Gaining Access: Michigan Care Improvement Registry

MCIR USERS
REQUESTING MCIR ACCESS

State of Michigan
Department of Health and Human Services

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NOTE: All users must use two (2) applications to request (or maintain) access to the Michigan Care Improvement Registry (MCIR):

★ MILogin* (the State of Michigan's [SOM's] single sign-on portal)
★ Database Security Application (DSA)** (contains electronic versions of SOM access request forms/processes)

You must complete all steps in both applications to be granted or maintain access to MCIR. This means you must complete every step in this guide.

** You must have a MILogin account before you can complete these steps. If you experienc*e *any issues with MILogin, please contact the* **SOM Client Service Center: 517-241-9700** *-or-* **800-968-2644.**

** If you experience issues with the DSA/MCIR steps, please contact the MDHHS MCIR Administrator: MDHHS-MCIRHelp@michigan.gov

1 IMPORTANT

All users must complete the following steps to request access to the Michigan Care Improvement Registry (MCIR). The form used to request MCIR access, the **MCIR Access Request Form**, is found within the Database Security Application (DSA).

Both the DSA and MCIR are accessed through MILogin. You must request both the **Database Security Application (DSA)** link and the **Michigan Care Improvement Registry** link for your MILogin Home page.

Users complete the **MCIR Access Request Form** to request initial MCIR access (new users), or to establish ongoing MCIR access (current users). *All users then complete the **MCIR Access Request Form** on an annual basis to maintain MCIR access*.

TIP: Most steps in this guide describe one-time processes – once completed, they do not need to be repeated. In fact, you may have already completed some!

Chapter 2: Request MCIR Access	Why do I have to do it?	Where?
Request **DSA** Link for MILogin Home Page (section 2.1)	• To get the '**Database Security Application (DSA)**' link on your MILogin Home page. • Grants you access to the DSA – which allows you to complete the **MCIR Access Request Form**, located within the DSA.	MILogin
Enter Your DSA Demographic Details (section 2.2)	• Demographic details are required in the DSA to complete the **MCIR Access Request Form**.	DSA
Complete the **MCIR Access Request Form** (section 2.3)	• To be granted MCIR functionality. Filling out the **MCIR Access Request Form** within the DSA determines your security access (your sites).	DSA
Chapter 3: Request MCIR Link for MILogin Home Page	**Why do I have to do it?**	**Where?**
Request **MCIR** Link for MILogin Home Page (chapter 3)	• To get the '**Michigan Care Improvement Registry**' link on your MILogin Home page. • DOES NOT grant you access to any MCIR functionality or data!	MILogin

Table 1: Required Access Request Steps

2   Request MCIR Access

2.1 Request DSA Link for MILogin Home Page

> *IMPORTANT*: You may already have the **Database Security Application (DSA)** link on your MILogin Home page because you've had to fill out an access request form for another application. *If so, you do not need to repeat this process*. Instead, please continue with the steps in 2.2 Enter Your DSA Demographic Details.

Complete the following steps to request the **Database Security Application (DSA)** link on your MILogin Home page:

1. Access MILogin: https://milogintp.michigan.gov (*users outside SOM network*) -or- https://miloginworker.michigan.gov (*SOM users and contactors with a michigan.gov email account*). The MILogin Home page displays.

2. Click **Request Access** (*Figure 2.1.1*). The Request Access search page displays.
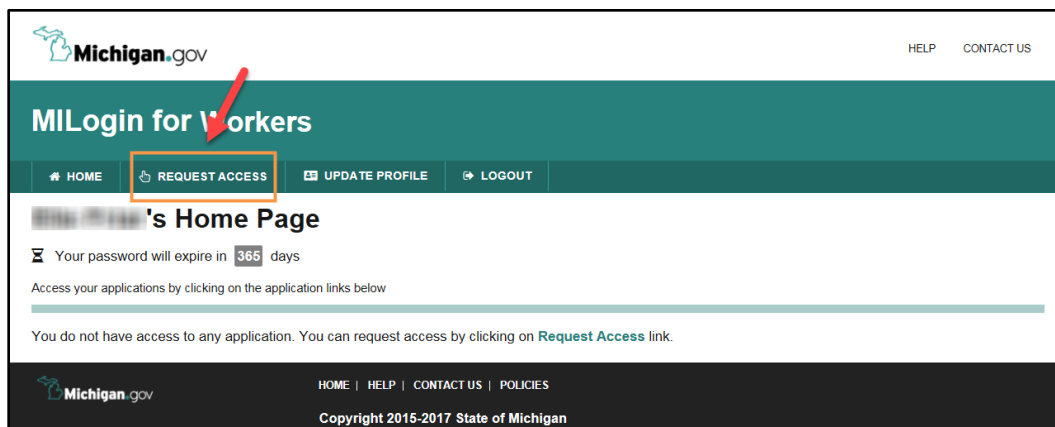
Figure 2.1.1: MILogin Home

