

# Submission Tool and Repository (STAR) Measure Database

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## USER GUIDE (Version 2.0)

For E&M Measure Submitters and Committee Members

*February 2026*

# Record of Changes

Version	Date	Description of Change
1.0	August 2025	<ul style="list-style-type: none"> <li>New User Guide created.</li> </ul>
1.1	October 2025	<ul style="list-style-type: none"> <li>Added directions to “Adding Additional Collaborators to a Measure” and “Measure Information Download.”</li> </ul>
2.0	January 2026	<ul style="list-style-type: none"> <li>Updated Screenshots.</li> <li>Added information on Committee Member credentials and Committee Member Independent Reviews.</li> </ul>

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## What is STAR?

As a Centers for Medicare & Medicaid Services- (CMS-) certified consensus-based entity (CBE), Battelle discloses complete information (e.g., full measure specifications, coding logic, algorithms) regarding each measure to the public for the purpose of evaluating, analyzing, or displaying for endorsement consideration.

The Submission Tool and Repository (STAR) is a measure database of quality performance measures that measure developers and stewards submitted to Battelle as well as the previous CBE for endorsement consideration. Battelle updates the STAR database regularly as developers and stewards submit new and maintenance measures to the Partnership for Quality Measurement for endorsement review. Battelle provides enhancements to the STAR database to better support the accessibility of timely and accurate measure information for all interested parties.

## Accounts

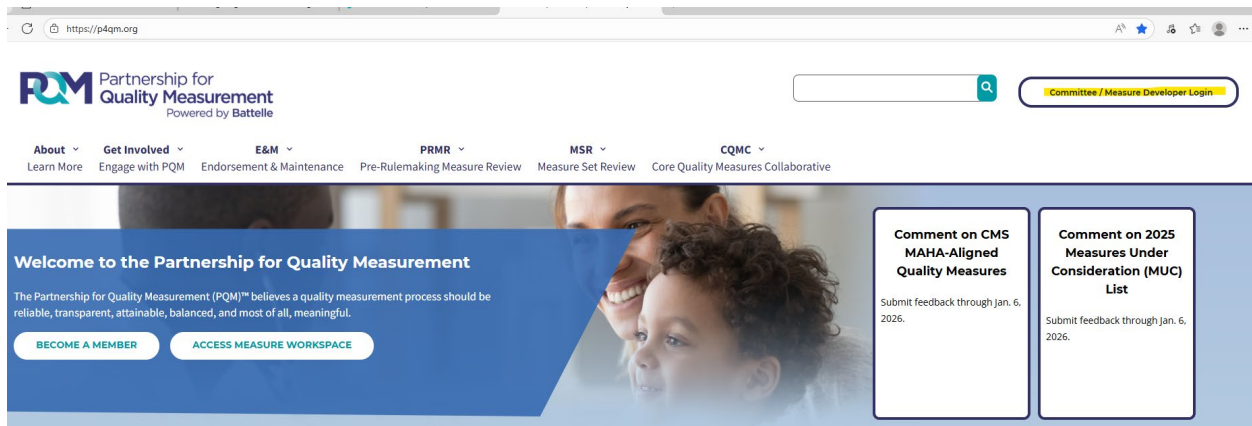
### Creating an Account

Register for a PQM account by visiting the [PQM website](#).

This account will allow:

- Measure developers and stewards to submit measures for initial and maintenance endorsement review, respond to notes provided by Battelle staff during the Intent to Submit (ITS) and Full Measure Submission (FMS) processes, and view all measures associated with their account.
- Committee members to view measures assigned to their project. and
- Recommendation Group members to submit written independent reviews.

1. Click “Committee/Measure Developer Login” in the upper right of the [home page](#) next to the search bar. Additionally, you can click on “Access Measure Workspace” under “Welcome to the Partnership for Quality Measurement.”



2. Click “Create an account” at the bottom of the page.

# STAR User Guide

**Username**

**Password**  
  
[Forgot password?](#)

**Math question (2 + 11 =)**

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.  
 This question tests whether or not you are a human visitor to prevent automated spam submissions.

[LOG IN](#)

[CREATE AN ACCOUNT](#)

### 3. Enter your contact information:

- a. First Name/Last Name
- b. Email address
- c. Username (Note: the username will be used when logging in)
- d. Password, Confirm Password
- e. Indicate which tasks you are interested in. (Note: Please make sure to select E&M if you are an E&M committee member.)
- f. Update your contact information including address.
- g. Upload a bio and picture (optional).
- h. Provide your job title and phone number (optional).

