

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

Table of Contents

Step 1 Registration for the Single Sign-On (SSO) 1
Step 2 Subscribe to Nursing Home Quarterly Staffing Reporting (NH-QS)..... 6
Step 3 - Register for Access for Your Facility 7
REPORTING QUARTERLY STAFFING DATA 9
SSO Password Resets 11

Step 1 Registration for the Single Sign-On (SSO)

Skip this section if you’ve already registered for a SSO account. If you already have a SSO account, go to Page 6 - **How to Subscribe to Nursing Home Quarterly Staffing Reporting**

- 1) Open your web browser (Internet Explorer) and copy this URL <https://sso.state.mi.us/> in the address.
- 2) Select the Register button from the State of Michigan Portal Page. Users must register for a SSO user ID before they can subscribe to applications. **NOTE: Registration for this application MUST be done by the current facility administrator on record with the Division of Nursing Home Monitoring and/or ONE additional designated facility user.**

An Authorization form must be submitted for the additional facility user to the Quarterly Staffing Coordinator

If your facility has a change in Administrator, you must notify your Licensing Officer or the Division of Nursing Home Monitoring at (517) 334-8408 to report Administrator changes.



- 3) Complete the requested information (some items are required *) and click on the Continue button. The Single Sign-On (SSO) system determines if the user is a State of Michigan (SOM) employee or an external (Internet) user by the email address used for registration.

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12



REGISTRATION- Step 1

* Indicates required field

First Name *

Middle Initial

Last Name *

Email Address *

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

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4) Once the required fields are completed, click the Continue Button.

Non State of Michigan employees must create a unique user ID which will be a combination of your last name, first initial and a four digit number.



REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : **doej** [Why should I enter this number?](#)

(OR)

Please generate a random four digit number for me : Yes No

Enter the number as it is shown in the box below * :

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NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

5) You can add a four-digit number to the user ID or the system can create one for you. Type the confirmation number found in the blue box into the blank box above it and click Continue.

This should take you to the confirmation page. The data you entered is displayed for review before the data is submitted to the SSO system. If corrections are needed, select the Back button. If the information is correct, click the Submit Button.

USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name : John
Initial :
Last Name : Doe
Email Address : doej@yahoo.com
Your User Id will be : doe1971

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Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with a web site to get your password.

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This completes the SSO registration. You will receive an Email with the user ID and a temporary password. Click the Close button and the registration is completed. ***You also need to subscribe to the Quarterly Staffing application and access to your facility (See Pages 6 & 7.***

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12



6) Click on Yes and the web browser will close. The SSO system requires that users close their internet explorer after registering for an account.

7) The new user will receive an email with a link they can use to configure their new account. This email is sent to the email address the user listed when they registered. NOTE: You may need to check the filter on your email as sometimes this email will be sent to your Junk Mail. Please make sure that your email will allow you to receive emails from SSO_Administrator@michigan.gov.

The e-mail will include a link that users can click on and it will automatically bring them to the password change page. All user accounts are created with a temporary password that can only be used once. Users should highlight their password received in the email, right click on the highlighted password, and select copy from the menu. Users can then click on the [Click here to go to SSO Login Page](#) link. From this page, users can then change their password and configure their challenge/response.

Once a user has “clicked” on the link in their email, they will be taken to the Login page. Users can enter their user ID and “paste” their password. Once users click on the Login button they will be informed that their password has expired.

Input old password :

Input new password :

Confirm new password :

NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.

Enter a new password and then re-enter to confirm it. Once the fields have been completed, click on Change Password.

8) Users will be presented with the Challenge/Response Answers screen. This will allow users to reset their passwords (if you forget) in the future by answering these questions. . Please answer the four questions (and confirm these answers). Click OK.

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

Change Challenge/Response Answers
Change your answers and click OK. You must provide an answer to each challenge.

What is your mothers maiden name?
Answer: [*****] Confirm Answer: [*****]

What are the last four (4) digits of your social security number?
Answer: [*****] Confirm Answer: [*****]

What is the name of the city in which you were born?
Answer: [*****] Confirm Answer: [*****]

What is your fathers middle name?
Answer: [*****] Confirm Answer: [*****]

User ID: **doej1971** [Sign Off](#)

Change Challenge/Response Answers
Your challenge/response answers have been updated.

