

# 2018 Quality Payment Program (QPP): Self-Nomination User Guide for Qualified Clinical Data Registries (QCDRs) & Qualified Registries

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[September 2017]

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# Introduction

## Purpose

The 2018 Self-Nomination User Guide helps you, potential Qualified Registry and Qualified Clinical Data Registry (QCDR) vendors, self-nominate to qualify for the 2018 performance period of the Merit-based Incentive Payment System (MIPS) program. You'll find step-by-step instructions to complete a self-nomination form and what you need to fill out and submit a completed application for our review.

## Background

If you want to participate in MIPS for the 2018 performance period as a Qualified Registry and/or QCDR, you can find the self-nomination application in the [JIRA](#) web-based tool.

The **Qualified Registry application** has these tabs:

- **Field** – You can find background information about the self-nomination process, deadlines, and requirements.
- **2018 Qualified Registry Self-Nomination** – You have to enter your demographic and contact information, data collection methods, reporting options, performance categories, and services supported. Required fields are marked with an asterisk (\*).
- **Individual measures** – You can pick the individual measures you'll support for the 2018 MIPS performance period.
- **QPP- Electronic Clinical Quality Measures (eCQMs)** – You can say which eCQMs you support for the 2018 performance period.
- **2018 Qualified Registry Data Validation Plan** – You have to tell us how you'll validate the data submitted for 2018 performance period. Required fields are marked with an asterisk (\*).

You have to complete all of these tabs to successfully submit your self-nomination.

The [2018 Qualified Registry Self-nomination fact sheet](#) has more information about what's needed to participate as a Qualified Registry.

The **QCDR application** has these tabs:

- **Field** – You can find background information about the self-nomination process, deadlines, and requirements.
- **2018 QCDR self-nomination** – You have to enter your demographic and contact information, data collection methods, reporting options, performance categories, and services supported. Required fields are marked with an asterisk (\*).
- **Individual measures** – You can pick the individual measures you'll support for the 2018 MIPS performance period.
- **QPP-Electronic Clinical Quality Measures (eCQMs)** – You can say which eCQMs you support for the 2018 performance period.
- **2018 QCDR Data Validation Plan** – You have to tell us how you'll validate the data submitted for 2018 performance period.
- **Uploads** – You can upload how you'll benchmark, as well as your QCDR measures, and/or data validation plan. If you decide to upload your QCDR measures, use the QCDR measure template.
- **QCDR subtasks** – If you're a QCDR, you can submit your own measures for us to consider (optional).

You have to complete all of these tabs to successfully submit your self-nomination.

The [2018 QCDR Self-nomination fact sheet](#) has more information about what's needed to participate as a QCDR.

For 2018, you have to submit your complete self-nomination statement (including measures to be supported and the data validation plan) **by 5:00 p.m. Eastern Time (ET) on November 1, 2017**. We have to receive acceptable versions of all your deliverables by the deadline to consider you for the qualification process. If you intend on participating in MIPS as a qualified registry and QCDR, you have to complete and submit a self-nomination form for each vendor type for the 2018 performance period.

Our goal in keeping to the posted deadlines is to post timely lists of qualified vendors for eligible clinicians who select a Qualified Registry or QCDR to submit their Quality Payment Program data.

If you don't meet the requirements of participation, you might be put on probation and/or might not be able to participate as a qualified vendor now or in future program years.

You can find out more about the MIPS 2018 performance period on the [Quality Payment Program website](#).

# Accessing the JIRA system

## Sign up for a JIRA account

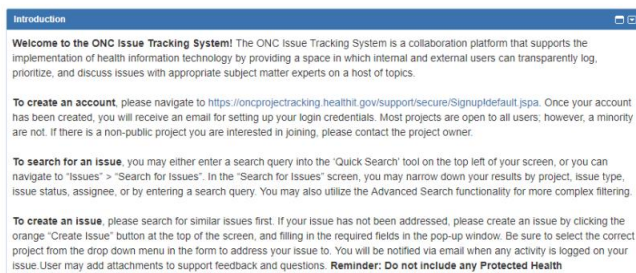
If you don't have a user account, you'll need to make one.

4 steps for making a JIRA user account:

1. Go to [JIRA](#).
2. Click on **Create an Account**.

System Dashboard

Tools



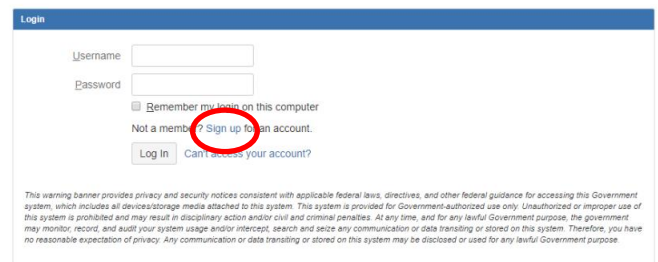
**Introduction**

Welcome to the **ONC Issue Tracking System**! The ONC Issue Tracking System is a collaboration platform that supports the implementation of health information technology by providing a space in which internal and external users can transparently log, prioritize, and discuss issues with appropriate subject matter experts on a host of topics.

**To create an account**, please navigate to <https://oncprojectracking.healthit.gov/support/secure/Signup/default.jspa>. Once your account has been created, you will receive an email for setting up your login credentials. Most projects are open to all users; however, a minority are not. If there is a non-public project you are interested in joining, please contact the project owner.

**To search for an issue**, you may either enter a search query into the "Quick Search" tool on the top left of your screen, or you can navigate to "Issues" > "Search for Issues". In the "Search for Issues" screen, you may narrow down your results by project, issue type, issue status, assignee, or by entering a search query. You may also utilize the Advanced Search functionality for more complex filtering.

**To create an issue**, please search for similar issues first. If your issue has not been addressed, please create an issue by clicking the orange "Create Issue" button at the top of the screen, and filling in the required fields in the pop-up window. Be sure to select the correct project from the drop down menu in the form to address your issue to. You will be notified via email when any activity is logged on your issue. User may add attachments to support feedback and questions. **Reminder: Do not include any Protected Health**



**Login**

Username

Password

Remember my login on this computer

Not a member? [Sign up to an account.](#)

[Can't access your account?](#)

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 all device/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transmitted or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transmitted or stored on this system may be disclosed or used for any lawful Government purpose.

