HRET HIIN

Comprehensive Data System (CDS) Quick Start Guide:
Set up for Hospitals that are NEW to CDS

This document is created to support HIIN hospitals that are NEW to the HRET Comprehensive Data System (CDS). This Quick Start Guide covers logging into CDS and walks you through how to set up user accounts for your hospital.

The Comprehensive Data System can be accessed by visiting: https://www.hretcds.org/

SYSTEM REQUIREMENTS

The HRET CDS is a secure, web-based data collection system. Users must have a connection to the Internet and a browser which supports SSL (secure socket layer) encryption.

Currently, the CDS supports the use of Internet Explorer v8 or higher and FireFox v 11.0 or higher. The system is currently being tested for use with Google Chrome and on iPad (IOS v5 or higher).

For optimal performance, your computer and/or browser must be configured as follows:

- The computer/browser must permit SSL connections
- The computer/browser must allow pop-ups from https://www.hretcds.org
- CDS must be set up as a trusted site
- Email systems should be configured to allow emails from hretdatasupport@aha.org

TECHNICAL ASSISTANCE

- HRET actively monitors data support emails: hretdatasupport@aha.org.
- HRET generally responds to requests within 2 business days, more complex items may require more time.

Last update: 11/17/2016
INITIAL LOGIN TO CDS

- Your state partner will provide your initial LoginID credentials for the CDS after you submit your organization’s commitment letter to the HIIN project.
- Once you receive your initial LoginID information, please visit the CDS website where you will see:

Enter your LoginID and password, then click “Login.”

If you have forgotten your password, click ‘Forgot your password?’ to have your password emailed to you. **NOTE: This feature is not available for initial accounts.**

Important messages about the system will appear in red at the bottom of the page.
SETTING UP USER ACCOUNTS – NAMED USER ACCOUNTS MUST BE CREATED FOR DATA ENTRY

- All NEW hospitals will be issued an initial LoginID from your state partner after you have submitted your hospital’s signed commitment letter to them. This initial LoginID provides you with limited access.
- When using this initial LoginID, users will be prompted to create specific user accounts. Facilities are encouraged to designate at least two users for their facility to serve as Data Administrators (primary and back-up).
- Illustrated below, in the “Admin” tab, “User Setup” screen, enter the information requested, then click the “plus” sign to add the user.
  - First name & last name: Enter the first & last name of the user
  - Login (Email): Enter the user’s email address
  - Password: Create a password for the user. Passwords must be at least 7 characters long, and contain at least one letter and one number
  - Choose a role:
    - Data administrators should be persons with experience in data collection and measurement. An administrator will be permitted to add and delete users, enter & edit data, view reports, download data, and add/remove measures from the listing. Organization Data Administrators are responsible for managing all user accounts at their organization.
    - Data entry users should have experience with entering data, and shall only be permitted to enter and edit data.
    - Reporting users can view reports but may not enter or edit data.
• **Important notes**
  
  o Only Data Administrators can create or modify user accounts.
  
  o Each user added will receive an email confirmation, which includes their LoginID, password, role, and to which facility(s) they have been assigned. Please be sure your email is configured to allow messages from [hretdatasupport@aha.org](mailto:hretdatasupport@aha.org).
  
  o Only named user accounts will have access to all CDS features (based on role assigned)
  
  o If the LoginID (email) is already in CDS, you will be required to confirm that you wish to add that user to your organization:

  ![Confirmation Dialog](image)

  *This login ID is also associated with another organization. Would you like to add them to your organization?  Confirm  Cancel*