**First Name**

**Last Name**

**Email address**

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

**Username**

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Password	Confirm password
<input type="password"/>	<input type="password"/>

Passwords match:

Password strength:  
 Provide a password for the new account in both fields.

4. Answer the math question (captcha).

**Math question**

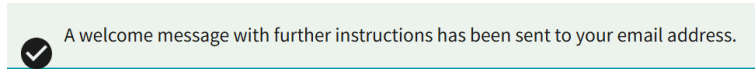
5 + 4 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.  
This question tests whether or not you are a human visitor to prevent automated spam submissions.

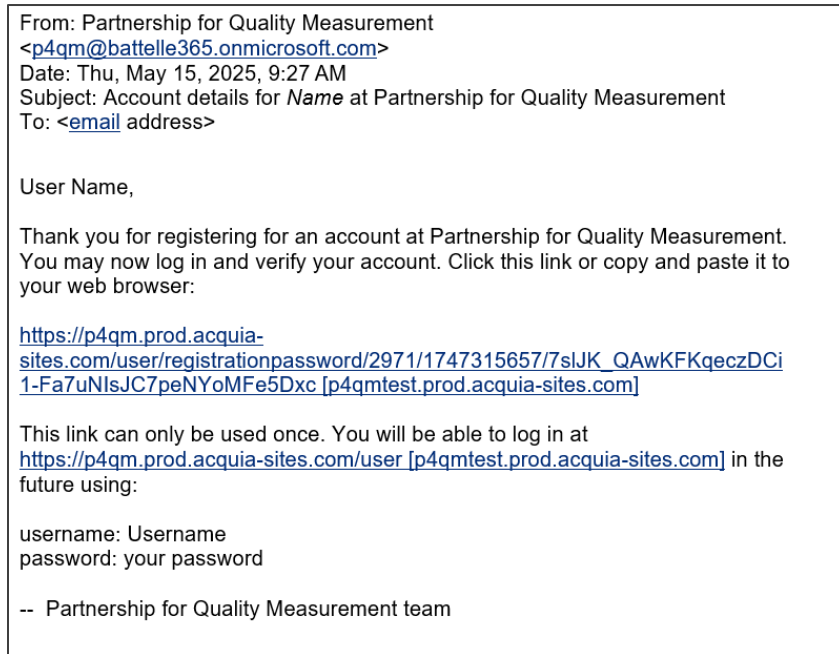
5. Click “Create New Account.”



6. The website will show this message at the top of the screen notifying you that a welcome email has been sent to the address provided during your account creation:



7. Open the email and click the verification link to finalize account registration.



8. Upon verifying your email address, you will receive an email stating the account was activated.

## STAR User Guide

### Committee Members: Access to Committee Credentials

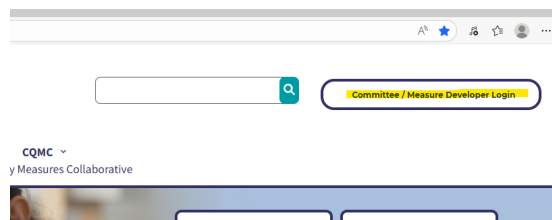
After committee member selection, a Battelle staff member will update your credentials to “committee member” to allow you to see a list of measures under review by your committee. If you do not see a tab labeled “E&M Committee Member,” please reach out to [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org).

The screenshot shows a navigation bar with two tabs: "E&M Measures" and "E&M Committee Member". Below the tabs is a search filter section with a dropdown menu labeled "Is Under Review" set to "True" and a search input field. An "APPLY" button is located to the right of the search field. Below the search section is a table header with the following columns: "Review", "Endorsement Cycle Status", "CBE ID", and "Title".

### Measure Submitters: Finding Measures Associated with Your Account

Each measure you have access to will be shown in the “My Measures” table on your account profile. When you submit a measure for endorsement, that measure will automatically be associated with your account. If you need to access a measure that is not showing within your “My Measures” table, see [Adding Additional Collaborators to a Measure](#) or contact [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org).