3. Select 'Michigan Department of Health & Human Services (MDHHS)' in the **Select Agencies** list (*Figure 2.1.2*). The list of MDHHS applications displays.

Figure 2.1.2: Request Access

4. Select 'Database Security Application (DSA)' (*Figure 2.1.3*). The DSA Terms & Conditions display.

Figure 2.1.3: Request Access

5. Review the terms and conditions (*Figure 2.1.4*), select ***I agree to the terms & conditions***, and click **Request Access**. The Additional Information page displays.
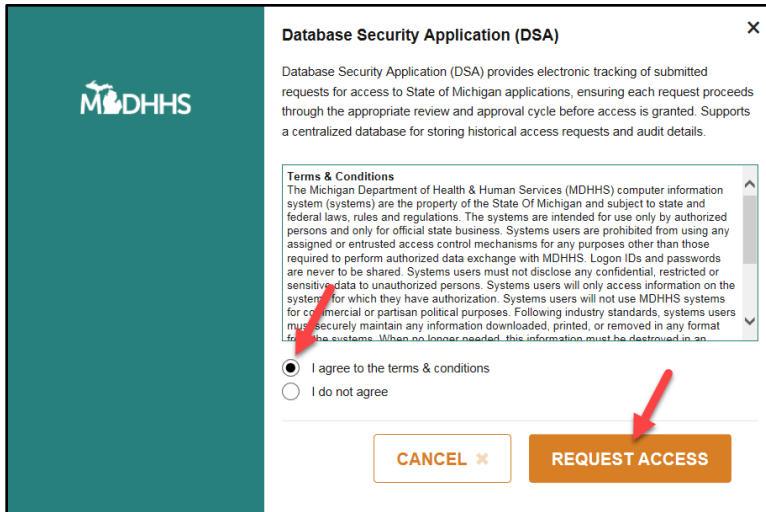
Figure 2.1.4: DSA Terms & Conditions

6. Confirm or enter your ***Email Address*** and ***Work Phone Number*** (*Figure 2.1.5*).
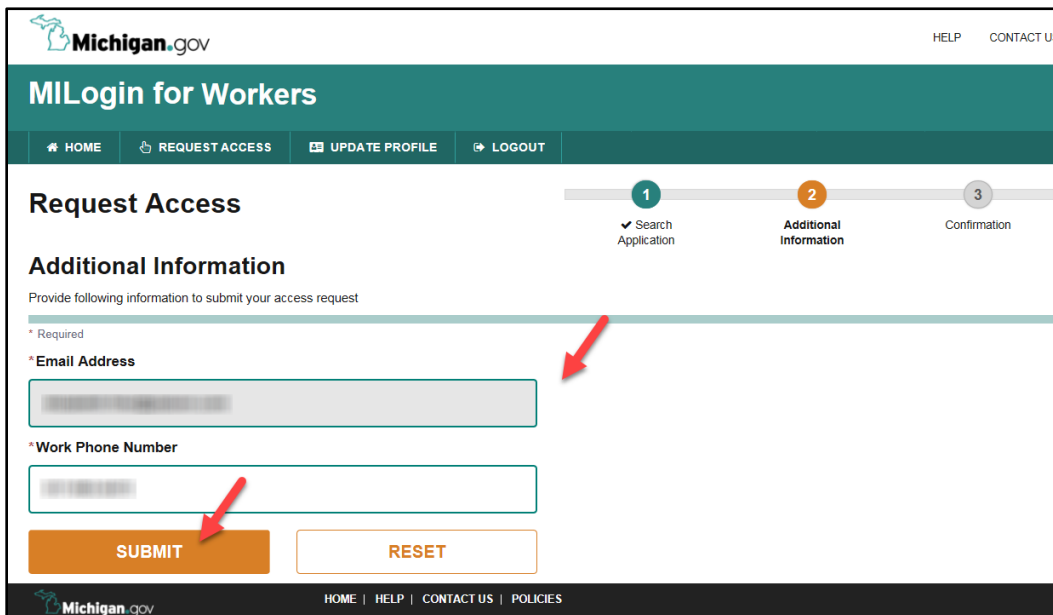
Figure 2.1.5: Additional Information

