

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, each 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. The FAA will then assign facility personnel responsible for the cancer reporting (employees or contractors). 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

This process eliminates the annual requirement of mailed documentation for each facility employee. 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 MUST be established. ****

[FCDS IDEA User Account documentation](#)  [Click Here](#)

1. Access the FCDS IDEA website at <http://fcds.med.miami.edu>
2. Select the FCDS IDEA icon (located to the right of the page)
3. Go to the 'IDEA User' menu
4. Select 'Add Additional Role'
5. Select 'Facility Access Administrator'
6. Click 'add role'
 - a. Confirm the role
7. Select the 'File' menu
8. Click 'Close All'
9. The Facility Administrator Application will appear
10. Double click on greyed out *Facility* located under the bold Facility heading within the table
11. 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. You will do this for each facility (if they share the same administration)
12. Now you will provide the Authoring Medical Facility Individual Information:
 - a. This individual is your superior and cannot be anyone who reports to you
 - b. CANNOT BE A CONTRACTOR**
 - c. **This information is the person who is approving your designation as the facility's FAA.**
 - d. **Your information cannot substitute for the authorizing individual credentials.**
13. Click the process button
14. A PDF copy of the Facility Access Administration letter is generated.
15. Print the letter
16. Close only the window containing the letter.
17. Verify all documentation has printed (do not log out or close IDEA)
 - a. Click **OK** to close the process
 - b. A notification message will display.
 - 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. Fax the letter to FCDS at 305-243-4871.

NOTE:

The documentation goes through verification; the process is generally 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.

At that time you will be able to assign/renew your users' access.

***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 for use until the user's FAA request has been approved.**

FACILITY ACCESS ADMINISTRATOR (FAA)

MANAGEMENT OF FAA USER ROLE ASSIGNMENTS

Access the FCDS IDEA website at <http://fcds.med.miami.edu>

Select the FCDS IDEA icon (located to the right of the page)

Management of User Role Assignments (Initial Set-up)

Go to the **IDEA User** menu

Select **FAA User Role Assignments** menu.

Select the **Renew/Revoke Facility** Tab

Select facility you are adding the personnel by clicking on the down arrow

You will see all names for abstractors who currently have access to your facility including yourself.

You will select **renew** for your current users.

Revoke for those no longer with your facility.

Click on **Update** and you are done.

To Assign NEW User

Select the **Assign New User** Tab

Provide the following in the indicated fields:

- User ID
- Email Address
- Select the facility you are adding the personnel

Select the Assign button for the role you would like to assign the user.

Renewal of User Role Assignments

- If the abstractor is currently associated with the facility, the FAA will only need to renew their access using the 'Revoke/Renew' tab.
- To assign a user access requires the individuals' user-id and the email address associated with their user account.
- Select the desired role for user within your facility.
- The user's role is now reset for 6 months from date of renewal.