



MDPCP CRS POC Standard Operating Procedure for LogOnce

Policy Statement:

- This Standard Operating Procedure (SOP) explains the basic use of the CRISP Reporting Services (CRS) credentialing tool, known as LogOnce. (Please refer to the LogOnce PowerPoint for complete user management tools). LogOnce enables each CRS Point of Contact (POC) to authorize and manage CRS users with minimal input from CRISP staff. It is a secure, web-based application, integrated with CRISP's Salesforce Customer Relationship Management software. The application creates a more efficient, decentralized process for accessing CRS reports, as well as a better user experience.

Section 1: Bulk User Upload

- The following steps outline how a POC would complete this initial user upload via LogOnce:
 - Navigate to <https://reports.crisphealth.org> and Login to the CRS Portal
 - Select the "CRISP Credentialing" card to launch the LogOnce Application
 - Click on the "Upload User" button at the top right of the page toolbar
 - From the 'Upload' pop up – click 'Browse' to select the saved user upload file
 - Once the correct file is selected, click 'Save'

The screenshot shows a login interface for the CRISP Reporting Services (CRS) Portal. At the top, it says "Log in to CRISP Reporting Services (CRS) Portal" next to the CRISP logo. Below this is an "Email" input field and a "Next" button. A link for "Reset your password?" is also visible. A warning message states: "Warning: CRISP policy prohibits username and password sharing. Violation could result in account termination." At the bottom, there is contact information for the CRISP Customer Care Team and a footer indicating the page is powered by hMetrix.



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Test Organization - User Management

Test Organization

Add User Edit User Assign User Reset Password Deactivate User

User Name	First Name	Last Name	Email	Active	EUA Submi...	Photo ID S...	Update Date	User Class	Primary Account Na...
keph11@umbc.edu	Kevin	Test	keph11@umbc.edu	Yes	No	No	05/11/2018	Hospital-PC	

Export Users Upload User

Upload

Browse...

Download Template

Cancel Save

To bulk upload users to a hospital, click the 'Upload User' button. Next, download the template and complete required data into the template. Save the file on your local computer (do not change the column headings and file extension). Then, upload your completed template using the 'Browse' button and click 'Save'.



Section 2: How to Add New Users

- The following steps outline how a POC would add individual new users via LogOnce:
 - Navigate to <https://reports.crisphealth.org> and Login to the CRS Portal
 - Select the “CRISP Credentialing” card to launch the LogOnce Application
 - Click on the “Add User” button at the top left of the page toolbar
 - From the ‘Create User’ pop up – enter the user’s email address, first & last name, phone (optional)
 - Note – the user’s email address becomes the User Name for the account
 - Once the information is entered, click ‘Save’
 - An ‘Edit User’ pop up will appear – this is how you can assign report permissions to the user.
 - Under ‘Applications & User Attributes’, select the check box next to the report permissions you’d like to grant the user.
 - Click Save.
 - A support ticket will be generated for the CRISP support staff to follow up directly with the user to collect the needed documents (Signed End User Agreement) for access.
 - Once the necessary documentation is collected by the CRISP support staff, they will activate the users account and send an activation email to the user.

The screenshot shows a login interface for the CRISP Reporting Services (CRS) Portal. At the top, it says "Log in to CRISP Reporting Services (CRS) Portal" next to the CRISP logo. Below this is a text input field labeled "Email" and a blue "Next" button. A link for "[Reset your password?](#)" is located below the input field. A warning message states: "Warning: CRISP policy prohibits username and password sharing. Violation could result in account termination." At the bottom, there is a footer with the text: "Questions or Concerns? Please contact the [CRISP Customer Care Team](#) at support@crisphealth.org or 877-952-7477." The footer also includes "© hMetrix" and "powered by hMetrix".



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CRISP Credentialing

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Search

Test Organization

Add User | Edit User | Assign User | Reset Password | Deactivate User

Export Users | Upload User

User Name	First Name	Last Name	Email	Active	EUA Subm...	Photo ID S...	Update Date	User Class	Primary Account Na...
Kevin Test	Kevin	Test	kephit@umbc.edu	Yes	No	No	05/11/2018	Hospital POC	

Create a user by clicking the 'Add User' button. Enter the information in the popup box to create the user. The email address entered will become the username.

Create User

User Class: End User

Email: User ID:

First Name: Phone:

Last Name:

Cancel Save



Edit User

User Class: End User

Email: User ID:

First Name: Phone:

Last Name:

Applications & User Attributes

Attribute: *Note: Changes done to below grid are saved automatically.*

	Name	Description
<input checked="" type="checkbox"/>	PracticeID_MDPCPHI	User can access MDPCP report.

CL Tue 1/2/2018 4:17 PM
CRISP LogOnce Support <donotreply@hmetrix.com>
Account Created

To Kevin Phillip

Dear Kevin Phillip,

To activate your account, please click on the link below. If it is not clickable, please copy and paste the URL into your browser's address bar.

Click [here](#) to activate your account or copy and paste the following URL into your browser's address bar <http://crisplogonedemo1.hmetrix.com:80/#account/activate-user/21/44f3016cf3ee432db0e248dc2912d1ad>

Thank You,
CRISP Credentialing

This is a system-generated e-mail. Please do not respond to this e-mail address.



CRS Contact for Support

- Any questions further questions not answered in this SOP about LogOnce should be directed to:
 - Josh Schenkel
 - MDPCP@crisphealth.org