

QualityNet Mailer List Administrator User Guide

Last Updated 05/27/2021

Mailing lists are available for end-user subscription at <https://qualitynet.cms.gov/listserv-signup>.

Getting Started

SIGNING UP FOR HARP

To become a *List Administrator*, you must first have a HARP account and can register at <https://harp.cms.gov/register/profile-info>. You can find more information by visiting the [HARP Help page](#).

OBTAINING THE LIST ADMINISTRATION ROLE

Once you have a HARP account, you can create your *List Administrator* by following these steps:

1. Log into HARP at <https://harp.cms.gov/login/login> and select **User Roles** in the top-right navigation.
2. From the *User Roles* screen, select **Request a Role**.
3. From the *Select a Program* screen, select the **Headless Content Management (H-CMS)**, then **Next**.
4. From the *Select an Organization* screen, select **QualityNet Mailer**, then **Next**.
5. From the *Select Roles* screen, select the **QualityNet List Administrator** role, then **Submit**.

You will receive an email notification when your role request has been approved or rejected by the list's Security Official.

REQUESTING A LIST

After your *List Administrator* role request has been submitted, you are ready to create new lists and notifications or transfer existing ones by completing the *HCQIS Email List Request form*, available from the [New List Request/Fulfillment Process](#) page of [Confluence](#). Then submit the completed form to

ESS_ADO_Support@ventera.com. The QualityNet Mailer team will notify you once the list has been created.

Managing Lists

NAVIGATING THE MANAGE LISTS PAGE

Once you've been granted *the List Administrator* role:

1. Log into the list management pages of QualityNet at <https://qualitynet.cms.gov/admin/login>, using your HARP user ID and password.
2. The *Manage Lists* page (Figure 1) displays mailing lists—both Public and Private—for which you are an approved *List Administrator*. (Public lists are those to which anyone may subscribe; Private lists require the List Administrator's approval for a subscriber to be added to the mailing list.)

List Name	Type	Members	Last Thread	Total Threads	Requests	View
001pbdmodsr	Public	3	10/3/2020 12:15 AM GMT-4	3	Requests	View
007bouncer	Private	5	10/1/2020 08:30 PM GMT-4	18	Requests	View
007qnpdemo	Private	6	9/18/2020 09:02 PM GMT-4	6	Requests	View
11srpbann	Public	8	10/2/2020 06:01 PM GMT-4	4	Requests	View
12srprann	Private	6		N/A	Requests	View
13srpbdis	Public	0		N/A	Requests	View
13srpbdisum	Public	6	10/2/2020 05:42 PM GMT-4	1	Requests	View
13srpbdisum	Public	1		N/A	Requests	View
13srprdisum	Private	1		N/A	Requests	View
13srprdisum	Private	1		N/A	Requests	View

Figure 1 – Manage Lists

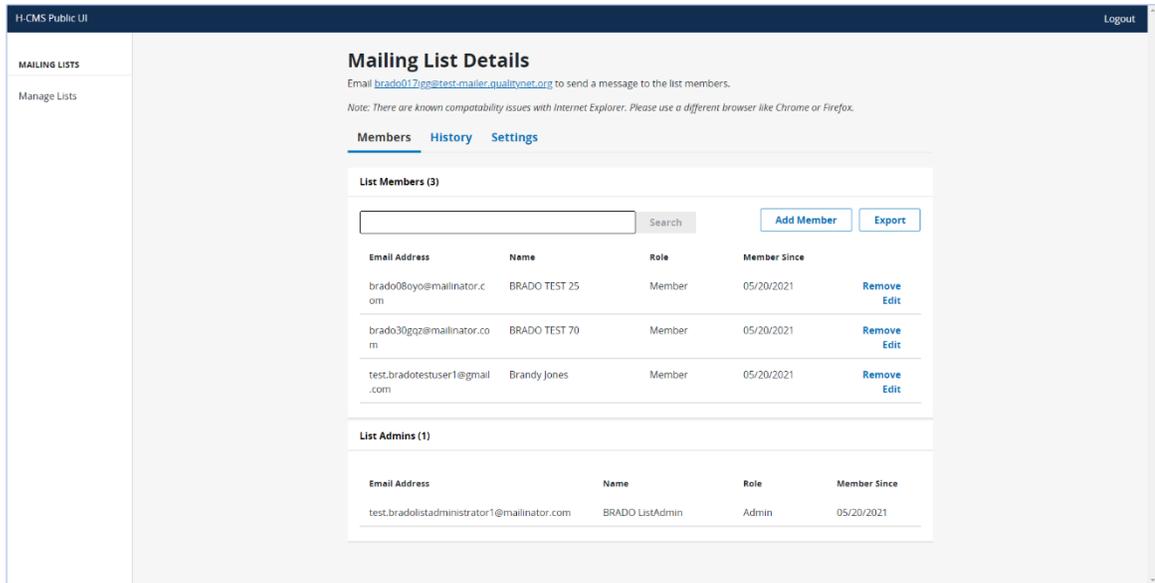
3. Select **View** to access the *Mailing List Details* page, where you'll be able to manually add or remove a list member.
4. Select **Requests** to view *Pending Requests* for list membership, email confirmations, and held messages. There, you'll be able to select **Approve** or **Reject** for these pending requests.

Mailing List Details

ADDING AND REMOVING MEMBERS

The *Mailing List Details* page (Figure 2) displays the *List Members* (their email address, name, and subscription date) and *List Administrators*. It also includes the email address for sending email notifications to *List Members* and tabs to access *History* and *Settings*.

Figure 2 – Mailing List Details



To **add** a list member:

1. Select **Add Member**.
2. Enter the *Role*, *Name*, and *Email Address* of the user you would like to add as a *List Member*, then select **Add Member** (Figure 3). Select **Cancel** to return to the previous screen.