3. Fill in the fields on the **Sign up** screen.



**Sign up**

Email\*

Full name\*

Username\*

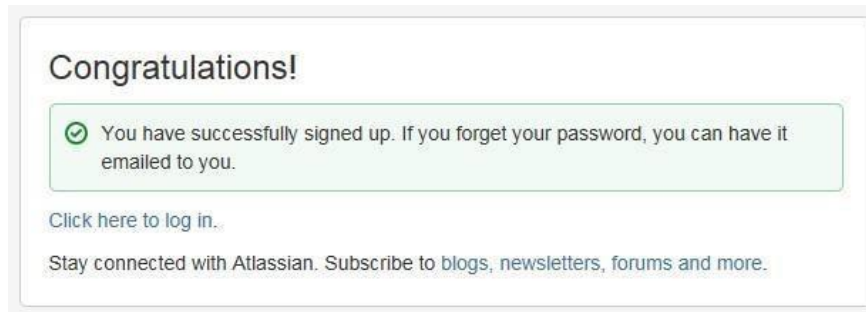
Password\*

Please enter the word as shown below



4. Click the **Sign up** button to make your account.

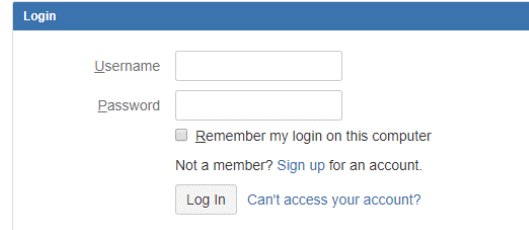
Once your account is made, you'll get a confirmation that looks like this:



## Log in to JIRA

Two steps to log in to JIRA:

1. Enter your **Username** and **Password**; then click the **Log in** button.

A screenshot of the JIRA login form. The form has a blue header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Remember my login on this computer". Below the checkbox, there is a link that says "Not a member? Sign up for an account." At the bottom of the form, there is a "Log In" button and a link that says "Can't access your account?"

If you check the **Remember my login on this computer** check box, you'll automatically stay logged in to JIRA on the browser and computer you're using, but your session won't be saved. So, your last search, current project, etc. won't be saved even though you'll stay logged in.

2. If you haven't changed your JIRA home page, the [dashboard](#) will be shown. If you have changed it, the [JIRA home page](#) you chose will be shown instead.



## Tips for self-nominating

Here are tips to help you get ready to self-nominate:

- Enter into and maintain an appropriate Business Associate Agreement with your participating MIPS eligible clinicians. The Business Associate Agreement has to:
  - Meet the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules.
  - Provides for your receipt of patient-specific data from an individual MIPS eligible clinician or group.
  - Provide for your disclosure of quality measure results and numerator and denominator data or patient specific data on Medicare and non-Medicare beneficiaries for your MIPS eligible clinicians and groups.
- Use the JIRA self-nomination form. We won't accept emailed self-nomination deliverables.
- Get your self-nomination, measure information, and data validation plan together before you try to self-nominate.
- Know that it'll take about an average of 10 hours to self-nominate, including the time to look at the instructions, search existing data resources, get your data together, and complete and review the self-nomination form.
- Be aware that the system will lock after 5 hours.
- Look for the required fields, which are marked with a red asterisk (\*).
- Don't click **Create** until after you've finished all the required fields of all the tabs. You **won't** be able to successfully submit your application unless you've finished all the required fields. Once you've submitted your application, you can go back and make edits until 5:00 p.m. ET on November 1, 2017. You won't be able to edit your submission after 5:00 p.m. ET on November 1, 2017.
- Leave comments in the **Comment** section whenever you review or modify your application. You can use the Comment section to explain any updates that have been applied to the self-nomination and/or to let us know about any changes to the QCDR measures. See "Modifying a JIRA ticket and populating the QCDR measures" sections of this User Guide for more information.

# Creating a JIRA self-nomination

## How to create a JIRA self-nomination

1. Click Create Issue.
2. Pick the 2018 Quality Payment Program Self-Nomination Form under the **Project** drop down list.

The screenshot shows the 'Create Issue' form in JIRA. At the top, there is a 'Create Issue' header and a 'Configure Fields' button. Below this, the 'Project' dropdown is set to '2018 QPP Self-Nomination F...' and the 'Issue Type' dropdown is set to 'Registry'. A horizontal tab bar below the dropdowns includes 'Field Tab', '2018 Qualified Registry Self-Nomination Form', 'Individual Measures', and 'QPP - eCQMs'. The '2018 Qualified Registry Self-Nomination Form' tab is active, displaying a detailed form with instructions and a 'PRA Disclosure Statement' section. At the bottom of the form, there are three buttons: 'Create another', 'Create', and 'Cancel'.

**2018 Qualified Registry Self-Nomination Form**

Click on the section tabs above and complete each form. **All fields marked with a red asterisk (\*) are required.** Once all the fields are completed and you click "create", you will receive a confirmation email with your JIRA ticket number. Please save the email for later reference. Please fill out all fields on each tab before clicking "create". As long as the "create issue" window remains open, your data is being retained when switching between tabs. You must click "create" to save the data. If the "create" window is closed without clicking "Create", your data will be lost. Once you have created your self-nomination form, you can edit your information until you click the "Submit to CMS" button.

Entities wishing to self-nominate as a Qualified Registry for the 2018 QPP performance period, must submit a completed self-nomination using this form by 5:00 PM ET on November 1, 2017. A 2018 self-nomination form is considered complete when all the required fields are filled and the "create" button is clicked.

Prior to self-nominating, entities should review the 2018 QPP Qualified Registry Self-Nomination Fact Sheet to ensure that they meet all of the requirements to participate in the Quality Payment Program as a Qualified Registry. We estimate that the time required for the 2018 Qualified Registry Self-Nomination form will take about 10 hours, this timing includes the time needed for information gathering to complete the form, completion of the form, and record keeping. Partially completed forms will not be considered as successful submission.

Please note that eligible clinicians wishing to report for the 2018 performance period of the Merit-Based Incentive Payment System (MIPS) program via the qualified registry reporting mechanism do NOT need to self-nominate. Only entities wishing to participate (and who meet the requirements) as a Qualified Registry vendor need to complete the self-nomination form.

**PRA Disclosure Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information

Create another **Create** Cancel



- Pick your entity type under the **Issue Type** drop down – **Qualified Registry** or **QCDR**. Make sure you've picked the right vendor type. If you don't, it will affect your application. If you'd like to self-nominate to become a QCDR and Registry, you have to submit an application for each vendor type.

Create Issue Configure Fields

Project 2018 QPP Self-Nomination F...