1. Log in to your account with your registered email and password. Answer the math question.



2. After logging in, you will see a table that lists all measures assigned to your account.

The screenshot shows the "My Measures" table with the following data:

E&M	CBE ID	Title	Endorsement Cycle Status	Date of Last Endorsement Decision	Cycle	Project	Co-authors
	4930		Full Measure Submission Draft (save progress)		Fall 2025	Initial Recognition and Management	
	5180		Submit Completed ITS (run validation)		Spring 2026	Advanced Illness and Post-Acute Care	
	0002-m		Define Measure Structure (save and continue)		Spring 2025		

## Submitting Measures through STAR

Measure developers and stewards can submit measures to Battelle electronically using our [online system](#). To prepare for your submission, download templates for the [Intent to Submit \(ITS\)](#) and [Full Measure Submission \(FMS\)](#) forms. Each E&M cycle has a designated ITS deadline and FMS deadline. During ITS, measure developers/stewards submit key information (e.g., measure title, type, description, specifications) about the measure via [STAR](#) at least 1 month prior to the FMS deadline of the intended E&M cycle (Fall or Spring). During FMS, developers/stewards must submit the complete measure information (e.g., evidence of importance, testing results, measure implementation findings).

E&M Cycle	Intent to Submit*	Full Measure Submission*
Fall	October 1	November 1
Spring	April 1	May

*\*Deadlines are set at 11:59 PM (ET) of the day indicated. If the deadline ends on a weekend or holiday, the deadline will be the next immediate business day.*

You must complete all required fields (denoted by \*) to **submit** the ITS or FMS forms.

To **avoid losing data**, always save in a draft status before submitting.

All **errors must be resolved** to complete a submission.

Note that the CBE ID for a maintenance measure submission appends “-m” (e.g., CBE ID 1234-m) to differentiate between the published version of the measure and the record being submitted for maintenance review.

### Choosing the Correct Measure Structure and Respective Templates

A **single measure** submission focuses on a single structure, process, intermediate outcome, outcome, or cost/resource use measure (includes **composite measure** submissions and instrument-derived measures that are not part of a set).

An **instrument-derived measure (IDM) set** is **two or more** measures derived from a single instrument or survey tool (e.g., Consumer Assessment of Healthcare Providers and Systems [CAHPS]):

**Before beginning an instrument or IDM submission**, please carefully review [Overview of the Instrument-Derived Measure Set Submission Framework](#) for the submission workflow and a summary of the information requirements for instrument vs. IDM submissions.

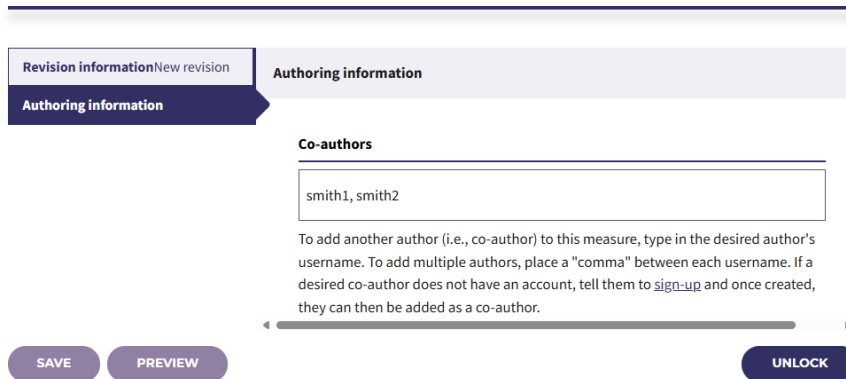
### Adding Additional Collaborators to a Measure (New for Fall 2025)

Each measure will have a designated measure manager. For new or maintenance measures undergoing endorsement, the measure manager is the account that creates the form. To become a measure manager for a measure you did not create, contact [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org).

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Measure managers can grant access to up to four other accounts, allowing them to view and edit the measure during ITS and FMS periods only. The measure manager is responsible for managing access permissions, including granting and revoking access to other accounts.

To add another author (i.e., co-author) to a measure, type in the desired author’s username. To add multiple authors, place a comma between each username. If a desired co-author does not have an account, have them create an account and then add them as a co-author.



**Revision information** New revision

**Authoring information**

**Co-authors**

smith1, smith2

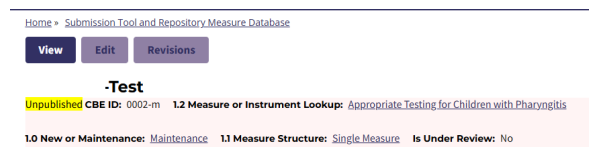
To add another author (i.e., co-author) to this measure, type in the desired author’s username. To add multiple authors, place a "comma" between each username. If a desired co-author does not have an account, tell them to [sign-up](#) and once created, they can then be added as a co-author.