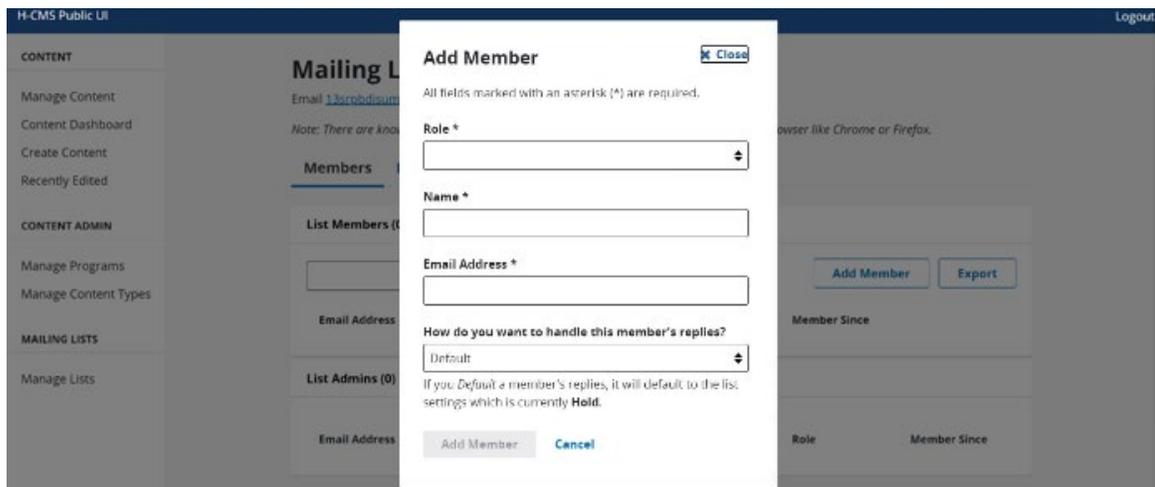


Figure 3 – Add Member

The user will be added as a *List Member* and will begin receiving email notifications from the Mailing List.

To **remove** a List Member:

1. Select the **Remove** link for the desired member.
2. Confirm the removal by selecting **Remove**, or select **Cancel** to return to the previous screen (Figure 4).

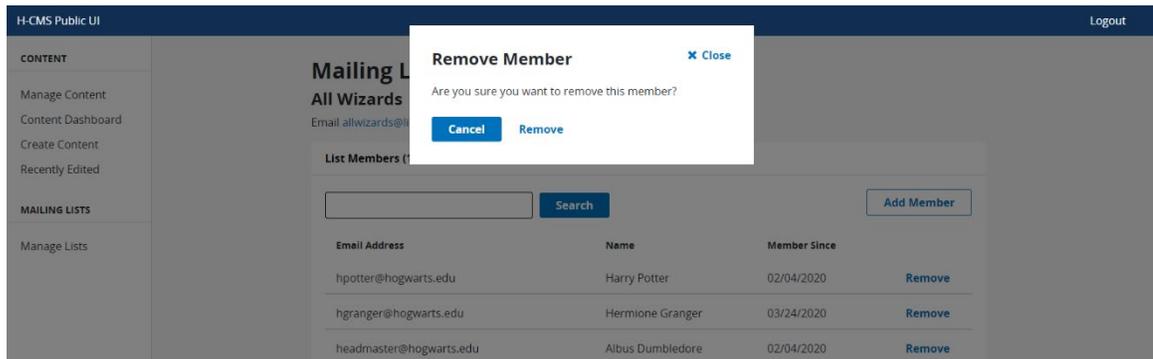


Figure 4 – Remove Member

The user will be removed as List Member and will no longer receive email notifications from the Mailing List.

ENABLING MEMBER REPLIES AND POSTS

Only a List Administrator can give a member access to post to your list, and the member added as a Poster, will only have permissions to post to that specific list.

To **add** a Member as a Poster:

1. Select **Add Member**.
2. Enter the *Role*, *Name*, and *Email Address* of the user you would like to add as a Poster. Then for the 'How do you want to handle this member's replies' section select **Accept**. Then select **Add Member** (Figure 5). Select **Cancel** to return to the previous screen.

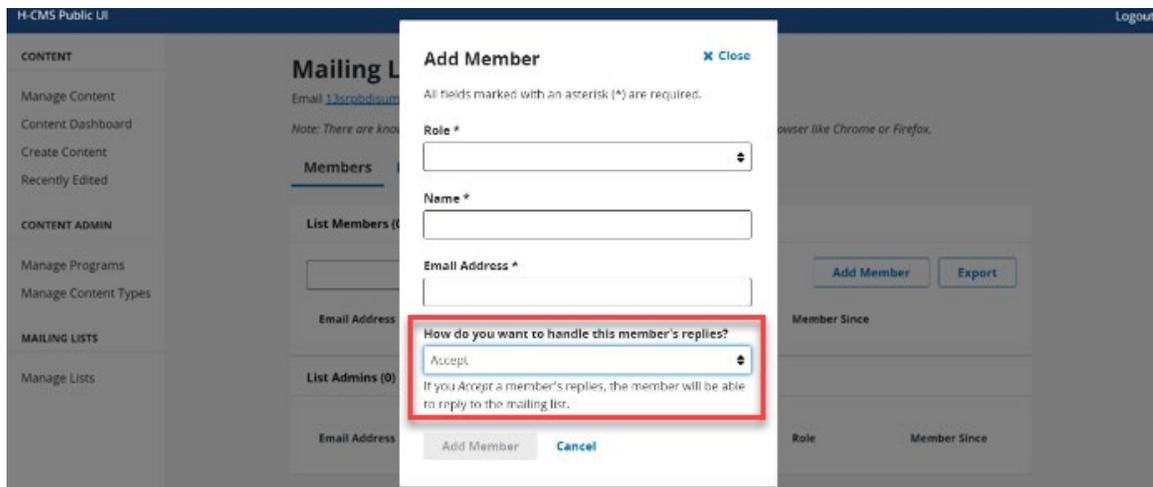


Figure 5 – Add Poster

The user will be added as a *Poster* and can begin posting to the list.

ADDING ADDITIONAL LIST ADMINISTRATORS

To add additional List Administrators, notify the QNP Team and have new admin request the List Administrator role in HARP.

To **add** a list administrator:

1. Email ESS_ADO_Support@ventera.com with the person's Name, Email Address, and HARP ID.
2. The new List Admin should follow steps described in the *Getting Started* section of this document.

VIEWING MAILING LIST HISTORY

List Administrators can access the history of a mailing list to see details that include date of last message, the number of responses and participants, and more detailed information such as an emails success and bounce rate. To view a Mailing List's history:

1. Select **Mailing Lists** to go to *Mailing List Details*. Then select the **History** (Figure 6) tab to view the email message for your list that were sent to the current active list members. This is represented by columns for *Last Message* (the date and time the last message was sent) and the *Subject* of the specific email message. In addition, the page contains columns for *Responses* and the number of *Participants*.

