QIES National Data Access Request
INSTRUCTIONS

This process applies only to the:

- QIES reports on the CASPER reporting system
- QIES Workbench ad hoc reporting application
- ASPEN Web

Two applications are available to access QIES reports; the CASPER reporting system and the QIES Workbench ad hoc reporting application.

The CASPER reporting system provides access to the following types of reports:

- MDS: Reports related to MDS assessment data for nursing homes and swing bed hospitals and Payroll Based Journal (PBJ)
- OASIS: Reports related to HHA assessment data, which includes OBQI/OBQM management
- IRF: Reports for IRF-PAI management and administration
- Survey and Cert: Reports related to Survey and Certification and CLIA data
- CLIA MSA: The CLIA MSA Report 91 specifically for Medicaid agencies or vendors

The QIES Workbench application includes the same three major groupings of reports, but accesses both facility- and patient-level data. **CAUTION**: The patient-level data available with the QIES Workbench application is **PRIVACY DATA**, and great care must be taken when obtaining, storing and distributing this data. Only staff members with an actual business reason to access patient-level (privacy) data should have this access.

Facility-level data are available in the Survey and Certification (Includes CLIA, Intake, and Provider/Enforcement (AEM) Data), MDS QI, and OBQI groups.

The QIES Workbench groups that access patient-level (privacy) data include MDS, MDS Swing Bed, OASIS, IRF-PAI, LTCH, and ACTS.

The MDS 3.0 DMS application is used by State and Help Desk personnel. State RAI and MDS Automation Coordinators are responsible for configuring State processing options (e.g. State preferences, HIV/STD ICD Codes, RUGs, CMIs, State-collected assessment items), Assessment Merge/Split, and adding residents and vendors.

The ASPEN Web application is used to access the ASSURE and CLIA web applications.

Step 1: Requester completes the QIES National Data Access Request form. See "Important Notes."

Step 2: Requester's Supervisor. The requester's supervisor must approve the request for access, signing on the Supervisor Authorizer Signature line.

Step 3: Requester must sign the Privacy Act Advisory Statement included with the request form. **Use black or blue ink**.

Step 4: Requester. Submit original form and privacy statement.

    a. If Requester is associated with a State Agency, forward the original forms to that State Agency. Continue with **Step 5**.

    b. All other requesters forward the original forms to the CMS Central Office. Continue with **Step 7**.

Step 5: State Agency. Mail the original form to the associated CMS Regional Office Contact (ASPEN/QIES).

Step 6: Regional Office Approval. RO-designated coordinator approves/denies request.

> If approved:

> - RO coordinator checks the CMS Regional Office box and signs on the CMS Authorizer Signature line.
> - RO may either forward the scanned form OR a list of approved requests (including the requester's name, telephone number, e-mail address, and the report categories/groups approved for each requester) to the CMS Central Office by e-mail at qies_national_data_access_request@cms.hhs.gov.
> - RO keeps the original access request forms.

> If denied:

> - RO/CO indicates, "DENIED" and signs on the CMS Authorizer Signature line of the form.
> - RO/CO keeps the original access request form.

Step 7: CMS Central Office forwards approved requests to the QTSO Help Desk.

Step 8: The QTSO Help Desk e-mails the new user ID to the requester. The e-mail message also provides the phone number for the QTSO Help Desk and instructs the requester to call to obtain a temporary password.

Important Notes

- If the request is for a new user ID, check the New User ID box.

- Users who currently have a QIES User ID/Password and need additional access to CASPER, QW, and/or ASPEN Web must also complete the "QIES National Data Access Request" form, sign the privacy statement, and submit the forms for documentation purposes. Check the Change Access box and indicate the User ID to modify in the Existing QIES User ID box.

- Users who currently have a QIES User ID/Password with access to CASPER, QW, and/or ASPEN Web features/data they no longer have a business need to access must also complete the "QIES National Data Access Request" form, sign the privacy statement, and submit the forms for documentation purposes. Check the Change Access box and indicate the User ID to modify in the Existing QIES User ID box.

- State approving officials must submit a QIES National Data Access Request form to their Regional Office to request a "delete" when an employee leaves, changes jobs, etc. Indicate this by checking the Delete User ID box.

- Password Help: If a user forgets their temporary password, or a requester wants status of an approved access request, they should call the **QTSO Help Desk** at **1-888-477-7876**.