

**CONNECTICUT Minimum Data Set (MDS) WEB PORTAL
User Account Information Form**

THIS FORM MUST BE RETURNED TO MYERS AND STAUFFER BY 10/18/2019

Please complete this form in its entirety and ensure it is legible. This will provide access to the Myers and Stauffer MDS web portal to obtain provider based reports used in the Medicaid Rate Setting process and access will be required for CT Medicaid Long Term Care and Skilled Nursing Facilities that have Medicaid Certified beds. The MDS web portal will be the only platform for the publication of these reports. Access should be limited to staff who are directly employed by the entity. There is a limit of 2 users that can be allocated to each provider.

NOTE: Your PUBLIC IPv4 address is **required. To find your PUBLIC IP address, from the computer you plan to use, connect to the internet and go to www.whatismyip.com. The page will display "Your **IPv4** Address Is: ". If you have any trouble determining your PUBLIC IP address, please call the Help Desk.**

After completing this form, you can return it to us by email at CTHelpDesk@mslc.com. If email is not possible, you can fax to 317-571-8481. If you have any questions regarding this request please contact the Myers and Stauffer Help Desk at 800-763-2278.

DO NOT INCLUDE ANY INTERNAL IP ADDRESSES FROM THE FOLLOWING RANGES LISTED BELOW:

10.0.0.0 – 10.255.255.255	169.254.1.0 – 169.254.254.255
172.16.0.0 – 172.31.255.255	192.168.0.0 – 192.168.255.255

FACILITY NAME _____

FACILITY MEDICAID NUMBER _____ **FACILITY PHONE** _____

FACILITY ADDRESS _____

Contact 1

Name: _____

Phone: _____

Email: _____

Public IP: _____

Contact 2

Name: _____

Phone: _____

Email: _____

Public IP: _____