Issue Type Registry QCDR

Field Tab 2018 Qualified Registry Self-Nomination Form Individual Measures QPP - eCQMs

2018 Qualified Registry Data Validation Plan

### 2018 Qualified Registry Self-Nomination Form

Click on the section tabs above and complete each form. **All fields marked with a red asterisk (\*) are required.** Once all the fields are completed and you click "create", you will receive a confirmation email with your JIRA ticket number. Please save the email for later reference. Please fill out all fields on each tab before clicking "create". As long as the "create issue" window remains open, your data is being retained when switching between tabs. You must click "create" to save the data. If the "create" window is closed without clicking "Create", your data will be lost. Once you have created your self-nomination form, you can edit your information until you click the "Submit to CMS" button.

Entities wishing to self-nominate as a Qualified Registry for the 2018 QPP performance period, must submit a completed self-nomination using this form by 5:00 PM ET on November 1, 2017. A 2016 self-nomination form is considered complete when all the required fields are filled and the "create" button is clicked.

Prior to self-nominating, entities should review the 2018 QPP Qualified Registry Self-Nomination Fact Sheet to ensure that they meet all of the requirements to participate in the Quality Payment Program as a Qualified Registry. We estimate that the time required for the 2018 Qualified Registry Self-Nomination form will take about 10 hours, this timing includes the time needed for information gathering to complete the form, completion of the form, and record keeping. Partially completed forms will not be considered as successful submission.

Please note that eligible clinicians wishing to report for the 2018 performance period of the Merit-Based Incentive Payment System (MIPS) program via the qualified registry reporting mechanism do NOT need to self-nominate. Only entities wishing to participate (and who meet the requirements) as a Qualified Registry vendor need to complete the self-nomination form.

**PRA Disclosure Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information

Create another Create Cancel

- The appropriate self-nomination form will show up below the **Issue Type** drop down. To navigate through the form's tabs, click on the tab you want to start filling out.

## Filling out the 2018 self-nomination form

Most of the screenshots used in this User Guide were taken from the QCDR self-nomination form. Corresponding fields of the Qualified Registry self-nomination form may be a little different.

1. Enter your organization's name and the QCDR or Qualified Registry's name if it's different from the organization's.

+ Organization\*  
Name

+ QCDR name, if\*  
different from  
Organization Name

2. Enter your organization's mailing address.

Street Address\*

Suite

City\*

State\*

ZIP Code\*

3. Enter your organization's contact information.

+ Website\*

Type 'N/A' only if there is no website

+ Telephone\*  
Number

4. Fill out the Application Title field. This field should include your organization name followed by "Form Submission."

Summary\*

If summary is not auto-populated please add your organization name followed by "- Form Submission"

5. Enter the names of others in your organization who will be able to see this issue. These people have to have a JIRA account.

Vendor Organization  
Staff

Start typing to get a list of possible matches.

Start typing to get a list of possible matches Enter names of others in your organization who should have the ability to view this issue. Person(s) entered must have a JIRA account.

6. Pick from the drop down if this is a new or existing QCDR or Qualified Registry under MIPS.

Are you a new or existing QCDR under MIPS?

7. Pick all the years your organization has participated in MIPS and/or PQRS as a QCDR or Qualified Registry (pick N/A if it doesn't apply).

List which years of MIPS you have participated in (Select N/A if not applicable)

Hold the Ctrl button down to select multiple years.

Click first option, then hold select and click last option to select all years.

List which years of PQRS you have participated in (Select N/A if not applicable)

Hold the Ctrl button down to select multiple years.

Click first option, then hold select and click last option to select all years.

8. Add any other names or acronyms your organization currently uses or has used for participation as a qualified vendor in past program years.

+ Does your entity have an alias; such as an acronym or abbreviation, that can be used in communications to the organization? If yes, please provide all other names.

List any previous\* aliases your entity used while participating under MIPS (Type N/A if not applicable)

List any previous\* aliases your entity used while participating under PQRS (Type N/A if not applicable)

9. Explain how your organization meets our QCDR definition.

Description of QCDR

Please describe how the entity meets the CMS definition of a QCDR

10. Pick whether your organization can show it has a plan to risk adjust the quality measures data that is integrated with the measure specifications? Select Yes or No.

Plan to risk adjust?  Yes  No

Can the entity demonstrate that it has a plan to risk adjust the quality measures data that is integrated with the measure specifications?

11. Pick whether your organization will do its own public reporting or will report through Physician Compare. A QCDR/Qualified Registry must publicly report on one or the other.

Will the entity do their own public reporting or report through Physician Compare?

12. Tell us your cost information and the type of services your organization offers. We'll include this information in your qualified posting.

Cost information to be displayed on the Qualified Posting

Services Included in Cost

13. Check the data collection your organization supports and pick which performance categories you'll be reporting.

Data Submission Mechanism  Claims  
 Electronic Health Record  
 Practice Management System  
 Registry  
 Web-based Tool  
 Other

Data Collection Other

+ Also reporting for:  Improvement Activities  
 Advancing Care Information

+ Reporting Options Supported  Individual MIPS Eligible Clinicians  
 Groups  
 Virtual Groups

14. Enter your program, clinical, and technical contacts.

Program Contact Name

Program Contact Email Address

Program Contact Phone Number

Clinical Contact Name


Clinical Contact Email Address

Clinical Contact Phone Number

Technical Contact Name

Technical Contact Email Address

Technical Contact Phone Number



It's important that you give us different contact information for each representative to make sure you don't miss important messages when your staff changes, has limited access to email, etc. To make sure you get JIRA notices, please have your contacts add ONC JIRA to their safe/approved email senders list.

15. Read the statement in the gray box and enter your name underneath to attest that you meet the requirements for participation.

QCDR Participation Requirements

By signing and submitting this self-nomination form, you are attesting to your QCDR's ability to meet the requirements of participation for the 2018 performance period under the Quality Payment Program.

