

Maine MDS Submission Management System (SMS) Facility Registration Sheet MDS-RCA or MDS-ALS

In order for Residential Care Facilities and Adult Family Care Homes to submit the Minimum Data Set (MDS) RCA or ALS to the SMS secure website, you must register with Catherine Gunn at the Muskie School of Public Service. Two users per facility will be given access to the site. Please fill out the following information and mail or email to:

Catherine Gunn
Muskie School of Public Service, USM
PO Box 9300
Portland, ME 04104
phone: 207-780-5576
catherine.gunn@maine.edu

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

A user name and password will be assigned to each client. Make sure 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 your 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: _____

Provider ID or NPI: _____

Administrator or Owner Signature: _____

Phone: _____

Fax: _____

User 1:

Name: _____

E-mail: _____

User 2:

Name: _____

E-mail: _____