

Centers for Medicare & Medicaid Services

Internet Quality Improvement Evaluation System (iQIES)

SAS Viya State User Role Job Aid

> Version 2.0 July 25, 2023

1. Introduction

This job aid outlines the steps a State User needs to access SAS Viya in iQIES.

- For detailed information about user roles, refer to the User Roles Matrix on the iQIES Help page.
- Contact the iQIES Service Center at 888-477-7876 or <u>iQIES@cms.hhs.gov</u> for technical support.

2. State User Role Request

2.1 Log in to HARP: <u>https://harp.cms.gov/login/login/</u>. The **Welcome to HARP** page opens.

Note: Go to <u>https://harp.cms.gov/login/help</u> for further information on how to access HARP, if necessary.

2.2 Click **Request a Role in HARP**. See *Figure 1, Request a Role in HARP*. The **Select a Program** page opens.

velcome to l	HARP		
View / Edit Profile Information	 Change Password 	 Update Challenge Question 	Manage Two- Factor Devices
User Roles Not all applications use HARF request a user role. Request a Role in HARP	for role requests. Follow your app	lication's instructions for how to	Applications HARP currently supports the following applications. + Show Applications
Need Help?	Security	Official OPending Requests	

Figure 1: Request a Role in HARP

2.3 Select iQIES Data Analytics-QBIC. See Figure 2, Select a Program.

User Roles	and the second sec
	3
1	Select a Program Select a CMS program to begin the role request process.
	Search Search
	O Qualtrics
	ServiceNow Quality System
	Survey Certification and CLIA Budget System
	I VIES Data Analytics-QBIC

Figure 2: Select a Program

- 2.4 Click **Next**. The **Select an Organization** window opens.
- 2.5 Select an organization. See *Figure 3, Select an Organization*.

Notes:

- All state organizations are listed as **Analytics-iQIES-State of [State Name]**. For example: Analytics-iQIES-State of Alabama.
- Contact the iQIES Service Center for missing organizations.

User Roles	the second second
	2
	Select an Organization Select the organization you would like access to for IQIES Data Analytics-QBIC.
	Search Search
	O I don't see my organization
	Analytics-ADO-IQIES-HEALTH QUALITY INNOVATORS
	Analytics-ADO-iQIES-Ventera
	Analytics-iQIES-A PLUS GOVERNMENT SOLUTIONS
	Analytics-iQIES-ABT
	Analytics-iQIES-ACUMEN
	Analytics-iQIES-ADMEDCORP

Figure 3: Select an Organization

- 2.6 Click **Next**. The **Select Roles** window opens.
- 2.7 Select a user role. See *Figure 4, Select Roles*.

iQIES-STATE-HHA-Group	Access HHA Assessment and Measure Data
iQIES-STATE -MDS-Group	Access MDS Nursing Home Assessment and Measure Data
iQIES-STATE-SC-ACTS-Group	Access Complaints-ACTS/Intake data
iQIES-STATE-SC-Group	Access Survey, Certification, CLIA and Enforcement-AEM data
iQIES-STATE-PBJ-Group	Access Payroll Based Journal

Note: Submit a separate request for each additional data set required.

Select Roles	of access you need for Analytics-iQIES-State of
Search	Search
☑ iQIES-STATE-HHA-Group	
iQIES-STATE-MDS-Group	
iQIES-STATE-SC-Group	
iQIES-STATE-SC-ACTS-Group	
Security Official	
iQIES-STATE-PBJ-Group	
ncel	Back

Figure 4: Select Roles

- 2.8 Click **Submit**. The **Request Reason** window pops up. See *Figure 5, Request Reason Pop-Up Window*.
 - **Note**: The **Request Reason** field is optional, but can be helpful to the Security Official (SO).



Figure 5: Request Reason Pop-Up Window

2.9 Click **Submit**. The **My Profile** page opens. The **Role Request Submitted** green banner shows on the top of the page and the **Pending Requests** are below. See *Figure 6, Provider Role Request Submitted Notification.*

Your role request has to the organization's Secu Need access to an	Your role request has been successfully submitted. You will receive an email notification when the request has been approved or rejected by the organization's Security Official. Upon approval, you may access the requested program.						
Pending Re Your requests pendir Requested ~	Pending Requests Your requests pending approval from a security official. Requested ~ Request ID Requester Program						
07/21/23 10:54 AM	74629113		IQIES Data Analytics-QBIC	View Cancel			

Figure 6: Provider Role Request Submitted Notification

Notes:

- The role must be approved by the designated SO. Approval can take up to several days.
- An email will arrive from <u>donotreply.HARP@hcqis.com</u> noting whether the role was approved or rejected. Contact <u>the iQIES Service Center</u> if no email is received within several days.
- It takes one business day to add user access once the role is approved.
- 2.10 Log into SAS Viya at <u>https://qnetanalytics-viya.cms.gov/SASStudioV/</u>. Contact <u>the iQIES Service Center</u>, if there are any issues.