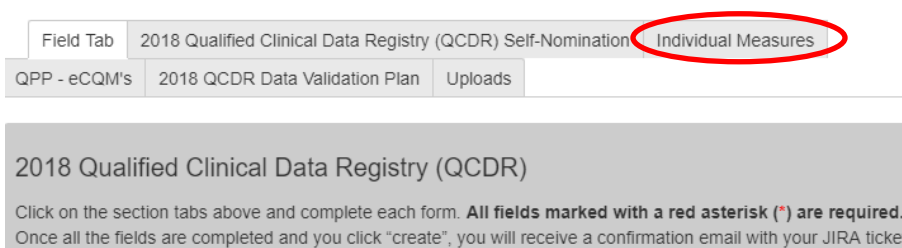
Submitter Name\*



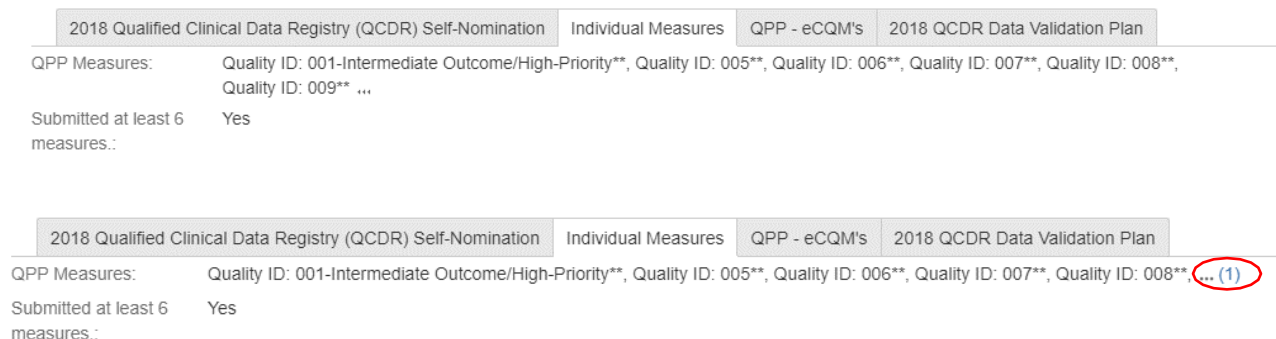
# Adding Quality Payment Program individual measures (QCDR/Qualified Registry)

## 6 steps to add measures

1. To add Quality Payment Program individual measures, click the Individual Measures tab.



2. You'll then see the Individual Measures as shown below.
3. Follow the directions under each domain/individual measure selection window to review and pick your Quality Payment Program individual measures. You have to report on at least six measures, including one outcome measure or one high priority measure.
4. Pick from the Quality Payment Program list all the individual Quality Payment Program measures that you'll support. Each individual measure you pick will be shaded after you pick it.
5. If you want to verify all the measures that you've picked, go to the "Individual Measures" tab and click on the blue number. It will expand so you can see all the measures you picked.



6. After you submit your measures, your saved individual measures will show on the Form Submission page, at the top left of the “Individual Measures” tab like this:

2018 QPP Self-Nomination Form / QSNF2018-1

## Test Issue

Edit Comment Assign More Withdrawn Approve Reject

**Details**

Type:  QCDR Status: **INITIAL CMS REVIEW**

Priority:  Moderate Resolution: Unresolved

Labels: None Security Level: Reporter

2018 Qualified Clinical Data Registry (QCDR) Self-Nomination Individual Measures QPP - eCQM's 2018 QCDR Data Validation Plan

QPP Measures: Quality ID: 001-Intermediate Outcome/High-Priority\*\*, Quality ID: 005\*\*, Quality ID: 006\*\*, Quality ID: 007\*\*, Quality ID: 008\*\*, Quality ID: 009\*\* ...

Submitted at least 6 measures.: Yes

2 outcome measures or 1 outcome measure and 1 resource use, patient experience of care efficiency, appropriate use or patient safety: Yes

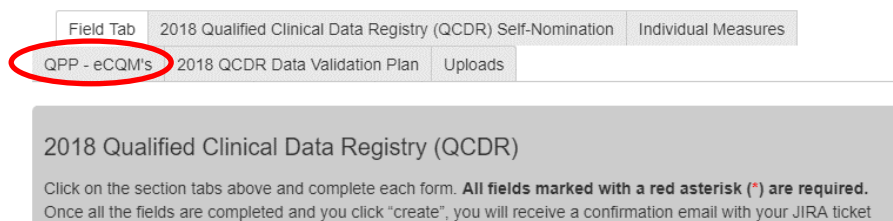
Your measure additions won't be saved until your measures are completely entered. We recommend that you have all your reference material (e.g., Measures List, etc.) ready and with you when you're entering your measures.

To add or edit your individual measures, see the “Modifying a JIRA ticket” section of this User Guide.

# Adding Quality Payment Program eCQMs (QCDR/Qualified Registry)

## 4 steps to adding eCQMs

1. Click the **QPP – eCQMs** tab. You'll see the eCQMs lists like this:

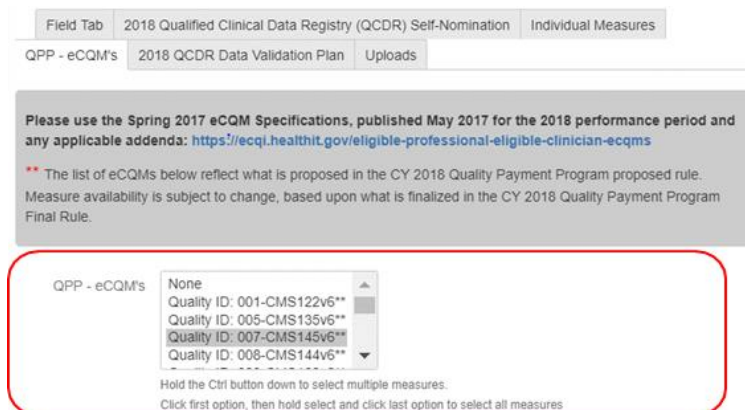


The screenshot shows a navigation bar with four tabs: "Field Tab", "2018 Qualified Clinical Data Registry (QCDR) Self-Nomination", "Individual Measures", and "QPP - eCQM's". The "QPP - eCQM's" tab is highlighted with a red circle. Below the tabs is a grey box with the following text:

2018 Qualified Clinical Data Registry (QCDR)

Click on the section tabs above and complete each form. **All fields marked with a red asterisk (\*) are required.** Once all the fields are completed and you click "create", you will receive a confirmation email with your JIRA ticket

2. Follow the directions under the **QPP – eCQM** list to review and the eCQMs.



The screenshot shows the "QPP - eCQM's" tab selected. Below the tabs is a grey box with the following text:

Please use the Spring 2017 eCQM Specifications, published May 2017 for the 2018 performance period and any applicable addenda: <https://ecqj.healthit.gov/eligible-professional-eligible-clinician-ecqms>

\*\* The list of eCQMs below reflect what is proposed in the CY 2018 Quality Payment Program proposed rule. Measure availability is subject to change, based upon what is finalized in the CY 2018 Quality Payment Program Final Rule.

