

INSTRUCTIONS FOR COMMENTING ON JIRA

If you are a current JIRA user with an active account:

<http://jira.oncprojecttracking.org>

(Select “Log In” at the top right corner.)

If you are new to JIRA and do NOT have an account:

<http://jira.oncprojecttracking.org/login.jsp>

(Select “Sign up” to set up a new account and log in to the JIRA tool.)

Once logged in, enter your comments by following these instructions:

1. Select “Projects” at the top middle of the home screen.
2. Select “View all Projects.”
3. Under Quality-Measures, select “Comments on eQMs under development” project.
4. To enter comments, select “Create issue” (orange button) at the top middle of the screen.
5. Select the type of issue from the “Issue type” drop-down menu.
6. Fill out the fields labeled “Summary,” “Contact name,” “Contact email,” and “Contact phone.”
7. In the “Summary” field, type in one of the following titles, based on the measure you are commenting on:
 - **“Comment—FSA CHF”** for the “Functional Status Assessment and Target Setting for Patients with Congestive Heart Failure” measure
 - **“Comment—PSA Screening”** for the “Non-Recommended PSA-Based Screening” measure
8. Enter your comments in the “Description” field.
9. Select the measure you are commenting on from the “Draft measures” drop-down box:
 - For the “Functional Status Assessment and Target Setting for Patients with Congestive Heart Failure” measure, select **“FSA_CHF”**
 - For the “Non-Recommended PSA-Based Screening” measure, select **“PSA_Screening”**
10. Select ‘Create’ at the bottom left to submit your comments. If you would like to enter more comments, select “Create another” and then “Create.”

To be considered, **comments must be submitted by November 20, 2015, via the JIRA comment tool.**