9) Click OK in the screen shown above and Done on the screen shown below.

User ID: **doej1971** [Sign Off](#)

Account Maintenance

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

Step 2 Subscribe to Nursing Home Quarterly Staffing Reporting (NH-QS)

Login to SSO

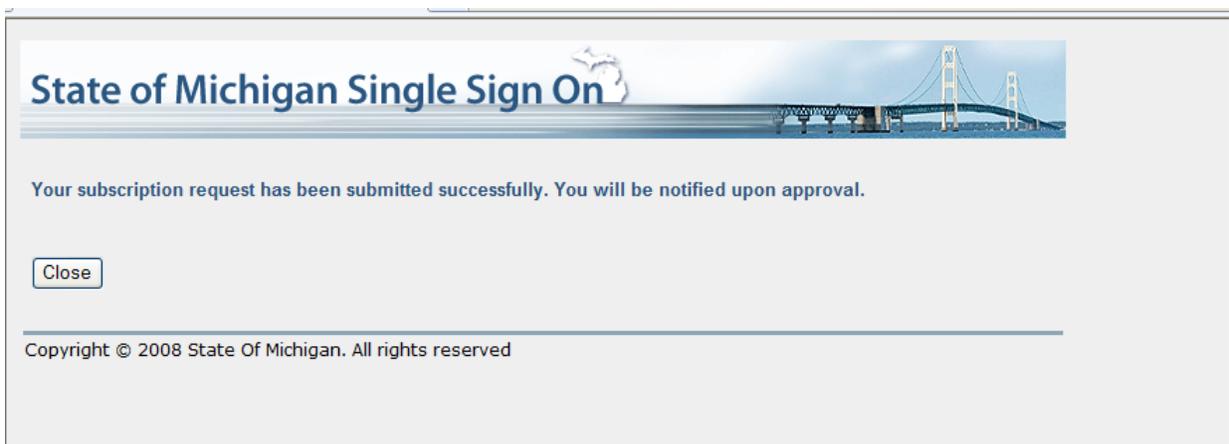
Click the **Subscribe to Applications** hyperlink located on the bottom left of the Welcome Page.

- 1) You will see a Subscription page. From the drop-down menus, select Department of Community Health from the first drop-down menu and Nursing Home Quarterly Staffing Reporting from the Select App drop-down menu.



The screenshot shows the 'SUBSCRIPTION' page of the State of Michigan Single Sign On system. At the top, there is a header with the text 'State of Michigan Single Sign On' and a graphic of a suspension bridge. Below the header, the word 'SUBSCRIPTION' is displayed in a blue box. The main content area contains the instruction 'Please Select from the list' followed by two dropdown menus. The first dropdown menu is set to 'Dept of Community Health' and the second is set to 'Nursing Home Quarterly Staffing Reporting'. Below the dropdown menus are two buttons: 'Next' and 'Back'. At the bottom of the page, there is a copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

- 2) Click the Next button. Fill in your Work Phone and click the Continue button. You will receive a message indicating your request is in review.
- 3) You will see a Confirmation screen if the information is correct, click Confirm or click the Back button to make changes.



The screenshot shows a confirmation message on the State of Michigan Single Sign On system. At the top, there is a header with the text 'State of Michigan Single Sign On' and a graphic of a suspension bridge. Below the header, the message reads: 'Your subscription request has been submitted successfully. You will be notified upon approval.' Below the message is a 'Close' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

- 4) You will receive a confirmation email message that your request has been approved or rejected.

