



Centers for Medicare & Medicaid Services
CMS eXpedited Life Cycle (XLC)

Identity Management (IDM)

Annual Role Certification (ARC) Quick Reference Guide

Version 1.03

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1. How to Request Annual Role Certification - All Users

IMPORTANT: The role certification request procedure is completely **OPTIONAL** for all users. Approvers are responsible for reviewing and recertifying a user's role(s) even if the user does not request it using the procedure described in this section.

The following terms are introduced in this section:

- **Annual Role Certification** - The process by which a user is granted continued use of a role for another 365 days. Annual Role Certification is required every year by CMS' security policy and is counted from the original role approval date or the previous year's certification date.

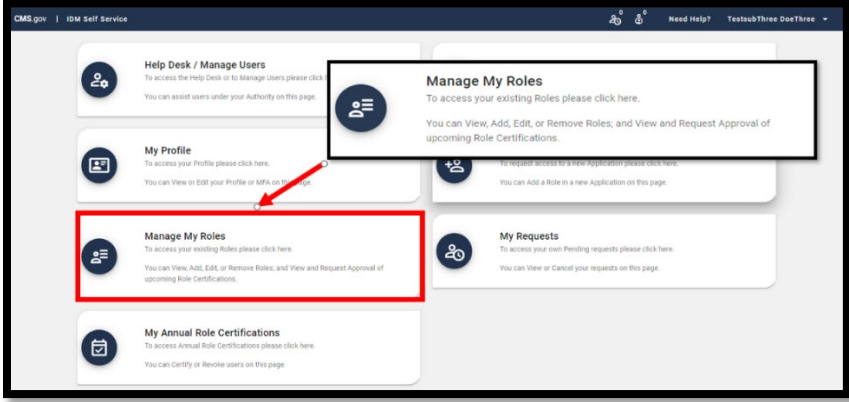
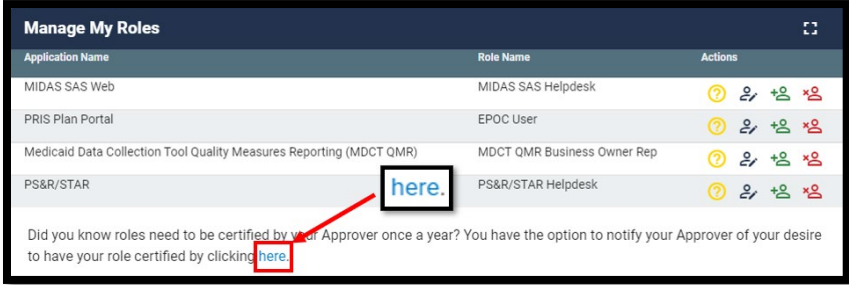
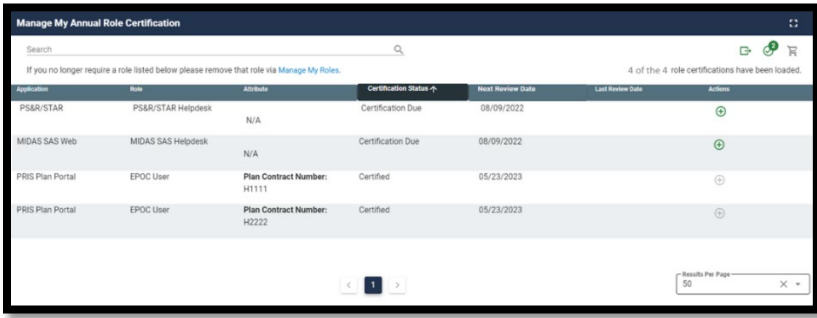
1.1 How to View a List of Roles Available for Recertification

The IDM System enables users to send an annual role certification request to their approver for roles which they have a continuing need to access. The IDM System sends an email to users 45 days before their role certification due date. The email contains instructions for how to initiate the role certification request.

NOTE: An email is sent for each role that is due for certification unless multiple roles are due for certification on the same day. The following exceptions apply:

- Users will only receive one email when multiple roles are due for certification on the same day.
- Approvers that have multiple roles due on the same day from different applications will get two emails.

Procedure	Example
1) Navigate to https://home.idm.cms.gov and sign in to the IDM System.	<div data-bbox="876 1339 1198 1793" data-label="Image"> </div> <p data-bbox="862 1827 1235 1856">Figure 1: IDM Sign In Window</p>

Procedure	Example
<p>The IDM Self-Service user interface (UI) appears.</p> <p>2) Click the Manage My Roles button.</p>	 <p>Figure 2: IDM Self-Service User Interface</p>
<p>The Manage My Roles window appears.</p> <p>3) Click the Here hyperlink.</p>	 <p>Figure 3: Manage My Roles Window</p>
<p>The Manage My Annual Role Certification window appears and displays a list of the user's roles.</p> <p><i>NOTE: Some roles will not be listed here because not all applications use IDM for role recertification. Please contact your helpdesk if you need further assistance.</i></p> <p><i>NOTE: Users may only request certification for roles that have a status of "Certification Due", which means the role is within 120 days of the certification due date.</i></p>	 <p>Figure 4: Manage My Annual Role Certifications Window</p>

