

## CMSNet User and QIES Submission ID

- To obtain access/passwords to MDS or PBJ data, go to <https://qtso.cms.gov>
- Click on the “Access Forms” link at the top of the screen, or “CMSNet-Submission Access” link
- Note: If you already have a CMSNet User ID, and you are only wanting to add PBJ or MDS access to you current access, you may do so at the QIES Submission Screen and skip this initial step

**CMS** QIES Technical Support Office  
CENTERS FOR MEDICARE & MEDICAID SERVICES

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# We are QTSO

**I'm a Provider**

- > Home Health Agency (HHA) Providers
- > Hospice Providers
- > Inpatient Rehabilitation Facility (IRF-PAI) Providers
- > Long Term Care Hospital (LTCH) Providers
- > Nursing Home (MDS)/Swing Bed Providers

**I'm a Vendor**

- > Hospice Vendors
- > Inpatient Rehabilitation Facility (IRF-PAI) Vendors
- > Long Term Care Hospital (LTCH) Vendors
- > Minimum Data Set (MDS) Vendors
- > Outcome and Assessment Information Set (OASIS) Vendors
- > Payroll Based Journal (PBJ) Vendors
- > Swing Bed Vendors


**I'm an Employee**

- > CMS (Regional/Central)
- > State Agency

Log In

- **Under “MDS Access” or “PBJ Access”, click on “Individual access”**
- **If your facility desires to have more than 2 individuals authorized to submit and access data and reports, choose the Corporate Link.** When completing the Corporate forms, indicate why you need an additional user account (e.g., QAPI staff member requires account to access CASPER reports; HR personnel requires access to submit PBJ data, etc.)

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HOME

## Access Forms

All providers must request a CMSNet User ID to access secure CMS sites (e.g., submissions pages / reports) unless an otherwise secure connection has been established.

<p><b>Data Access Request</b>  <a href="#">Data Access Request Information &gt;</a></p>	<p><b>ePOC Access</b>  <a href="#">ePOC Multiple Facility / Corporate Access &gt;</a>  <a href="#">ePOC Individual Access &gt;</a></p>
<p><b>Hospice-IRF-LTCH-Swing Bed Access</b>  <a href="#">Hospice - IRF - LTCH - Swing Bed Individual Access &gt;</a>  <a href="#">Hospice - IRF - LTCH - Swing Bed Corporate and Third-Party Access &gt;</a></p>	<p><b>MDS Access</b>  <a href="#">MDS Corporate and Third-Party Access &gt;</a>  <a href="#">MDS Individual Access &gt;</a></p> 
<p><b>OASIS Access</b>  <a href="#">OASIS Corporate and Third-Party Access &gt;</a>  <a href="#">OASIS Individual Access &gt;</a></p>	<p><b>PBJ Access</b>  <a href="#">PBJ Individual Access &gt;</a>  <a href="#">PBJ Corporate and Third-Party Access &gt;</a></p> 
<p><b>QBIC Access</b>  <a href="#">QBIC Access &gt;</a></p>	

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- **Follow Step 1 in the instructions. You will receive your CMSNet ID first and from there you will have access to obtain the QIES Submission ID.**
- **After receipt of the CMSNet ID, follow the instructions in Step 2 to obtain your QIES Submission ID.**

[HOME](#) / [ACCESS FORMS](#)

## PBJ Individual Access

All providers must request a CMSNet User ID to access secure CMS sites (e.g., submissions pages / reports) unless an otherwise secure connection has been established.

Requesting access to CMS systems requires two steps to obtain two separate login IDs.

### Step 1:

Use the [CMSNet Online Registration](#) application to request a CMSNet User ID. The CMSNet ID is needed to access secure CMS sites (e.g., submissions pages/reports) unless an otherwise secure connection has been established.

[CMSNet Online Registration Instructions](#)

### Step 2:

Use the QIES online User Registration tool to obtain a QIES Submission ID. Once you have registered for a CMSNet User ID, you will receive an email from MDCN.mco@palmettogba.com containing your login information. Using this information you will connect through the 'CMS Secure Access Service'.

Once securely connected, select the 'CMS QIES Systems for Providers' link to access the QIES online 'User Registration' tool. New users must utilize the online 'User Registration' tool to obtain a QIES Submission login ID (the only exception is Corporate/Third-Party accounts).

