Technical Instructions for Accessing the Dialysis Facility Reports (DFR) and the Quarterly Dialysis Facility Compare (QDFC) Reports

Please log into your master account to enable user accounts and set permissions prior to the start of the Preview Period. Although you may add new 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.

Accessing the DFR Report and/or QDFC Report
A user account must be enabled in order for the user to be able to login. Users log in by entering their username (email address) and user passwords in the login box found on the www.DialysisData.org homepage. Once logged in, the user will be able to view and/or comment on the DFR and QDFC Reports.

Create and grant permissions to new user accounts
To add a new user, please follow these instructions.

1. Dialysis Data Website Master Account Holder (MAH): Go to the www.DialysisData.org site, and log in using the dialysis data website master account credentials provided on or around October 10, 2016.
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 & Discuss PII/PHI" select "Yes"
    c. Under "Can view DFR Report", select "Yes"
    d. Under "Can comment on DFR Report& Discuss PII/PHI" select "Yes"
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 their permissions granted to them by the Dialysis Data Website MAH, the new user will be able to do 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", that indicates that the user is already in the system for another facility. To add this user to your facility, please follow these instructions.
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".

Renew and grant permissions
The Dialysis Data Website MAH will be required to (1) review existing user accounts and (2) grant permissions to do activities such as viewing 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. If you wish to enable and grant permission to an existing user that has been disabled, click the "edit" button, and then set the "Enable/Disable User" selection to "Enabled". The user will be able to view or comment on your facility's DFR 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.

If you wish to disable the permissions to an existing user that is no longer associated with your facility, click the "edit" button, and then set the "Enable/Disable User" selection to "Disabled". This user will no longer be able to view or comment on your facility's reports.

If you do wish to grant permissions to an existing user, look at your table of users and click the "edit" button for the account that you want to grant permission to. You will be taken to the registration form for this user, and you can grant permissions to view/comment on the reports as necessary by selecting "Yes" or "No" from the dropdown boxes.

Setting user permissions
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.

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, comments may be submitted for your State Surveyor(s) and appended to your DFR.

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

Can Comment on DFC Report & Discuss PII/PHI (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 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.

Verify current MAH contact information
After logging in, 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.

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.

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.