1.2 How to Use the Manage My Annual Role Certification Window

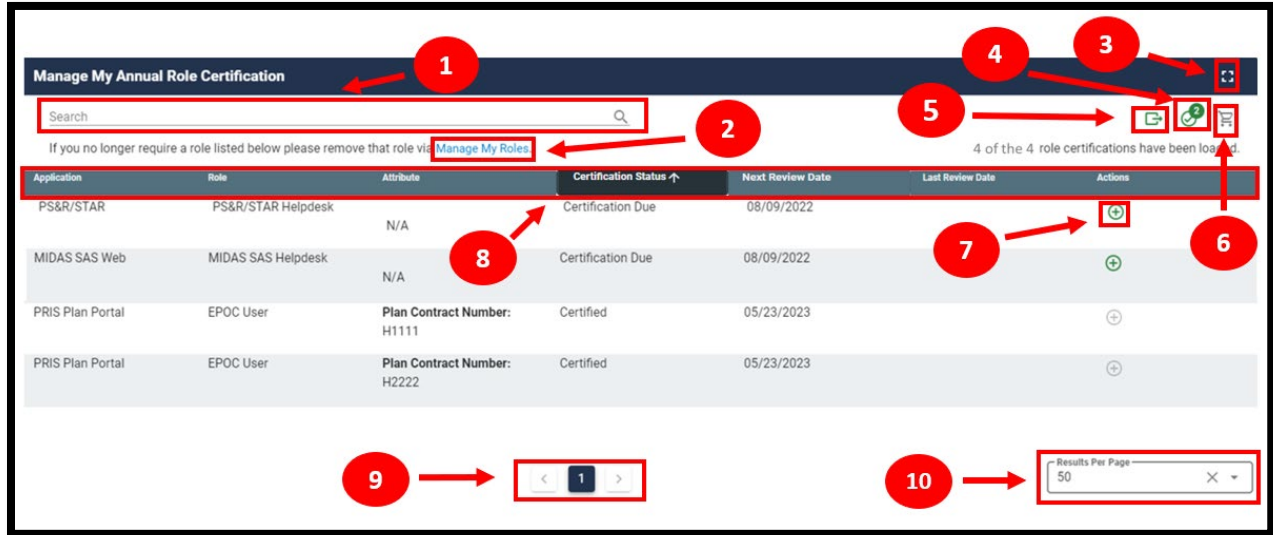


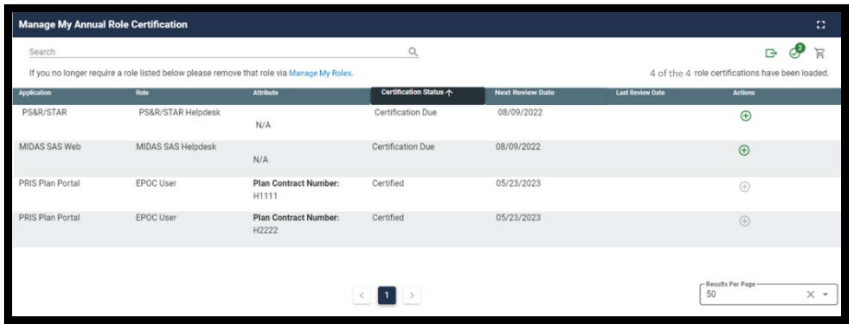
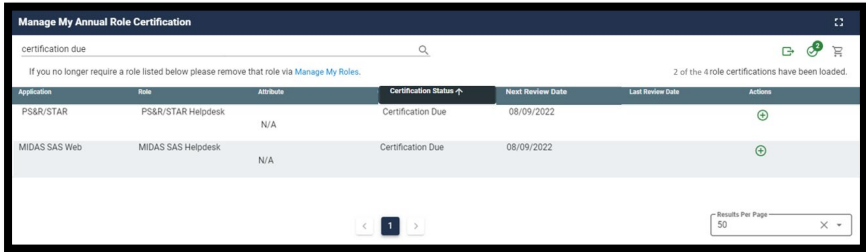
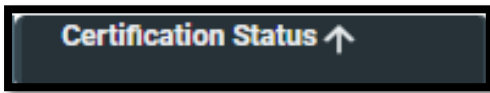
Figure 5: Manage My Annual Role Certification Window with Controls Highlighted


Table 1: Manage My Annual Role Certification Window Control Summary

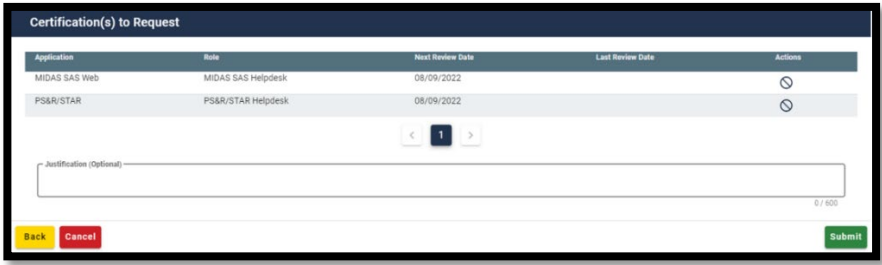
Task	Reference	Action
Search	1	User the Search box to search for and display only those records that contain the term.
Manage Roles	2	Click the Manage My Roles hyperlink to return to the Manage My Roles window.
Full Screen View	3	Click the Full Screen button to switch between full screen and normal view.
Submit All	4	Click the Submit All button to add all roles that are in Certification Due status to the Cart.
Export List	5	Click the Export button to export the list of all user roles to a Microsoft Excel or .CSV file.
View Cart Contents	6	Click the View Cart button to view the certifications to request list.
Add to Cart	7	Click the Add to Cart button to add individual roles that are in Certification Due status to the Cart.
Sort by Column	8	Click the Column Header to sort the list based on the contents of that column.
Page Navigation	9	Click the Arrows or Page Numbers to select the desired page of results.

Task	Reference	Action
Change Page Size	10	Select Results Per Page to change the number of records that are displayed on a page.

1.3 How to Submit a Role Certification Request

Procedure	Example
1) Use the procedure in Section 1.1 How to View a List of Roles Available for Recertification to Open the Manage My Annual Role Certification window.	 <p>The screenshot shows the 'Manage My Annual Role Certification' window. It features a search bar at the top, a table of roles, and a 'Results Per Page' dropdown set to 50. The table lists roles like PS&R/STAR, MIDAS SAS Web, and PRIS Plan Portal, along with their attributes, certification status, and next review dates.</p> <p>Figure 6: Manage My Annual Role Certification Window</p>
2) (Optional) Use the Search Box to search for "Certification Due". This will filter the list to display only those roles which have a certification status of "Certification Due".	 <p>The screenshot shows the same window as Figure 6, but the search bar contains the text 'certification due'. The table now only displays roles with a 'Certification Due' status, such as PS&R/STAR and MIDAS SAS Web.</p> <p>Figure 7: Manage My Annual Role Certification Window - Filtered</p>
3) (Optional) Click the Certification Status report heading to display all roles with a Certification Status of "Certification Due" at the top of the report.	 <p>The image shows a button with the text 'Certification Status' and an upward-pointing arrow, indicating it is a report heading.</p> <p>Figure 8: Certification Status Report Heading</p>

Procedure	Example
<p>4) (Optional) <u>Request certification for all roles</u>: Click the Submit All button to add all roles that are in Certification Due status to the Cart. The Certification(s) to Request window appears. Skip to Step 6.</p> <p>5) <u>Request certification for individual roles</u>: Click the Add to Cart button to add individual roles that are in Certification Due status to the Cart.</p> <p>6) (Optional) Click the Remove from Cart button to remove the role from the certifications to request list.</p> <p>7) Click the View Cart button. The Certification(s) to Request window appears.</p>	 <p>Figure 9: Certification Request Procedure (Buttons Magnified)</p>

Procedure	Example
<p>8) (Optional) Click the Remove from Cart button to remove the role from the certifications to request list.</p> <p>9) (Optional) Provide a Justification of why the role is needed for another year within the Justification field on the Certification(s) to Request window.</p> <p>10) Click the Submit button. The Manage My Annual Role Certification window displays a message that informs the user that the request was successfully submitted.</p>	 <p>Figure 10: Certification(s) to Request Window</p>

2. How to Perform Annual Role Certification - Approvers Only

NOTE: The procedures in this section only apply to users who have an Approver role and who certify or revoke roles for other users which fall within the scope of annual role certification.