H-CMS Public UI Logout

MAILING LISTS
Manage Lists

Mailing List Details

Email 001pbdmodr@test-mailer.qualitynet.org to send a message to the list members.

Members **History** **Settings**

The below messages were instantly sent to the current active list members. [Export](#)

Last Message	Subject	Responses	Participants	
10/2/2020 08:15	[001pbdmodr] verify history for email 8.16pm	0	0	View
10/2/2020 05:50	[001pbdmodr] email to verify held 5.09pm	0	0	View
10/2/2020 05:04	[001pbdmodr] simple email after large file of 16mb 5.04pm	0	0	View

Figure 6 – Mailing List History Tab

2. Select **View** for an individual message to access more detailed history of the message (Figure 7), including a count for *Total* (all messages sent), *Successful* (all messages that were successfully delivered to member inboxes), and *Bounces* (all messages that were unable to be delivered).

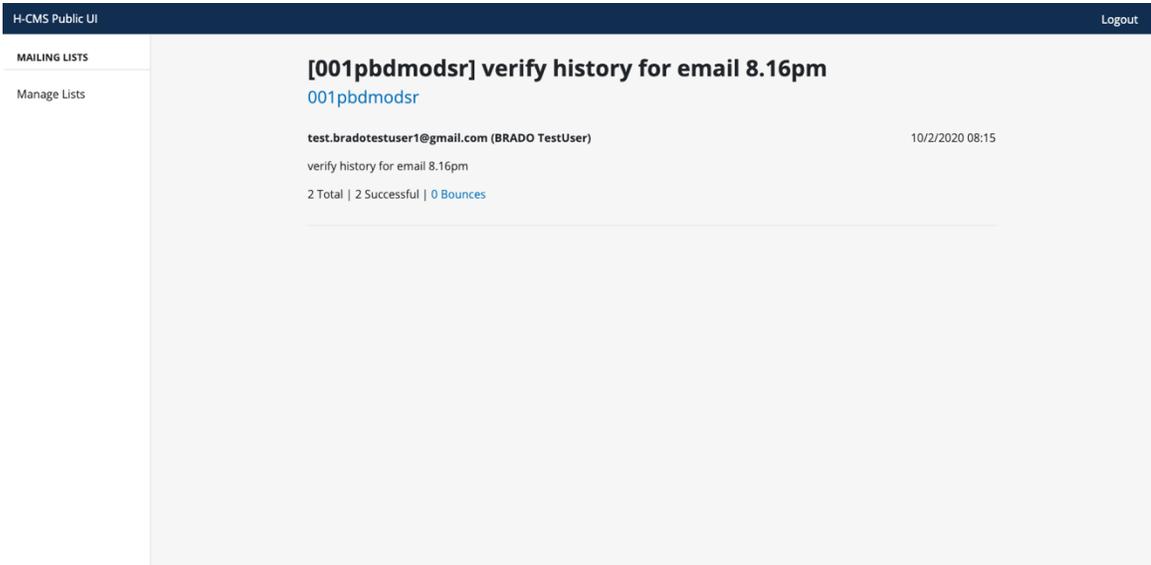


Figure 7 – Bounced Email Details

Pending Requests

APPROVING SUBSCRIPTION REQUESTS

If you are a List Administrator for a Private mailing list, you will need to review, then approve or reject list Subscription requests, as follows:

1. Go to the *Manage Lists* page and select **Requests** (Figure 8) for the appropriate Private mailing list. You will be directed to the *Pending Requests* page.

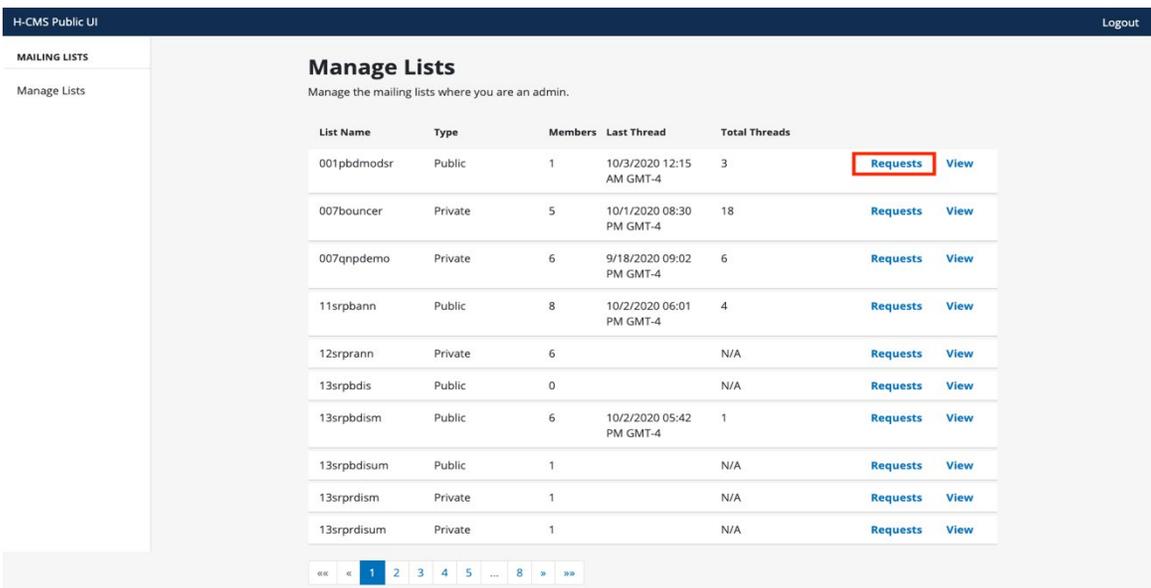


Figure 8 – Manage Lists Requests Link

- From the **Subscription** tab, carefully review the list of requests for a list's membership (Figure 9). Select all of the pending subscription requests you wish to confirm, then select **Approve**. Similarly, select all of the pending requests you wish to deny for list membership and select **Reject**. The user will receive an email notification upon being approved or rejected for the mailing list.

