



## Centers for Medicare & Medicaid Services

# Internet Quality Improvement Evaluation System (iQIES)

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**SAS Viya  
State User Role  
Job Aid**

**Version 2.0  
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# 1. Introduction

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

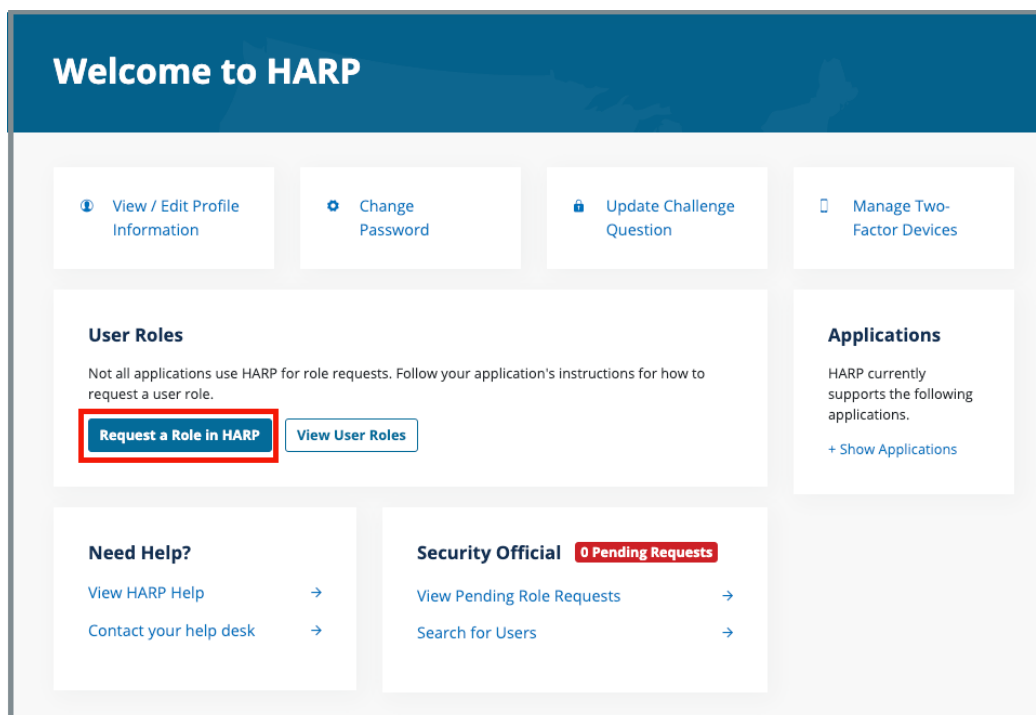
- For detailed information about user roles, refer to the **User Roles Matrix** on the [iQIES Help page](#).
- Contact the iQIES Service Center at 888-477-7876 or [iQIES@cms.hhs.gov](mailto:iQIES@cms.hhs.gov) for technical support.

## 2. State User Role Request

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

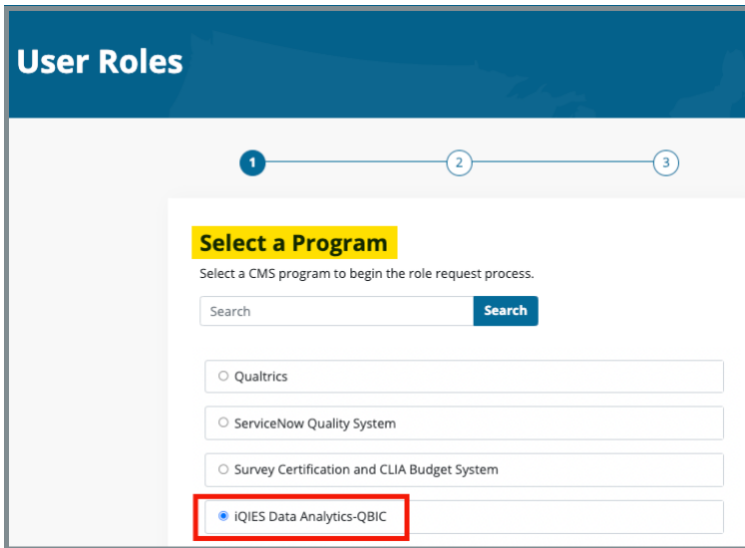
**Note:** Go to <https://harp.cms.gov/login/help> for further information on how to access HARP, if necessary.

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



*Figure 1: Request a Role in HARP*

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



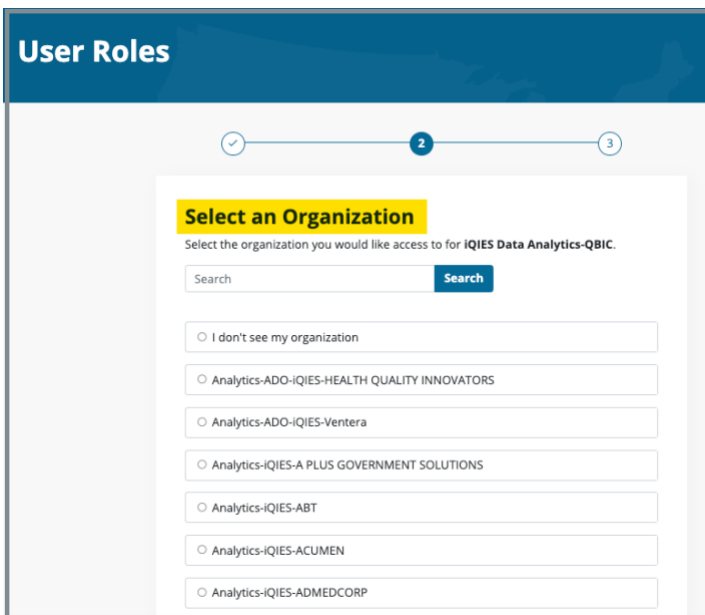
*Figure 2: Select a Program*

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.



*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*.

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

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

**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*.

Requested	Request ID	Requester	Program
07/21/23 10:54 AM	74629113	[Redacted]	<b>IQIES Data Analytics-QBIC</b> <a href="#">View</a> <a href="#">Cancel</a>

*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 [donotreply.HARP@hcqis.com](mailto:donotreply.HARP@hcqis.com) noting whether the role was approved or rejected. Contact [the iQIES Service Center](#) 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 <https://qnetanalytics-viya.cms.gov/SASStudioV/>. Contact [the iQIES Service Center](#), if there are any issues.