2.1 Annual Role Certification for Manually Approved Roles

The following terms are introduced in this section:

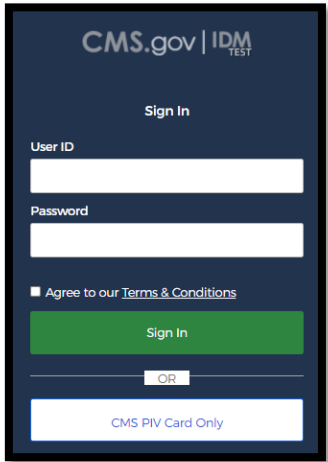
- **Manually Approved Roles** - Roles that are subject to a request and approval process performed by a person. The first or original grant of a manually approved role is valid for one year.

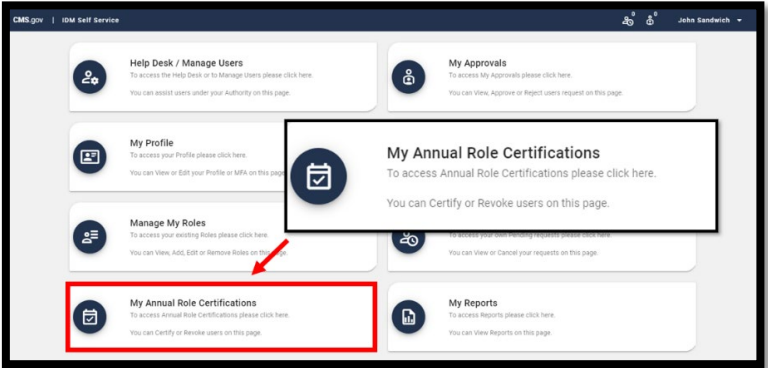
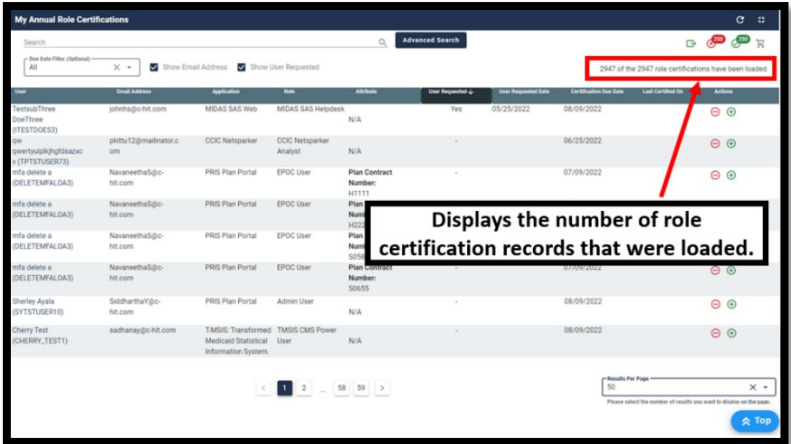
The IDM System sends email reminders to Approvers who manage users with manually approved roles to remind them of the annual role certification date. Email reminders are sent to approvers at intervals of 30, 15, 7, and 1 day(s) before the user's role certification due date.

NOTE: A user whose roles are revoked will continue to have access to IDM and any application(s) until the nightly job runs. Approvers can immediately remove the user's access via IDM's role removal functionality.

WARNING: The more role certifications you process in one transaction, the longer it will take for that transaction to complete. A maximum of 500 roles per transaction is recommended.

2.2 How to View a List of Pending Certifications

Procedure	Example
1) Navigate to https://home.idm.cms.gov and sign in to the IDM System.	 <p>Figure 11: IDM Sign In Window</p>

Procedure	Example
<p>The IDM Self-Service user interface (UI) appears.</p> <p>2) Click the My Annual Role Certifications button.</p> <p><i>NOTE: The My Annual Role Certifications button is only available for users who have an Approver role.</i></p>	 <p>Figure 12: IDM Self-Service User Interface</p>
<p>The My Annual Role Certifications window appears.</p> <p><i>NOTE: The window displays a list of roles for all users under an Approver's authority that require certification within the next 365 days.</i></p> <p><i>NOTE: A maximum of 1000 records can be displayed at a time.</i></p>	 <p>Figure 13: My Annual Role Certifications Window</p>