Figure 9 – Pending Requests Subscription Tab

H-CMS Public UI

MAILING LISTS
Manage Lists

Pending Requests (6)

kkprdismod

[Subscription \(3\)](#) [Email Confirmation \(3\)](#) [Held Messages \(1\)](#)

Approve or reject mailing list member requests.

	Email Address	Name	Request Date	Request Type
<input checked="" type="checkbox"/>	kktest2@mailinator.com	kktest	5/26/21	List Subscription
<input type="checkbox"/>	kktest3@mailinator.com	kktest3	5/26/21	List Subscription
<input type="checkbox"/>	kktest13.1@mailinator.com	kktest13.1Name	5/25/21	List Subscription

[Approve](#) [Reject](#)

APPROVING EMAIL CONFIRMATION REQUESTS

List administrators are not required to verify the email address of potential subscribers. However, if a user reports an issue in confirming his/her own email address (via the automated subscription fulfillment process) or that he/she has not received a Welcome email, you can manually verify subscriber's email address as follows:

1. From the **Email Confirmation** tab of the *Pending Request* page (Figure 10), carefully review the email addresses and potential subscribers' names.

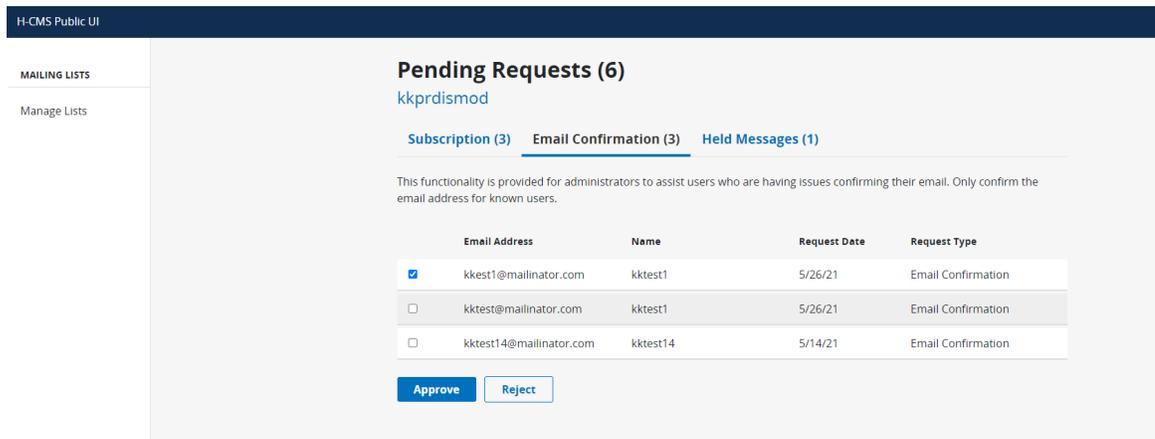


Figure 10 – Pending Requests Email Confirmation Tab

2. Select all of the Email Addresses (and associated subscribers) you wish to affirm for list membership, then select **Approve**. Similarly, select Email Addresses (and associated subscribers) you wish to deny for list membership and select **Reject**. The user will receive an email notification upon being approved or rejected for the mailing list.

APPROVING HELD MESSAGE REQUESTS

If a List Administrator has messages set up to be held for approval, they will need to access the **Held Messages** tab to review and approve. Held messages can be approved in bulk or one at a time:

1. For bulk approval, select all corresponding checkboxes and then select **Approve** or **Reject** (Figure 11).

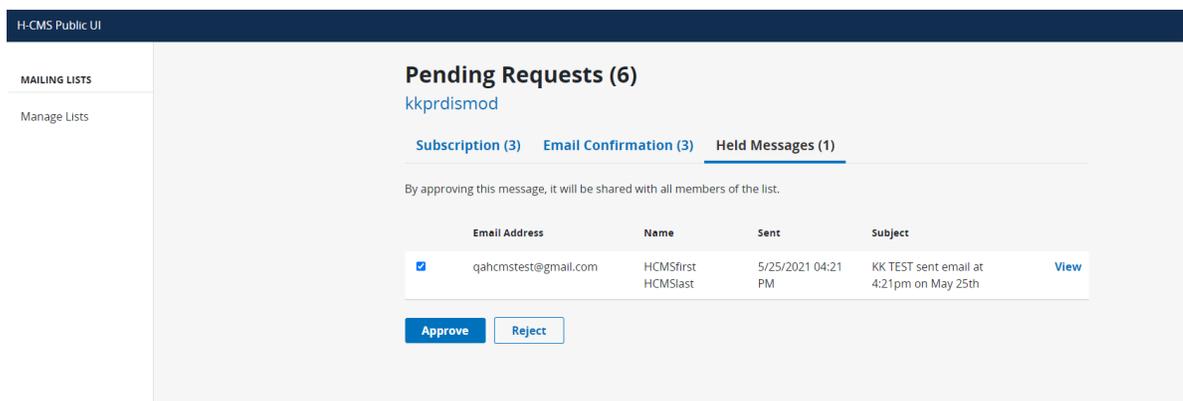
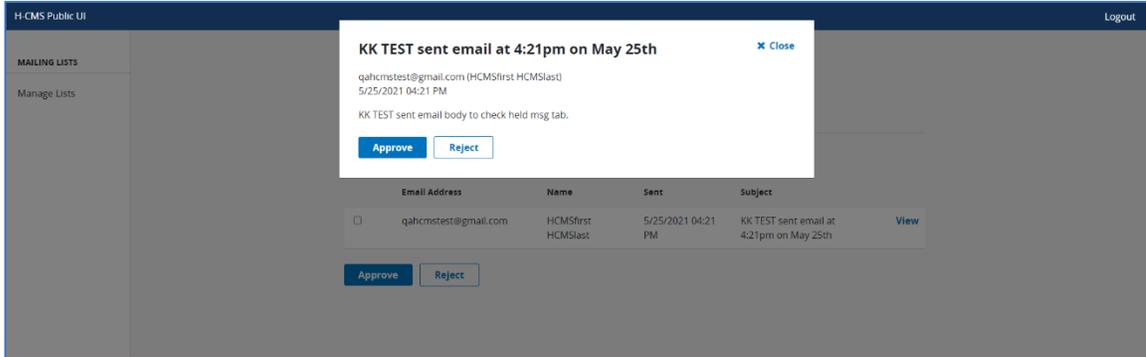


Figure 11 – Pending Requests Held Messages Tab

- For individual approval, select **View** for the thread you want to review and then select either **Reject** or **Approve** based on your approval decision (Figure 12). Select **Cancel** to return to the previous screen.

