



DIRECTIONS FOR COMPLETING A SECURITY ADMINISTRATOR QIPS FORM

1. All Facilities must choose a Security Administrator for their facility and complete the QIPS form located at:
https://www.qualitynet.org/crown/registration_form.pdf
2. Each Facility must have a different Security Administrator.
3. All pieces of the QIPS form must be neatly hand written or they will be shredded.
4. Under Type of Request, check off Create new User Account.
5. Under QIPS Roles, check off Security Administrator.
6. **DO NOT**
7. Sign page one.
8. Have manager sign page one.
9. Get form notarized.
10. On page two in column one, check Dialysis Facility.
11. Enter primary Dialysis Facility Provider #.
12. ESRD Network Affiliation # is 18.
13. Under roles, check off Facility Editor and Facility Security Administrator.
14. Add any additional facilities. If you run out of room you may add the extra facilities on a separate piece of letterhead typed and signed.
15. Have Manager sign form
16. Send to Network 18 via certified return receipt mail ASAP.
17. Once you receive an email stating your account has been activated, you can start creating regular user accounts.

If you have any questions feel free to contact Kirsten at (323)962-2020 or kkeating@nw18.esrd.net

Mission Statement

To provide leadership and assistance to renal dialysis and transplant facilities in a manner that supports continuous improvement in patient care, outcomes, safety and satisfaction.

DIRECTIONS FOR SECURITY ADMINISTRATORS CREATING REGULAR CROWN WEB USERS

1. Facility Security Administrator will decide who at the facility/facilities need access to the CROWNWeb system.
2. A QIPS facility Security Administrator CANNOT enter another user into QIPS until they have completed their own QIPs registration Process.
3. You can get the QIPS form at:

https://www.qualitynet.org/crown/registration_form.pdf
4. All pieces of the QIPS form must be neatly hand written or they will be shredded.
 - A. Under Type of Request, check off Create New User Account.
 - B. Under QIPS Role, check off QIPS Regular User.
 - C. Fill out the rest of page one. (DO NOT fill in a User ID)
 - D. Sign page one.
 - E. Have manager sign page one. (Security Administrator CANNOT sign as manager.)
 - F. Get form notarized.
 - G. On page two in column one check Dialysis facility.
 - H. Enter primary Dialysis Facility Provider #.
 - I. ESRD Network Affiliation # is 18.
 - J. Under roles, check off the appropriate selection(s)
 - K. Add any additional facilities. If you run out of room you may add the extra facilities on a separate piece of letterhead typed and signed.
 - L. Have Manager Sign form. (Security Administrator CANNOT sign as manager)
5. Facility SA will make sure forms are completed correctly and notarized.
6. Enter QIPS Account Forms into QIPS (using user id and password provided by CROWNWeb helpdesk) at <https://www.qualitynet.org/idm/login.jsp>.
7. Click on the Accounts tab. Look at the first row with drop down menus. In the first box select New User.
8. Fill out the four tabs: "Basic Info", "Personal Info", "Business Info", and "QIPS." Take note of the User ID at the bottom of tab one (Basic Info.)
9. On the "QIPS" tab, do NOT select "CROWNWeb" for access (this will be done later once your facility has been selected to go live with the CROWNWeb system.)
10. Once entered, go to the "Paperwork" tab and print the screen ("file, print" or CTRL-P), then staple to the back of the QIPS form.
11. Check the box stating that the paperwork has been reviewed, then click on the "Save" button at the bottom of the screen.
12. Under the "For Internal Use Only" section on page two of the QIPS form the Security Administrator needs to
 - A. Neatly hand write in your (SA) name.
 - B. Neatly hand write in your (SA) phone number.
 - C. Neatly hand write in your (SA) email address.
 - D. Neatly hand write in the applicants USER ID.(found on the bottom of the BASIC INFO tab)
 - E. Neatly hand write in the date the User account was created.
13. Keep a copy of the second page for your records, also making sure to note applicant name somewhere on the copy. You will need to keep this information to enter the employee roles and scope into CROWNWeb.

14. If the User needs access to multiple Units you MUST send the form to NETWORK 18 via Certified Return Receipt mail.
15. If the user only needs scope over one facility you must send form & printout of paperwork info tab to the Helpdesk via USPS certified mail with return receipt requested. The form must be received by the Helpdesk within 10 calendar days of entry into the QIPS system.

Mail to: CROWN QIPS Processing/CSC PO BOX 12238 Durham NC 27709.

16. Users will receive email from Help Desk with User ID & Temporary Password for QIPS This User ID and password is what they will use to login to CROWNWeb for the first time. The User ID cannot be changed. The temporary password must be changed at first login at <https://www.qualitynet.org/idm/user/login.jsp>.
17. Before the User can access the CROWNWeb system the CROWNWeb Facility Administrator will need to log into CROWNWeb to enter roles & scope for the User. Please refer to page 20 of your CROWNWeb Facility Training Guide for instructions. If you do not have a training guide, instructions can be provided upon request form Network.

IMPORTANT!! DO NOT SEND ANY QIPS ACCOUNT FORMS TO THE HELP DESK FOR USERS WHO HAVE NOT BEEN ENTERED INTO THE ONLINE QIPS SYSTEM BY THE FACILITY QIPS SECURITY ADMINISTRATOR!

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