Below this text is a dropdown menu for "QPP - eCQM's" with the following options:

- None
- Quality ID: 001-CMS122v6\*\*
- Quality ID: 005-CMS135v6\*\*
- Quality ID: 007-CMS145v6\*\*
- Quality ID: 008-CMS144v6\*\*

Below the dropdown menu is the following text:

Hold the Ctrl button down to select multiple measures.  
Click first option, then hold select and click last option to select all measures

3. Pick from the **QPP – eCQM** Measures list all of individual eCQMs that you'll support. Each eCQM you pick will be shaded after you pick it.
4. After you submit your eCQMs, your saved eCQMs will show on the Form Submission like this:

2018 Qualified Clinical Data Registry (QCDR) Self-Nomination

Individual Measures

QPP - eCQM's

2018 QCDR Data Validation Plan

QPP - eCQM's:

Quality ID: 001-CMS122v6\*\*, Quality ID: 005-CMS135v6\*\*, Quality ID: 007-CMS145v6\*\*, Quality ID: 008-CMS144v6\*\*

## Submitting the Data Validation Plan (QCDR/Qualified Registry)

On this tab, we'll ask you to explain how you'll validate the data you're submitting to us. You have to fill out all of the fields. You can either add your data validation plan in the JIRA pre-formulated question fields or upload it as an attachment in JIRA. If you're only sending your data validation plan as an attachment, fill out each field with "see attached". If you're answering the pre-formulated questions and also uploading an attachment to submit your data validation plan, we'll only review what you fill out in the pre-formulated fields, but not your attachments, to tell if you meet the data validation plan requirements.

### 9 steps to fill out the Data Validation Plan tab

1. Add your vendor name.

Name of the QCDR

Enter the name of the QCDR entity. (Do not list the name of the organization.)

2. Check whether you can benchmark (QCDR only).

Benchmarking\*  Yes  
Capability?  No

Does the entity have benchmarking capability to compare the quality of care an Eligible Clinicians and QPP group practice provides to others performing the same and similar functions?

Please provide benchmarking methodology as available, as an attachment under the "Uploads" tab.

If you click "Yes", upload your benchmarking methodology, as available, as an attachment under the **Uploads** tab. The name of the file should be **Benchmarking Methodology QCDR Name**. See page 20 of this User Guide for more information.

3. Describe how your organization will verify eligibility in the Quality Payment Program for each eligible clinician and/or group practice.

How will your organization verify QPP eligibility of each Eligible Clinician/Group?

Describe how your organization will verify the eligibility of each Eligible Clinician and/or Group participating in QPP (i.e., verify they are a Medicare provider and bill Medicare Part B services).

4. Describe how your organization will verify accuracy of Tax Identification Numbers (TINs) and/or National Provider Identifiers (NPIs).

How will your organization verify accuracy of TIN/NPIs?

Indicate the method your organization will use to verify the accuracy of each Tax Identification Number (TIN) and National Provider Identifier's (NPI) you are intending to submit (i.e. NPPES, CMS claims, tax documentation).

5. Tell us how you'll calculate reporting and performance rates.

What method will your organization use to calculate reporting and performance rates?

Describe the method that your organization will use to accurately calculate (both reporting rates and performance rates) for measures based on the appropriate measure type and specification

6. Tell us how you'll verify the 2018 QPP and QCDR measures.

How will your organization verify 2018 QPP/QCDR measures?

Describe the method your organization will use to verify the 2018 QPP and QCDR measures.

7. Tell us how you'll complete randomized audits.

Describe the process used for completion of randomized audit. (2018)

Describe the process that the entity will use for the completion of a randomized audit of a subset of data prior to the submission to CMS. Periodic examinations may be completed to compare patient record data with submitted data and/or ensure QPP measures were accurately reported based on the appropriate measure specifications (that is, accuracy of numerator, denominator, and exclusion criteria). The QCDR must provide their sampling methodology that would be used to conduct the audits.



8. Tell us how you'll complete detailed audits.

Describe the process used for completion of randomized audit. (2018)

Describe the process that the entity will use for the completion of a randomized audit of a subset of data prior to the submission to CMS. Periodic examinations may be completed to compare patient record data with submitted data and/or ensure QPP measures were accurately reported based on the appropriate measure specifications (that is, accuracy of numerator, denominator, and exclusion criteria). The QCDR must provide their sampling methodology that would be used to conduct the audits.

9. Check the box to attest that as required, your organization has the ability to randomly request and receive documentation from providers to verify data accuracy. Your organization will give us access to review the Medicare beneficiary data the 2018 Quality Payment Program QCDR-based submissions are based on or you'll give us a copy of the actual data (if requested for validation purposes).

Ability to Audit\*  Yes

Please check the box to attest that, per the requirements, entity has the ability to randomly request and receive documentation from providers in order to verify accuracy of data. Entity will provide CMS access to review the Medicare beneficiary data on which 2018 QPP QCDR-based submissions are based or provide to CMS a copy of the actual data (if requested for validation purposes).

## Uploading a Qualified Registry Data Validation Plan as an attachment

If you want to upload your data validation plan as an attachment, you'll use the Attachment option at the bottom of the 2018 Qualified Registry Data Validation Plan tab, shown below. The name of the file should be: **2018DataValidationPlan\_<YourQualifiedRegistryName>**. If you're submitting your data validation plan in an attachment, fill out the fields with "see attached."

Attachment browse."/>

## Uploading a QCDR Data Validation Plan as an attachment

If you want to upload your Data Validation Plan as an attachment, you'll use the Uploads tab, shown below. The name of the file should be: **2018DataValidationPlan\_<YourQCDRName>**. You can find more information the next page. If you're submitting your data validation plan in an attachment, fill out the fields with "see attached."

Field Tab	2018 Qualified Clinical Data Registry (QCDR) Self-Nomination	Individual Measures	QPP - eCQM's
2018 QCDR Data Validation Plan	Uploads		

Please use this field to upload any or all of the following documents:

1. 2018 Data Validation Plan
2. Benchmarking Capabilities
3. Supplemental non-QPP Measures Documentation

Attachment browse."/>

a) 2017 Data Validation Plan\_QCDR Name b) Benchmarking Methodology\_QCDR Name c) Supplemental non-QPP Measure Documentation\_QCDR Name Please label as 1, 2, 3 if you are uploading more than one document.

## Uploading attachments (QCDR only)

This tab lets QCDR applicants attach self-nomination documentation:

- **2018 data validation plan** – you can upload your data validation plan if you don't want to use the JIRA pre-formulated data validation plan fields. You have to include all of the fields in your attached document. The file name should be 2018DataValidationPlan\_<YourQCDRName>.
- **Benchmarking methodology** – you can explain how you'll benchmark your data. The file name should be Benchmarking Methodology\_<YourQCDRName>.
- **Supplemental QCDR measures documentation** – you can give your complete measure specification for all the QCDR measures you're submitting. You have to use the QCDR Measure Template. You have to include all of measure specification fields in the template when you self-nominate. The file name should be SupplementalQCDRMeasureDocumentation\_<YourQCDRName>.