Figure 12 – Individual Message Approval



Notifications

SENDING NOTIFICATIONS TO YOUR LIST

Only List Administrators can send Notifications to their Subscribers within a list. If a Subscriber were to obtain the email address of the list and send a Notification, it will not be transmitted to the rest of the Subscribers.

1. To access the email address for your List, simply navigate to the *Mailing List Details* page to view the email address at the top of the page (Figure 13).

H-CMS Public UI Logout

Mailing List Details

Email brado017gg@test-mailer.qualitynet.org to send a message to the list members.

Note: There are known compatability issues with Internet Explorer. Please use a different browser like Chrome or Firefox.

Members | History | Settings

List Members (3)

Search [Add Member](#) [Export](#)

Email Address	Name	Role	Member Since	
brado08oyo@mailinator.com	BRADO TEST 25	Member	05/20/2021	Remove Edit
brado30gqz@mailinator.com	BRADO TEST 70	Member	05/20/2021	Remove Edit
test.bradotestuser1@gmail.com	Brandy Jones	Member	05/20/2021	Remove Edit

List Admins (1)

Email Address	Name	Role	Member Since
test.bradolistadministrator1@mailinator.com	BRADO ListAdmin	Admin	05/20/2021

Figure 13 – Mailing List Email Address

2. To send a Notification to a list or lists, List Administrators simply need to email the notification list email address using their regular email account (Outlook, etc.) by opening their email browser, entering the Notification email address, creating the email message, and then sending the email.

The QualityNet Mailer “masks” Notifications from List Admins, which means that your private email address will not be shown in the “From” field and instead is replaced with the name of the Notification list that was selected.

Since you are using your regular email interface (Outlook, etc.), you may add any combination of wording, images, footers and headers (html or plain text) to your message based on your personal preferences.

Exporting Data

List Administrators can export mailing list history or subscriber information to create reports.

EXPORTING MAILING LIST DATA

1. Select **Manage Lists** to go to the *Mailing List Details* page. Then select the **History** tab to view *Mailing List* history. In addition to viewing the history a list, you can export the history data into a .csv file (Figure 14).

The screenshot shows the 'Mailing List Details' page for the list 'kkmaster@impl-mailer.qualitynet.org'. The 'History' tab is selected, displaying a table of messages sent to active list members. An 'Export' button is visible in the top right corner of the table area.

Last Message	Subject	Responses	Participants	
10/7/2020 03:41	[Kkmaster] KK email sent to verify the email response	1	1	View
10/5/2020 09:30	[Kkmaster] KKIMPL verification at 9:29am on oct 5th	0	0	View
9/24/2020 07:07	[Kkmaster] KK bluecoat email test at 24th sep 7:06pm	0	0	View
9/21/2020 07:58	[Kkmaster] KKIMPL_recheck3.6	0	0	View
9/18/2020 06:48	[Kkmaster] kkinvalid test at 6:47pm on sep 18th	0	0	View
9/18/2020 06:45	[Kkmaster] KKimpltest 6:44pm on sep 18th	0	0	View

Figure 14 – Mailing List Details History Tab

2. Selecting the **Export** button will generate a .csv file with the contents of the **History** tab. The contents of the file will contain the following details – *Date/Time, Subject, Sender Email, Sender Name, Total Success, Bounces, and Bounce Emails*.

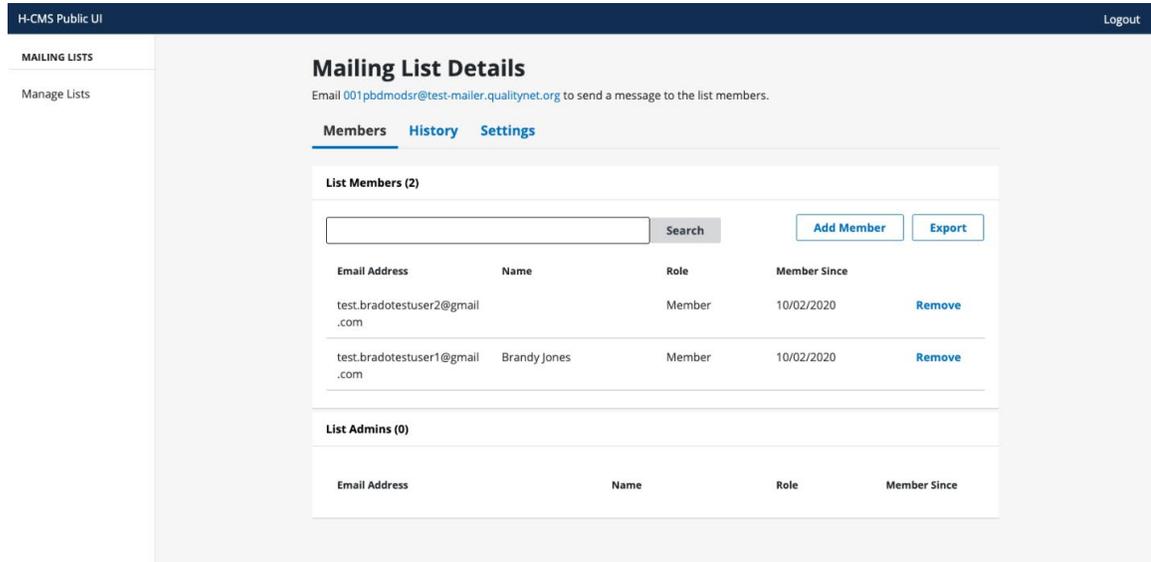
The screenshot shows an Excel spreadsheet with the following data:

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Date/Time	Subject	Sender Email	Sender Name	Total	Success	Bounces	Bounce Emails							
1	9/23/2020 8:37	[Kkbounce36] XKemail b	kkmailerlad@gmail.c	kkmailerfirst kkmaller	6	4	2	bl#8&1@mailinator.com ; kH#12@mailinator.com							
2	9/22/2020 8:35	[Kkbounce36] XK email t	kkmailerlad@gmail.c	kkmailerfirst kkmaller	5	4	1	kH#12@mailinator.com							
3	9/21/2020 7:11	[Kkbounce36] XKrechecl	kkmailerlad@gmail.c	kkmailerfirst kkmaller	4	4	0	null							
4	9/21/2020 2:51	[Kkbounce36] kktesting	kkmailerlad@gmail.c	kkmailerfirst kkmaller	3	3	0	null							
5	9/21/2020 1:44	[Kkbounce36] kktesting	kkmailerlad@gmail.c	kkmailerfirst kkmaller	3	3	0	null							
6	9/18/2020 6:19	[Kkbounce36] kktesting	kkmailerlad@gmail.c	kkmailerfirst kkmaller	3	3	0	null							
7	9/18/2020 6:15	[Kkbounce36] kktesting	kkmailerlad@gmail.c	kkmailerfirst kkmaller	2	2	0	null							
8	9/18/2020 5:54	[Kkbounce36] kkt sent 2:	kkmailerlad@gmail.c	kkmailerfirst kkmaller	1	1	0	null							
9	9/18/2020 5:40	[Kkbounce36] kkttest at :	kkmailerlad@gmail.c	kkmailerfirst kkmaller	1	1	0	null							

Figure 15 – Exported History in CSV file

EXPORTING DATA

1. Select **Manage Lists** to access the Mailing List Details page. Then select the **Members** tab (Figure 16) to view the information associated with the Subscribers for your list. You have the option to export the Subscriber details into a .csv file.

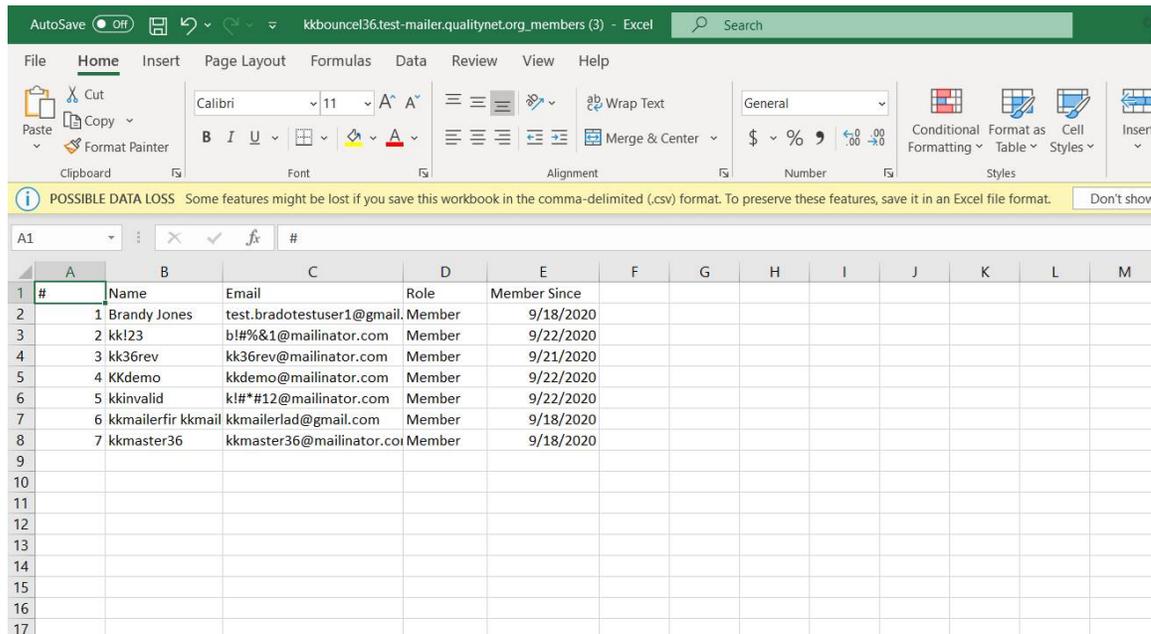


The screenshot shows the 'Mailing List Details' page for the email address 001pbmdmsr@test-mailer.qualitynet.org. The 'Members' tab is selected, displaying a table of list members. There are two members listed, both with the role of 'Member' and a membership start date of 10/02/2020. Each member has a 'Remove' button next to their entry. There are also 'Add Member' and 'Export' buttons at the top right of the members list.

Email Address	Name	Role	Member Since	
test.bradotestuser2@gmail.com		Member	10/02/2020	Remove
test.bradotestuser1@gmail.com	Brandy Jones	Member	10/02/2020	Remove

Figure 16 – Members Tab

2. Select the **Export** button (next to the **Add Member** button). Upon selecting the **Export** button, the system will generate a .csv file and render the contents of the **Members** tab within the file. The contents of the file will contain the following core details represented in column format – *Name, Email, Role, Member Since* (Figure 17).



The screenshot shows an Excel spreadsheet with the following data:

#	Name	Email	Role	Member Since
1	Brandy Jones	test.bradotestuser1@gmail.com	Member	9/18/2020
2	kk123	bl%&1@mailinator.com	Member	9/22/2020
3	kk36rev	kk36rev@mailinator.com	Member	9/21/2020
4	KKdemo	kkdemo@mailinator.com	Member	9/22/2020
5	kkinvalid	kl*#12@mailinator.com	Member	9/22/2020
6	kkmailerfir kkm	kkmailerlad@gmail.com	Member	9/18/2020
7	kkmaster36	kkmaster36@mailinator.com	Member	9/18/2020

Figure 17 – Exported Members Report in a CSV file

Appendix

WHITELISTING THE DOMAIN

1. To ensure list email delivery, please whitelist the domain: mailer.qualitynet.org by adding the domain to your contact list. This will ensure all messages are properly received.
2. If you are having trouble receiving messages, check your spam or junk folder, and if the problem persists, contact your IT Support.

SUBSCRIBING TO A LIST

1. Access <https://qualitynet.cms.gov/listserv-signup>

CMS.gov | QualityNet Search QualityNet Quality Programs Help Log Into Secure Portal Register

Home / Sign Up for Email Updates

Provide the required user information below and select at least one mailing list you would like to join. All fields marked with an asterisk (*) are required.
In order to ensure list email delivery, please whitelist any email addresses for lists that you subscribe to. If you are having trouble receiving messages, check your spam or junk folder. If the problem persists, contact your IT Support.

