

## Instructions for Commenting on JIRA

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

<https://oncprojecttracking.healthit.gov/support/>

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

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

<https://oncprojecttracking.healthit.gov/support/login.jsp> (Select “Sign up” to set up a new account and log in to the JIRA tool.)

### Once logged in to JIRA, 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 the “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 one of the following titles, based on the measure you are commenting on:
  - “**Safe Use of Opioids—Concurrent Prescribing measure**”
8. Enter your comments in the “Description” field.
9. Select the measure name you are commenting on from the “Draft measures” drop-down menu:
  - For the opioids measure, select “Safe Use of Opioids—Concurrent Prescribing measure”
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 received by **July 31, 2016**, via the JIRA comment tool.

### Instructions for accessing measure value sets:

To access the value sets for the measure, please visit the Value Set Authority Center (VSAC) provided by the National Library of Medicine, at the link below:

<https://vsac.nlm.nih.gov/>

1. Click on the “Search Value Sets” tab
2. A dialog box will appear, prompting you to log in with a username and password. If you have a UMLS account, proceed by logging in. If you are a new user and do not have a UMLS account, click “Request One Now” on the dialog box.
3. A window will appear asking you to read and accept the terms of the license. Scroll to the bottom and click on the “Accept and Continue” button.
4. You will be asked to do this again on two more pages. Click “Accept and Continue” at the bottom of each.
5. You should now see a form to complete your information, fill in the boxes with your contact information at work. You’ll also have to answer some questions about the type of company you work for. Answer all questions.

**NOTE:** Password must contain at least three of the following types of characters: capital letters, lower case letters, numeric characters, and special characters (!@#\$\$%^&\*()\_+?)

6. Click “Submit UMLS License Request”
7. You’ll get a confirmation screen and an email saying that they are processing your request for a license. You’ll get a final e-mail once your license is approved. This can take 24-48 hours. Then you can log on to VSAC using the link above and your new login credentials.

### **Instructions for searching the VSAC measure value sets:**

1. Use the log in credentials you received in the previous section to log on to VSAC
2. Type in the “Search the NLM Value Set Repository” box: You can search VSAC multiple ways:
  - Text (e.g., “Opioids”)
  - Value set ID or OID# (e.g., 2.16.840.1.113762.1.4.1048.1)
  - Codes (e.g., 995.68)
3. You can also filter the list using the filter criteria on the left side of the page.
4. Fine-tune your query using the “Name” text box
5. Click on the “OID number”, in the right column of the search results, to view the value set members. Choose the Metadata, Description, or Measures view at the top.
  - The Measures view will provide you with links to the measures associated with the value set.

If you have any questions, please contact [Hospital-MDM@mathematica-mpr.com](mailto:Hospital-MDM@mathematica-mpr.com). Please circulate this email to those colleagues you feel would be interested in commenting on this measure. Thank you!