Field Tab	2018 Qualified Clinical Data Registry (QCDR) Self-Nomination	Individual Measures	QPP - eCQM's
2018 QCDR Data Validation Plan	Uploads		

Please use this field to upload any or all of the following documents:

1. 2018 Data Validation Plan
2. Benchmarking Capabilities
3. Supplemental non-QPP Measures Documentation

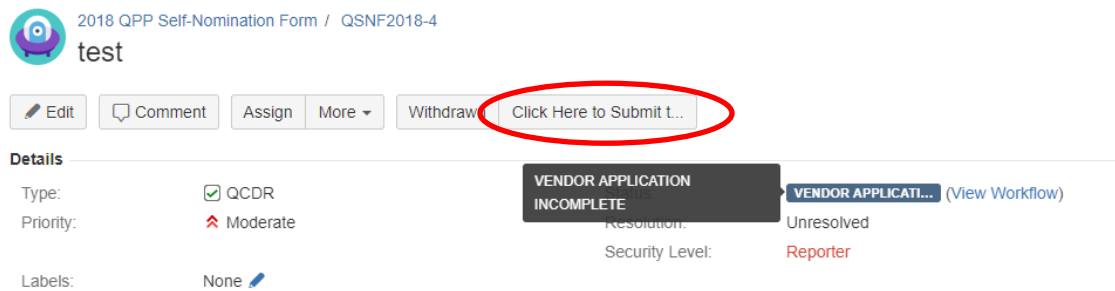
Attachment

a) 2017 Data Validation Plan\_QCDR Name b) Benchmarking Methodology\_QCDR Name c) Supplemental non-QPP Measure Documentation\_QCDR Name Please label as 1, 2, 3 if you are uploading more than one document.

# Submitting your self-nomination form

## 4 steps to submit your self-nomination form

1. After you've finished all the required fields of all the tabs, click Create. You won't be able to successfully submit your form unless you've filled out all the required fields that are marked with a red asterisk (\*).
2. Once your form is filled out and you've finished all your edits, click "Click Here to Submit to CMS" button to finish the submission process.

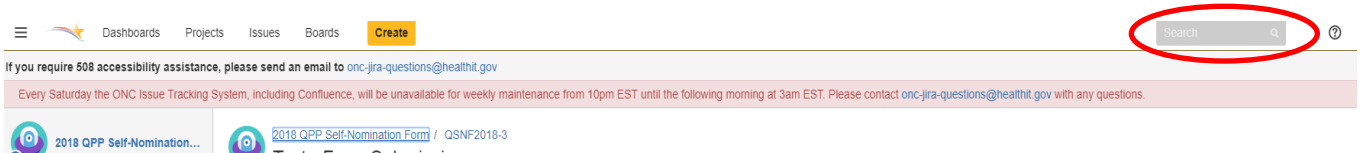


3. Save the confirmation email you get with your JIRA ticket number for your reference.
4. Export a copy of your approved self-nomination form for your records.

# Updating a JIRA ticket

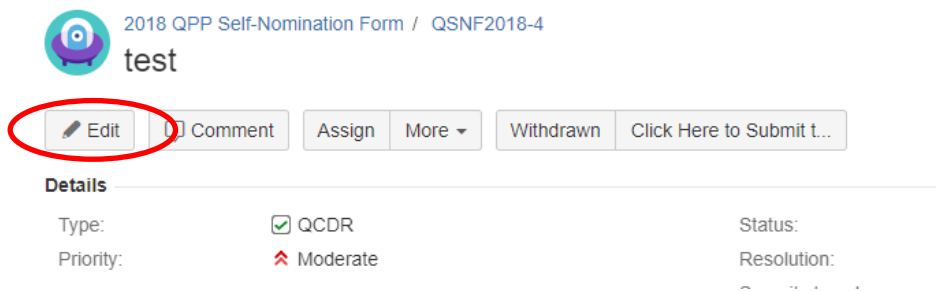
To review or update your ticket, click **Issues – Search for Issues** OR Recent Issues, OR **Reported by Me**.

1. You can also use the Quick Search button in the upper right of your screen to access the ticket you've submitted.

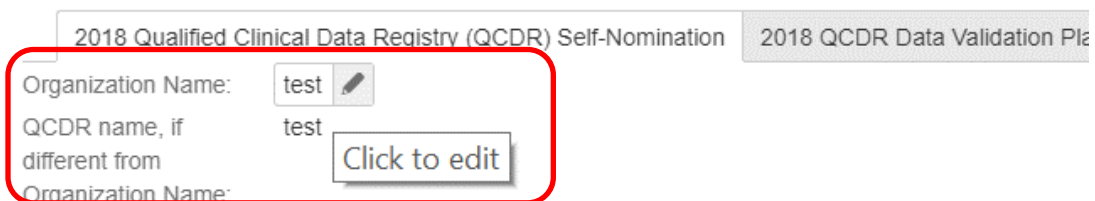


Quick Search is character and format sensitive. Since there's a hyphen (or dash) in the QSNF number record, you'll need to use the exact format in the exact case without adding or leaving out spaces or characters to find your unique QSNF record number. You won't be able to find your QSNF record if you make even small changes to the characters or format (e.g., QSNF25 or QSNF 25).

2. Once you've found your ticket, click Edit.



You can also edit your information by clicking on individual fields, as shown below.

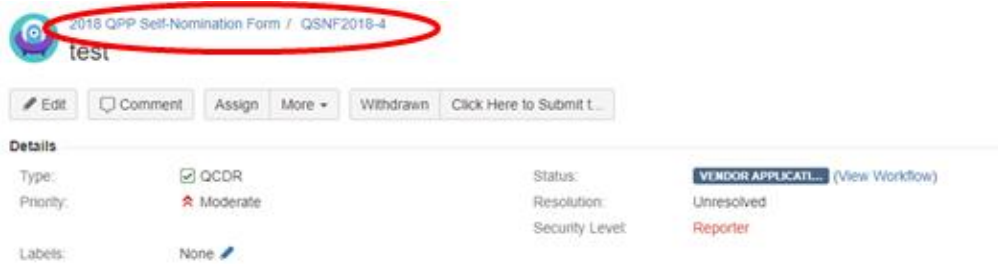


- o Use your scrollbar to see all the tabs at the top of the page after you come to the **Edit Issue** page.
- o To update or add information at any time, click the **Update** or **Edit** buttons, depending on which screen you're looking at. Remember, you won't be able to update your submission after **5:00 p.m. ET on November 1, 2017**.

