Steps for Accessing ePOC

The Electronic Plan of Correction (ePOC) application was released with ASPEN 10.1.5 in July 2013. The ePOC will be phased in by specific states and provider types, eliminating the need for paper based communications between providers and survey agencies when reviewing plans of correction.

Please use the information below to assist you and your providers in making a smooth transition. This document will cover gaining access to the ePOC application via CMSNet and the ASPEN Web application.

CMSNet-Secure Access Service

All users must have a secure connection to CMS applications. New users must submit a request form for access to the CMSNet Secure Access Service. Forms are available on the CMSNet Information page of the QTSO website at: https://www.qtso.com/cmsnet.html.

Note: Users with current CMSNet accounts will NOT need to apply for new access. CMS does not permit the sharing of user IDs.

Once users have received their login ID/password to CMSNet (via email) they may proceed to QTSO.com to begin the process of obtaining the ID needed for ePOC access.

1. Begin at the QTSO.com CMSNet Information page: https://www.qtso.com/cmsnet.html.
2. Select the Submission Access link followed by the appropriate state from the U.S. map.
3. Enter the CMSNet login ID and password (received in the email) on the page titled CMS Secure Access Service.

   ** New users will need to install the Juniper Network Client when entering the site for the first time. This will require administrative rights. Installation instructions will be found on the CMSNet Information page.**

4. Select the web bookmark, CMS QIES Systems for Providers.

The web bookmark will launch to the CMS QIES Systems for Providers welcome page. Once here, users may proceed in requesting an ePOC User ID/password.

For assistance with the CMS Secure Access Service login OR installation of the Juniper Network Client users will need to contact CMSNet Help Desk at 888-238-2122.

Requesting an ePOC User ID/Password

All ePOC users must register to receive ePOC access. Users submitting plans of correction for a single provider will do this via the QIES Online Registration tool. Users submitting ePOC data for multiple providers will apply for this account by submitting a request form to the QTSO Help Desk. Forms are available on the ePOC Forms page of the QTSO website at: https://www.qtso.com/accessepoc.html.

This will be in addition to the CMSNet account previously referenced.

Note: There is a limit four (4) ePOC accounts per provider. CMS does not permit the sharing of user IDs.

> **Users with current MDS ID's will NOT need to register for a new ID; they may utilize the 'Access Update' link found above the Provider User ID Registration form after following step one below.** If there is a need for both MDS and ePOC access, **users may only request ONE access type** upon initial registration. Once the initial registration process has been completed users may return to the Provider User ID Registration page and utilize the 'Access Update' link to add the additional access needed.

Online Registration Instructions for Users Submitting ePOCs for a Single Provider

1. Select the MDS and ePOC User Registration link from the 'Welcome to the CMS QIES Systems for Providers' page.
2. Complete the information on the Provider User ID Registration form and select submit. (There will be user's guide located at the upper right corner of this page)
3. Click 'OK' on the Successful Registration pop-up window.
4. Review the confirmation page which will display the new ePOC Login ID. (password will have been created on the registration form prior to clicking submit)
5. Proceed to the email account provided during registration to obtain the necessary activation key in order to complete the final step of the registration process.
   **Users will likely need to log off of the CMSNet connection to obtain this email.
6. Copy the activation key from the email and log back into CMSNet via the CMSNet - Submission Access link on QTSO.com.
7. Select the MDS and ePOC User Registration link from the 'Welcome to the CMS QIES Systems for Providers' page.
8. Select the 'Activation' link from the upper right corner.
   **Users do NOT need to fill in the form a second time.
9. Enter the newly obtained ePOC login ID and paste the copied activation key.
10. Select 'Activate' followed by 'OK' once your activation has been confirmed.
11. Select the link provided to return to the CMS QIES Welcome page for Providers.

For assistance with the MDS and ePOC User Registration please contact the QTSO Help Desk at 888-477-7876.

Accessing the ePOC Application

After completing the registration and activation process users may access the ePOC application immediately by using the following steps:

1. Select the **ASPEN Access (ePOC)** link from the CMS QIES Systems for Providers welcome page.
2. Select the **ASPEN Web** link from the ASPEN Access page to reach the ePOC application login.

Accessing the ePOC Application After Successful Registration

These steps may be followed at any time when access is needed to the ePOC application **after** registration and activation have been completed.

1. Go to https://www.qtso.com, select **CMSNet Information** @ the upper right corner.
2. Select the **Submission Access** link followed by the appropriate state from the U.S. map.
3. Enter the CMSNet login ID and password on the page titled CMS Secure Access Service.
4. Select the web bookmark, **CMS QIES Systems for Providers** to launch to the CMS QIES Systems for Providers welcome page.
5. Select the **ASPEN Access (ePOC)** link from the bottom of the page.
6. Select the **ASPEN Web** link from the upper left corner of the ASPEN Access page.
7. Enter your ePOC login ID and password.