SAVE PREVIEW UNLOCK

## Measure Page Views

When you select one of your measures from your account, the view will default to the measure view. You can change the view by clicking “Edit” above the measure title.

1. **Measure View:** Public-facing view of a measure. When a measure is going through ITS and FMS, “unpublished” will be displayed next to the CBE ID.



Home • Submission Tool and Repository Measure Database

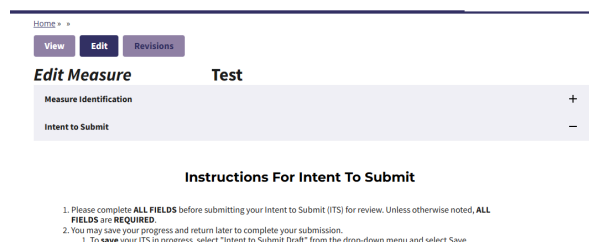
View Edit Revisions

**-Test**

Unpublished CBE ID: 0002-m 1.2 Measure or Instrument Lookup: Appropriate Testing for Children with Pharyngitis

1.0 New or Maintenance: Maintenance 1.1 Measure Structure: Single Measure Is Under Review: No

2. **Edit View:** Use this view when you want to edit your measure. You will only be able to edit when your measure is in ITS Draft or FMS Draft.



Home •

View Edit Revisions

**Edit Measure Test**

Measure Identification +

Intent to Submit -

**Instructions For Intent To Submit**

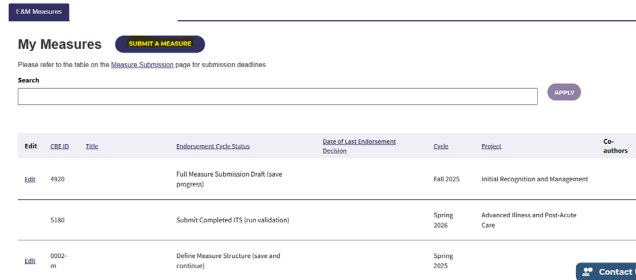
1. Please complete **ALL FIELDS** before submitting your Intent to Submit (ITS) for review. Unless otherwise noted, **ALL FIELDS are REQUIRED**.

2. You may save your progress and return later to complete your submission.

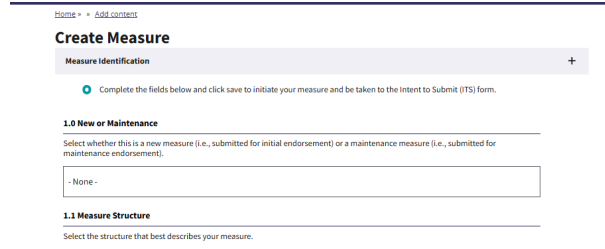
1. In your ITS measures, select "Intent to Submit Draft" from the dropdown menu and select Save

## Intent to Submit

1. Select “Submit a Measure” from your Dashboard. This step is for both new and maintenance measures.

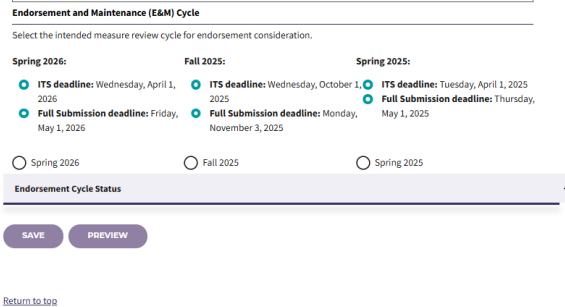


2. Fill out Measure Identification fields.



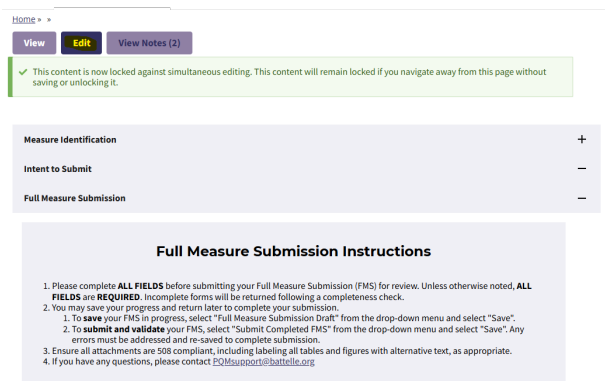
3. After all fields are complete, select “Save.” If you would like to preview your answers before saving, select “Preview.”