7. Click **Submit**. The Confirmation page displays (*Figure 2.1.6*).

Note: You receive an email from MILogin when the **Database Security Application (DSA)** link is added to your MILogin Home page. *Approval is automatic and should occur within minutes*.

8. Continue with the steps in 2.2 Enter Your DSA Demographic Details.

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Figure 2.1.6: Confirmation

2.2 Enter Your DSA Demographic Details

DSA demographic details are required for all access requests. The first time you access the DSA, the Demographics page automatically displays. Once you record your demographic details, the Home page displays each subsequent time you access the DSA.

> *IMPORTANT*: You may have already entered your DSA demographic details because you've had to fill out an access request form for another application. *If so, you do not need to repeat this process*. Instead, please continue with the steps in 2.3 Complete the MCIR Access Request Form.

Once the DSA link appears on your MILogin Home page, complete the following steps to enter your demographic details into the DSA:

1. Complete the steps in 2.1 Request DSA Link for MILogin Home Page.
2. Click **Database Security Application (DSA)** (*Figure 2.2.1*). The DSA Terms & Conditions display.
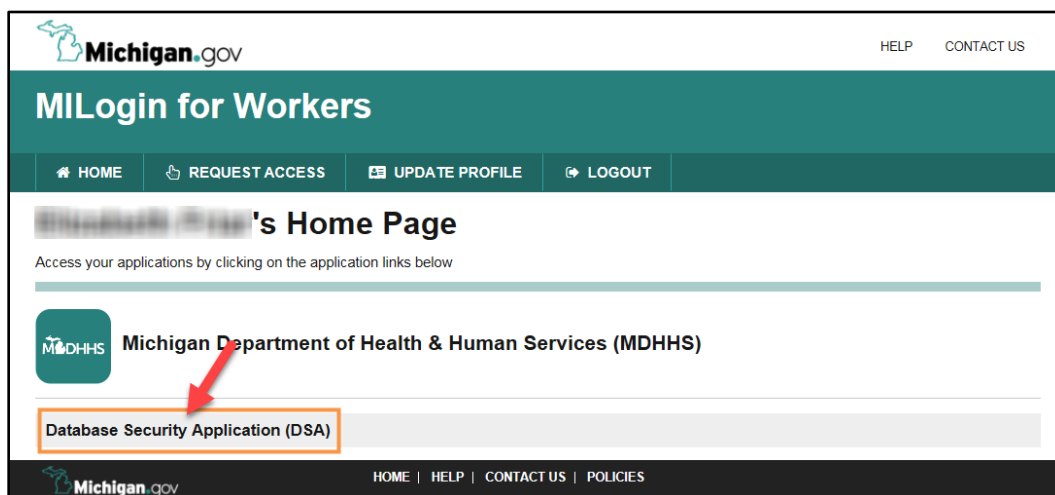
Figure 2.2.1: MILogin Home

3. Review the DSA Terms & Conditions and click **Acknowledge/Agree** (*Figure 2.2.2*). The DSA Demographics page displays.

Figure 2.2.2: DSA Terms & Conditions

Note: If your demographic details already exist in the DSA, the DSA Home page displays instead. In this case, please continue with the steps in 2.3 Complete the MCIR Access Request Form.