2.3 How to Filter, Sort, and Paginate the List of Pending Certifications

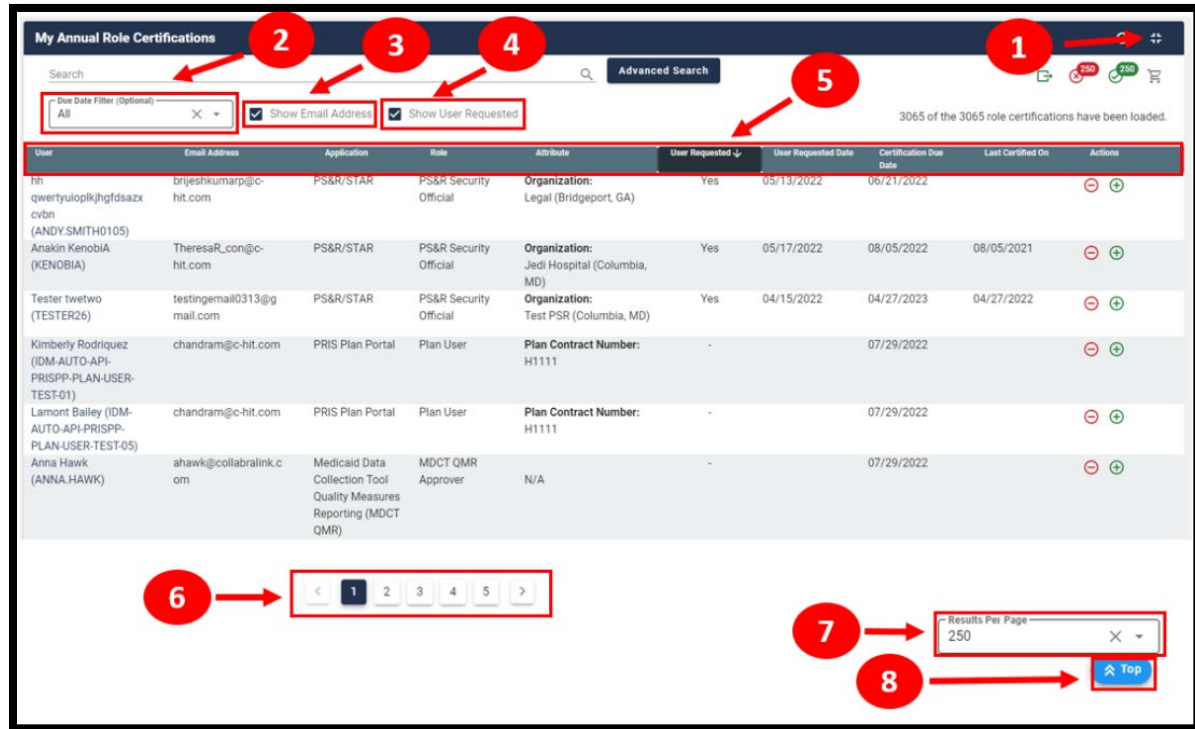


Figure 14: My Annual Role Certifications Window with Controls Highlighted

Table 2: My Annual Role Certification Window Control Summary


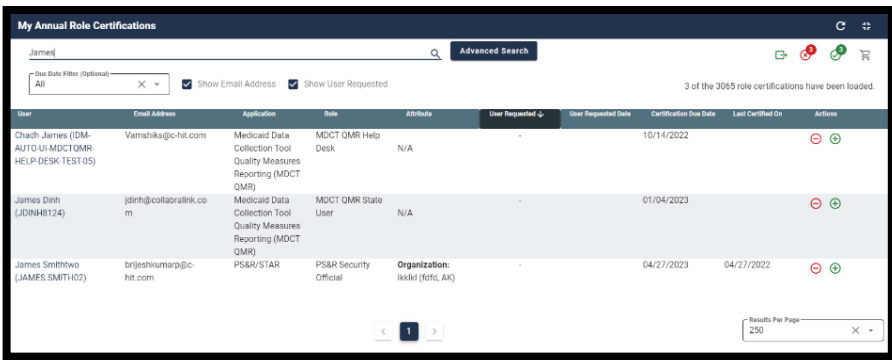
Task	Reference	Action
View Full Screen	1	Click the Full Screen button to switch between full screen and normal view.
Filter by 30, 60, or 90 Days, or the Current Date	2	Select Due Date to display all users or display only those users whose certifications expire at the end of the current day, or within the next 30, 60, or 90 days.
Show Email Addresses	3	Click the Show Email Address box to display or hide the Email Address column. NOTE: The Email Address column must be displayed if you want to perform a Global Search based on a user's email address.
Show User Requested Information	4	Click the Show User Requested box to display or hide the User Requested "Yes" flag and date on which the user initiated a role certification request.
Sort by Column	5	Click the Column Header to sort the list based on the contents of that column.
Page Navigation	6	Click the Arrows or Page Numbers to select the desired page of results.

Task	Reference	Action
Change Page Size	7	Select Results Per Page to change the number of records that are displayed on a page.
Move to Top of Page	8	Click the Top button to move to the top of the page.

2.4 How to Perform a Global Search

The Global Search enables Approvers to perform a keyword search across all columns of information to narrow the results of the records in their pending role certification queue.

NOTE: The **Show Email Address** box must be selected if you want to perform a Global Search that is based on a user's email address.

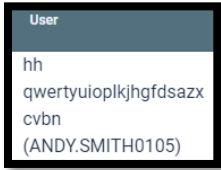
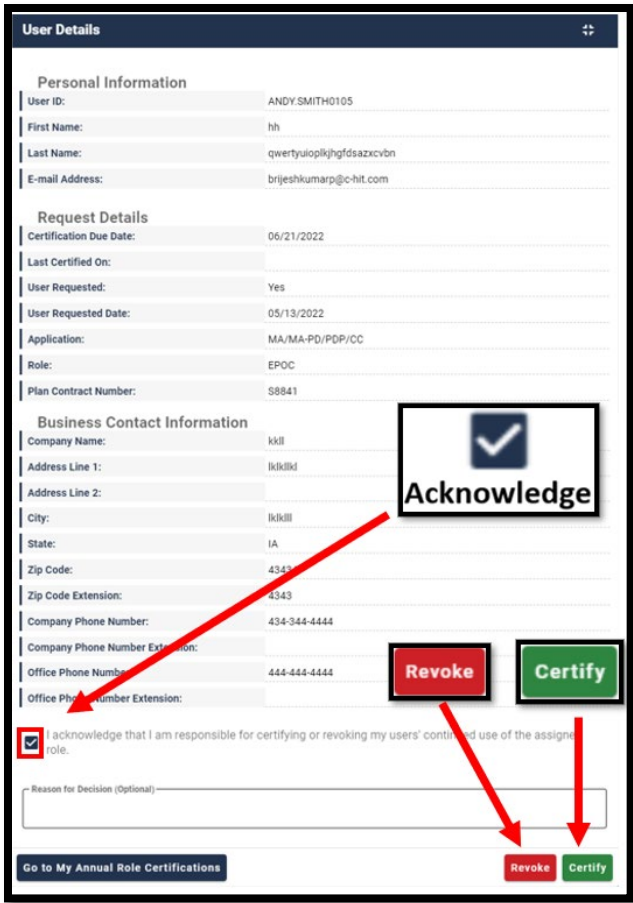
Procedure	Example
1) Open the My Annual Role Certifications window and type a keyword into the Search field.	 <p>Figure 15: Global Search Field</p>
<i>The My Annual Role Certifications window only displays records that match the global search criteria.</i>	 <p>Figure 16: My Annual Role Certifications Global Search Results</p>

2.5 How to Perform an Advanced Search

The Advanced Search enables Approvers to perform a search using a combination of date range, application, role, and group (if applicable) to narrow the results of the records in their pending role certification queue.

