CMS’ CROWNWeb Application

End User Manager:

The QIMS Account Approval Process

Featuring

CROWNWeb Outreach, Communication, and Training (OCT)

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Today’s Hosts

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Today’s Presenters

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CROWNWeb: The Latest News
Phase III Pilot Ends

- CROWNWeb Phase III ends April 20, 2012.
- Do not attempt to enter data after this date.
- CROWNWeb will be unavailable until the National Release.
- Disable any bookmarks or direct links until the National Release.
Data Submission

- All users should continue to mail their data, such as CMS-2728, CMS-2746, and Patient Activities Report, to their ESRD Network.

- Data submitted to ESRD Networks will be added to CROWNWeb prior to the National Release.

- Specific details on the National Release will be released shortly.
QIMS Account Registration

- The QualityNet Identity Management System (QIMS) will remain available.

- Users should continue to complete the QIMS account registration process if they require CROWNWeb access.

- Users must ensure that their accounts remain active by updating their passwords in QIMS when needed.
QIMS Access:
Registering as an EUM
EUMs’ Responsibilities

End User Managers (EUMs) are the first-level of authority in QIMS.

EUMs’ Responsibilities

- Review QIMS account requests
- Approve or reject QIMS account requests
- Indicate an applicant’s QIMS role in the QIMS system
- Disable users’ account as needed

EUMs must have an active account in order to perform their required QIMS tasks.
QIMS Account Registration

- EUMs must follow the registration order when submitting a QIMS account request.

- EUMs must ensure that their required account paperwork is mailed to the QualityNet Help Desk immediately after submitting the request in the QIMS system.
EUM Applicants Must

EUMs and all other applicants must complete:

- QIMS Part A Form: Indicate their desired QIMS role
- CROWNWeb Part B Form: Indicate their desired CROWNWeb role(s) and scope
- Security Awareness Training: Indicate awareness of security risks (required annually)

All forms are accessible via the ESRD tab on www.QualityNet.org.
EUM’s Business Info Tab

- Business/Facility: ORLANDO DIALYSIS - 102623

Select the Manager that will authorize your registration request.

- Manager Name: Select Manager

Select the Security Official that will complete your Identity Proofing and Security Awareness Training.


- Business Address 1: 116 STURTEVANT ST

- Business Address 2:

- City: ORLANDO

- Country: United States of America

* indicates a required field

Submit  Cancel
EUM’s Business Info Tab

Select the Manager that will authorize your registration request.

Manager Name: Select Manager

Select the Security Official that will complete your Identity Proofing and Security Awareness Training.

Security Official: Select Security Official

Business Address 1: 116 STURTEVANT ST

Business Address 2:

City: ORLANDO

Country: United States of America

State: FL

Zip Code: 32806

* indicates a required field
EUM’s Business Info Tab

Business/Facility: ORLANDO DIALYSIS - 102623

Select the Manager that will authorize your registration request.

Manager Name: Select Manager

Select the Security Official that will complete your Identity Proofing and Security Awareness Training.

Security Official: Select Security Official

Business Address 1: 116 STURTEVANT ST

Business Address 2:

City: ORLANDO

Country: United States of America

* indicates a required field
EUM’s Business Info Tab

- Business/Facility: ORLANDO DIALYSIS - 102623

Select the Manager that will authorize your registration request.

- Manager Name: Master Manager

Select the Security Official that will complete your Identity Proofing and Security Awareness Training.


- Business Address 1: 116 STURTEVANT ST

- Business Address 2: 

- City: ORLANDO

- Country: United States of America

* indicates a required field

Submit | Cancel
EUM’s Business Info Tab

Business/Facility: ORLANDO DIALYSIS - 102623

Select the Manager that will authorize your registration request.

Manager Name: Master Manager

Select the Security Official that will complete your Identity Proofing and Security Awareness Training.

Security Official: Select Security Official

Business Address 1: Tom Jennings

City: ORLANDO

Country: United States of America

State: FL

Zip Code: 32806

* indicates a required field

Submit
Cancel
EUM’s Business Info Tab

Business/Facility: ORLANDO DIALYSIS - 102623

Select the Manager that will authorize your registration request.
Manager Name: Master Manager

Select the Security Official that will complete your Identity Proofing and Security Awareness Training.
Security Official: Tom Jennings

Business Address 1: [Input]
Business Address 2: [Input]
City: ORLANDO
Country: United States of America
State: FL
Zip Code: 32806

* indicates a required field
EUM’s Business Info Tab

- Business/Facility: ORLANDO DIALYSIS - 102623
- Manager Name: Master Manager
- Security Official: Tom Jennings
- Business Address 1: 116 STURTEVANT ST
- Business Address 2:
- City: ORLANDO
- Country: United States of America
- State: FL
- Zip Code: 32806

* indicates a required field
Each applicant must submit their forms as follows according to their role:
NOTE: If an initial EUM completes an account request before the initial SO, he/she must include a signed copy of the SAT certificate with the documentation sent to the QualityNet Help Desk.

NOTE: Anyone who needs to serve as a CROWNWeb Facility Administrator must include his/her CROWNWeb Part B form with the documentation sent to the QualityNet Help Desk.
Initial SOs

Part A, Part B and signed SAT certificate

Initial SO

Initial EUMs

Original Part A

Regular End Users

Additional SOs & EUMs

Part A, Part B

Initial EUM

Part A, Part B, signed SAT certificate

Original Part A

NOTE: If an initial EUM completes an account request before the initial SO, he/she must include a signed copy of the SAT certificate with the documentation sent to the QualityNet Help Desk.

NOTE: Anyone who needs to serve as a CROWNWeb Facility Administrator must include his/her CROWNWeb Part B form with the documentation sent to the QualityNet Help Desk.
Receiving Your Account ID

- Initial EUMs’ account request will be approved by the QualityNet Help Desk, and activated by the facility’s SO. *(If the registration order is followed.)*

- Once activated, EUMs will receive a system-generated account ID and temporary password.

- EUMs must change the temporary password within 72 hours of issuance.
Completing Your Paperwork

- Make sure your application is complete! Reasons that accounts are rejected include:

  **Part A Form**
  - Not signed by applicant – nor SO.
  - Not notarized if the applicant is an initial SO or initial EUM with no local SO.

  **SAT Certificate**
  - No SAT certificate for initial SO or initial EUM with no local SO.

  **Government ID**
  - No government issued ID provided for identity proofing.

  **Request Type**
  - No request type indicated on the printed Part A form.
EUM: Account Approval Process
Approving Account Requests

- An EUM must have an active QIMS account BEFORE he/she can approve users’ account requests.

- When approving account requests, EUMs must:
  1. Review the printed QIMS Part A and CROWNWeb Part B forms.
  2. Log in to QIMS to approve the account requests by visiting: https://idm.qualitynet.org/idm/user.
  3. Sign the QIMS Part A and CROWNWeb Part B forms.
  4. Give the documentation to the applicant to take to the Security Official for identity proofing and activation.
EUMs can use the “QIMS” link in the Pending Approval email to locate the user’s account request.
Approving Account Requests

Let’s see it LIVE
CMS
Comments and Wrap-Up
Final Comments

NOTE: May 2012 Town Hall Details TBD.
Questions
Security Official WebEx

Security Official: The Account Activation Process

Date: April 19, 2012
Time: 2pm - 3pm ET
Thanks!

For Further Information...

Email: CRAFT@projectcrownweb.org
QualityNet Help Desk: 1-866-288-8912
Website: http://www.projectcrownweb.org

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