

Appendix A

Quick Reference Guide

Quick Reference Guide for Connection and Submission to the National Assessment Collection Database (NACD)

This is a 2 step process, the first step is connection to the MDCN through AT&T dialer software, the second is submitting the files to the National Assessment Collection Database

Step 1

For installation of the MDCN Software, please print out the MDCN.doc on the Swing Bed CD. The software must be installed to perform the steps listed below.

This is a quick reference guide for getting connected to the National Assessment Collection Database.

For Windows 95/98/2000 and Windows NT and XP Users

Open the AT&T dialer shortcut.



The AT&T Network-Login screen will appear.



When you set up your Login Profile (synonymous with User ID), we recommend you keep this the same as your MDCN user ID.

Type your password and click **Connect**. Do not check the box labeled **Save password**. This is a security violation.

Note: For your **initial** login, your password is **the same as your Login Profile Id**.

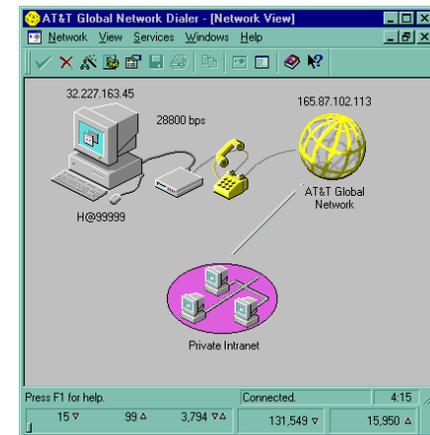
The first time you connect to AT&T Global Network Services, your password will expire. Type a new password you have created and confirm it in the appropriate boxes. Click **OK**.

Password rules:

- Passwords can contain alpha or numeric characters (No special characters).
- A password must begin with an alphabetic character.
- You may not reuse a password for six months.
- If a password has to be reset, contact the MDCN Help Desk.

The AT & T Global Network Dialer - [Network View] screen will open. It will take a few moments for this screen to appear. This screen will depict a

connection between your computer, the AT & T Global Network and a private intranet.



You are now ready to begin using the Medicare Data Communication Network.

You can setup your AT&T software to always open your browser to the National Assessment Collection Database (NACD). If you have not done this, you will need to open your browser and type in the URL address of the NDAC that was provided to you by CMS.

If you have problems with this step, please contact the MDCN Help desk at (800) 905-2069.

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Step 2

When the browser locates the specified URL (Universal Resource Locator) address, the CMS Swing Bed



Welcome Page will display.

There are three links available to you from this page. They include:

- X Swing Bed Submissions - accesses the main Swing Bed System menu.
- X Points of Contact - provides a list of contacts (names, addresses, phone numbers, and e-mail addresses, as applicable).
- X Swing Bed/Raven-SB - provides information and downloadable files to update RAVEN-SB software. RAVEN-SB is the CMS provided free data entry software for Swing Bed assessments.

Select Swing Bed Submissions. A Login window will display. You must enter a valid User ID and Password before selecting the Login button.



The first time you connect, your password will expire. Type a new password and confirm it in the appropriate boxes. Click **OK**.

Password rules:

- Are CASE SENSITIVE.
- Must be a minimum of 6 characters.
- Can contain both alpha and numeric characters. (No special characters).
- Must be different than the previous one.
- If a password has to be reset by the QTSO Help Desk, it will be reset to the user's login ID.

Once you have entered a correct user name and password, selected **OK**. The CMS Swing Bed Main Menu will appear.



This window includes:

- X Process SB MDS Data – accesses the window for Swing Bed data submissions.
 - X Receive Validation Reports- accesses the window from which you can select date/time stamped Final Validation Reports to view.
 - X Change Password- Allows user to change password to assure security. For more detailed instructions on the submission process, refer to the Swing Bed Hospital Users Manual at <http://www.hcfa.gov/medicare/snfps.htm>.
- If you are having problems with this step please contact the QTSO Help Desk at (800) 339-9313

**Example - If a password is entered initially with all capital letters (CAPS LOCK) then it must always be entered that way.*