*Note: These fields cannot be modified after saving. Please contact [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org) if you need to select another option.*



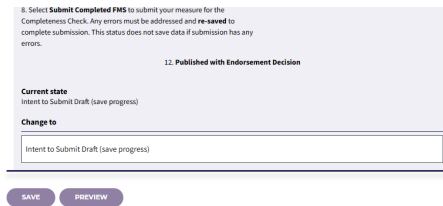
4. After selecting “Save,” you will be forwarded to the ITS Submission page. Return to the ITS Submission page by navigating to your measure from your Dashboard and selecting “Edit.”

Fill in all required fields (red asterisk).

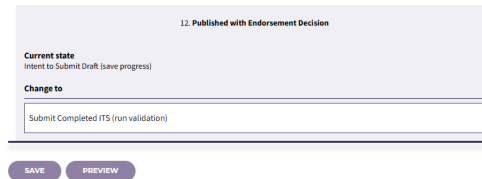


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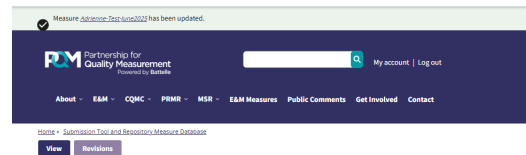
- To save progress, scroll to the bottom of the form to “Endorsement Cycle Status” and keep the measure in **Intent to Submit Draft (Save Progress)** and select save.



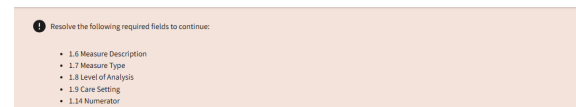
- When you are ready to submit, start by saving your progress one last time. After your changes are saved, go back to the status dropdown and select **Submit Completed ITS (Run Validation)**.



- If your measure passes validation, you will see a green banner after saving, indicating the measure has been updated.



- If your ITS submission is not successful, you will see a list of errors at the top of the page. Please address all errors before resubmitting.



- After submission for validation, your measure will undergo an ITS completeness check by Battelle staff who will provide notes on your submission. Please see [Responding to Notes During ITS and FMS](#) for more information.

- After all notes have been resolved, your submission will be moved to **Full Measure Submission Start** where you will be able to complete the FMS form.

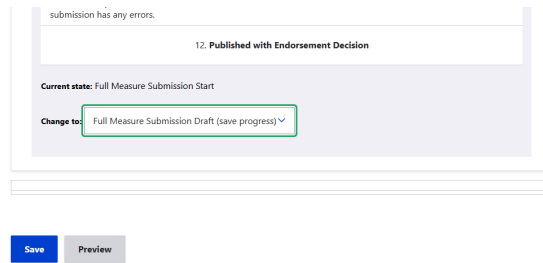
## Full Measure Submission

- When all notes in ITS have been addressed, Battelle will update the status to **Full Measure Submission Start**. Navigate to your measure from your profile page and select “Edit.”

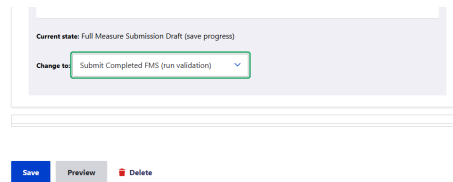
Edit	CBE ID	Title	Endorsement Cycle Status	Date of Last Endorsement Decision	Cycle	Project
Edit	5175	test: adrienne	Full Measure Submission Start		Spring 2026	Initial Recognition and Management

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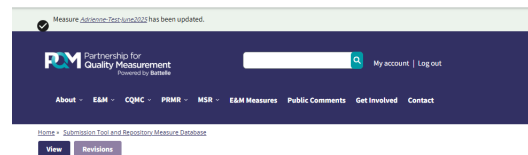
- To save progress, scroll to the bottom of the form to “Endorsement Cycle Status.” Update the status to **Full Measure Submission Draft (Save Progress)** and select “Save.” Keep the measure in this status until you are ready to submit.



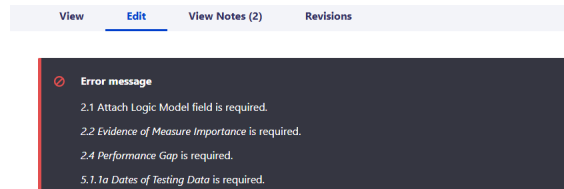
- When you are ready to submit, start by saving your progress one last time to ensure changes are not lost. After you have saved, go back to the status dropdown and select **Submit Completed FMS (Run Validation)**.