4. Confirm your *Last Name* (*Figure 2.2.3*).
5. Confirm your *First Name*.

Figure 2.2.3: DSA Demographics – blank

6. Confirm your *Email Address*.

7. Confirm your *Area Code & Phone Number*.

> *Note*: Your last name, first name, email address, and phone number automatically populate from MILogin. All updates must be made within MILogin.

8. Select 'Yes' or 'No' for *Are you a State of Michigan Employee?*

9. Select your *Organization Group*.

10. Select your *Employer Organization*.

> *Note*: The options available in the *Employer Organization* field are dependent upon the *Organization Group* selected.

11. If your *Organization Group* is 'State of Michigan', the *HRMN ID* field appears. Enter your *HRMN ID*.
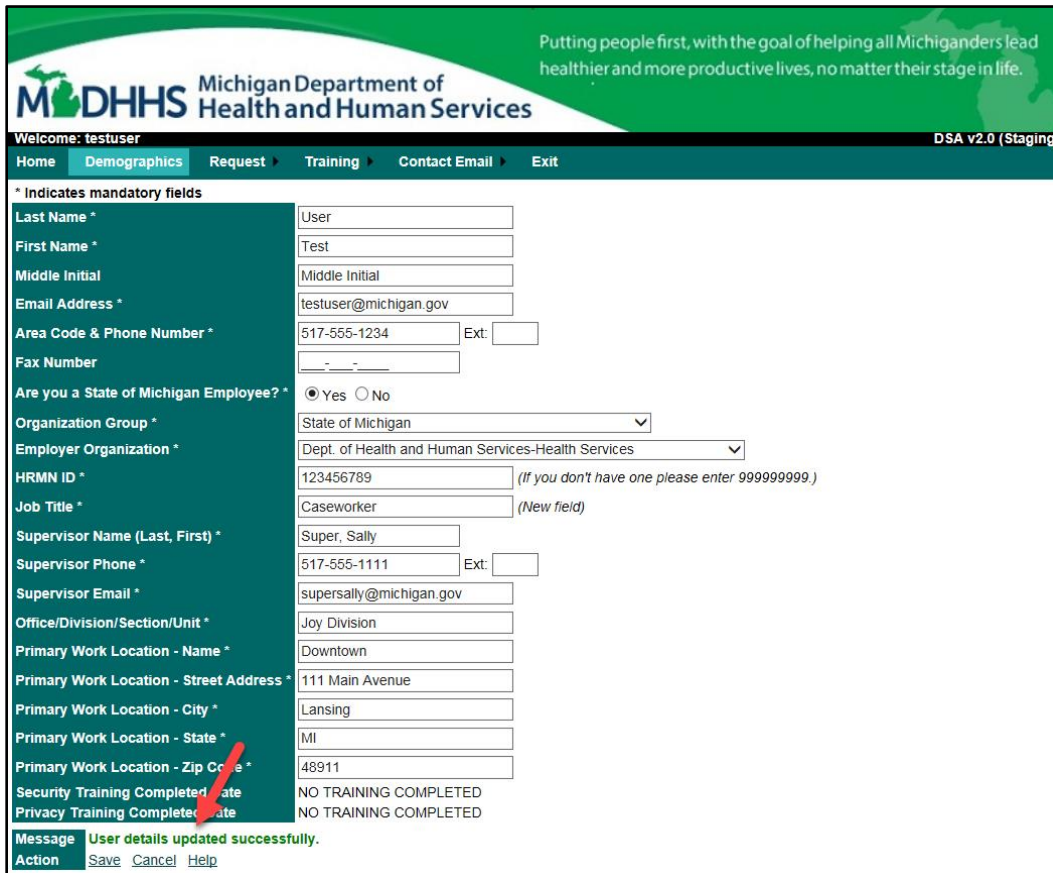
Figure 2.2.4: DSA Demographics – completed