## Adding QCDR measures (QCDR only)

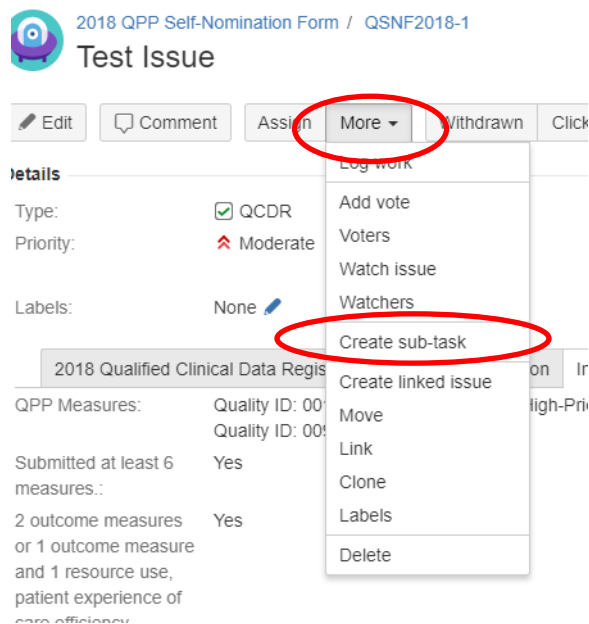
You can only add your QCDR measures after you've submitted your self-nomination form. After you've made your ticket, follow the steps on page 21 to access your submission. You can also use the QCDR Measure Template instead.

Use the hyperlinks at the top of the window to go back to your earlier pages instead of the Back button:



## Adding QCDR measures with Create Sub-Task

1. To add QCDR Measures, click the **More** button, and you'll see a drop down list.
2. Then, click **Create Sub-Task** from the drop down list





3. Pick **New Proposed Measure** in the **Issue Type** field.

Issue Type\*  ?

---

QCDR Measure\*  Type

Does this measure\*  
belong to another  
QCDR? If so, which  
one? (Please  
indicate you have  
the appropriate  
permissions to use  
the measure)

Measure Title\*

Please do not include your vendor assigned measure ID, only include if a CMS Approved MIPS ID was assigned previously.

Measure Description\*

Is the QCDR\*  
measure a high  
priority or outcome  
measure?

High Priority Type\*

NQS Domain\*

# Filling out the Proposed Measure sub-task form page

Enter all required data for each new Proposed Measure, for every new Proposed Measure, until you've done all 26. Required fields are marked with a red asterisk (\*).

## 26 Proposed Measure sub-tasks:

1. **QCDR measure type** – Pick the QCDR measure type you're proposing.

QCDR Measure\*  
Type

Does this measure\*  
belong to another

New QCDR Measure  
New QCDR Measure  
Existing Approved QCDR Measure With No Changes  
Existing Approved QCDR Measure With Changes

2. **Measure ownership and permission to use** – Tell us who owns the QCDR measure and if you have permission to use it.

Does this measure\*  
belong to another  
QCDR? If so, which  
one? (Please  
indicate you have  
the appropriate  
permissions to use  
the measure)

Please check one:\*  We have been granted written permission to use this measure that is owned by another QCDR  
 Not applicable, we own this measure

3. **CMS assigned measure ID number** – Give the approved MIPS QCDR Measure ID that was assigned in the previous year, or enter N/A.

CMS assigned  
measure ID #

Please enter your Approved MIPS QCDR Measure ID as assigned in the previous year, or enter N/A.

4. **Measure title** – Tell us the measure's title. It should start with a clinical condition of focus, followed by a brief description of action.

Measure Title\*

Please do not include your vendor assigned measure ID, only include if a CMS Approved MIPS ID was assigned previously.

5. **Measure description** – Give us a detailed measure description.

Measure Description\*

Is the QCDR\*  
measure a high  
priority or outcome  
measure?

- None
- High Priority
- Outcome
- N/A

6. **Measure priority or outcome** – Pick whether the measure is high priority, outcome, or neither (N/A).

Is the QCDR\*  
measure a high  
priority or outcome  
measure?

- None
- High Priority
- Outcome
- N/A

7. **High priority type** – Pick the high priority type.

High Priority Type\*

NQS Domain\*

NQS Domain\*

Rationale

- None
- N/A (to be chosen only if measure is designated as an outcome measure)
- Appropriate Use
- Patient Safety
- Efficiency
- Patient Experience
- Care Coordination

8. **National Quality Strategy (NQS) domain** – Pick the domain the measure belongs to and tell us why.

NQS Domain\*

NQS Domain\*

Rationale

- Communication and Care Coordination
- Community/Population Health
- Effective Clinical Care
- Efficiency and Cost Reduction
- Patient Safety
- Person and Caregiver-Centered Experience and Outcomes

NQS Domain\*  
Rationale

---

9. **Denominator** – Type in the eligible patient population to be counted to meet the measures' inclusion requirements.

Denominator\*

The lower part of a fraction used to calculate a rate, proportion, or ratio. The denominator is associated with a given patient population that may be counted as eligible to meet a measure's inclusion requirements.

10. **Denominator exclusions** – Type in any exclusions to the measure's denominator. An exclusion is anything that would remove the patient, procedure, or unit of measurement from the denominator.

Denominator\*  
Exclusions

11. **Numerator** – Type in the clinical action that meets the measure's requirements.

Numerator\*

The upper portion of a fraction used to calculate a rate, proportion, or ratio. A clinical action to be counted as meeting a measure's requirements.

12. **Numerator exclusions** – Type in any exclusions to the measure’s numerator. Numerator exclusions are used only in ratio measures to describe what shouldn’t be included in the numerator.

Numerator Exclusions\*

13. **Denominator exceptions** – Type in any exceptions to the measure’s denominators.

Denominator Exceptions\*

14. **Inverse measure?** – Pick whether the measure is inverse.

Is the measure an Inverse measure?\*

Measure type\*

None

None

Yes

No

15. **Measure type** – Pick the best description of the measure type and then use the drop down and pick the measure type.

Measure type\*

Measure Scoring\*

Is the measure a ratio?\*

If continuous variable and/or ratio is chosen, what would be the range of the score(s)?\*

None

None

Composite

Cost/Resource Use

Efficiency

Intermediate Outcome

Outcome

Patient Engagement/Experience

Patient Reported Outcome

Process

Structure

Other (enter in Comments at far bottom of this form)

16. **Measure scoring** – Pick the scoring mechanism.