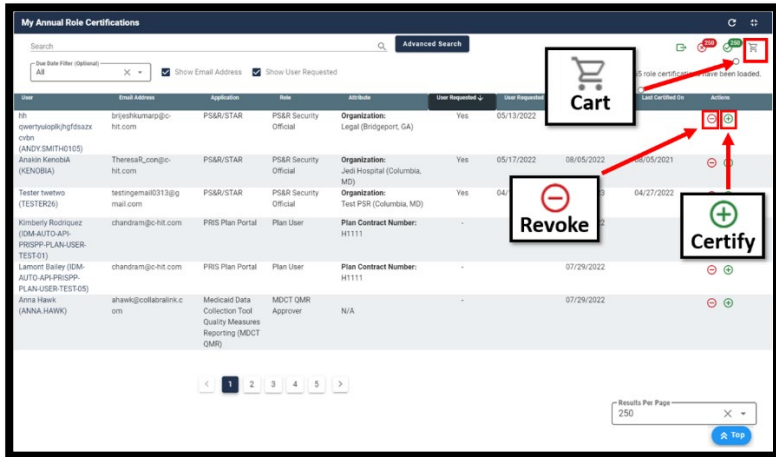
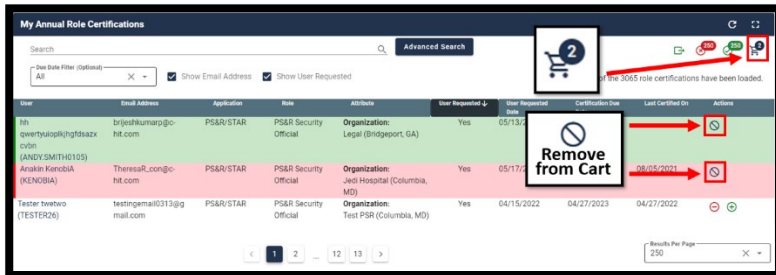
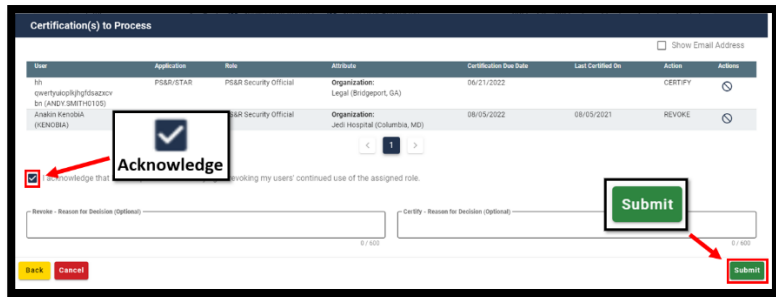
Procedure	Example																		
<p>1) Open the My Annual Role Certifications window and click the Advanced Search button.</p>	<div><div>Advanced Search</div></div> <p>Figure 17: Advanced Search Button</p>																		
<p><i>The Advanced Search window appears.</i></p> <p>2) Select an Application.</p> <p>3) (Optional) Select a Role.</p> <p>4) (Optional) Enter any combination of User ID, First Name, Last Name, Certification Date From, Certification Date To, or User Requested.</p> <p>5) Click the Certification Search button.</p>	<div><div><div>Advanced Search</div><div><div><div>User ID (Optional)</div><div>First Name (Optional) James</div><div>Last Name (Optional)</div><div>Due Date Filter (Optional)</div><div>Certification Date From (Optional) MM/DD/YYYY</div><div>Certification Date To (Optional) MM/DD/YYYY</div><div>User Requested (Optional)</div></div><div><div>Application Medicaid Data Collection Tool Quality Measures Reporting (MDCT QMR) X</div><div>Role (Optional)</div></div><div><div>Cancel</div><div>Clear Fields</div><div>Certification Search</div></div></div></div></div> <p>Figure 18: Advanced Search Form</p>																		
<p><i>The My Annual Role Certifications window only displays those pending certification records that match the search criteria.</i></p>	<div><div><div>My Annual Role Certifications</div><div><div>Search</div><div>Advanced Search</div><div>Due Date Filter (Optional) All</div><div><input checked="" type="checkbox"/> Show Email Address <input checked="" type="checkbox"/> Show User Requested</div><div>1 of the 1 role certifications have been loaded.</div><table><thead><tr><th>User</th><th>Email Address</th><th>Application</th><th>Role</th><th>User Requested</th><th>User Requested Date</th><th>Certification Due Date</th><th>Last Certified On</th><th>Actions</th></tr></thead><tbody><tr><td>James Dinh (JDINH8124)</td><td>jdinh@collabralink.com</td><td>Medicaid Data Collection Tool Quality Measures Reporting (MDCT QMR)</td><td>MDCT QMR State User</td><td>-</td><td></td><td>01/04/2023</td><td></td><td><div><div></div><div></div></div></td></tr></tbody></table><div><div><</div><div>1</div><div>></div></div><div>Results Per Page 250</div></div></div></div> <p>Figure 19: My Annual Role Certifications Advanced Search Results</p>	User	Email Address	Application	Role	User Requested	User Requested Date	Certification Due Date	Last Certified On	Actions	James Dinh (JDINH8124)	jdinh@collabralink.com	Medicaid Data Collection Tool Quality Measures Reporting (MDCT QMR)	MDCT QMR State User	-		01/04/2023		<div><div></div><div></div></div>
User	Email Address	Application	Role	User Requested	User Requested Date	Certification Due Date	Last Certified On	Actions											
James Dinh (JDINH8124)	jdinh@collabralink.com	Medicaid Data Collection Tool Quality Measures Reporting (MDCT QMR)	MDCT QMR State User	-		01/04/2023		<div><div></div><div></div></div>											