- If your measure passes validation, you will see a green banner after saving, indicating the measure has been updated.



- If your submission is not successful, you will see a list of errors at the top of the webpage. Please address all errors before trying to resubmit.



- After submission for validation, your measure will undergo an FMS completeness check by Battelle staff who will provide notes on your submission. Please see [Responding to Notes During ITS and FMS](#) for more information.

- After all notes have been resolved, your submission will stay in **Completeness Check** status until public comment starts.

## Responding to Notes During ITS and FMS

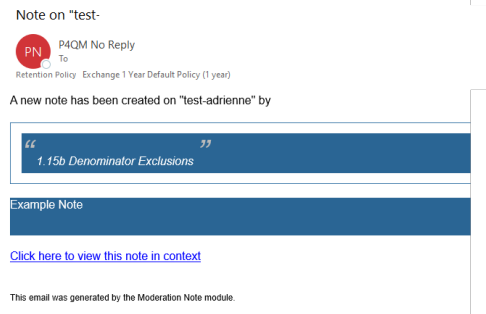
Battelle staff will provide feedback on measures through the “Notes” feature in STAR. When notes are generated during ITS and FMS, the measure manager will automatically receive an email that the note is available. The email will provide a direct link to your submission, or you can log in and view the notes attached to your measures. You can either navigate to your

## STAR User Guide

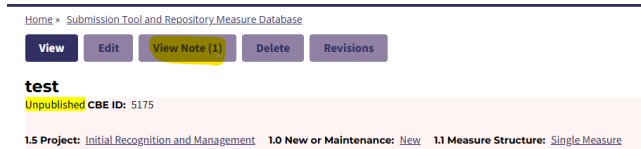
individual measures or select “My Assigned Notes” in the lefthand panel to see all your assigned notes.

To make edits to your measure, your measure status must be **Intent to Submit Draft** or **Full Measure Submission Draft**. If you have received notes and you cannot edit your measure, please email [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org).

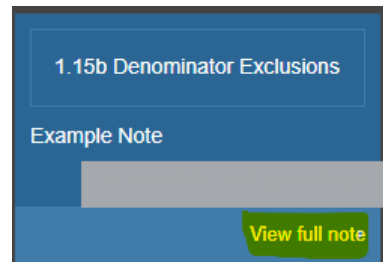
1. Battelle staff will provide notes during completeness checks for ITS and FMS. To navigate to notes from the automatically generated email, select “click here to view this note in context” through the emailed link.



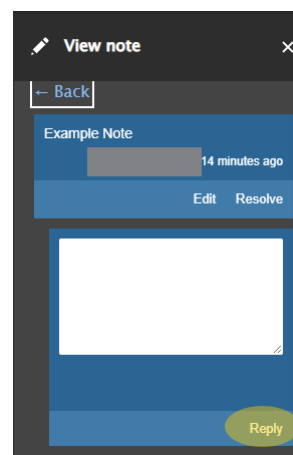
2. Alternatively, navigate to your measure and select “View Note.”



3. To respond to a note, click on “View full note.”



4. Type your response and select “Reply.” This will save your note and automatically let Battelle know there is a note to review. Please comment on all notes.



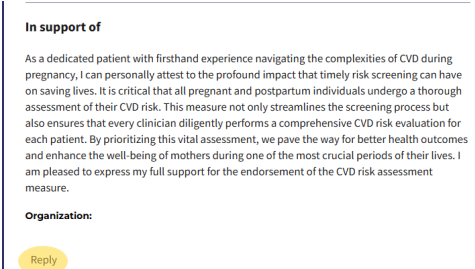
## STAR User Guide

### Summary of Statuses

- **Define Measure Status** while you are creating your measure.
- **Intent to Submit Draft** to **save** your ITS.
- Select **Submit Completed ITS (run validation)** when you are ready to **submit** your Intent to Submit. Any errors must be addressed and **re-saved** to complete submission.
- **Intent to Submit Review** indicates your ITS is being reviewed. Monitor your email for moderation notes and reply to them in the system.
- **Approved for Full Measure Submission (FMS)** is a holding status waiting for the FMS submission period. No actions are needed.
- **Full Measure Submission Start** means you can now begin your FMS submission.
- Select **Full Measure Submission Draft** whenever you want to save your progress. Continue to use this status until you are ready to submit your measure and select **Submit Completed FMS (run validation)**.
- **Completeness Check** indicates your FMS is being reviewed. Monitor your email for moderation notes and reply to them in the system.
- **Measure Published for Public Comment** means your measure is now published on p4qm.org and available for public comment for 30 days.
- **Staff Preliminary Assessment** is a concurrent status with “Measure Published for Public Comment” in which your measure is reviewed by Battelle staff.
- **Committee Independent Review** indicates your submission is under independent review by the respective E&M Recommendation Group.
- **Submission Final** indicates the endorsement decision is pending.
- **Published with Endorsement Decision** is the final status and indicates an endorsement decision has been made.