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

Step 3 - Register for Access for Your Facility

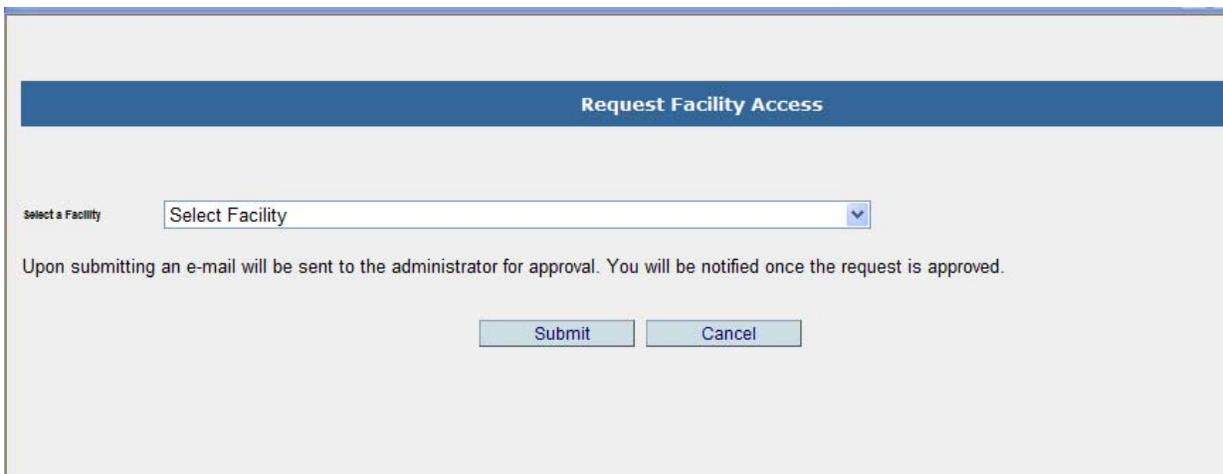
1) Once you have confirmation that you have access to NH-QS, click on the Nursing Home Quarterly Staffing Reporting link on the SSO Welcome Page.

Review the terms of use and click the Acknowledge/ Agree button to enter the program. NOTE: this page may be minimized on the tool bar on the bottom of your screen with the name Application Portal. Click on it activate it on your screen.

You will be taken to the Select Facility page.



2) Click on the Request Facility Access link



3) Click the drop down arrow and find & click the name of your facility

4) Click on the **Submit** button and you will see the screen below.

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

https://sson01.mdch.state.mi.us/ - Request Facility Access - Windows Internet Explorer

Your request has been sent to approver!

Request Facility Access

Home

select a Facility Select Facility

Upon submitting an e-mail will be sent to the administrator for approval. You will be notified once the request is approved.

Submit Cancel

5) Click the Home button on the right to return to the Main NH-QS Page

6) Click the Exit Application button on the upper right to exit

7) Click the Sign Off button on the last line to exit SSO

You will get a confirmation email to verify when you have been approved for access.

If you are the administrator at more than one facility, you can request access for multiple facilities using the same SSO account. You do NOT need to create a new SSO profile to add access to additional facilities for NH-QS submission.

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

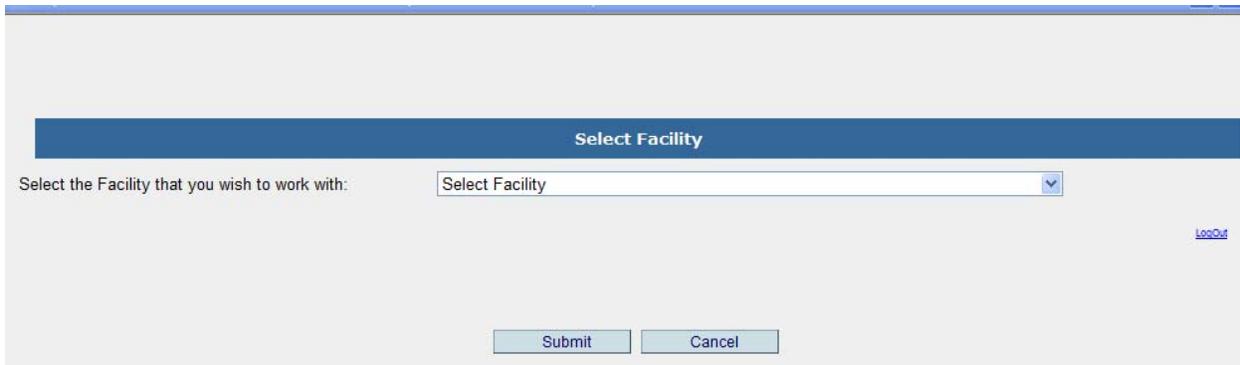
REPORTING QUARTERLY STAFFING DATA

NOTE: Facility Administrators will be notified via E-mail when a week of staffing data is due. The message will include a deadline for entry. Unless otherwise notified, there will be no extension of due dates and late entries will NOT be included in the report. Facilities who fail to report by the due dates will be shown with no data.

