

Hospital Quality Reporting System: My Tasks Page Navigation Guide

1. Objective

The objective of this document is to inform the users of the Hospital Quality Reporting (HQR) application within the *QualityNet Secure Portal* (QSP) about certain navigational changes within the QSP. These changes are being made to transform and improve the applications that support quality reporting systems within the QSP and to accommodate the adoption of the new authentication method also known as HCQIS Access Roles and Profile system (HARP).

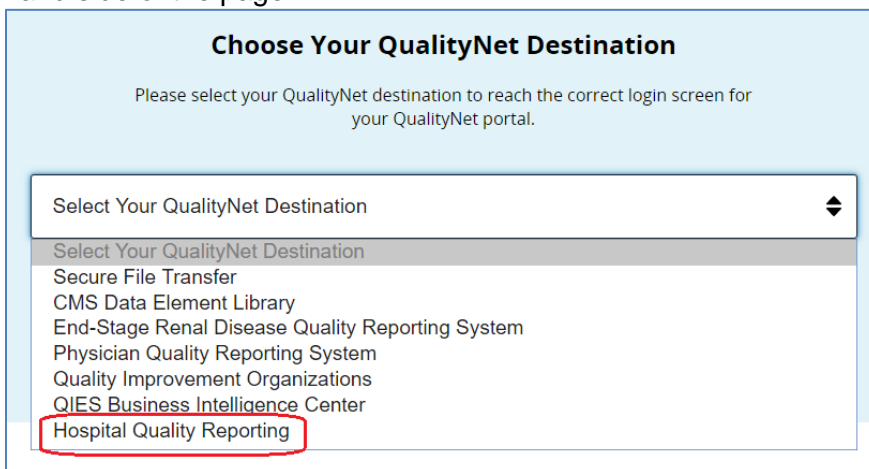
2. New Steps to Log into the QSP

Users will select a brand new *QualityNet* destination to log into the HQR application within the QSP. Using the steps below, users will be automatically directed to the new **Quality Reporting Systems: My Tasks (HQR My Tasks)** page, which provides access to authorized vendors, ability to submit measure data and run reports, and ability to perform all other functions to which users currently have access. Additionally, it is from this new **HQR My Tasks** page that users will access the new **HQR Home Page** to view their public reporting preview data, eCQM file submission details, and other improved functions as they become available.

2.1 Accessing the HQR Application

Take the following steps to log into the QSP and access the HQR application (see image below):

1. Navigate to the Choose Your QualityNet Destination page
2. Select “Hospital Quality Reporting”
3. Log in with existing credentials
4. Land on new **HQR My Tasks** page
5. Perform regular HQR-related tasks
6. Return to the **HQR My Tasks** page by selecting the **My Tasks** link on the upper left-hand side of the page



Choose Your QualityNet Destination

Please select your QualityNet destination to reach the correct login screen for your QualityNet portal.

Select Your QualityNet Destination

- Select Your QualityNet Destination
- Secure File Transfer
- CMS Data Element Library
- End-Stage Renal Disease Quality Reporting System
- Physician Quality Reporting System
- Quality Improvement Organizations
- QIES Business Intelligence Center
- Hospital Quality Reporting**

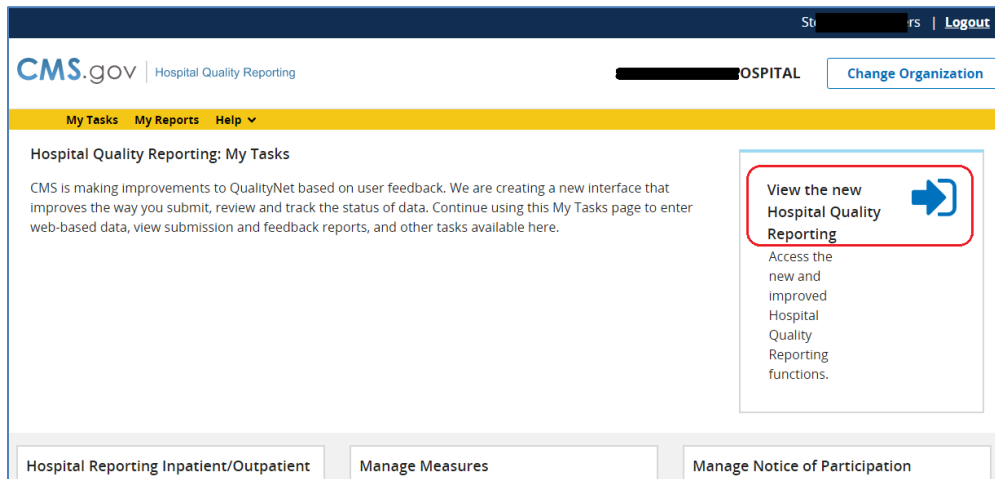
3. Navigation between HQR My Tasks Page and the New HQR Home Page

Using the steps below, users can navigate between the existing HQR functions on the **HQR My Tasks** page and the next generation of HQR applications on the new **HQR Home Page**. The new **HQR Home Page** is where the public reporting preview user interface resides, and other improved functions will be migrated there in the near future.

3.1 Accessing the New HQR Home Page from the HQR My Tasks Page

This flow assumes users are already logged in and are on the **HQR My Tasks** page (see *Section 2.1 - Accessing the HQR Application*).