Measure Scoring\*

- None
- Proportion
- Continuous Variable

17. **Ratio?** – Pick whether the measure's a ratio.

Is the measure a ratio\*

- Yes
- None
- No

18. **Range of the score(s) for continuous variable and/or ratio** – If your measure's a ratio, pick the range of the score(s). If not continuous variable and/or ratio, enter N/A.

If continuous variable and/or ratio is chosen, what would be the range of the score(s)?

If not continuous variable and/or ratio please enter N/A.

19. **Risk adjusted?** – Pick whether the measure is risk adjusted.

Is measure risk adjusted\*

- None
- Yes
- No

If 'yes', please provide which score

20. **Risk adjustment score** – If the measure is risk adjusted, tell us the score.

If 'yes', please provide which score is risk adjusted.



**21. National Quality Forum (NQF) ID number** – Tell us the NQF ID. If you don't know the NQF ID number, enter numerals 0000.

NQF ID number\*

Four digit number with leading zeros if needed. If no NQF ID number is known, enter numerals 0000.

**22. Data sources used for the measure** – Pick all that apply.

What data sources\*  
are used for the  
measure?

- Administrative claims (non-Medicare; enter relevant parts in the field below)
- Administrative clinical data
- Facility discharge data
- Chronic condition data warehouse (CCW)
- Claims

Select as many as apply.

**23. Number of performance rates to be submitted in the XML** – Type in the number or N/A to show the number of performance rates you submitted. If only one is calculated, type '1'. Also, if there are multiple performance rates for the measure, tell us the name of each performance rates.

# of Performance\*  
Rates to be  
submitted in the  
XML

enter # or n/a

**24. Overall performance rate if more than one performance rate is to be submitted** – Tell us which rate will represent an overall performance rate for the measure or how an overall performance rate could be calculated based on the data submitted in the XML.

Indicate an Overall\*  
Performance Rate if  
more than 1  
performance rate is  
to be submitted

**25. Evidence of a performance gap and any study citations** – Give us a summary of a performance gap with citations to any studies you used. Don't submit only study citations.

Provide a concise <sup>\*</sup> summary of evidence of a performance gap, in addition to any study citation.

**26. Fill in the rest of the fields that apply.**

Please indicate which specialty/specialties this measure applies to.

Is there a variance in the measure rate? If yes, indicate if the variance is within your registry and/or from another source. If another source, please cite the source.

Please provide any test data on reliability/validity.

What is the measure funding source?

Once you complete the form, click the **Create** button.

Create another

If you upload more attachments with details about QCDR Measures, see **page 23** of this User Guide.

- You can see the QCDR measure(s) you save d entered on the Summary screen. You can also scroll down to see all the information you entered.
- Clicking on any line will take you into the Edit/Review screen. Use the hyperlinks, not the Back button, at the top of the window to go back the pages you visited earlier.

## QCDR measure permission checklist

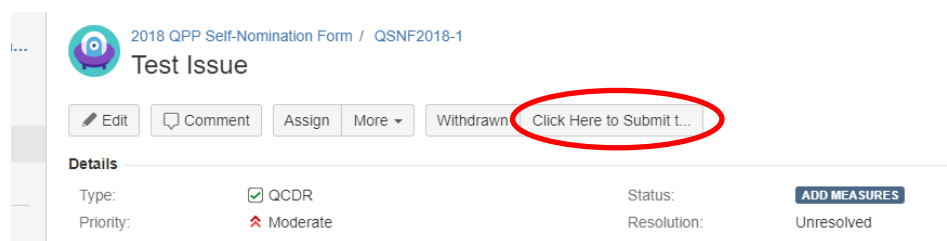
If you're a QCDR, you have to get permission to use another QCDR's measure by the time you self-nominate for each performance period. Here's the QCDR measure permission checklist:

- ✓ See which measure(s) you need to ask permission to use
- ✓ Find [QCDR measure contacts](#) on our Quality Payment Program Resource Library page
- ✓ Ask whoever owns the QCDR measure(s) for permission to use it
- ✓ Get the measure owner's permission documented
- ✓ Upload the documentation for our review when you self-nominate in JIRA

## Submitting a JIRA ticket

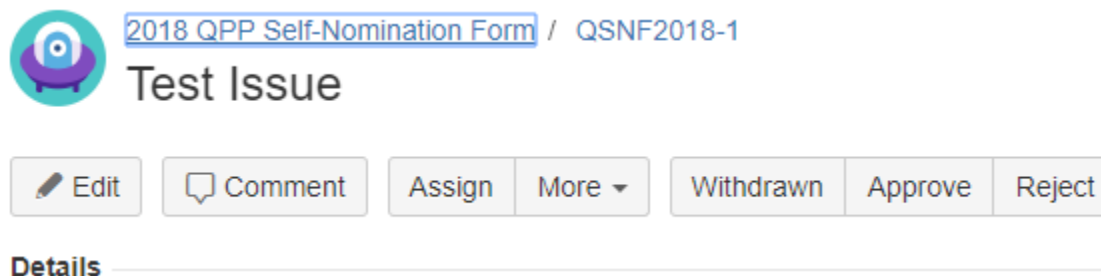
Click on the Submit button to save your whole QSNF record.

- When you're completely finished entering information in the record, click the Submit button at the top of the page to save the whole record.
- If necessary, use the Edit button to make changes to your record after you've submitted it.



## Withdrawing a JIRA ticket

If you want to withdraw a self-nomination form that you already submitted, click on the **Withdrawn** button. When you click on the **Withdrawn** button, your whole QSNF record will be withdrawn from consideration to participate in MIPS as a QCDR or qualified registry.



# Resources

## Help with JIRA

- If you need more help with JIRA, you can check JIRA's Online Help or get more [learning JIRA resources](#).

## Help to self-nominate

You can use the Comment box to ask questions about filling in the form or submitting other information. You can also see the "Modifying a JIRA Ticket" and "Populating the QCDR Measures" sections of the User Guide for more information.

- If you need more help with the Self-Nomination criteria, contact the Quality Payment Program Service Center Help Desk by [e-mail](#) or at 1-866-288-8292 (TTY 1-877-715-6222) from 8:00 a.m. to 8:00 p.m. ET Monday through Friday. Keep your personal identifying information (like your Social Security Number or TIN) secure by not including it in your email to the Quality Payment Program Service Center.
- The [Quality Payment Program website](#) resource library also gives more resources.