Gather all your data prior to logging into SSO (See attached blank data sheet).

DO NOT LET YOUR COMPUTER SIT IDLE –The SSO portal has a timeout setting which will automatically log you out if there is no activity for 20 minutes. Use the Save & Exit button to save your work, log out of SSO and continue later if you need to. It is strongly recommended that you gather all of your data before logging in (See blank form found at the end of these instructions).

- 1) Login to SSO and select Nursing Home Quarterly Staffing Reporting - Click Acknowledge/ Agree
- 2) Click the drop down arrow to the right of the Select Facility box and click on your facility name. Click the Submit button



The screenshot shows a web form titled "Select Facility". It contains a text input field with the placeholder "Select Facility" and a dropdown arrow on the right. Below the field is a "LogOut" link. At the bottom of the form are two buttons: "Submit" and "Cancel".

- 3) Click on Quarterly Staffing Data in the Add column



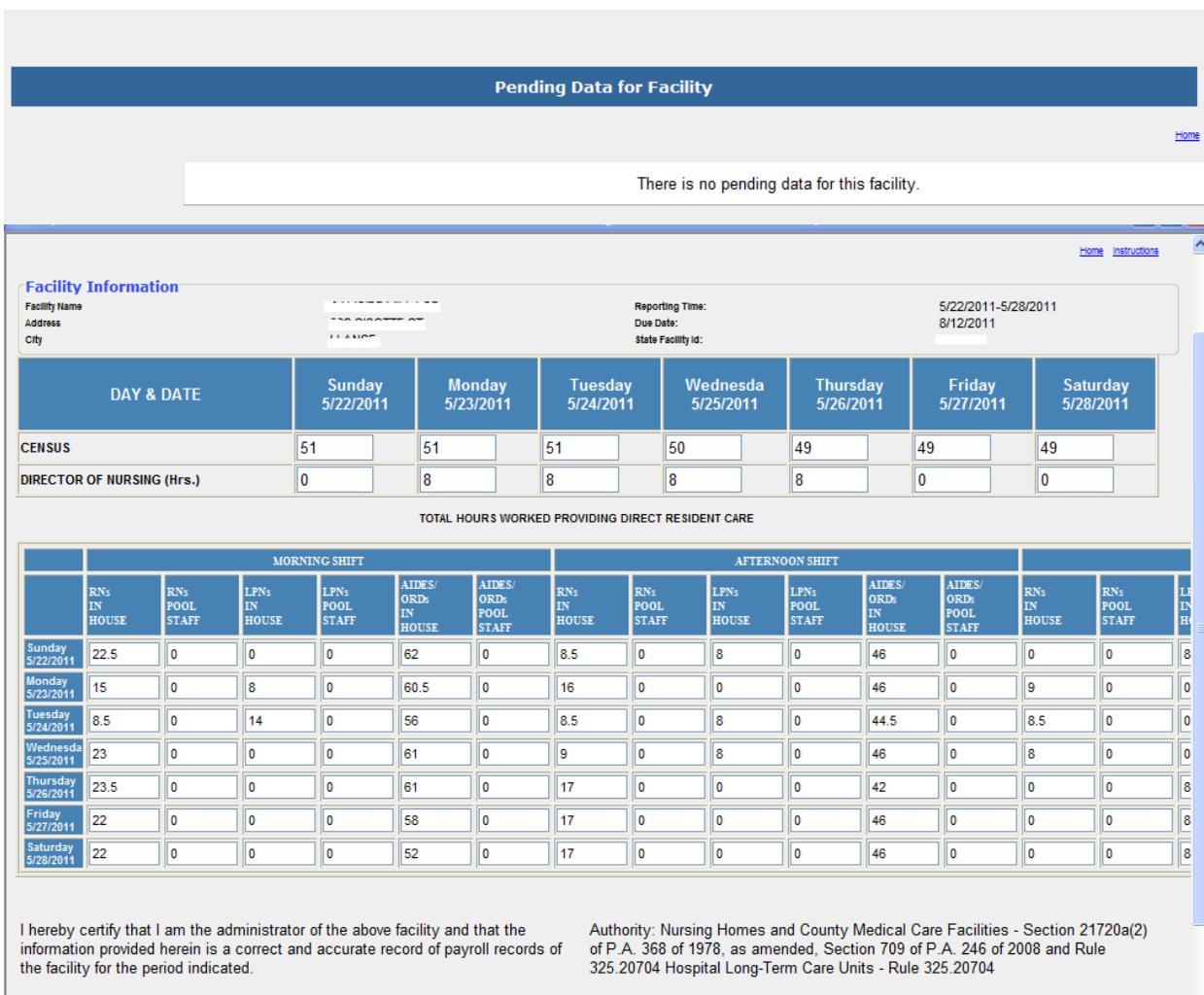
The screenshot shows the main menu of the "Nursing Home Quarterly Staffing Reporting System". The header includes the MDCH logo, the system name, and the Michigan.gov logo. Below the header is a navigation menu with two columns: "Add" and "Browse". Under "Add", there are links for "Quarterly Staffing Data", "Request Facility Access", and "Change Facility". Under "Browse", there is a link for "Quarterly Staffing Data". At the bottom, there is a footer with "Version 1.3", "Last Updated 07-29-2010", and a "Current facility is:" label followed by a text input field.

