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 (November 1st). 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. Please refer to WebAccess_XXXXXX.pdf for your facility's Master Account Holder (MAH) credentials, where XXXXXX is your facility's 6-digit CMS certification number.

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 login by entering their username and 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 and QDFC Reports.

Create and grant permissions to new user accounts

To add a new user, select "Create New User" and grant permissions as described in (2) above. Once the MAH completes the requested information for the new user, an e-mail will be sent to the new user's email address you provided with a link that will take them to the website to create a password. Depending on their permissions granted to them by the MAH, the new user will be able to do view reports and/or submit comments.

***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.**

Renew and grant permissions

The MAH will be required to (1) review and enable existing user accounts and (2) grant permissions to do activities such as viewing reports. These permissions are specific to each user as part of the account authentication process. These permissions, along with their default settings, are described in detail later in these directions. To enable an account, select "Edit" and select the "Enabled" option from the "Enable/Disable User" dropdown. If you do not wish to grant permission to an existing user, then leave the "Enable/Disable User" selection to "Disabled", and the user will not be able to view or comment on your facility's DFR or QDFC Reports. On your list of users, disabled users will be displayed in a separate table from the enabled users.

Once the MAH enables a user account and completes the requested information, the user will be able to access the secure portions of www.DialysisData.org. Depending on their permissions, the user will be able to view reports and/or submit comments.

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

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

Can Comment on QDFC Report & Discuss PII/PHI (Default = NO)**:**
Selecting "Yes" allows the user to submit comments about your facility's QDFC Report and 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 login, there will be a box where you can edit the MAH information to display your name and contact information. To update the 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 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, then 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 MAH passwords will not be reset any time unless you believe the MAH has been compromised (e.g., credentials "leave" with former employees). Facilities may contact UM-KECC or your Network for help with this, 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.