2.6 How to View User/Role Details and Certify/Revoke a User's Role

Steps	Screenshots
<p>1) Open the My Annual Role Certifications window and click the User ID of the desired user.</p>	 <p>Figure 20: User ID Role Details Link</p>
<p><i>The User Details window appears.</i></p> <p>2) Click the Acknowledge box.</p> <p>3) Enter a reason for the certify/revoke decision.</p> <p>4) Certify or Revoke the user's role.</p> <p style="text-align: center;">OR</p> <p>a. Click the Certify button to certify the user's role.</p> <p>b. Click the Revoke button to revoke the user's role.</p> <p><i>The system displays a message that states the action was successful.</i></p>	 <p>Figure 21: User Details Window</p>

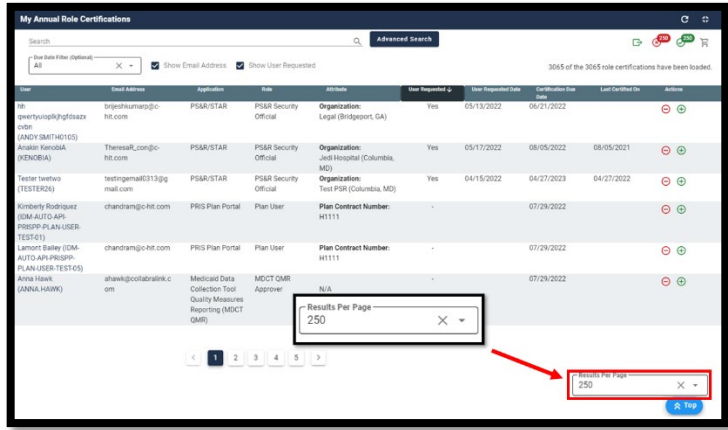
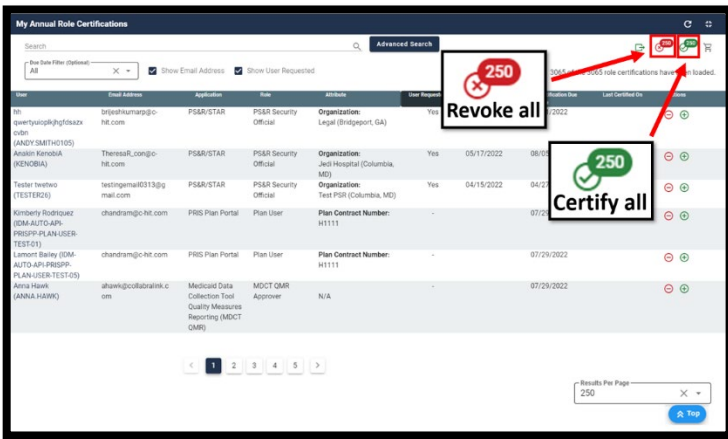
2.7 How to Use the Cart to Certify and Revoke Multiple User Roles

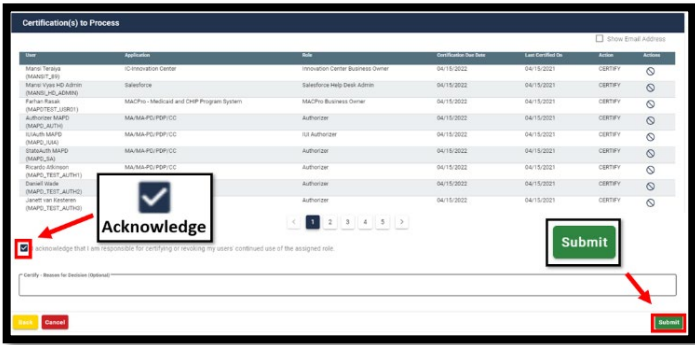
The Cart feature enables Approvers to certify and revoke multiple user roles simultaneously.

Procedure	Screenshots
<ol style="list-style-type: none"> 1) Open the My Annual Role Certifications window. 2) Certify or Revoke the user's role. <ol style="list-style-type: none"> a. Click the Certify button to certify the user's role. Each certified role record turns green. OR b. Click the Revoke button to revoke the user's role. Each revoked role record turns red. 	 <p>Figure 22: My Annual Role Certifications Certify/Revoke Controls</p>
<ol style="list-style-type: none"> 3) (Optional) Click the Remove from Cart button to reverse the certify or revoke action. 4) Click the Cart button. 	 <p>Figure 23: My Annual Role Certifications Cart Controls</p>
<p><i>The Certification(s) to Process window appears.</i></p> <ol style="list-style-type: none"> 5) Click the Acknowledge box. 6) Enter a reason for the certify/revoke decision. 7) Click the Submit button. <p><i>The system displays a message that states the action was successful.</i></p>	 <p>Figure 24: My Annual Role Certifications Acknowledge/Submit Controls</p>

2.8 How to Bulk Certify/Revoke Multiple Users' Roles

The Bulk Certify/Revoke feature enables Approvers to select all user roles that are displayed on the page then bulk-submit them for certification or revocation.

Procedure	Screenshots
<ol style="list-style-type: none"> 1) Open the My Annual Role Certifications window. 2) (Optional) Use the Pagination control to adjust the number of records per page. WARNING: The more role certifications you process in one transaction, the longer it will take for that transaction to complete. A maximum of 500 roles per transaction is recommended. 	 <p>Figure 25: My Annual Role Certifications Pagination Controls</p>
<ol style="list-style-type: none"> 3) Certify or Revoke all displayed roles. <ol style="list-style-type: none"> a. Click the Certify all button to certify all roles displayed on the page. OR b. Click the Revoke all button to revoke all roles displayed on the page. 	 <p>Figure 26: My Annual Role Certifications Certify/Revoke Controls</p>

Procedure	Screenshots
<p><i>The Certification(s) to Process window appears.</i></p> <p>4) Click the Acknowledge box.</p> <p>5) Enter a reason for the certify/revoke decision.</p> <p>6) Click the Submit button.</p> <p><i>The system displays a message that states the action was successful.</i></p>	

