

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

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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, fax, or scan to:

Catherine Gunn  
Muskie School of Public Service, USM  
PO Box 9300  
Portland, ME 04104  
phone: 207-780-5576  
fax: 207-228-8083  
catherine.gunn@maine.edu

Catherine will assign a user name and password 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:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

***User 1:***

**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

***User 2:***

**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_