

A brief guide to Roles and Scope in QualityNet Identity Management System (QIMS) and CROWNWeb

1) QIMS is a user account management system that grants user access to other computer systems. Currently it gives users access to the CROWNWeb system. Any user that needs access to CROWNWeb must have a QIMS account.

QIMS Roles:

This selection is made at the top of Part A of the QIMS Account Form.

A) QIMS Security Official (SO): This is a role in QIMS. The SO will be responsible for:

- Performing in-person identity proofing
- Verifying completion of users' **Security Awareness Training**
- Activating accounts for approved users
- Submitting applicants' completed **Part A forms** to CROWN Help Desk
- Maintaining users' account (locked accounts, forgotten passwords, etc.)
- Performing Annual Security Awareness Training Recertification process
- Serve as the CROWNWeb Facility Administrator (Initial SO)

B) QIMS End User Manager (EUM): This is a role in QIMS. The EUM will be responsible for:

- Conducting first-level approval of account requests.
- Approve or reject the QIMS account application.
- Indicate an applicant's QIMS role in the QIMS system.
- Disable users' account.
- Serve as CROWNWeb Facility Administrator (Initial EUM).

C) QIMS Regular User: This is a role in QIMS. A QIMS regular user can only access their own account and be granted access to other systems (i.e. CROWNWeb).

Each facility must have a QIMS Security Official (SO) and End User Manager (EUM). We would suggest you have at least 2 of each so there is a backup in case one of them is not available or leaves unexpectedly. It can take 2-3 weeks for a SO or EUM account to be created/activated and having a back-up would prevent your facility from being without one during that time.

2) CROWNWeb is an online data system that ESRD networks and dialysis facilities will use to enter and submit patient and clinical quality of care data to CMS

CROWNWeb Roles:

This selection is made on Part B of the QIMS Account form.

- A) FACILITY VIEWER:** This is a role for CROWNWeb. A facility viewer has read-only access to patient and facility data in CROWNWeb. They **CANNOT** edit any information
- B) FACILITY EDITOR** - This is a role for CROWNWeb. A facility editor can add/edit patient and facility data in CROWNWeb.
- C) FACILITY ADMINISTRATOR** - **Important: This term refers to a role for CROWNWeb, not to a title for your facility staff.** This role is usually assigned to your security administrator, but does not have to be. The CROWNWeb Facility Administrator assigns roles and scope to other personnel in CROWNWeb. The CROWNWeb Facility Administrator will only be able to grant scope to facilities that they have scope over. For example, if they have scope over Facilities A, B and C they can grant other users at their facility access to Facilities A, B or C or any combination of the 3. They would not be able to grant access to Facilities A, B and D because the Facility Administrator does not have scope over Facility D

NOTE: The Editor and Administrator roles are independent from each other, if you want to be a CROWNWeb Facility Administrator and have the ability to edit patient/facility data you need to check BOTH the Administrator and Editor boxes

3) Scope: This is the facility(s) whose data you are allowed access to.

- A) QIMS** only allows scope over 1 facility per QIMS Id. The Business Information you list on Part A and in the 'CMS Medicare Provider Number' box on Part B is the facility your QIMS account will be associated with.
- B) CROWNWeb** allows scope over multiple facilities. If you need access to facilities other than your primary facility, you should list them in the additional Facility Scope boxes on Part B of the QIMS Account Form