ACCESS GUIDE

Version 2.0.0

Measure Authoring Development integrated Environment

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PRE-REQUIREMENT FOR MADiE ACCESS

All Measure Authoring Development Integrated Environment (MADiE) users are required to have a valid HCQIS Access Roles and Profiles (HARP) ID. If you do not have a valid HARP account, you can sign up by navigating to https://harp.cms.gov and completing the registration form to create a HARP account. To create an account, users must enter their profile information, account information, and successfully complete proofing (identity verification). HARP uses a third-party service provided by Experian to verify user identities. To complete your HARP account setup, you will be required to log into HARP and set up two-factor authentication.

REQUESTING MADiE-USER ROLE IN HARP

Once you have a HARP ID, in order to access MADiE, you will need to request the MADiE-User role in HARP by following the steps outlined below.

1. Log into HARP (https://harp.cms.gov) by entering your HARP ID and completing the two-factor authentication.

2. Click on the Request a Role in HARP button.
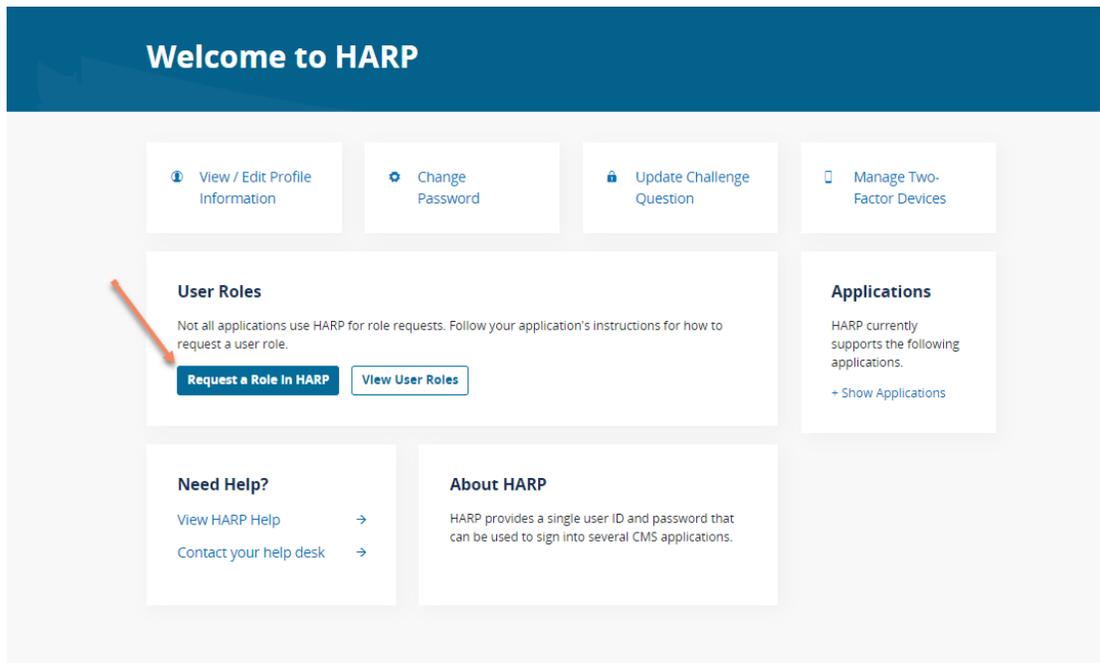
1. Select the Program Name, MADiE, and click next. You may find the MADiE Program name by using the search feature.
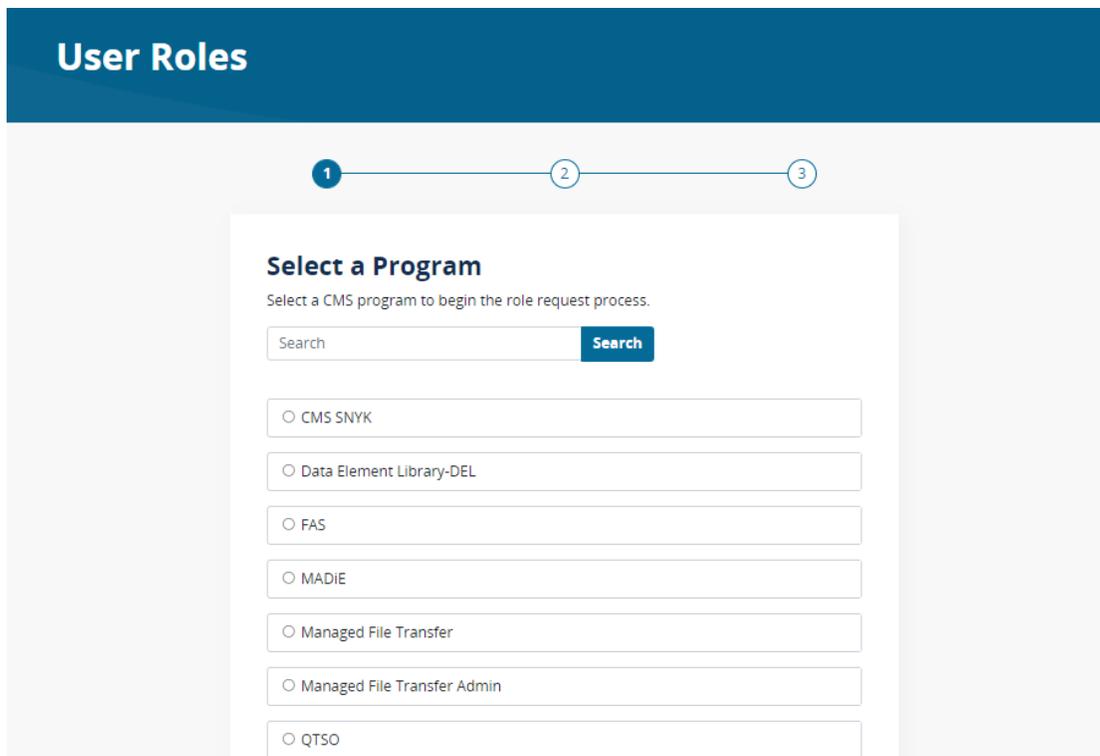
2. Select the Organization, MADiE, and click next. You may find the MADiE organization option by using the search feature.