User Information

Name *
Email *

Mailing Lists

Public Lists Private Lists

Enter the required fields and select one or more mailing lists to become automatically subscribed.

- QualityNet Mailer
- ASCQR Notify: Ambulatory Surgical Centers Quality Reporting (ASCQR) Program Notifications
News, information, announcements, and educational offerings/events regarding the ASCQR Program.
- CART Notify: CMS Chart Abstraction and Reporting Tool (CART) Notifications
Release information and updates regarding CART, used by hospitals for quality improvement efforts.
- EHR Notify: Hospital Reporting EHR (Electronic Health Record) and Promoting Interoperability (PI)/ eCQM Notifications
News, information, announcements, and educational offerings/events regarding aligned eCQM reporting for the PI and iQR Programs.
- ESRD-QIP Notify: End-Stage Renal Disease (ESRD) Quality Incentive Program (QIP) Notifications
News, information, announcements, and educational offerings/events regarding the ESRD Quality Incentive Program.

Figure 18 - QualityNet Sign Up Page

2. Fill out your name and email address in the *User Information* section.
Choose one or more lists and select the **Submit** button.

CMS.gov | QualityNet Search QualityNet Quality Programs Help Log Into Secure Portal Register

Home / Sign Up for Email Updates

Thank You for Subscribing!

You have successfully subscribed to email notifications. To unsubscribe from a list, follow the unsubscribe instructions in the list emails. If you requested to be subscribed to private lists, those may be reflected in your subscriptions below, but a List Administrator must review your request before you begin receiving notifications.

You have requested subscription to the following lists:

- [Redacted]
- [Redacted]

You are already subscribed to the requested lists:

- [Redacted]

Join the ListServe to receive email notifications about QualityNet programs [Join Now](#)

CMS.gov | QualityNet
QualityNet Help Desk Help
Accessibility Privacy Policy Terms of Use Give Us Feedback

Figure 19 – Thank You for Subscribing Page

3. You will receive a confirmation email and will need to reply to that email to confirm your subscription.

If it is a private list, it will require approval from one of the List Admins.

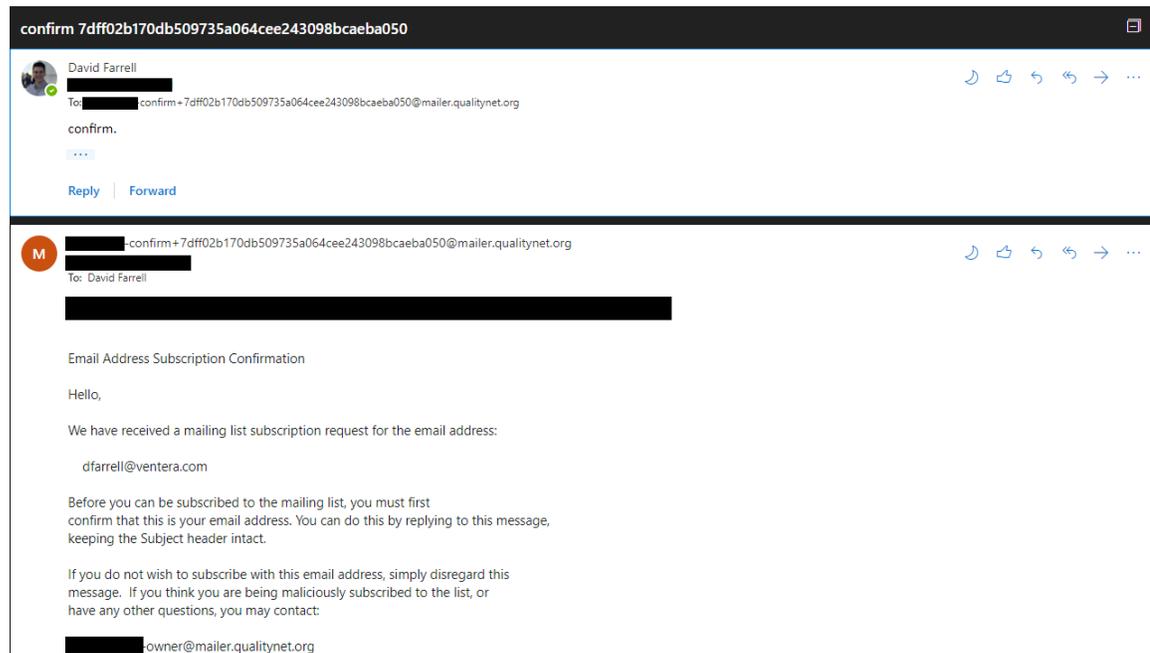


Figure 20 - Confirmation Email and Reply

3. You may receive a welcome email depending on the individual list settings.

UNSUBSCRIBING FROM A LIST

There are instructions to unsubscribe that are included in all messages sent from Mailer. These instructions appear at the bottom of every email sent through Mailer.

Tip: certain email clients (such as Outlook) will append the unsubscribe instructions as a text file (Example: "AT00001.txt").



Figure 21 – Unsubscribe Message from Mailer

1. Send your unsubscribe request to your list's address with the subject "Unsubscribe."
2. After you send your request, you will receive a confirmation email.