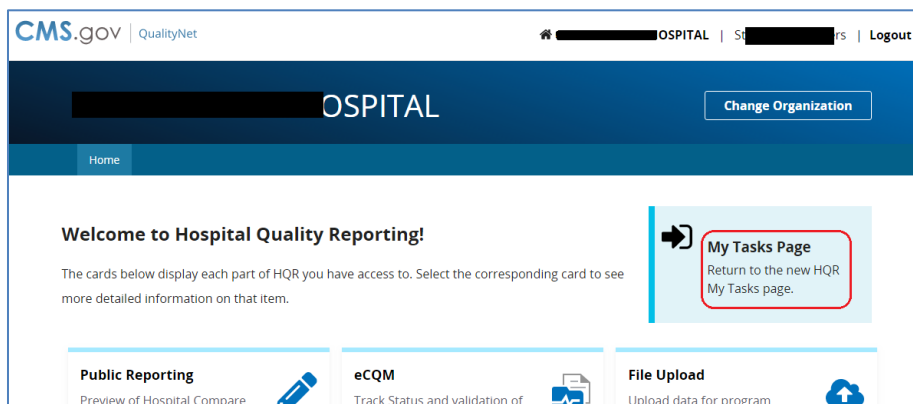
1. Click the **View the New Hospital Quality Reporting** link.



3.2 Accessing the HQR My Tasks Page from the New HQR Home Page

This flow assumes users have already navigated to the new **HQR Home Page**.

2. Click the **My Tasks Page** link.



4. Remaining QSP Functionality

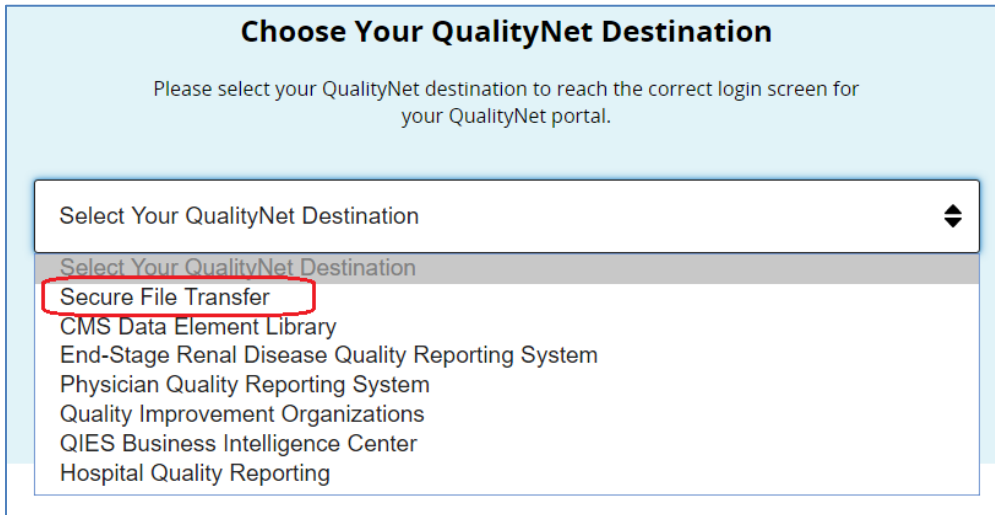
This workflow will make clear to users how to access any functionality remaining on QSP.

4.1 Secure File Transfer (Axway)

This flow assumes users are already logged in and are on either the **HQR My Tasks** page or the **New HQR Home Page**. Refer to images included in *Section 3 - Navigation between HQR My Tasks Page and the New HQR Home Page* for assistance with the first step below. .

To access Secure File Transfer (Axway) from the **HQR My Tasks** page or the **New HQR Home Page**, users take the following steps:

1. Select Logout from the header of the page (this is located in the top right portion of the screen)
2. Users will be directed to the Choose Your QualityNet Destination Page
3. Select Secure File Transfer from the dropdown (see image below)
4. Login with existing credentials and click on the Secure File Transfer link at the top of the page like normal



Choose Your QualityNet Destination

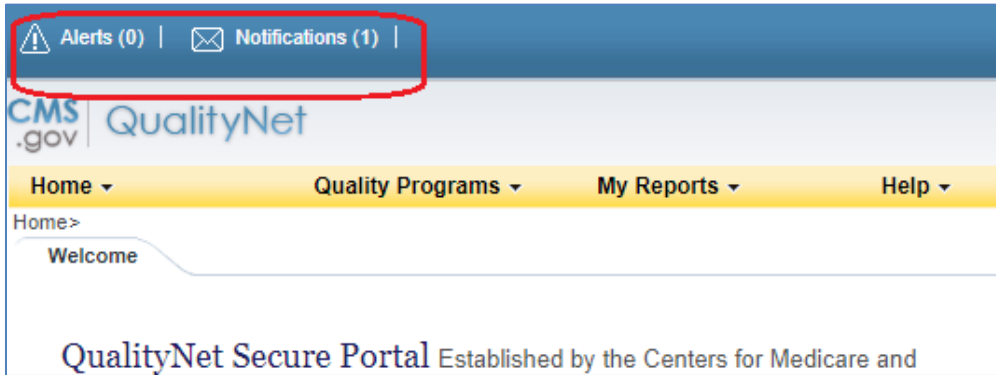
Please select your QualityNet destination to reach the correct login screen for your QualityNet portal.

Select Your QualityNet Destination

- Secure File Transfer
- CMS Data Element Library
- End-Stage Renal Disease Quality Reporting System
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4.2 Alerts and Notifications

Existing HQR alerts and notifications will not be migrated at this time.



4.3 Account/Profile Settings

HQR account/profile settings will not be migrated at this time, because the existing logins will still be used. In the coming weeks additional information will be shared about the transition to HARP and the new authentication method that will affect all existing HQR accounts.

4.4 Accessibility Settings

Existing HQR accessibility settings will not be migrated at this time. All pages accessed from the new **HQR Home Page** are tested for accessibility and Section 508 compliance.