3. Select the 'MADiE – User' role and click Submit.

Note: The MADiE Security Officer role (MADiE-SO) is restricted to members of the application development organization (ADO) and will not be granted. If you select MADiE-SO, your request
will be rejected.

4. Enter a generalized reason for requesting the MADiE-User role to inform MADiE administrators of your reason for requesting MADiE access in the free form text field provided.

5. You will receive a success message that you have successfully requested the MADiE-User role, and the Pending Requests table will show:
   a. Date requested,
   b. Request ID,
   c. Requester, and
   d. Program name.

Please allow up to 1 business day for your role to be approved by a MADiE Security Officer. You will receive an auto-generated email notification to the email address used to set up your HARP account informing you that your MADiE-User role has been approved.

> **Note:** After submitting your role request for MADiE-User, you may track the status of your role request. See instructions for tracking status of MADiE-User Role request.

6. After confirming your MADiE – User role is approved and/or receiving the auto-generated email notification confirming your approved MADiE-User role request, log into MADiE using HARP ID. (See instructions for logging into MADiE.)

TRACKING STATUS OF MADiE-USER ROLE REQUEST

1. Log into HARP (https://harp.cms.gov).

2. Click on 'View User Roles' button.
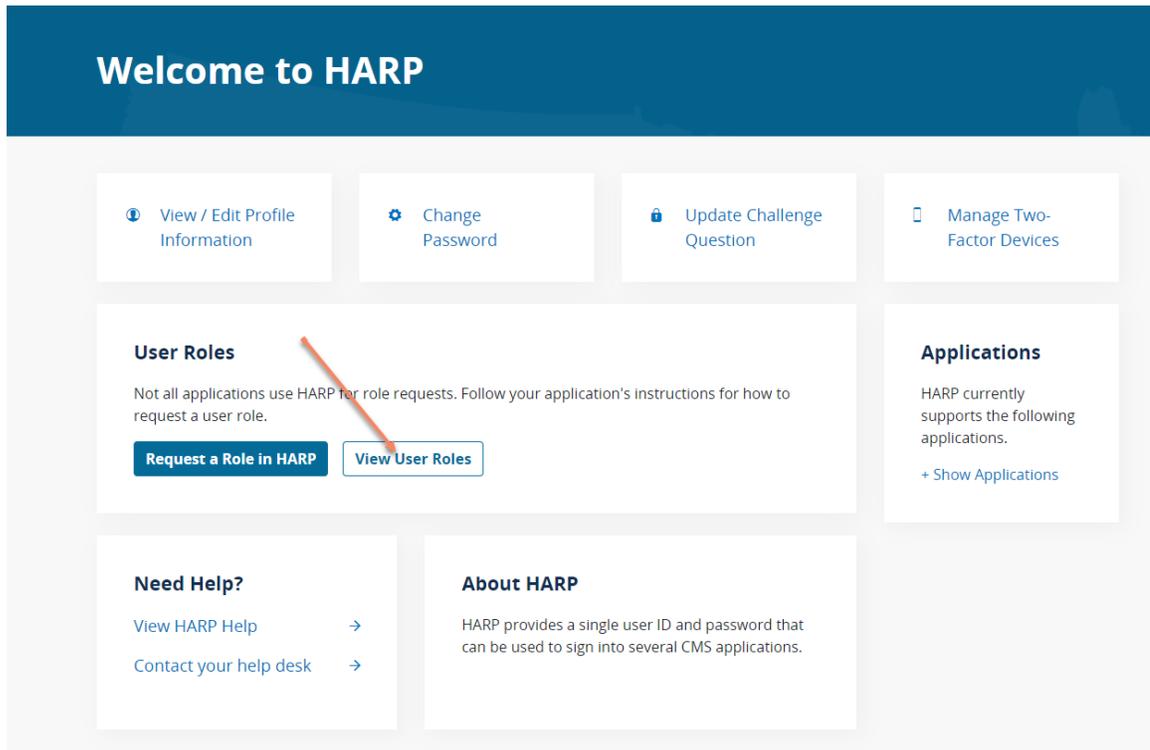
3. Observe your current MADiE-User role status. Pending MADiE-User role requests will appear in the Pending Requests table and include:

    -   Date requested,
    -   Request ID,
    -   Requester, and
    -   Program name.

Approved MADiE-User role requests will appear in the User Roles table and include:

- Date approved

- Program name (MADiE)

- Organization (MADiE)

- Role (MADiE-User)

- The option to remove the role

LOGGING INTO MADiE

1. After verifying an approved MADiE-User role in HARP, navigate to https://madie.cms.gov.

2. Enter your HARP ID and password and select the Sign In button.

3. Complete the two-factor authentication.

4. After successfully logging into MADiE, you will be navigated to the My Measures page of the tool.
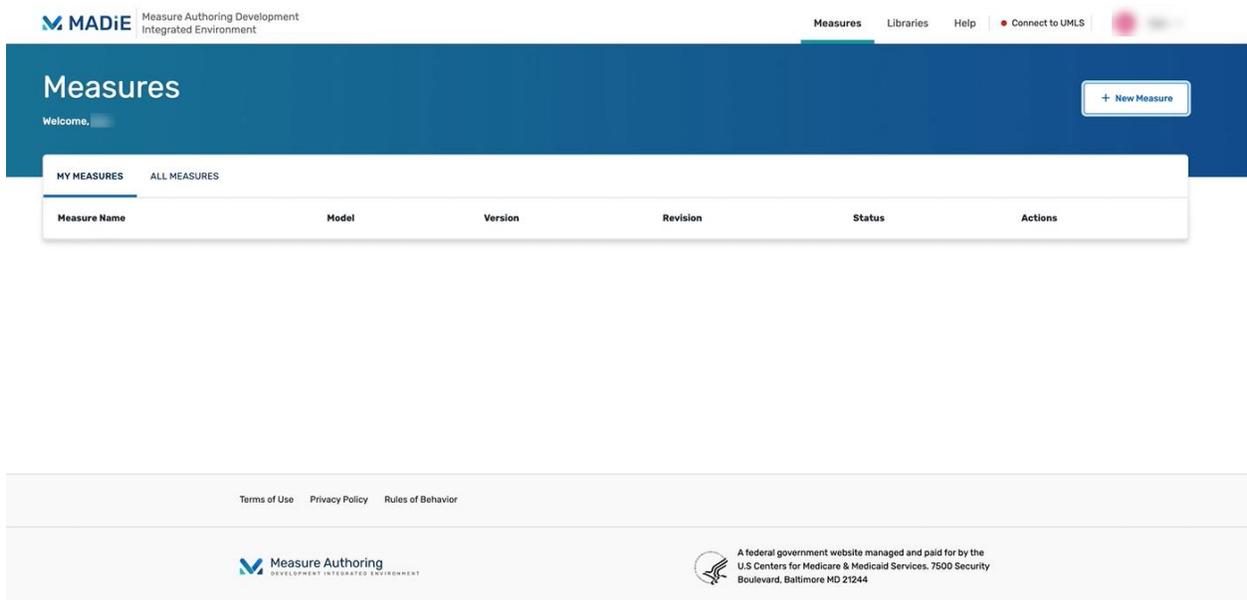
Note: For additional guidance on how to navigate and use MADiE, please review the MADiE User Guide which is located on the Training & Resources page of the MADiE public website.