**Please NOTE:** CMS allows a total of TWO (2) Individual User accounts per facility. **\*\*Exception:** CMS allows a total of FOUR (4) ePOC user accounts\*\*

### Downloads


- [CMSNet Online Registration Instructions \[PDF 444 KB\]](#)
- [PBJ Individual User Account Maintenance Request \(Only use this form to remove individual accounts or request additional users\)](#)
- [Completing and Saving a PDF Form Electronically \[PDF 77 KB\]](#)


## QIES Submission ID:


- Click on either “MDS User Registration” or “Payroll Based Journal User Registration”
- Complete required steps to obtain your QIES Submission ID
- If you already have access to either PBJ or MDS and want to add access to the other one, click on the link “Add PBJ-MDS Access to your Active Individual User Account”


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Welcome to the CMS QIES Systems for Providers

 [MDS and ePOC User Registration](#)

 [Payroll Based Journal User Registration](#)

 [Add ePOC - PBJ - MDS Access to your Active Individual User Account](#)

 [MDS 3.0 Submissions](#)

[PBJ Submissions](#)

[Look Up Facility ID](#)

[Payroll Based Journal \(PBJ\) Provider User Guide](#)

MDS 3.0 Provider User's Guide

CASPER Reporting User's Guide for MDS Providers

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[CASPER Reporting](#) - Select this link to access the Final Validation and Provider reports

# Access Payroll Based Journal (PBJ) CASPER Reports

Go to QIES to Success at: <https://web.giesnet.org/qiestosuccess/>

Click on CASPER Reports on the left side of the screen

**QIES to Success**

Home      Suggestions      Help Desk

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES  
Centers for Medicare & Medicaid Services

**CASPER Reports**

**Possible QIES scheduled downtime begins Tuesday, August 6, at 8:00 PM (ET) and ends at 11:00 PM (ET)**

**Systems Maintenance downtime begins Friday, August 9, at 8:00 PM (ET) and ends Sunday, August 11, at 6:00 PM (ET)**

**The QIES scheduled downtime begins Saturday, August 10, at 6:00 AM (ET) and ends at 6:00 PM (ET)**

**Possible QIES scheduled downtime begins Tuesday, August 20, at 8:00 PM (ET) and ends at 11:00 PM (ET)**

**QIES Security Notice: Disabling and Deleting Accounts**

To better secure our applications, QIES security will require each user to successfully login every 60 days, effective June 26, 2017. If this does not occur, the account will be disabled and can only be re-enabled by contacting the QTSO Help Desk at (888) 477-7876.

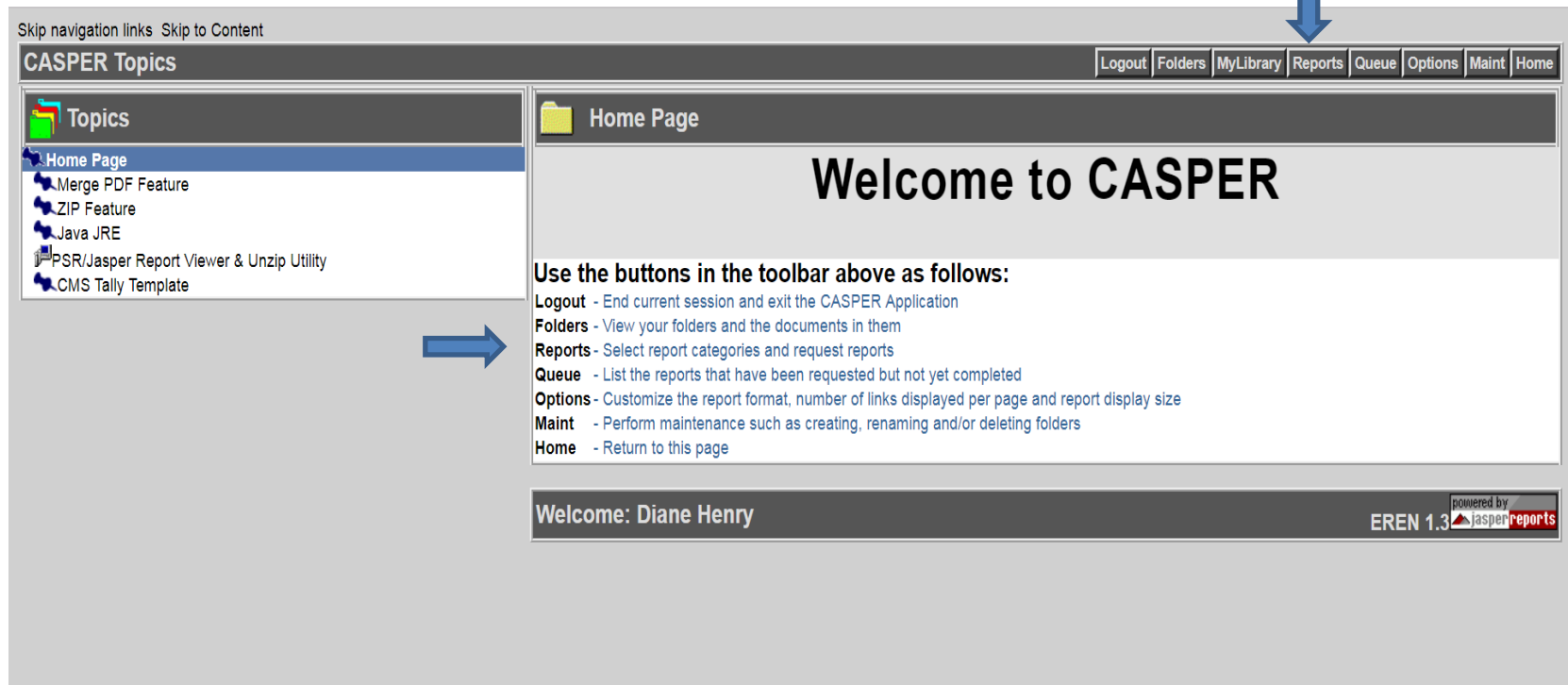
Accounts that have no activity for more than 365 days will be deleted. Once your account is deleted, you will not be able to use or re-enable the account. If your account is deleted, you will need to request access through CMS as you did originally; you will be assigned a new User ID and password when the access is granted.

