

TERMS for QIMS (QualityNet Identity Management System) and CROWNWeb

QIMS: The system used to create and manage users needing access to CROWNWeb (where the user gets their user id and password to log into CROWNWeb). Access to QIMS is determined by what is selected on QIMS application Part A.

CROWNWeb: Separate from QIMS, the system where the facility logs in (using the QIMS generated ID/password) to access their patient and facility data. Access to CROWNWeb is determined by what is selected on QIMS application Part B.

TFA (two factor authentication) – government requirement for accessing CROWNWeb – an additional system generated code provided to user to complete the login process (can choose phone, e-mail or cell-phone for notification in QIMS system online Part A application)

QIMS Application Part A Terms:

- **QIMS Security Official/SO: (MINIMUM OF 1 SECURITY OFFICIAL PER FACILITY REQUIRED, 2 RECOMMENDED)**
 - QIMS role held by those individuals responsible for identity proofing and security awareness training of QIMS user applicants. Because of requirements for separation of duties, security official will get 2 user IDs and passwords for each facility where they have the role of Security Official. Security Official Duties are as follows:
 - Log into QIMS to activate QIMS user accounts for facility applicants – will receive e-mail notifications when accounts are pending approval
 - Log into QIMS to unlock accounts, view users, disable and re-enable accounts, and manage certain QIMS profile data attributes.
 - Certify QIMS user applicants have completed their Security Awareness Training (SAT) – (Applicant must submit SAT completion certification to Security Official for first application and on an annual basis)
 - Conducts face to face meeting with QIMS applicant to compare their government issued photo ID (such as driver's license) to the information on the hardcopy QIMS application Part A (or verifies Part A has been notarized)
 - Security Official receives the hardcopy QIMS Application PART A and PART B and Security Awareness certificate and verifies they are ORIGINAL, complete and accurate and completes appropriate Security Official Sections on QIMS Applications Part A and Part B.
 - The SO mails the original PART A to the QualityNet Help desk (located in Iowa) and stores original Part B form and Security Awareness Training Certificate for applicants for 7.5 years.
 - Can enter roles and scope of QIMS Part B Application into CROWNWeb (As long as they selected Part B roles of Facility Editor and Facility Administrator on their own initial application)
- **QIMS End User Manager/EUM: (MINIMUM OF 1 END USER MANAGER PER FACILITY REQUIRED, 2 RECOMMENDED)**
 - The End User Manager is a QIMS privileged user who manages one or more End Users. End User Manager duties are as follows:
 - Log into QIMS to authorize QIMS application access requests including QIMS roles (End User, End User Manager or Security Official)
 - Authorizes changes to the roles in both CROWNWeb and QIMS (PART A and or PART B QIMS Application)
 - Views the QIMS application for all users for accuracy
 - Can enter roles and scope of QIMS Part B Application into CROWNWeb (As long as they selected Part B roles of Facility Editor and Facility Administrator on their own initial application)
- **QIMS Regular User: (THERE IS NO MINIMUM REQUIREMENT FOR NUMBER OF QIMS REGULAR USERS A FACILITY CAN/SHOULD HAVE)**

- Can manage and update certain profile attributes using QIMS
- Responsible for logging into QIMS initially to generate and print Part A of the QIMS application process along with completing the CMS Security Awareness training and printing off certificate (User should keep copy of Part A and B of the QIMS application and certificate). It is recommended the user print multiple copies of Part A as it cannot be reprinted once submitted.
- Should not select Facility Administrator role on Part B Application

QIMS Application Part B Terms:

- **CROWNWEB Roles:**
 - **Facility Viewer:** Can view patient and/or facility data in CROWNWeb but not make any changes
 - **Facility Editor:** Can view and make changes to patient and/or facility data in CROWNWeb.
 - **Facility Administrator: Important: This should be checked by all users applying as Security Official or End User Manager on Application Part A.** The CROWNWeb Facility Administrator assigns CROWNWeb access for each applicant using Part B of the QIMS application - what the applicant can do in CROWNWeb and for what facilities.

Important/Helpful Links and Resources:

The QualityNet Help Desk (1-866-288-8912) can also be used as a backup resource if the Security Official, End User Manager or General User needs assistance to validate a QIMS User identity using the Challenge Response Security Questions, Reset a QIMS User account password, Unlock a QIMS User account, Comply with security incident reporting policies, Identify QIMS User accounts that have been disabled and Initiate the disablement of a QIMS User account. Select Option 4 and 4 again on the menu.

[Security Awareness Training Link](#) (Must complete to be allowed access to QIMS and CROWNWeb)

[QIMS Information and Registration Page](#) (Includes guides, applications, and CROWNWeb Logon page) Completing Application Part A and Part B must

- [QIMS PART A APPLICATION](#) (Must be completed for all applicants. Grants QIMS access (Security Official, End User Manager, or Regular User)
- [QIMS PART B APPLICATION](#) (Must be completed for all applicants. Grants CROWNWeb access – Facility Viewer, Facility Editor, and Facility Administrator)

[QIMS Application Logon for Security Officials](#) – You must have sent in your QIMS application to the QualityNet Help Desk and received your Security Official user ID and password before you can use this link.

[QIMS Application Logon for EUM and Regular Users:](#) – (Security Officials, use above link if logging in as Security Official Role): You must have sent in your QIMS application to the QualityNet Help Desk and received your user ID and password before you can use this link.

General CROWNWeb information: www.projectcrownweb.org (includes training videos for QIMS Registration)