

# **Managed File Transfer (MFT) Registration Instructions**

*Last Updated May 29, 2020*

**Centers for Medicare & Medicaid Services (CMS)**

**Comprehensive Care for Joint Replacement (CJR) Model**

**Reporting of Patient-Reported Outcome (PRO) and Limited Risk Variable Data**

## About Managed File Transfer

Managed File Transfer (MFT) will be the data submission method used in the Comprehensive Care for Joint Replacement (CJR) model beginning in calendar year 2020. This method is replacing the previous method, Secure File Transfer (SFT), which will no longer be available to submit patient-reported outcome (PRO) data.

*Note: If access to MFT has already been obtained for use in other Centers for Medicare & Medicaid Services (CMS) programs, then re-registration for MFT is not required.*

## Pre-registration Step

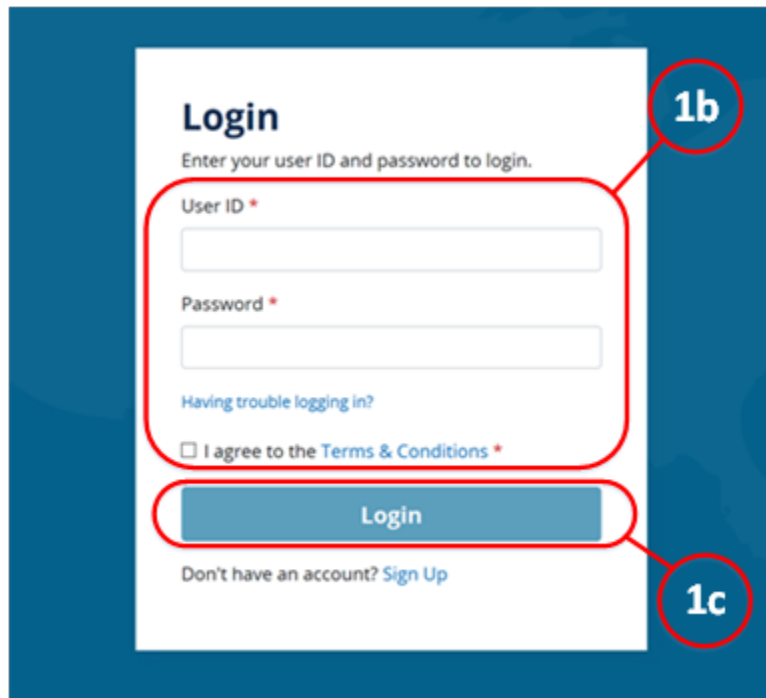
To register for MFT, you must have a Health Care Quality Information Systems (HCQIS) Access Roles and Profile (HARP) ID. To register, please see the HARP Registration Instructions on [CJR Connect](#) under the Libraries tab or visit the following website for video instructions: <https://youtu.be/G1zj8JqxWg4>.

## How to Register for MFT

### 1) Login to your HARP account

- a) Go to the HARP login page: <https://harp.qualitynet.org/login/login>.
- b) Enter your **User ID** and **Password** and select “**I agree to the Terms & Conditions**” ([Figure 1](#)).
- c) Select the “**Login**” button. This will redirect you to a different page for security authentication ([Figure 1](#)).

*Figure 1. Screenshot of Step 1b and 1c: Login to your HARP Account*



The screenshot shows the HARP Login page. The title is "Login" with the instruction "Enter your user ID and password to login." Below this are two input fields: "User ID \*" and "Password \*". A link "Having trouble logging in?" is positioned between the password field and a checkbox labeled "I agree to the Terms & Conditions \*". A blue "Login" button is located below the checkbox. At the bottom, there is a link "Don't have an account? Sign Up". Two red circles with white text are used as annotations: "1b" points to the "User ID" and "Password" input fields, and "1c" points to the "Login" button.

- d) Select your **two-factor authentication method** by clicking on the down arrow. Then, select, “**Send Code.**” This will redirect you to a different page ([Figure 2](#)).

Figure 2. Screenshot of Step 1d: Login to your HARP Account

**Two-Factor Authentication**

Select a device to verify your account.

Device \*

**Send Code** Cancel

Don't have your device handy? [Add New Device](#)

1d

- e) Enter the **Security Code** provided through the two-factor authentication method selected. Then, select “**Submit**” ([Figure 3](#)).

Figure 3. Screenshot of Step 1e: Login to your HARP Account

**Enter Code**

Enter the security code to verify your account.