QIES users will continue to use QUMA to update passwords as required every 60 days; and use security questions to unlock accounts if the password is forgotten or the account is locked due to the password being entered incorrectly three times.

If you have any questions concerning this information, please contact the QTSO Help Desk at [help@qtso.com](mailto:help@qtso.com) or 1 (888) 477-7876.  
Posted 05/16/2017

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**After logging in, click on “Reports” tab at the top of the screen, or in the middle of the screen.**



The screenshot shows the CASPER application interface. At the top, there is a navigation bar with the text "Skip navigation links Skip to Content" on the left and a toolbar with buttons for "Logout", "Folders", "MyLibrary", "Reports", "Queue", "Options", "Maint", and "Home" on the right. A blue arrow points down to the "Reports" button. Below the navigation bar is a "Topics" sidebar on the left with a tree view containing "Home Page", "Merge PDF Feature", "ZIP Feature", "Java JRE", "PSR/Jasper Report Viewer & Unzip Utility", and "CMS Tally Template". A blue arrow points right to the "Home Page" item. The main content area has a "Home Page" header and a large "Welcome to CASPER" message. Below this, a section titled "Use the buttons in the toolbar above as follows:" lists the functions of each toolbar button. At the bottom, a footer bar displays "Welcome: Diane Henry" on the left and "EREN 1.3" with a "powered by jasperreports" logo on the right.

Skip navigation links Skip to Content

CASPER Topics [Logout](#) [Folders](#) [MyLibrary](#) [Reports](#) [Queue](#) [Options](#) [Maint](#) [Home](#)

Topics

- Home Page
- Merge PDF Feature
- ZIP Feature
- Java JRE
- PSR/Jasper Report Viewer & Unzip Utility
- CMS Tally Template


Home Page

# Welcome to CASPER

**Use the buttons in the toolbar above as follows:**

- Logout** - End current session and exit the CASPER Application
- Folders** - View your folders and the documents in them
- Reports** - Select report categories and request reports
- Queue** - List the reports that have been requested but not yet completed
- Options** - Customize the report format, number of links displayed per page and report display size
- Maint** - Perform maintenance such as creating, renaming and/or deleting folders
- Home** - Return to this page

Welcome: Diane Henry

EREN 1.3 powered by 

**Click on Payroll Based Journal (PBJ) Reports on the left side of the screen.**

**Available PBJ reports will appear in the middle of the screen**

The screenshot displays the CASPER Reports application interface. At the top, there is a navigation bar with links for Logout, Folders, MyLibrary, Reports, Queue, Options, Maint, and Home. The main interface is divided into two primary sections: a left sidebar for 'Report Categories' and a central area for 'Payroll Based Journal (PBJ) Reports'.