MANAGING MADiE ACCESS

MAINTAINING MADiE-USER ROLE

MADiE user accounts that do not have a successful log in at least once every 60 days will be deactivated, and you will be required to re-request the MADiE-User role via HARP. You will receive an email notification if you have failed to log into MADiE in the last 30 days and be given an opportunity to log into MADiE prior to your MADiE-User role being deactivated.

REMOVING MADiE-USER ROLE

MADiE users who no longer require access to MADiE may remove the MADiE-User role through HARP. By removing the MADiE-User role through HARP, you are removing your ability to access MADiE. After removing the MADiE-User Role you will be required to once again request the MADiE-User role in HARP. To remove your MADiE-User role, you may contact semanticbits-madie-help@icf.com or perform this action independently through your HARP account by completing the following steps.

1. Log into HARP (https://harp.cms.gov).
2. Click on 'View User Roles' button.

3. Find the MADiE-User role in the User Roles table. Click on 'Remove' in the far right-hand column. You will be asked to confirm your request to remove the user role and then receive a confirmation message that your MADiE-User Role is successfully removed.

HELP DESKS

- For inquiries regarding accessing MADiE, please email semanticbits-madie-help@icf.com.

- For inquiries regarding measure authoring or test case development in MADiE, please use the MADiE ONC JIRA Issue tracker.

- For inquiries regarding your HARP account and user roles, please contact the Quality Net Service Center

  o Email: qnetsupport@cms.hhs.org

  o Phone: 1-866-288-8912

  o Online Form: HARP Login - Contact (cms.gov)

FREQUENTLY ASKED QUESTIONS

Why did I receive the message "User is not assigned to the client application" when I attempted to log into MADiE (https://madie.cms.gov)?

If you attempt to log into MADiE prior to your MADiE-User role being accepted you will receive the message, "User is not assigned to the client application." If you receive this message, you can track your MADiE-User role request status by logging into HARP (https://harp.cms.gov).

What do I do if I receive an email notification that my MADiE role request was rejected?

If your MADiE role request is rejected, a rejection reason will be provided in an email notification. You may also choose to log into your HARP account and view your User Roles to view the status of role requests. Please ensure that you did not inadvertently request the MADiE-SO role which is only granted to ADO members. You may re-request your MADiE-User role through your HARP account. If you continue to have failed set up attempts, please email semanticbits-madie-help@icf.com.

Why would my MADiE-User role be removed?

There are two reasons for MADiE-User role to be removed. First, a user may have independently removed their MADiE-User role by clicking 'Remove' in their User Roles list in HARP (https://harp.cms.gov). The second reason a MADiE-User role may be removed is when the MADiE user failed to log into their MADiE account in the last 60 days, and the role has been deactivated. (MADiE users will receive a warning email communication if users have not logged into MADiE in the last 30

days.) In both instances, to regain access to MADiE, users will need to re-request the MADiE-User role via HARP.

My MADiE-User role has been removed due to inactivity. What should I do?

If your MADiE-User role has been deactivated due to inactivity, you will need to re-request the MADiE-User role via HARP (https://harp.cms.gov).

When attempting to use my HARP ID and password to log into MADiE, I received an error message that I am not assigned to the client application. What should I do?

If you receive this error message, your MADiE-User role request has not been approved. Please log into your HARP account to track the status of your MADiE-User role request.

What do I do if I forget my user ID or password?

If you have forgotten your user ID or password, go to https://harp.cms.gov/login/forgot-account-info. You will be prompted to enter your email address so that an email can be sent containing your user ID and a link to reset your password. If you have only forgotten your user ID, you do not need to click on the link to reset your password. To reset your password, click on the link in the email and answer your challenge question. If answered correctly, you will be prompted to reset your password.

What do I do if my password is expired?

If your password has expired, you will be prompted to change your password upon attempting to login to HARP. You will need to enter your old password and new password to change your password.

What do I do if my account is locked?

If your account is locked, you will be prompted to unlock your account upon logging into HARP. Enter your email address and follow the instructions to unlock your account. Otherwise, your account will automatically unlock after one hour.