



Oklahoma State Department of Health
Creating a State of Health

June 1, 2010

**SUBJECT: AGENCY PASSWORD CHANGES
EFFECTIVE July 6, 2010**

Dear Home Health Agency Administrator:

Effective July 6, 2010, Oklahoma Home Health Agencies (HHAs) will be required to create and maintain individual user passwords rather than the current practice of using one password for the entire HHA. Sometime during that day, CMS will change the password requirements. This means that each home health agency will be required to create a new password before any further OASIS assessments can be electronically transmitted.

Complete the following steps to create your new password:

- Follow the normal procedure to access the OASIS Submission page. Please note that this change does not affect your CMSNet AT&T Global Network Client (formerly MDCN AT&T GNC) password or user ID.
- Navigate to the OASIS Submission page. A new registration link will prompt you to enter your existing shared User Name (agency login ID) and password.
- Click the login button.
- The HHA individual user ID registration page will be displayed.
- Follow the screen prompts to create your individual user password. Each person will need to have a working email address (preferably a work email address) and answer three security questions for future user login maintenance.
- Click on the submit button to process the request.
- A confirmation page will be displayed. **BE SURE TO PRINT THIS PAGE OR MAKE A NOTE OF YOUR OASIS PERSONAL LOGIN ID (it will appear as HHAXXXXXX), SECURITY QUESTIONS AND PASSWORD.**

You will be required to reset this password every 60 days. Maintain the password and login ID in a secure location. Parent and branch offices will each be allowed to set up two individual user passwords and may request more if required. Corporate users and third party service bureau users must not follow this procedure for setting up individual user passwords. Instead these users must complete a written registration form which can be downloaded from the www.qtso.com website.

Transmission of OASIS data will be allowed on the day the password is changed. However, it is important to note that on the day you set up your new password, final validation reports will not be available until the following day. After the first day, validation reports may be accessed as usual.

Problems incurred after changing your password should be directed to help@qtso.com or you may call 1-800-339-9313. When calling, be sure to have your agency ID (OKHCXXXX) available for security purposes. When emailing or faxing, remember to **NEVER** include your password.

Additional detail is available at the www.qtso.com. Questions relating to the initial password change should be directed to Greg Freeman or Bob Bischoff at the QIES Help Desk (405) 271-5278.

Sincerely,

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