12. Enter your *Job Title*.

13. Enter your *Supervisor's Name* in last name, first name format (include the comma).

14. Enter your *Supervisor's Phone* number.

15. Enter your *Supervisor's Email*.

16. Enter the *Office/Division/Section/Unit* in which you work.

17. Enter your *Primary Work Location – Name*.

18. Enter your *Primary Work Location – Street Address*.

19. Enter your *Primary Work Location – City*.

20. Enter your *Primary Work Location – State*.

21. Enter your *Primary Work Location – Zip Code*.

22. Click <u>Save</u>. The "User details updated successfully." message displays (*Figure 2.2.4 above*).

23. Continue with the steps in 2.3 Complete the MCIR Access Request Form.

2.3 Complete the MCIR Access Request Form

You must complete the **MCIR Access Request Form**, located within the DSA, to request initial MCIR access (new users) or to establish your ongoing MCIR access (current users). Filling out the **MCIR Access Request Form** determines your access sites (security access).

Upon submission, the MCIR access request progresses through a review and approval cycle. Requests must be marked approved prior to your MCIR sites (your access) being granted. *Once established, all users complete the **MCIR Access Request Form** on an annual basis to maintain MCIR access*.

Perform the following steps to complete the **MCIR Access Request Form** within the DSA:

1. Complete the steps in 2.2 Enter Your DSA Demographic Details.
2. Select **Application Access** from the **Request** sub-menu (*Figure 2.3.1*). The Security Form Selection page displays.
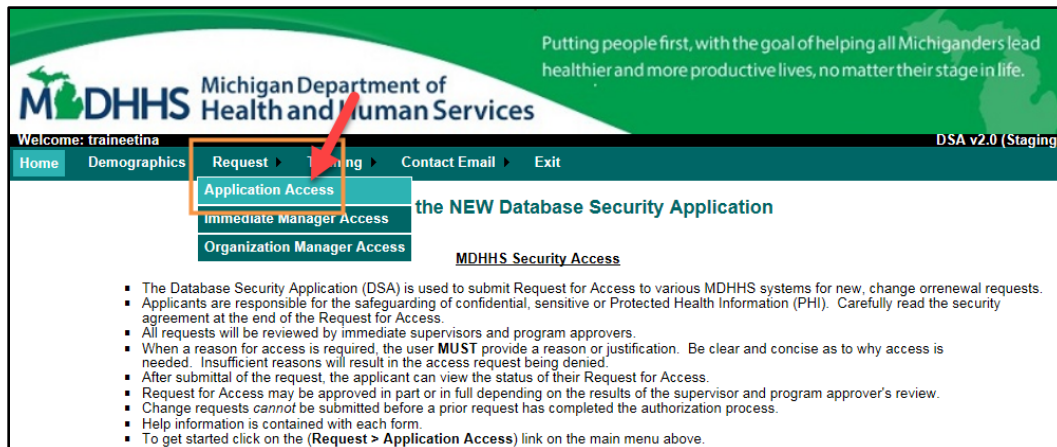
Figure 2.3.1: DSA Home

> *Note*: The access request forms (security forms) available are dependent upon your organization. Each organization has different program access needs.

3. Click Submit Request beside Michigan Care Improvement Registry (*Figure 2.3.2*). The MCIR access request form displays.

Figure 2.3.2: Security Form Selection

4. On the **Sites** tab, select your manager from the *Immediate Manager* list (*Figure 2.3.3*).

5. Select the check box beside the *Sites* that reflect the functionality needed to perform your job duties.

6. Click Save-And-Continue. The form advances to the **Reason** tab.

Figure 2.3.3: MCIR Access Request Form – Sites

7. Enter a detailed reason for access, clearly identifying why you require the sites selected to complete your job duties (*Figure 2.3.4*).

> *Note*: When entering your reason, be certain to address each site requested on the **Sites** tab. Reasons lacking detail may be denied.

Figure 2.3.4: MCIR Access Request Form – Reason

8. Click Save-And-Continue. The form advances to the **User Agreement** tab.

9. Review the user agreement (*Figure 2.3.5*) and select the ***I agree to the rules specified above*** check box.

10. Click Save-And-Continue. The form advances to the **Review & Submit** tab.

Figure 2.3.5: MCIR Access Request Form – User Agreement

11. Verify your MCIR access request details (*Figure 2.3.6*). If any additions or changes are needed prior to submission, click the tab to return, update, and re-save.