3. How to Export Pending Role Certification Records to Excel - Approvers Only

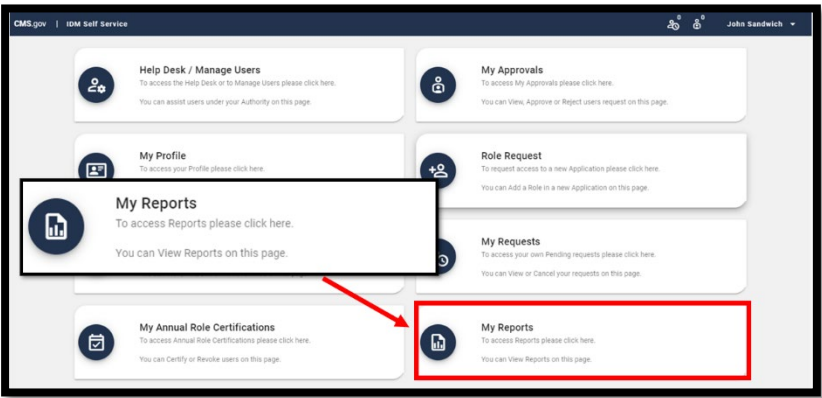

Procedure	Screenshots
<ol style="list-style-type: none"> 1) Open the My Annual Role Certifications window. 2) Click the Export button and select the output format. 	<p>Figure 28: My Annual Role Certifications Export Control</p>
<p><i>The Save As window appears.</i></p> <ol style="list-style-type: none"> 3) Click the Save button. <p><i>The file is exported.</i></p>	<p>Figure 29: File Save Window</p>

4. How to Use the IDM Annual Role Certification Reports - BO/BOR Roles Only

NOTE: The IDM Annual Role Certification Reports are only available to users who are approved for the Application Business Owners (BO) or Application Business Owner Representatives (BOR) role within the IDM Reports application.

The IDM Annual Role Certification Reports consist of two reports:

- **Annual Role Certification Summary Report** - Displays a summary of the total count(s) of all user roles that were certified, revoked, or are pending annual role certification for each application for which an Approver is responsible. The report data is presented a tabular format.
- **Pending Annual Role Certification Report** - Displays a count of pending annual role certifications categorized by application and by application and role for each application for which an Approver is responsible. The report data is presented in both a graphical and a tabular format.

Procedure	Example
<p><i>NOTE: The My Reports button is available to users who have been approved for the IDM My Reports role.</i></p> <p><i>The My Reports role is obtained using the IDM Self-Service Role Request feature.</i></p> <ol style="list-style-type: none"> 1) Access the IDM Self-Service user interface. 2) Click the My Reports button. 	 <p>Figure 30: IDM Self-Service User Interface</p>
<p><i>The My Reports window appears.</i></p> <ol style="list-style-type: none"> 3) Select the Annual Role Certification Summary report or the Pending Annual Role Certification report. 	 <p>Figure 31: Report Selection Window</p>

Procedure	Example																																																																			
<p>The screen refreshes and the selected report appears.</p>	<div><div><div><div><div>My Reports</div><div>Select a Report</div><div>Annual Role Certification Summary - Test0</div><div>Select a Report from the options being displayed.</div></div><div><div>Controls</div><div>Application All</div><div>Completed/Revoked Report All</div><div>Due Reports All</div></div><div><div>Annual Role Certification Summary</div><div>This report is refreshed daily at 12:30 AM.</div><div>Total Completed - 90 Days: 9</div><div>Total Revoked - 90 Days: 11</div><div>Total Pending - 90 Days: 0</div><div>Annual Role Certification Completed/Revoked Summary Report By Application</div><div>Report</div><div><table><thead><tr><th></th><th>bors</th><th>prupg</th></tr></thead><tbody><tr><td>Count of Role Certifications Completed - 30 days</td><td>8</td><td>1</td></tr><tr><td>Count of Role Certifications Completed - 7 days</td><td>7</td><td>1</td></tr><tr><td>Count of Role Certifications Completed - 90 days</td><td>8</td><td>1</td></tr><tr><td>Count of Role Certifications Revoked - 30 days</td><td>10</td><td>1</td></tr><tr><td>Count of Role Certifications Revoked - 7 days</td><td>6</td><td>0</td></tr><tr><td>Count of Role Certifications Revoked - 90 days</td><td>10</td><td>1</td></tr></tbody></table></div><div>Annual Role Certification Due Summary Report By Application</div><div>Report</div><div><table><thead><tr><th></th><th>bors</th><th>prupg</th></tr></thead><tbody><tr><td>Count of Role Certifications Due - Next 30 days</td><td>0</td><td>0</td></tr><tr><td>Count of Role Certifications Due - Next 30-60 days</td><td>0</td><td>0</td></tr><tr><td>Count of Role Certifications Due - Next 60-90 days</td><td>0</td><td>0</td></tr><tr><td>Count of Role Certifications Due - Next 7 days</td><td>0</td><td>0</td></tr></tbody></table></div></div></div><div><div>Figure 32: Sample Annual Role Certification Summary Report</div></div><div><div><div>My Reports</div><div>Select a Report</div><div>Pending Annual Role Certification Report - Test0</div><div>Select a Report from the options being displayed.</div></div><div><div>Controls</div><div>Application All</div><div>Role Name All</div><div>Next Review Date From 2023/06/01</div><div>Next Review Date To 2023/12/31</div><div>Last Review Date From 2023/06/01</div><div>Last Review Date To 2023/12/31</div></div><div><div>Pending Annual Role Certification Report</div><div>This report is refreshed daily at 12:30 AM.</div><div>Pending Annual Role Certifications By Application</div><div></div><div>Pending Certifications By Application and Role</div><div><table><thead><tr><th>Application</th><th>Role Name</th><th>Total Pending Certifications</th></tr></thead><tbody><tr><td rowspan="4">bors</td><td>BORS Admin</td><td>2</td></tr><tr><td>BORS CMPL/CLAN</td><td>10</td></tr><tr><td>BORS CMPL/CLAN</td><td>4</td></tr><tr><td>BORS Work</td><td>1</td></tr><tr><td rowspan="4">prupg</td><td>PRUPG Administrator</td><td>5</td></tr><tr><td>PRUPG Analyst</td><td>1</td></tr><tr><td>PRUPG Power BI Data Administrator</td><td>7</td></tr><tr><td>PRUPG Power BI User</td><td>5</td></tr><tr><td rowspan="4">prupg</td><td>PRUPG</td><td>15</td></tr><tr><td>User/Transmitter</td><td>1</td></tr><tr><td>prupg</td><td>22</td></tr><tr><td>prupg</td><td>Connection Authority Official(SAS)</td><td>20</td></tr></tbody></table></div></div></div><div><div>Figure 33: Sample Pending Annual Role Certification Report</div></div></div></div>		bors	prupg	Count of Role Certifications Completed - 30 days	8	1	Count of Role Certifications Completed - 7 days	7	1	Count of Role Certifications Completed - 90 days	8	1	Count of Role Certifications Revoked - 30 days	10	1	Count of Role Certifications Revoked - 7 days	6	0	Count of Role Certifications Revoked - 90 days	10	1		bors	prupg	Count of Role Certifications Due - Next 30 days	0	0	Count of Role Certifications Due - Next 30-60 days	0	0	Count of Role Certifications Due - Next 60-90 days	0	0	Count of Role Certifications Due - Next 7 days	0	0	Application	Role Name	Total Pending Certifications	bors	BORS Admin	2	BORS CMPL/CLAN	10	BORS CMPL/CLAN	4	BORS Work	1	prupg	PRUPG Administrator	5	PRUPG Analyst	1	PRUPG Power BI Data Administrator	7	PRUPG Power BI User	5	prupg	PRUPG	15	User/Transmitter	1	prupg	22	prupg	Connection Authority Official(SAS)	20
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	prupg	22																																																																		
	prupg	Connection Authority Official(SAS)	20																																																																	