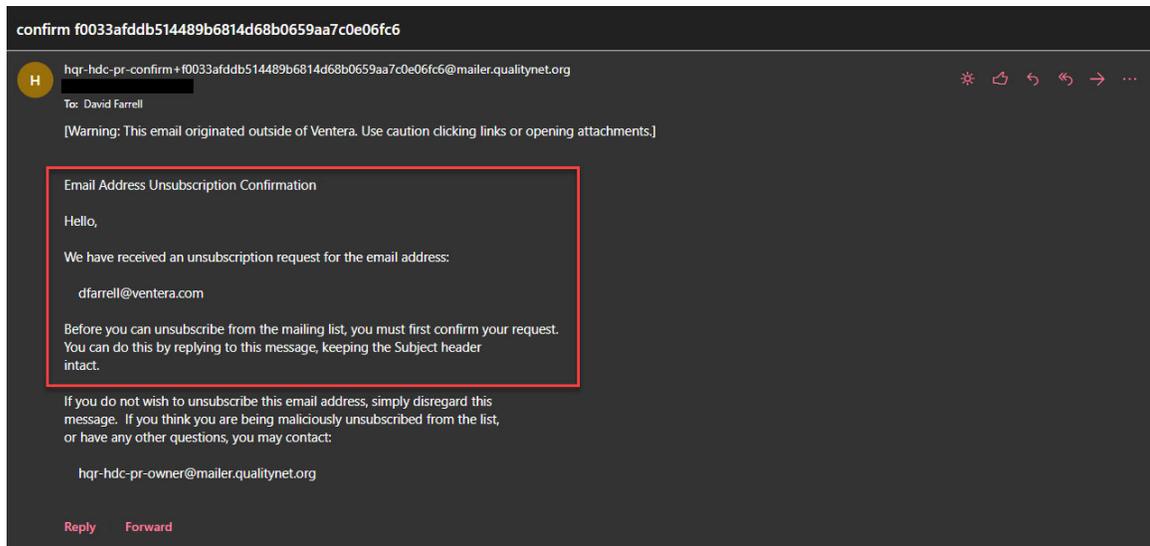


Figure 22 - Confirmation Request from Mailer

4. Reply to the email to confirm your request, keeping the subject (“Unsubscribe”) unchanged.
5. After you confirm the request, you will receive a final unsubscribe confirmation.

ABOUT BOUNCES

What is a bounced email?

A bounced email, or bounce, is any email message returned to the sender's email after being unrecognized and rejected by the recipient's email server.

If you are a QualityNet Mailer List Admin, you will receive email notifications when an email address is unrecognized, and a message has bounced.

Why do bounces occur in QualityNet Mailer?

Bounces happen in all email-based systems. They occur for various reasons and are classified as either:

- *Soft Bounces* – happen when the email is too large, the recipient's mailbox is full, or their account is temporarily suspended.
- *Hard Bounces* – happen when the recipient's email address is not valid, contains a typo, or the domain doesn't exist.

What are bounce scores in QualityNet Mailer?

Every member has a bounce score, which starts at zero, and increases by 0.5 for soft bounces and 1 for hard bounces. A member's bounce score will only increase once per day, so no matter the number of soft or hard bounces, their score will only increase by 0.5 or 1 point each day. If the system cannot determine whether it's a soft or hard bounce, it will be counted as hard.

What are bounce thresholds in QualityNet Mailer?

Each list has a threshold for bounces, limiting the number of bounces throughout a designated number of days a member can trigger before their account is disabled.

The default threshold is a bounce score of 5 over the course of 7 days.

Can I change the bounce threshold for my lists?

Yes, the bounce threshold is unique to each specific list, and the List Administrator can request an increase or decrease to best accommodate their publishing frequency. Please contact [ESS ADO Support@ventera.com](mailto:ESS_ADO_Support@ventera.com) to request any changes.

What happens when a subscriber's bounce score exceeds the bounce threshold?

After a subscriber's bounce score has crossed the bounce threshold, their subscription will be disabled but they remain members of the list. If an email address is bouncing enough for the account to become disabled, it is likely they will not be receiving other notifications from QualityNet mailer, either. However, List Administrators receive notifications and can notify members of bounces and disabled accounts. If a subscriber has any concerns that they might be suspended, they should contact their List Administrator, or if they cannot find the List Administrator's contact information, they should contact QualityNet Support at gnetssupport@hcqis.org or (866) 288-8912.

Once confirmed as suspended, a subscriber can unsubscribe and resubscribe to the list to rejoin. Still, it's essential that they follow the whitelisting protocol first and ensure they have addressed any issues from their email server that may be causing the bounces.

What steps can I perform to try and eliminate bounces from happening in the first place?

There are three steps a subscriber can do to help eliminate bounces. Before you begin these steps, always first verify whether the QualityNet Mailer notification is in your spam or junk folder.

Step 1: Subscriber whitelists the QualityNet Mailer domain

The first step towards eliminating unnecessary bounces is to ensure all subscribers have whitelisted the QualityNet Mailer domain: mailer.qualitynet.org. This can be done by adding the domain name to the email provider's contacts/address book/safe senders list. Depending on the email provider, there are different steps, but it generally requires adding the domain and marking it either as a safe sender or not as spam. Please check with your email service provider for additional details.

Step 2: Verify whitelisting at the email server level

The second step is for the subscriber to verify with their IT Department that mailer.qualitynet.org is whitelisted by their email server.

Step 3: Verify the domain is not blacklisted

The final step is for the subscriber to verify with their IT Department that the mailer.qualitynet.org is not blacklisted by their email server.

What if I verify each of the Bounce verification steps, and I am still not receiving notifications?

If a subscriber has confirmed each of the three (3) steps identified for whitelisting and verification and is still encountering bounced notification issues, please contact QualityNet Support at qnetsupport@hcqis.org or (866) 288-8912.

As a List Administrator, what actions should I consider taking if I receive a bounce notification for one of my subscribers?

The List Administrator should notify the subscriber and confirm they have followed the three steps described above. If the domain is whitelisted and not blacklisted, please contact QualityNet Support at qnetsupport@hcqis.org or (866) 288-8912 for more assistance.

FREQUENTLY ASKED QUESTIONS (FAQ)

What is the difference between Notification and Discussion lists?

- Notification lists are intended to a one-way communication and distribution list to send news, meeting invites, surveys, and other information to large groups of subscribers
- Discussion lists allow list members to comment and share information with their groups.

Should my membership be Public or Private?

- If there is no sensitive information being shared, you're in compliance with your organization's security policies, and you do not need to review and approve member subscription requests, select a public list.
- If the list needs more oversight, security, or the List Administrator just prefers to closely manage their subscribers, select a private list to approve all member subscription requests.

What is sender masking?

- We default our settings to mask the sender, which means we mask the email address of the list administrator who sends a message. This setting can be changed to display your email address, if preferred.

What is the difference between member and non-member settings?

- Members are subscribers to your list who either are active or suspended.
- Non-members are people who have posted to you list but are not subscribed. These posts could come from legitimate users who have posted to the list without subscribing or they may be spammers. To protect from spam, all posts from anyone who isn't subscribed are indicated as being from non-members.

What is the difference between Accept, Hold, and Reject replies?

- *Accept replies* means that all messages sent to the list are released without approval (used for discussion lists).
- *Hold replies* mean that all replies are held for approval before being sent out to all list members (used for discussion lists).
- *Reject replies* means that all replies are automatically rejected (used for notification lists).