FCDS FACILITY ACCESS ADMINISTRATOR (FAA)

As of January 2013, **EVERY HOSPITAL, AMBULATORY CARE FACILITY AND RADIATION THERAPY FACILITY MUST HAVE A FACILITY ACCESS ADMINISTRATOR (FAA).**

Under the new system, <u>each</u> facility designates one individual to be the Facility Access Administrator (FAA). This is usually the individual in charge of the cancer registry or Department of Health cancer reporting functions. <u>The FAA will then assign facility personnel responsible for the cancer reporting (employees or contractors).</u> The FAA will have complete oversight regarding assigning and/or un-assigning reporting personnel from the respective facility. Based on the FAA's assignment, facility reporting personnel will have limited or full access to the reporting facility(s) Protected Health Information (PHI).

The FAA must be an employee of the facility. The FAA CANNOT BE A CONTRACTOR

<u>This process eliminates the annual requirement of mailed documentation for each facility employee</u>. Once the FAA role is established for the facility, the FAA role remains active until FCDS is notified of a change in FAA. However, to ensure data security, the FAA must go in every 6 months to click a box verifying the existing facility personnel are still active. *It is incumbent on the FAA to keep their list of facility personnel active and current.* If an employee is no longer employed by the facility, the FAA **MUST** remove this individual immediately. If the FAA does not keep the facility access list active and current, a former employee will continue to have access to the facility data.

- **Establishing the Facility Access Administrator**
- **Management of FAA User Role Assignments**

FACILITY ACCESS ADMINISTRATOR (FAA)

ESTABLISHING THE FAA ROLE:

***Before registering as a FAA, an FCDS IDEA user account <u>MUST</u> be established. ***

If you have installed the FCDS IDEA app and have an FCDS IDEA User Account begin at step #10

1. <u>All users</u> will need to have an FCDS IDEA User Account.
2. If you have not already installed the FCDS IDEA application. Please go the FCDS website at https:// fcds.med.miami.edu/inc/tutorials.shtml to download and install the application.
3. Open the FCDS IDEA application (*If you already have an FCDS IDEA User Account, proceed to step 10*)
4. Click '**Create New User/Register**' button
5. The 'User Type Identification Screen' appears
6. Select the appropriate user role for your user account
   a. Administrators establishing a FCDS IDEA User Account, when selecting the initial User Type Identification select the General User Role. (*If you will be abstracting cases select the Abstractor role*).
7. Click Continue
8. The 'Create FCDS User Account' screen appears (all fields with an * are required)
9. Verify your entries before clicking submit.
      i.   Once you click Submit an e-mail is generated and sent to your e-mail address.
      ii. **This email includes your assigned User ID and activation information.**
      iii. **You MUST respond to activate the user account.**
10. Sign into FCDS IDEA
11. Go to the '**IDEA User**' menu
12. Select '**Add Additional Role**'
13. Select '**Facility Access Administrator**'
14. Click '**add role**'
      a.   Confirm the role
15. Select the '**File**' menu
16. Click '**Close All**'
17. The Facility Administrator Application will appear
18. Double click on the greyed out *Facility* located under the Facility heading *within* the table
19. Enter the 4-digit FCDS facility number (contact FCDS if you do not have this information)
      a.   Select the TAB key (the table will populate with facility's information)
      b.   Do this for each facility (if they share the same administration)
20. Provide the Authoring Medical Facility Individual Information:
      a.   This individual is your superior and <u>cannot</u> be anyone who reports to you
      b.   **CANNOT BE A CONTRACTOR**
      c.   **This information is in reference to the person who is approving your designation as the facility's FAA.**
      d.   **Your information <u>cannot</u> substitute for the authorizing individual credentials.**
21. Click the **process** button
22. A PDF copy of the Facility Access Administration letter is generated. (**Save copy**)
23. **Print the letter**
24. Close <u>only</u> the window containing the letter.
25. Verify all documentation has printed (*do not log out or close IDEA*)
      a.   A notification message will display.
      b.   Click **OK** to close the process
      c.   Copy letter onto letterhead
      d.   Sign and date where indicated (your name will appear beneath the signature line)
      e.   Provide letter to the authorizing personnel to sign where indicated.
      f.   Email signed letter, on letterhead to melissa_williams@miami.edu.

<u>NOTE:</u>

The documentation goes through verification; the process is completed within 24 hours (one business day).
Once the verification process is completed; the user will receive an email notification of the FAA application status.

When the user adds the FAA role, the "FAA User Role Assignments" module appears under the IDEA User Menu; however, the module will not be active until the user has completed the FAA process.

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MANAGEMENT OF FAA USER ROLE ASSIGNMENTS

Management of User Role Assignments (Initial Set-up)

- Sign into FCDS IDEA
- Go to the **IDEA User** menu
- Select **FAA User Role Assignments** menu.
- Select the **Renew/Revoke Facility** Tab
- Clicking on the **down arrow**, select facility.
- Personnel with access to the facility's data including yourself will be displayed.
- Select **Renew** button to renew facility access for each abstractor listed.
- Select **Revoke** button to remove users no longer associated with the facility.
- Select the **Update** button and the process is completed.

*** To review updated status, click the down arrow and select facility.*

To Assign NEW Users

Select the **Assign New User** Tab

Provide the following in the indicated fields:

- **User ID**
- **Email Address** (*on the user account*)
- Clicking on the **down arrow,** select facility
- Select the **Assign button** for the access (*Hosp Entry*[1] or *Hosp Admin*[2]) you would like to assign the user.

[1]Hosp Entry *access allows case-finding and abstracting.*
[2]Hosp Admin *access includes the Hosp Entry access and access to reports.*

Renewal of User Role Assignments

- Select the **Renew/Revoke Facility Tab** to renew facility access for abstractor.
- Clicking on the down arrow, select facility.
- The user's access is now reset for 6 months from date of renewal.
- Select the Update button and the process is completed.