

## ASPEN Instructions for User Access Requests for CMSNet (Verizon) and QIES National Applications

A. Complete the **CMSNet (Verizon) Questionnaire** form to obtain outside access, if necessary.

CMSNet (Verizon) Access Request Steps for ASPEN Outside Access	
Step	Complete this form if you require outside access and/or do NOT have access by means of a State Agency's network (e.g., AO, VA).
A1	Obtain the CMSNet (Verizon) Questionnaire: <a href="http://www.qtso.cms.gov">www.qtso.cms.gov</a>
A2	<p>Add all of the Requester's information:</p> <ul style="list-style-type: none"> <li>• Requester Name (last, first, middle initial)</li> <li>• Work Phone Number</li> <li>• Work Fax Number</li> <li>• Work E-mail Address</li> </ul> <p>Add the following facility/organization information:</p> <ul style="list-style-type: none"> <li>• Facility or Organization Name</li> <li>• Mailing Address and Physical Address (of the facility or organization)</li> </ul>
A3	Sign and date this form.

B. Complete the **QIES National Data Access Request** form.

QIES National Data Access Request Steps for ASPEN	
Step	NOTE: <u>All CLIA Users</u> accessing the <u>ASPEN CLIA Web</u> form must complete this form even if you already have QIES access.
B1	Obtain the QIES National Data Access Request form. <a href="http://www.qtso.cms.gov">www.qtso.cms.gov</a>
B2 <b>Type of Request</b>	<p>Identify your Type Of Request:</p> <ul style="list-style-type: none"> <li>• If you already have a CASPER ID, enter that ID on the form; check the Change Access checkbox.</li> <li>• If you do not have a CASPER ID, check the New User ID checkbox.</li> </ul>
B3 <b>Access Requested For</b>	<p>Identify your affiliation: CMS (RO, CO), State Agency, Contractor, or Other (name your affiliation, such as AO, VA, etc.)</p> <p>Add all of the Requester's information:</p> <ul style="list-style-type: none"> <li>• Requester Name (last, first, middle initial)</li> <li>• Title</li> <li>• Work Phone Number (with Extension, if applicable)</li> <li>• Work E-mail Address</li> </ul> <p>Add organizational information:</p> <ul style="list-style-type: none"> <li>• Organization Name</li> <li>• Requester Location (Physical location)</li> </ul> <p>Requesting Access to State(s) (enter N/A) Request Date (date you completed this form)</p>
B4 <b>CASPER Reports Other Access</b>	<p>Identify the Access you are requesting:</p> <ul style="list-style-type: none"> <li>• Check Survey &amp; Certification Reports (under the <i>CASPER Reports</i> heading)</li> <li>• Check CLIA or ASSURE (under the <i>ASPEN Web Access</i> heading)</li> <li>• Check Survey &amp; Certification Reports (under the <i>QIES Workbench</i> heading) – N/A for AO and VA users</li> </ul>

C. Complete the **Privacy Act Advisory Statement** (the second page of the QIES National Data Access Request form).

Privacy Act Advisory Statement Privacy Act of 1974, P.L. 93-579	
Step	
C1	Read the Privacy Act Advisory Statement.
C2	Complete the Advisory Statement after reading it by adding: <ul style="list-style-type: none"><li>• Signature</li><li>• Date (Date statement was signed)</li><li>• Printed Requester Name</li></ul>

D. Forward all of the appropriate completed original forms to your Supervisor.

E. Once the forms are approved by your Supervisor, reference the following chart to identify where to mail the original forms.

Your Affiliation	Mail Original Forms To:
State Agency	CMS Regional Office
Exempt State	CMS Regional Office
CMS RO	Maintain at the Regional Office
Contractor	Form A (if applicable) – QTSO Help Desk; Form B – CMS Central Office
AO	Form A – QTSO Help Desk; Form B – CMS Central Office
VA	Form A – QTSO Help Desk; Form B – CMS Central Office

F. You will receive an e-mail from the QTSO Help Desk. You must follow the instructions in the e-mail.

G. Once you obtain the new login User ID(s) and password(s) [for CMSNet and/or CASPER], try accessing the network and/or application(s).

H. If you encounter difficulties, you may call:

- For QIES Access: **QTSO Help Desk** at (888) 477-7876
- For CMSNet Access: **CMSNet (Verizon) Help Desk** at (888) 238-2122