

## **QIES Business Intelligence Center Access Request Form INSTRUCTIONS**

This process applies only to access requests for the QIES Business Intelligence Center (QBIC). The QBIC application utilizes the CMS Enterprise Identity Management (EIDM) and multi-factor authentication from the QualityNet Authorization & Role Management (QARM) system. To access QBIC, you will need to complete the following steps:

1. Register in EIDM for a User ID and Password
2. Request access to QARM, Identity Verification, and Multi-Factor Authentication
3. Submit a request to be a QBIC end user in the QualityNet Secure Portal
4. Submit a QBIC Access Request Form for data access

These instructions pertain only to the steps associated with submission of the QBIC Access Request Form for data access.

The QBIC application provides access to two types of data available from the National QIES Data Repository:

- **Provider** and **Survey and Certification** data from Automated Survey Processing Environment (ASPEN)
- **Assessment** and **Patient/Resident** data submitted by Hospices, Home Health Agencies, Inpatient Rehab Facilities (IRF), Long Term Care Hospitals, Nursing Homes and Swing Bed providers.

**Caution:** The patient/resident-level data available in the QBIC application is PRIVACY DATA, and great care must be taken when obtaining, storing and distributing this data. Only staff member with an actual business reason to access patient/resident-level privacy data should have this access.

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

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

**Step 1:** Requester completes the QBIC Access Request Form. Be sure to enter the User ID you created in the first step of the access request process in the EIDM/QARM User ID box.

**Step 2:** Requester must sign Privacy Act Advisory Statement included with the request form. Use black or blue ink.

**Step 3:** Requester submits the 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 4.
- b. All other requesters forward the original forms to the CMS Central Office. Continue with Step 6.

**Step 4:** Mail the original form to the associated CMS Regional Office Contact (ASPEN/QIES).

**Step 5:** Regional Office Approval. The RO-designated coordinator approves or denies the request.

If the request is approved:

- RO Coordinator checks the CMS Regional Office box 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, email address, and the data groups and roles approved for each requester) to the CMS Central Office by email at [qies\\_national\\_data\\_access\\_request@cms.hhs.gov](mailto:qies_national_data_access_request@cms.hhs.gov).
- RO keeps original access request forms.

If the request is denied:

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

**Step 6:** CMS Central Office forwards approved requests to the QTSO Help Desk.

**Step 7:** The QTSO Help Desk emails the requester when application and data access steps are completed for the user account.

**Important Notes:**

- Users that currently have access to data groups they no longer have a business need to access must also completed a QIES Business Intelligence Center Access Request form, sign the privacy statement and submit the forms for documentation purposes. Check the Change Access box, indicate the User ID to modify, and detail the group(s) to be removed.
- State approving officials must submit a QIES Business Intelligence Center 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.
- If a user has any questions about any steps in this process, they should contact the QTSO Help Desk at 1-888-477-7876 or [help@qtso.com](mailto:help@qtso.com).