



Quality Measure Developer and Steward Agreement (QMDSA) Submission Instructions

Battelle will be working with all stewards to transition to this QMDSA. You will only need to fill out the QMDSA form if you are a new Developer/Steward or have an expired NQF contract. Battelle does not have privity of contract nor novation rights to the NQF agreements. Developer/Stewards who add additional measures to their current QMDSA will also need to complete an Additional and Maintenance Measures Form. Each QMDSA will be valid up to the expiration of Battelle's prime government contract or a maximum of 5 (five) years.

The QMDSA and Additional and Maintenance Measures Forms are contractual agreements that must be signed by Battelle Memorial Institute (Battelle) and any QMDSA Steward (steward) that is submitting one or more measures to be evaluated for endorsement via the consensus development process.

Submitting a new QMDSA

This applies to you if your organization is submitting measure(s) for review or if your NQF contract has expired:

Please follow the instructions below for submitting your QMDSA to Battelle:

1. Download the QMDSA from the Battelle website [Home | Partnership for Quality Measurement \(p4qm.org\)](https://www.battelle.org/Partnership-for-Quality-Measurement) on the Endorsement Tab.
2. Complete QMDSA document.
 - a. All required fields must be completed.
3. Complete the Measures Table at the end of the QMDSA.
 - a. All required fields must be completed. (The QMDSA number will be added by Battelle after submission)
 - i. It must list all measures being submitted for review
 - ii. CBE ID Number, if applicable
 - iii. Measure Title
 - iv. Steward's Name
 - v. Submission Cycle (Spring or Fall)
 - Measures for each corresponding submission cycle must be listed on separate lists (i.e., Spring Cycle all on one list, Fall Cycle on another list).
4. Check the QMDSA for accuracy prior to submission.
5. Sign the QMDSA before the measure submission cycle. The signature must be digital or

an original handwritten signature.

6. Please submit the signed QMDSA to PQMsupport@battelle.org.
7. If no issues have been identified, you will receive your fully executed QMDSA via email.

Have a Current and Active QMDSA & Submitting Additional or Maintenance Measures

This applies to you if your organization has a current and active QMDSA and you would like to submit additional measures to be considered for endorsement or if you have measure(s) due for maintenance. (This form will be treated like a modification to your QMDSA but will not modify the QMDSA in any form):

1. Download the Additional and Maintenance Measures Form from the Battelle website [Home | Partnership for Quality Measurement \(p4qm.org\)](https://www.battelle.org/Partnership-for-Quality-Measurement) on the Endorsement Tab.
2. Complete the Additional and Maintenance Measures Form
 - a. All required fields must be completed.
 - i. Current Agreement Number
 - ii. The number of additional form (i.e., First, Second, Third)
 - iii. Name of Steward (i.e., Company/Organization Name)
 - b. It must list all measures being newly submitted for review or those that are due for maintenance.
 - i. CBE ID Number, if applicable
 - ii. Measure Title
 - iii. Steward's Name
 - iv. Submission Cycle (Spring or Fall)
 - Measures for each corresponding submission cycle must be listed on separate lists (i.e., Spring Cycle all on one list, Fall Cycle on another list).
 - v. Add "Yes" if measure is due for maintenance.
3. Please submit the signed Additional and Maintenance Measures Form(s) to PQMsupport@battelle.org.
4. If no issues have been identified, you will receive a signed copy of the Additional and Maintenance Measures Form via email.

Please note that all QMDSAs will expire after 5 (five) years, and a new QMDSA will need to be signed. All measures that have not yet reached their maintenance time after QMDSA's expiration will remain active. Once they have reached their maintenance time they will be added to the newest QMDSA using the "Additional or Maintenance Measures Form."