

Maine MDS Submission Management System (SMS)

Facility Registration Sheet

MDS-RCA or MDS-ALS

For Residential Care PNMI Facilities and Adult Family Care Homes to submit the Minimum Data Set (MDS) RCA or ALS to the SMS secure website and obtain Validation Reports, you must register with Catherine Gunn at the Catherine Cutler Institute. Two users per facility will be given access to the site. Please fill out the following information and email to:

Catherine Gunn
Catherine Cutler Institute, USM
phone: 207-780-5576
catherine.gunn@maine.edu

NOTE: A signature from the Administrator or Owner of the facility is REQUIRED.

A username and password will be assigned to each user. The user will need to change the password after the initial log in to something unique. The new password must be at least 8 characters long and contain at least one number and one non-alphanumeric character.

It is important not to share the username and password with anyone else. If a user is leaving the facility, contact Catherine Gunn so she can deactivate that person. When a new person is ready to use the site, contact Catherine to set up a new account.

Facility Name: _____

Facility Provider ID or NPI: _____

Administrator or Owner Name, Signature and email address: _____

Phone Number: _____

User 1:

Name: _____

E-mail: _____

User 2:

Name: _____

E-mail: _____