Figure 2.3.6: MCIR Access Request Form – Review & Submit

12. Click <u>Submit Request</u>. The submission confirmation displays (*Figure 2.3.7*).

Note: When your access request is approved within the DSA and your MCIR sites (security roles) assigned, you receive an email notification indicating your MCIR access has been granted

Figure 2.3.7: MCIR Access Request – submission confirmation

3   Request MCIR Link for MILogin Home Page

IMPORTANT: You may already have the **Michigan Care Improvement Registry** link on your MILogin Home page because you are a current MCIR user. *If so, you do not need to repeat this process*.

KEY POINT: All you are doing here is obtaining a link to MCIR. **This DOES NOT grant you access to any MCIR functionality or data**. *You must also complete the steps outlined in 2 Request MCIR Access to gain full functional access to MCIR*.

Complete the following steps to request the **Michigan Care Improvement Registry** link on your MILogin Home page:

1. Access MILogin. The MILogin Home page displays.
2. Click **Request Access** (*Figure 3.1*). The Request Access search page displays.
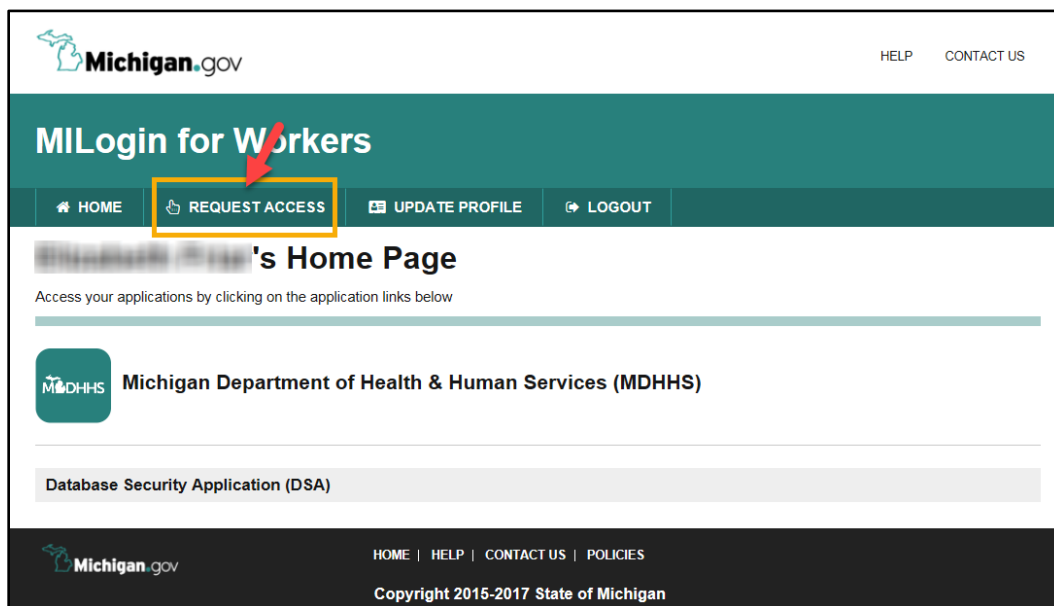

Figure 3.1: MILogin Home

3. Select 'Michigan Department of Health & Human Services (MDHHS)' in the *Select Agencies* list (*Figure 3.2*). The list of MDHHS applications displays.

Figure 3.2: Request Access

4. Select 'Michigan Care Improvement Registry' (*Figure 3.3*). The MCIR Terms & Conditions display.

Figure 3.3: Request Access

5. Review the terms and conditions (*Figure 3.4*), select ***I agree to the terms & conditions***, and click **Request Access**. The Additional Information page displays.

Figure 3.4: MCIR Terms & Conditions

6. Enter your one-time use ***MCIR PIN*** (*Figure 3.5*). Check your email for the **MCIR User Registration Email** delivered via michigan.gov.

Figure 3.5: Additional Information

7. Click **Submit**. The Confirmation page displays (*Figure 3.6*).

8. You receive an email from MILogin when the **Michigan Care Improvement Registry** link is added to your MILogin Home page.

Figure 3.6: Confirmation