Security Code \*

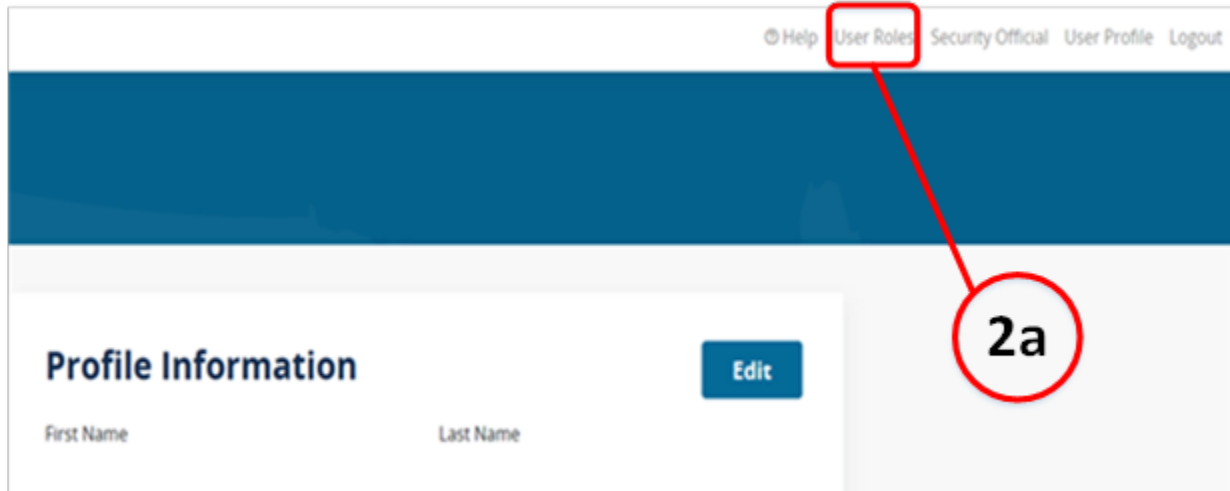
**Submit** Cancel

1e

## 2) Request a user role

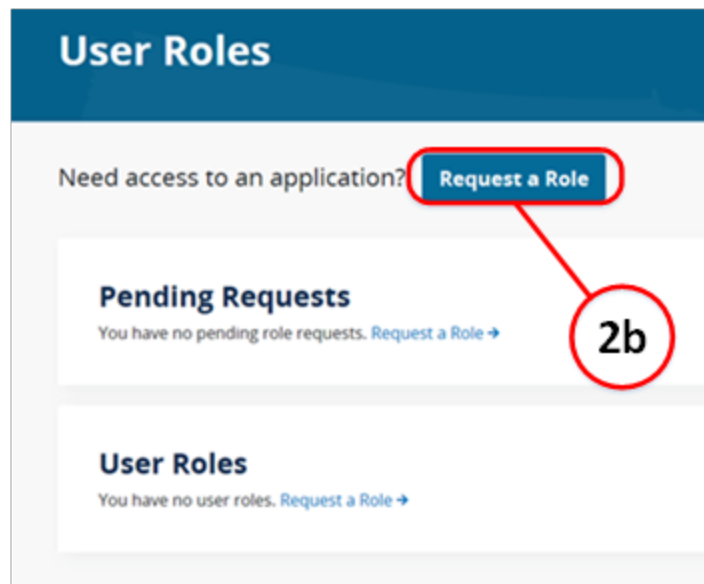
- a) Once you have logged into your account, select “**User Roles**” in the top right corner of the screen ([Figure 4](#)).

Figure 4. Screenshot of Step 2a: Request a User Role



- b) Select “**Request a Role**” ([Figure 5](#)).

Figure 5. Screenshot of Step 2b: Request a User Role



- c) This will direct you to a page to select a program. Under “**Select a Program**,” select the option “**Managed File Transfer**” ([Figure 6](#)).
- d) Then, select “**Next**” on the bottom right corner ([Figure 6](#)).

Figure 6. Screenshot of Step 2c and 2d: Request a User Role

1 2 3

### Select a Program

Select a CMS program to begin the role request process.

Search Search Clear Search

- ☐ Data Element Library-DEL
- ☒ Managed File Transfer
- ☐ Managed File Transfer Admin
- ☐ QTSO
- ☐ QualityNet Analytics
- ☐ QualityNet Atlassian
- ☐ QualityNet-FileCloud
- ☐ QualityNet-SLACK
- ☐ ServiceNow Quality System
- ☐ iQIES Data Analytics (QBIIC)

Cancel Next

### 3) Select an organization

- Under “**Select an Organization**” select the option “**Analytics-Hospital Measures and CJR-Yale.**” This is done by entering “CJR” in the search bar, then selecting “**Search**” or scrolling through the available options ([Figure 7](#)).

Figure 7. Screenshot of Step 3a: Select an Organization

1 2 3

### Select an Organization

Select an organization for the Managed File Transfer program.

Search Search Clear Search

- ☐ ADO-ASPEN-Alpine Technology Group
- ☐ ADO-DARRT-SemanticBits
- ☒ ADO-DEL-Nguyen Information Consulting
- ☐ ADO-EQRS-Mantech
- ☐ ADO-ESS-Ventura
- ☐ ADO-FIVS-Customer Value Partners
- ☐ ADO-HCQAR-Customer Value Partners

- Once “**Analytics-Hospital Measures and CJR-Yale**” is selected, press “**Next**” ([Figure 8](#)).

Figure 8. Screenshot of 3b: Select an Organization

**4) Select a role**

- a) Under “Select Roles” for “Analytics-Hospital Measures and CJR-Yale,” select the option “Managed File Transfer (MFT) Web User” (Figure 9).
- b) Then, select “Submit” (Figure 9).

Figure 9. Screenshot of Step 4a and 4b: Select a Role

- c) This will redirect you to a page where you can view your “Pending Requests.” This will include your request information, such as your Request ID, program, request date, and requester (your name).

## Next Steps

Those requesting access to MFT will be notified of the request's approval or denial through an automated email. Please see the CJR PRO Guidance for MFT on [CJR Connect](#) under the Libraries tab for instructions on how to submit your PRO data through MFT.

For technical support using HARP/MFT, please direct your inquiries to the QualityNet Service Desk:

- Email: [gnetsupport@hcqis.org](mailto:gnetsupport@hcqis.org)
- Phone: 1-866-288-8912 (TTY 1-877-715-6222) from 7:00 AM to 7:00 PM CT Monday through Friday

For PRO or CJR model-related questions, please direct your inquiries to the CJR Model Support Team:

- Email: [CJRSupport@cms.hhs.gov](mailto:CJRSupport@cms.hhs.gov)