



Oklahoma State Department of Health
Creating a State of Health

October 5, 2009

**ATTENTION: NURSING HOME ADMINISTRATOR
MDS COORDINATOR**

**SUBJECT: FACILITY USER NAME AND PASSWORD CHANGES
EFFECTIVE OCTOBER 7, 2009**

To ensure appropriate security measures for maintaining confidentiality of MDS assessment data, CMS is changing the process for issuing the user name and password. According to CMS, all facility **USER NAMES** and **PASSWORDS** will need to be changed before you can transmit data or access CASPER reports on or after October 7, 2009. It is our understanding that on-screen prompts will provide sufficient detail to lead you through the process.

Please note that this change does not affect your AT&T (MDCN) password. You will still need to use the User ID H@XXXX number to access the MDS Submission page.

Once you have reached the MDS Submission page, you will be prompted to change your password. After you have changed your password, **the system will automatically reassign a new User Name.** The new User Name will appear as MDSXXXXXXXX. You will no longer use your OKNHXXXX number to access the system. Instead, you will use the new password you just entered and the user name assigned by the system to transmit data and access reports. We are told that passwords will expire every 60 days.

Each facility will have the option of allowing two individuals to have a password. If you want more than two individuals to have passwords, you will need to complete the form required for user changes available at <https://www.qtso.com> or available from your login prompt screens. You will need to complete a form for corporate users, third party users, service bureau users, and personnel changes.

It is the responsibility of each user to protect the confidentiality of MDS data. I strongly encourage you to **retain all passwords related to the MDS system in a safe location.**

Problems incurred with this process should be directed to help@qtso.com or call 1-800-339-9313. When calling, I recommend that you have your old user name (OHNHXXXX or OKCCXXXX) available for security purposes. Additional information or problems relating to this issue should be directed to Bob Bischoff at (405) 271-5278.

Sincerely,

Bob Bischoff, MDS/OASIS Program Manager
Quality Improvement and Evaluation Service