### Responding to Public Comments

During the public comment period, developers have the opportunity to respond to public comments directly through the PQM website.

<p>Using your PQM account, click “Reply” to respond to any comment posted to your measure.</p> <p>Please note that all comments are reviewed by Battelle staff before posting. After you submit your comment, it may take up to 1 business day for it to be published.</p>	 <p><b>In support of</b></p> <p>As a dedicated patient with firsthand experience navigating the complexities of CVD during pregnancy, I can personally attest to the profound impact that timely risk screening can have on saving lives. It is critical that all pregnant and postpartum individuals undergo a thorough assessment of their CVD risk. This measure not only streamlines the screening process but also ensures that every clinician diligently performs a comprehensive CVD risk evaluation for each patient. By prioritizing this vital assessment, we pave the way for better health outcomes and enhance the well-being of mothers during one of the most crucial periods of their lives. I am pleased to express my full support for the endorsement of the CVD risk assessment measure.</p> <p><b>Organization:</b></p> <p>Reply</p>
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## STAR User Guide

### Preliminary Staff Assessments

Preliminary staff assessments are also posted on each measure page. Measure stewards and developers have the opportunity to review the preliminary staff assessments before they are posted to the PQM website to ensure there are no factual errors. Examples of factual errors include situations where the reviewer did not appear to consider information contained in an attachment or the reviewer misstated a finding.

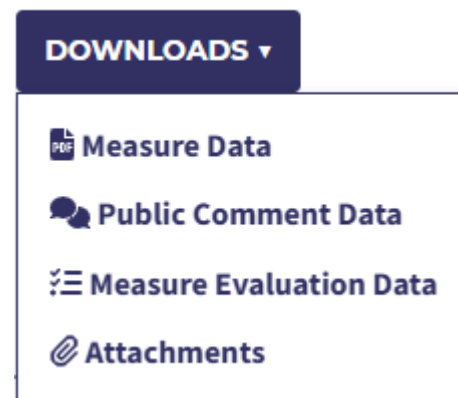
### Measure-Specific Communications

Emails will be sent to the measure manager (the email address linked to the account that submitted the measures), the measure steward (email provided during ITS), and the measure developer (email provided during ITS). If you would like additional people added to email communications, please email [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org).

### Measure Information Download (New for Fall 2025)

Measure information for all fields is available to download as a PDF. Under “Downloads” are the following options:

- Measure Data: Download all measure field data (PDF file)
- Public Comment Data: Download all public comments (Excel file)
- Measure Evaluation Data: Download preliminary staff assessment and committee evaluations (Excel file)
- Attachments: Download all attachments included in the submission (zip file)



### Updated Table Functionality (Coming Spring 2026)

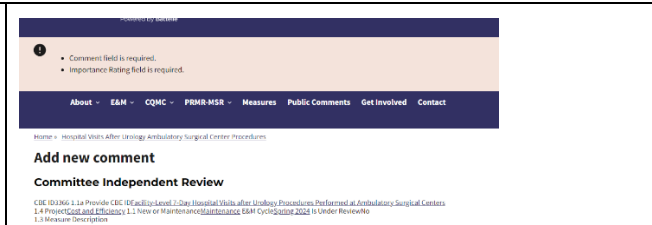
Text fields were updated to allow the addition of tables. We recommend pasting tables from rich text files (rtf) to keep your intended formatting. After inserting a table into a field, you can always save a draft and use the “view” tab to see how it will look on the website.

Table 1 (Performance Scores by Decile) and Table 2 (Accountable Entity Level Reliability Testing Results) are now customizable. These fields will allow you to paste in your own table, instead of filling in the structured table or providing an attachment. To ensure desired formatting is retained, tables should be in rich text format when pasted into the webform. Sample tables can be downloaded [here](#).

# Committee Member Independent Reviews

Committee members are assigned measures to review for endorsement.