NURSING HOME QUARTERLY STAFFING REPORTING
 State of Michigan Single Sign-On Instructions (SSO)
 Updated 10/3/12



- 4) Verify the week you want to enter data for and Click the Edit link. An Instruction link is found in the upper right corner of the data entry screen.

You will see the screen below if there is no data due for your facility or if you attempt to enter data after a reporting due date.



Data Entry Screen

NURSING HOME QUARTERLY STAFFING REPORTING
 State of Michigan Single Sign-On Instructions (SSO)
 Updated 10/3/12

- 5) You can enter your data and use the Save & Exit button if you want to save your work and continue or review later. Use the Submit button only when all entry is completed you are ready to Submit – ***You cannot access data entry after you Submit. You may request that your entry be unlocked for updates.***

Friday 5/27/2011	22	0	0	0	58	0	17	0	0	0	46	0
Saturday 5/28/2011	22	0	0	0	52	0	17	0	0	0	46	0

I hereby certify that I am the administrator of the above facility and that the information provided herein is a correct and accurate record of payroll records of the facility for the period indicated.

Authority: Nursing Homes and County Medical Care Facilities of P.A. 368 of 1978, as amended, Section 709 of P.A. 246 of 325.20704 Hospital Long-Term Care Units - Rule 325.20704

Completion: Mandatory under Rule 325.20705

Administrator's Name:

Comments:



- 6) After you Save & Exit or Submit, click the Home button found on the right side of the page.
- 7) **NOTE:** You will have the option to print a copy of your Quarterly Staffing Report when you click the Submit Button. **THIS IS THE ONLY OPPORTUNITY THAT YOU WILL HAVE TO PRINT THIS REPORT.**

Be sure to set your browser to allow pop ups from the Single Sign On (SSO) web site and make the SSO a Trusted Site. The print screen may not display if you do not adjust these settings.

- 8) To exit NH-QS – click the **Exit Application** link on the upper left of the Home page.
- 9) From the Application Portal screen, click the Sign Off link.

SSO Password Resets

If you forget your Single Sign-On password, you can use the link found on the login page to reset the password. You will need the answers to the Challenge Question that you used when you set up your account. If are unable to reset the password yourself, call the Department of Technology Management & Budget Client Service Center at 517-241-9700 or 1-800-968-2644.

Use the following responses to the automated prompts:

Press 0 (zero) – No HRMN Employee Number

NURSING HOME QUARTERLY STAFFING REPORTING
State of Michigan Single Sign-On Instructions (SSO)
Updated 10/3/12

Press 1 to report a new problem

Select Option 4 from the first menu. Tell the person that you need help with your Single Sign-On login password. Do Not let them transfer you to the Business One-Stop Help Desk. They cannot reset your password.