

Measure Submission Checklist

This checklist may be used as a guide for gathering the information required for submission of measures and measure sets to NQMC.

All submissions must include the following information:

Developing/Submitting organization(s) identifying information as follows:

- Contact name(s)
- Title(s)
- Full address(es)
- Telephone number(s)
- E-mail address(es)

Completed Copyright Agreement Form (if applicable).

Note: For a measure(s) in the public domain, no copyright permission is required.

Documentation (English language) available in print or electronic format that includes each of the following items:

1. Developing organization's name(s), including a listing of collaborating organizations involved with measure development (if applicable).
2. Date of most current version of the measure specifications.
3. Rationale for the measure(s).

Note: The rationale is a brief statement describing the specific aspect of health care and the recipients to which the measure(s) applies. The rationale may also include the evidence basis for the measure(s), and an explanation of how to interpret results, if that information is provided.

4. Description of the denominator and numerator of the measure(s) (including specific variables for inclusion or exclusion of cases/events from either the denominator or numerator).

Note: A continuous variable statement (e.g., "time to thrombolysis") may be an acceptable alternative and measures whose metric is other than a rate or percentage will be considered on an individual basis. If structure measures lack a numerator and/or denominator, evidence must be provided that an association exists between the structure measure and one of the other four domains of quality (i.e., Access, Outcome, Patient Experience, and Process).

5. Data source(s) for the measure(s) (e.g., electronic health record, administrative clinical data, registry, etc.).
6. Evidence supporting the measure(s) (i.e., clinical practice guideline, systematic review, formal consensus, focus group, NLM peer-reviewed journal article).

Note: The criterion of quality is required for Quality Measures (e.g., Process, Outcome). Any Related Measures (e.g., Use of Services) must be part of a set or collection that includes Quality Measures to be considered for inclusion.

Documented evidence that each of the following [Inclusion Criteria](#) has been met:

1. The measure(s) is in *current use* OR has been *pilot tested* within the last three years and is the most recent version of the measure(s) has been revised.

Note: A measure(s) is in current use if at least one health care organization has used the measure to evaluate or report on quality of care within the previous three years.

2. At least one of the following criteria has been met for evaluation of the measure(s):

- Cited in one or more reports in a National Library of Medicine (NLM) indexed, peer-reviewed journal, applying or evaluating the measure's properties.
- Assessed for reliability and validity.

Note: Reliability is the degree to which the measure(s) is free from random error. Validity is the degree to which the measure(s) is associated with what it purports to measure.

- Developed, adopted, adapted, or endorsed by an organization that promotes rigorous development and use of measurement in health care. Such an organization may be at the international, national, regional, state or local levels (e.g., a multi-state consortium, a state Medicaid agency, or a health organization or delivery system).

Note: An adapted measure(s) is developed by one organization, and then subsequently adopted and modified in some way by another organization.