Submitted

Click on “My Submissions”:

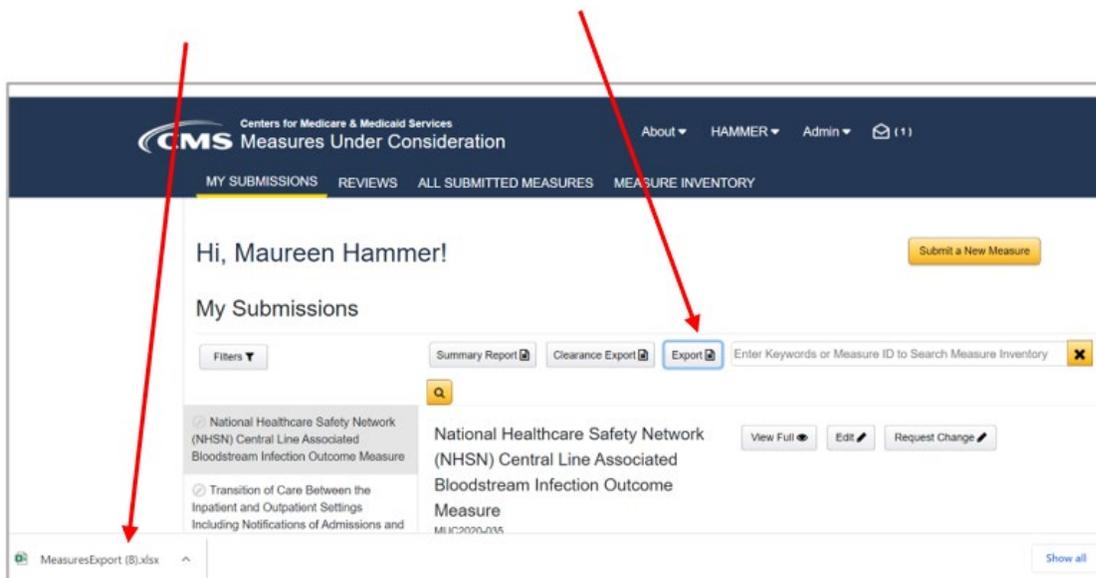


Then click on “View Full”



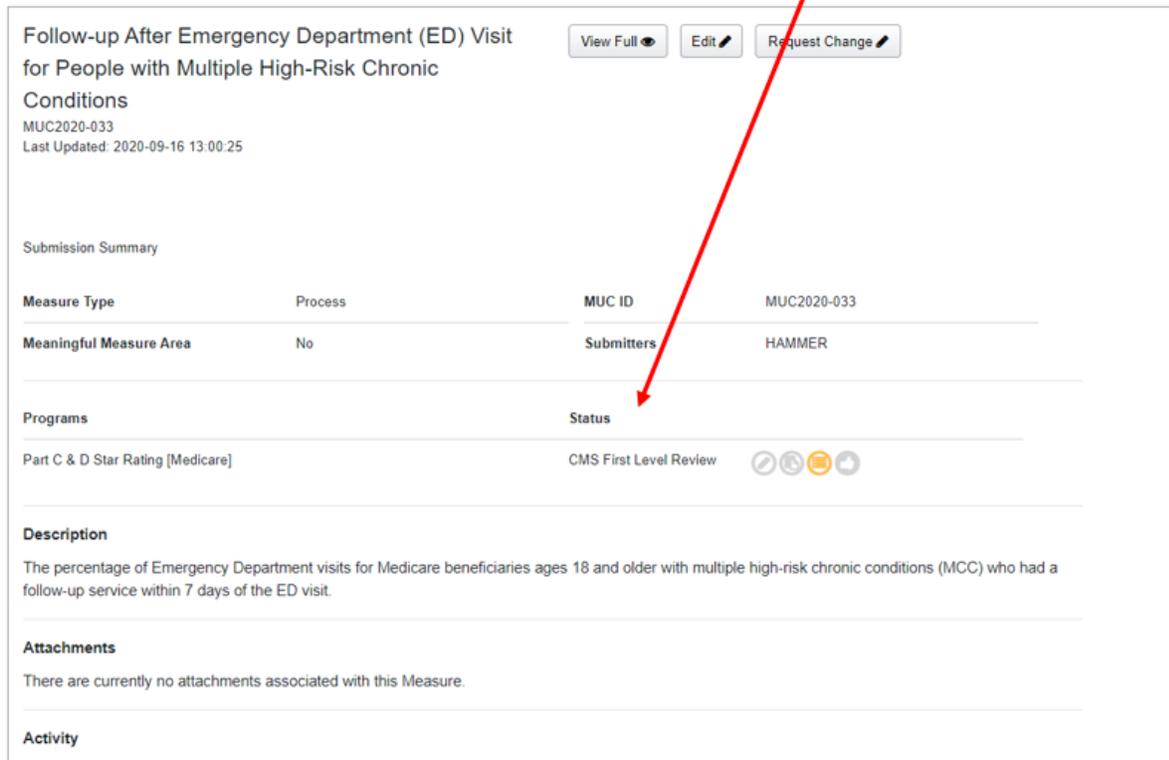
## Exporting/Printing a Copy of Your Submission

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.



