Technical Instructions for Accessing the Quarterly Dialysis Facility Compare (QDFC) Preview Reports, the Dialysis Facility Reports (DFR) and the Quarterly Dialysis Facility Report (QDFR) Updates for State Surveyors

Due to security requirements, on December 18, 2019, all dialysis data website Master Account Holder (MAH) passwords were reset, and all user accounts were disabled. Facility MAHs will need to log into their master account to re-enable facility user accounts and grant permissions prior to the start of the upcoming Preview Period (February 1st 2020). Although you may add or revise user accounts at any time, we strongly encourage facilities to activate accounts prior to the Preview Period to ensure a successful login once the reports are available. Login support is provided Monday-Friday, 9:00 a.m. – 5:00 p.m. (ET); please call (855) 764-2885. Please refer to the WebAccess_XXXXXX.pdf for your facility's new dialysis data website MAH credentials, where XXXXXX is your facility's 6-digit CMS certification number.

A user account must be enabled in order for the user to be able to log in. The MAH must also create a user account for himself/herself. Users log in by entering their username (email address) and user passwords in the log in box found on the www.DialysisData.org homepage. Once logged in, the user will be able to view and/or comment on the DFR, QDFR, and/or QDFC Report.

1. Renew and grant permissions

As of December 18, 2019, all user accounts have been deactivated. The dialysis data website MAH will be required to (1) review and enable existing user accounts and (2) grant permissions to perform activities such as viewing and commenting on reports.

Given that these permissions are specific to each user as part of the account authentication process, the MAH is required to review permissions for each of these users. These permissions, along with their default settings, are described in detail later in these directions. After December 18, 2019, all user accounts will be "disabled" and permissions will be set to "no".

If you wish to enable and grant permission to an existing user, the MAH will log in using their CCN number and the password provided by the ESRD Network. Once logged in, the MAH will scroll down the page until they see the list of disabled users. Then, the MAH will click the "edit" button, and then set the "Enable/Disable User" selection to "Enabled". The user will now be able to view or comment on the facility's DFR/QDFR or QDFC Reports (depending on their permissions). On your list of users, disabled users will be displayed in a separate table from the enabled users.

Individual facility users can be granted permissions to any of the following actions.

Can View DFR Report (Default = NO)**:**
Selecting "Yes" grants user access to view your facility's Dialysis Facility Report (DFR) Report. Note: The DFR permissions include access to the DFR and QDFR.

Can Comment on DFR Report & Discuss PII/PHI (Default = NO)**:**

Selecting "Yes" allows the user to submit comments about your facility's DFR. Selecting "Yes" also allows the user to discuss patient-level or identifiable data with UM-KECC. In order to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations, a user **may not** submit patient-level data or identifiable data via the www.DialysisData.org public or secure website, or over email. During the DFR Preview Period in July, these comments may be for your State Surveyor(s) and appended to your DFR. Note: The DFR permissions include permission to comment on the DFR and QDFR.

Can View QDFC Reports (Default = NO)**:**
Selecting "Yes" grants user access to view your facility's Quarterly Dialysis Facility Compare (QDFC) Preview Report.

Can Comment on QDFC Report & Request Patient List (Default = NO)**:**
Selecting "Yes" allows the user to submit comments about your facility's QDFC Report, which are shared with CMS. Selecting "Yes" also allows the user to request a patient list and discuss patient-level or identifiable data with UM-KECC. In order to comply with HIPAA regulations, a user **may not** submit patient level data or identifiable data via the www.DialysisData.org public or secure website, or over email.

2. Create and grant permissions to new user accounts

To add a new user, please follow these instructions.

1. Dialysis data website MAH: Go to the www.DialysisData.org site, and log in using the NEW dialysis data website master account credentials provided on or around December 18, 2019.
2. After you have logged in, you are taken to a page with a list of users for your facility. If there are no users, you will only see a box with the master account information.
3. Select "Create New User" and complete the form fields, including the granting of permissions. These permissions are described in further detail below. The permission options are:
   a. Under "Can view DFC Report", select "Yes"
   b. Under "Can comment on DFC Report & Request Patient List," select "Yes"
   c. Under "Can view DFR Report", select "Yes"
      i. Note: The DFR permissions include access to the DFR and QDFR.
   d. Under "Can comment on DFR Report& Discuss PII/PHI," select "Yes"
      i. Note: The DFR permissions include permission to comment on the DFR and QDFR.
4. Once you have finished, click "create new user".

Once the dialysis data website MAH completes the requested information for the new user, an e-mail will be sent to the new user's email address with a link that will take them to the website to create a password. Depending on the permissions granted to them by the dialysis data website MAH, the new user will be able to view reports and/or submit comments.

If the user you create is already in the system: If you attempt to add a user to your facility and you receive the message "The user <<e-mail address>> already exists, you may add them to your group below", the user is already in the system for another facility. To add this user to your facility, please follow the instructions below.
   1. Click the link to "add this user" – this will be at the bottom of the page.

2. After clicking that link, you will be taken back to the main list of users for your facility. *You will need to confirm the permissions for this user.* To do so, look at the table of users for your facility, and click "edit" for the person you just added.
3. You will then be taken to the registration form for this user. Grant permissions to view/comment on the reports as necessary by selecting "Yes" or "No" from the dropdown boxes.
4. Click "apply".

***Please see the enclosure for specific instructions describing how to set up user accounts for your corporate office, entitled* Instructions for Setting Up Accounts for the Corporate Office of Your Dialysis Organization*.**

3. Verify current MAH contact information

After login, there will be a box where you can edit the MAH information to display your name and contact information. To update the dialysis data website MAH contact information, please click the "Edit MAH Contact Info" link in the box.

Please note that the master account is a facility-level account, and this is the primary contact information for the dialysis data website MAH. It is the MAH's responsibility to update contact information and pass credentials on within your facility appropriately. If credentials are passed on within your facility to a new MAH, the credentials will not be reset. Please notify your Network and update the contact information on www.DialysisData.org to reflect a new contact person. If you do need a password reset, then please see the following "Master Account Password Resets" section.

4. Reminders

Security

The comments and any reports viewed may be of a sensitive nature. Therefore, this website uses industry-standard transmission encryption and login verification techniques. The credentials listed in this document should be stored in a safe place, and used only to create, enable, or disable individual accounts. Individual facility users should also store credentials in a safe place. Individual account information should not be shared. Each user's individual account can be used any time during the Preview Period, as well as in future Preview Periods.

Forgotten Passwords

If you have forgotten your individual user account password, click on the "Request New Password" link on the DialysisData.org home page and enter your email address when prompted, and an e-mail will be sent to you with instructions on how to set up a new password.

If you have forgotten your Master Account Holder password, please contact your ESRD network.

Master Account Password Resets

Please note that dialysis data website MAH passwords will not be reset any time unless you believe the master account has been compromised (e.g., credentials "leave" with former employees). Facilities may

contact UM-KECC or your Network for help with this process, but you will receive your new credentials from your Network.

Problems?

If you are having difficulty logging into www.DialysisData.org or have other questions, please use the "Contact Us" form at www.DialysisData.org (does not require logging in) or call (855) 764-2885.