**Report Categories (Left Sidebar):**

- ACTS National
- AEM National
- ASSURE General
- Assessment Maintenance
- Audit Reports
- CASPER Inquiry
- Federal Monitoring Surveys
- HHA Briefing Book
- HHA Provider
- MDS 3.0 NH Assessment Maint
- MDS 3.0 NH Final Validation
- MDS 3.0 NH Provider
- MDS 3.0 QM Reports
- MDS 3.0 SB Final Validation
- MDS 3.0 SB Provider
- Nursing Home Management
- OASIS HHA Assessment Maintenance
- OASIS HHA Survey Reports
- OASIS Quality Improvement
- OASIS-C Management Reports
- OMR Reports
- Payroll Based Journal (PBJ) Reports** (highlighted with a blue arrow)
- Performance Standard Reports
- SNF Quality Reporting Program
- Standard
- Transplant Hospital Reports
- Upload Monitoring
- Utility Reports

**Payroll Based Journal (PBJ) Reports (Main Content Area):**

Report Name	Link
1700D Employee Report	• <a href="#">PBJ Employee Report</a>
1702D Individual Daily Staffing Report	• <a href="#">PBJ Individual Daily Staffing Report</a>
1702S Staffing Summary Report	• <a href="#">PBJ Staffing Summary Report</a>
1703D Job Title Report	• <a href="#">PBJ Job Title Report</a>
1704D Daily MDS Census Detail Report	• <a href="#">PBJ Daily MDS Census Detail Report</a>
1704S Daily MDS Census Summary Report	• <a href="#">PBJ Daily MDS Census Summary Report</a>
PBJ Submitter Final File Validation Report	• <a href="#">PBJ Submitter Final File Validation Report</a>

At the bottom of the interface, there is a footer area with 'Pages 1' and a search bar labeled 'Enter Criteria To Search For A Report:'.

**Date Criteria defaults to the most current quarter.**




**Dates may be adjusted if you prefer to view prior quarterly data.**

**Click “Submit”**

Skip navigation links

**CASPER Reports Submit** Logout Folders MyLibrary Reports Queue Options Maint Home


Report: 1700D Employee Report

Date Criteria: Prior Fiscal Quarter ▼  
from (mm/dd/yyyy): 04/01/2019   
thru (mm/dd/yyyy): 06/30/2019  

Employment Status:  Active  Terminated  Both

Report Output:  CSV/Excel  PDF

Filter By  Include In Results  
Employee ID

Sort By  Descending  
System Employee ID ▼ 

Template Folder:  ▼  
Template Name: 1700D Employee Report ▼

Do not use the browser back button. To make changes to the data or navigate between pages, use the links provided in the application.



**Click "Folders" to access reports**

Skip navigation links

**CASPER Reports Submit**

[Logout](#) [Folders](#) [MyLibrary](#) [Reports](#) [Queue](#) [Options](#) [Maint](#) [Home](#)

Queueing Report QID:84063821 Name:1700D Employee Report for user DHENRY02  
Completed reports will appear in your inbox on the Folders page.

[Back](#) [Folders](#) [Reports](#)

Do not use the browser back button. To make changes to the data or navigate between pages, use the links provided in the application.



**Reports will appear in your “My Inbox”**

**Click on “My Inbox” on the left of the screen if not showing**

**If you have numerous reports in the middle of the screen, some may appear on “Page 2”**

Skip navigation links Skip to Content

CASPER Folders [Logout](#) [Folders](#) [MyLibrary](#) [Reports](#) [Queue](#) [Options](#) [Maint](#) [Home](#)

**Folders**

- My Inbox

**My Inbox**

[Info](#) [Click Link to View Report](#) [Date Requested](#) [Select](#)

	1700D Employee Report	08/16/2019 15:37:44	<input type="checkbox"/>
	1704S Daily MDS Census Summary Report	08/16/2019 14:52:20	<input type="checkbox"/>
	1704D Daily MDS Census Detail Report	08/16/2019 14:51:58	<input type="checkbox"/>
	1702D Individual Daily Staffing Report	08/16/2019 14:51:19	<input type="checkbox"/>
	1702D Individual Daily Staffing Report	08/16/2019 14:50:50	<input type="checkbox"/>
	1702S Staffing Summary Report	08/16/2019 14:37:26	<input type="checkbox"/>

Pages [1](#)