The screenshot displays the following information:

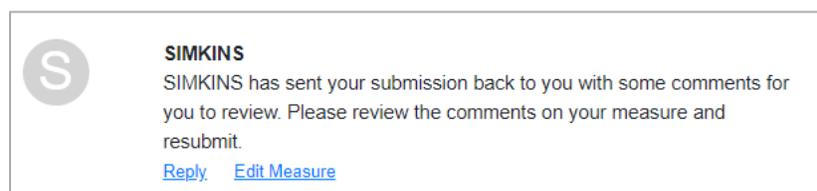
- Title:** Follow-up After Emergency Department (ED) Visit for People with Multiple High-Risk Chronic Conditions
- Buttons:** View Full, Edit, Request Change
- Conditions:** MUC2020-033, Last Updated: 2020-09-16 13:00:25
- Submission Summary:**

Measure Type	Process	MUC ID	MUC2020-033
Meaningful Measure Area	No	Submitters	HAMMER
- Programs:**

Part C & D Star Rating [Medicare]	Status	CMS First Level Review	[Icons]
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- Description:** The percentage of Emergency Department visits for Medicare beneficiaries ages 18 and older with multiple high-risk chronic conditions (MCC) who had a follow-up service within 7 days of the ED visit.
- Attachments:** There are currently no attachments associated with this Measure.
- Activity:** (Section header)

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](mailto: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:



**SIMKINS**  
SIMKINS has sent your submission back to you with some comments for you to review. Please review the comments on your measure and resubmit.  
[Reply](#) [Edit Measure](#)

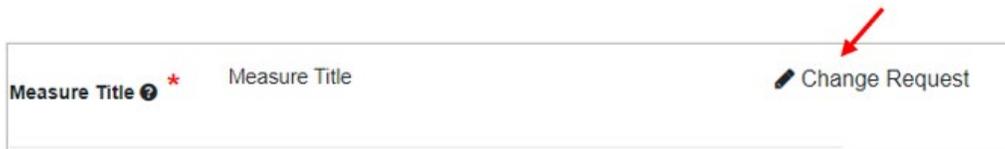
## Changing the Information You Submitted

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”.



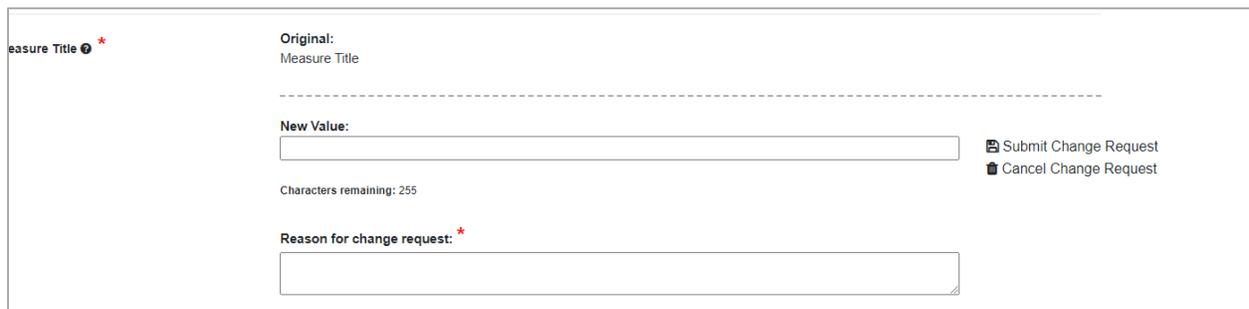
A screenshot of a measure submission card. The card has a white background and a thin border. On the left, it displays the text "Measure Title", "MUC2020-071", and "Last Updated: 2020-11-20 08:26:00". On the right, there are three buttons: "View Full" with an eye icon, "Edit" with a pencil icon, and "Request Change" with a pencil icon. The "Request Change" button is highlighted with a red rectangular border.

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



A screenshot of a measure submission card. The card displays "Measure Title" with a red asterisk and a small circular icon. To the right of the text is a "Change Request" button with a pencil icon. A red arrow points to the "Change Request" button.

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



A screenshot of the change request form. The form has a white background and a thin border. On the left, it displays "Measure Title" with a red asterisk and a small circular icon. The form contains the following fields and buttons:

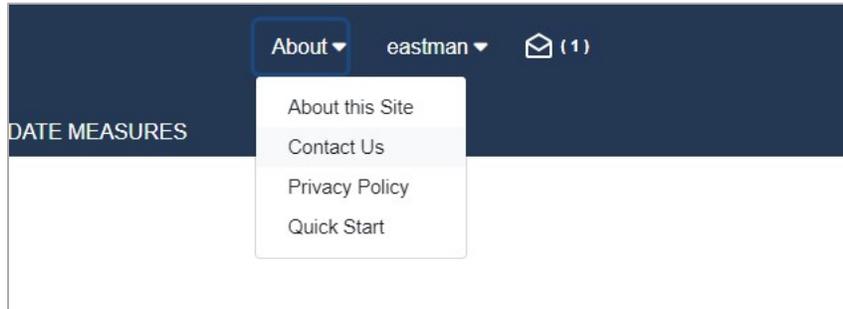
- Original:** Measure Title
- New Value:** A text input field.
- Characters remaining:** 255
- Reason for change request:** A text input field with a red asterisk.
- Submit Change Request** button (with a pencil icon)
- Cancel Change Request** button (with a trash icon)

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.**

A screenshot of the 'Contact Us' form. The form is titled 'Contact Us' and has a light blue header. Below the header, there are three contact options: 'Email Us:' with the address 'mmsupport@battelle.org', 'Call Us:' with the number '1-888-243-7592', and 'Write Us:' with the address 'MMS Support, Battelle, 505 King Ave., Columbus, OH 43201'. Below these options, there is a paragraph of text: 'If you have any questions about the purpose, content, or functionality of this site, please contact CMS MMS Support using the form below. Please be as specific as possible with your request. You should expect a reply to your e-mail within one business day.' The form fields are: 'First Name' and 'Last Name' (text boxes), 'Message' (a large text area), 'Company/Organization' (text box), 'E-mail' (text box), and 'Phone Number (format: 123-456-7890) (Optional)' (text box). There is a 'Submit' button at the bottom right. A note below the phone number field says 'Extensions can be added after the phone number separated by a space.'

**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).