



## A brief guide to Roles and Scope in QualityNet Identity Provisioning System (QIPS) and CROWNWeb

**1) QIPS** 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 QIPS account.

### **QIPS Roles:**

This selection is made at the top of Page 1 of the QIPS Account Form

- A) QIPS Regular User:** This is a role in QIPS. A QIPS regular user can only access their own account and be granted access to other systems (i.e. CROWNWeb)
  
- B) QIPS Security Administrator (SA):** This is a role in QIPS. A QIPS Security Administrator will have the ability to create and maintain the QIPS accounts for other personnel at their facility. They can create/edit/disable any accounts that are associated with their same facility

Each facility must have a QIPS Security Administrator. We would suggest you have at least 2 so there is a backup in case one of them is not available or leaves unexpectedly. It can take 2-3 weeks for Security Administrator accounts to be created/activated and having a back-up SA would prevent your facility from being without one during that time.

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**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 Page 2 of the QIPS 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) QIPS** only allows scope over **1** facility. The Business Information you list on Page 1 and in the 'CMS Medicare Provider Number' box on Page 2 is the facility your QIPS 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 Page 2 of the QIPS Account Form