<p>1. After logging in to the site, you will see all measures currently under review by your committee under the “E&amp;M Committee Member” tab on your account.</p>	
<p>2. Select the measure you want to review by clicking the hyperlink measure title or the review hyperlink. This will open a detailed view of the measure submission.</p>	
<p>3. Select the “Comments” tab and then access the “Committee Independent Review” tab to enter your evaluation.</p>	
<p>4. Expand each of the five domains to assign ratings (e.g., “Met,” “Not Met but Addressable,” “Not Met”) and enter your rationale for the rating in the respective fields of the online form.</p> <p>5. In the “Summary” section, state whether you “Support” or “Do Not Support” the measure in the subject line, including your rationale and any overarching comments in the text field.</p>	
<p>6. Under “Select Your Comment Submission Status,” select “Draft-Save Progress” to save your progress. When ready to submit your evaluation, change the status to “Publish - Run Validation.” Evaluations must be submitted before the end of the review period.</p>	

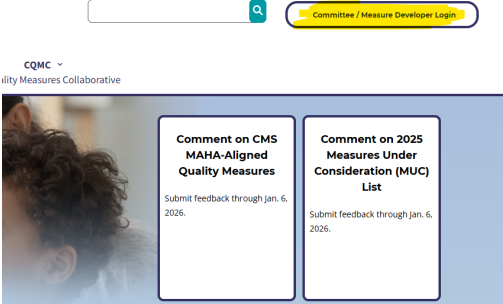
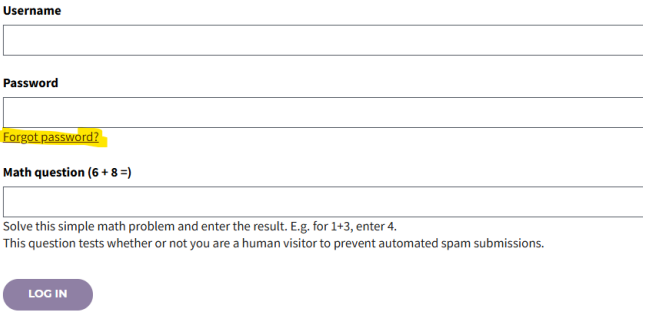
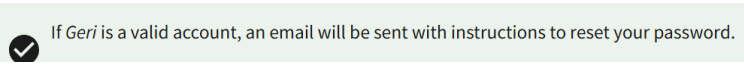
<p>7. If you receive an error message, please correct the errors and save again.</p>	 <p>The screenshot shows a web interface for adding a new comment. At the top, there is a navigation bar with links for 'About', 'EAM', 'CQMC', 'PRM/MSR', 'Measures', 'Public Comments', 'Get Involved', and 'Contact'. Below the navigation bar, there is a breadcrumb trail: 'Home &gt; Hospital Units &gt; Surgery &gt; Ambulatory Surgical Centers &gt; Procedures'. The main heading is 'Add new comment' followed by 'Committee Independent Review'. Below this, there is a list of items: '1.4 Project Goals and Efficiency', '1.5 New or Modified Accreditation EAM Cycle 2024 to Under Review', and '1.6 Review Description'. A red error message box is displayed at the top of the form area, containing two bullet points: '• Comment field is required.' and '• Importance Rating field is required.'</p>
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# Troubleshooting

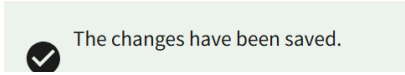
## Intent to Submit and Full Measure Submission

If you continue to encounter errors, please save your submission progress in status **Intent to Submit Draft (save progress)** or **Full Measure Submission (save progress)** and email [PQMsupport@battelle.org](mailto:PQMsupport@battelle.org). Please describe the issue, provide the URL, and include a screenshot of the error codes, if possible.

## Password Reset Instructions

<ol style="list-style-type: none"> <li>1. Click “Login” in the upper right of the home page next to the search bar.</li> </ol>	
<ol style="list-style-type: none"> <li>2. Click “Forgot Password.”</li> <li>3. Enter your username or email address.</li> <li>4. Answer the math question (captcha).</li> </ol>	
<ol style="list-style-type: none"> <li>5. The website will show this message at the top of the screen.</li> <li>6. An email is sent to the email address provided.</li> </ol>	

## STAR User Guide

<ol style="list-style-type: none"><li>7. You will be directed to the reset password page and should click on the login button as directed</li><li>8. Enter your new password and click save.</li><li>9. The system will display this message at the top of the page.</li></ol>	
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