4.1 How to Filter and Sort the IDM Annual Role Certification Reports

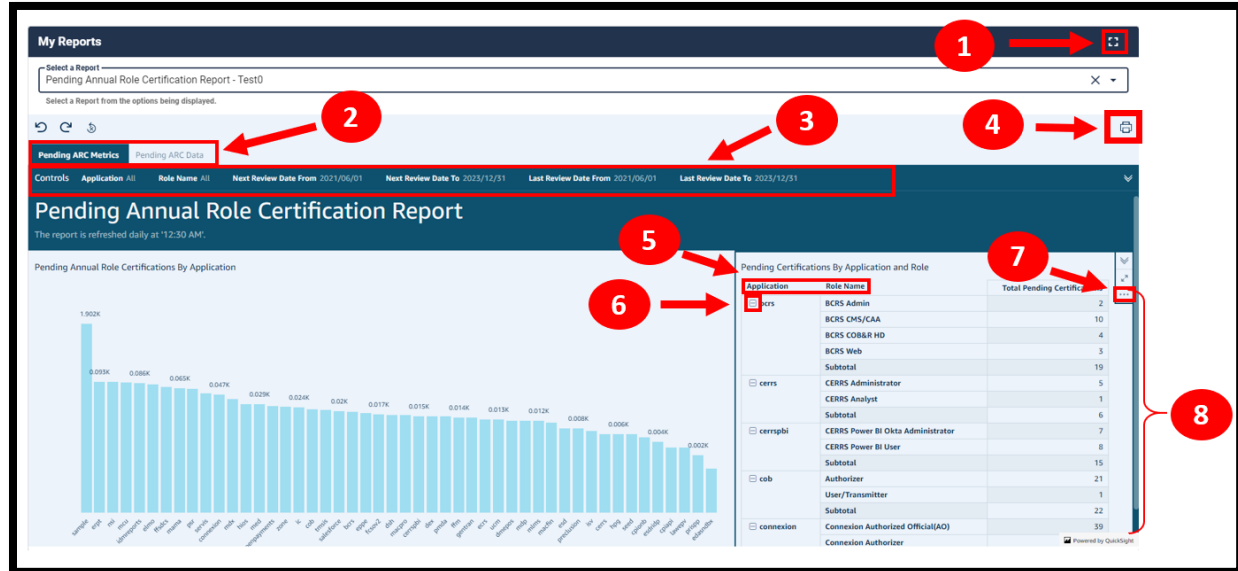
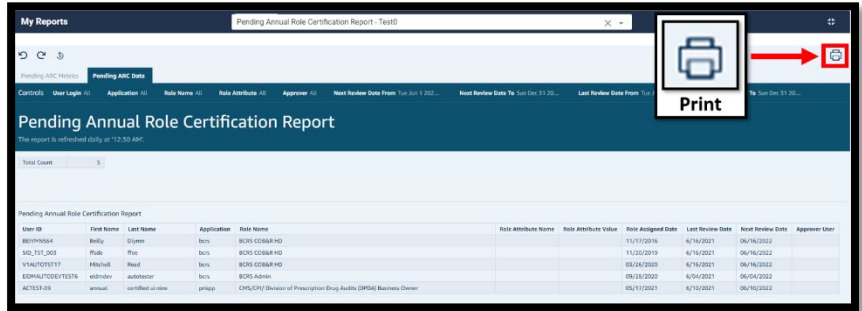
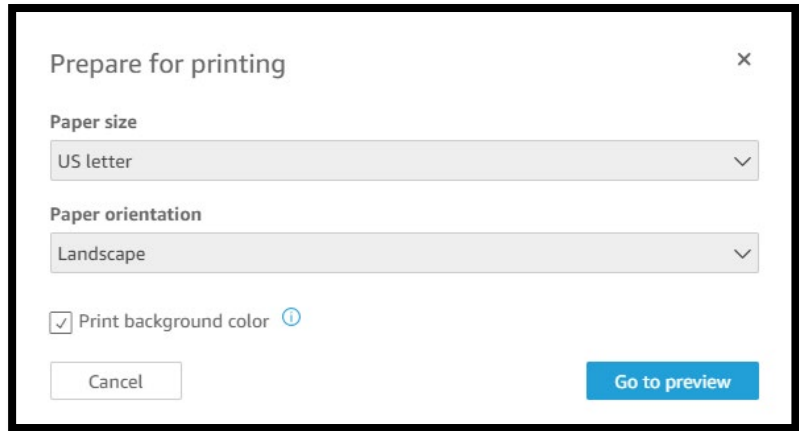


Figure 34: My Reports Window with Controls Highlighted

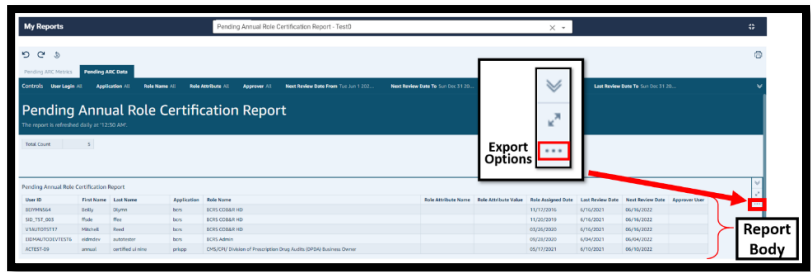
Table 3: My Reports Control Summary

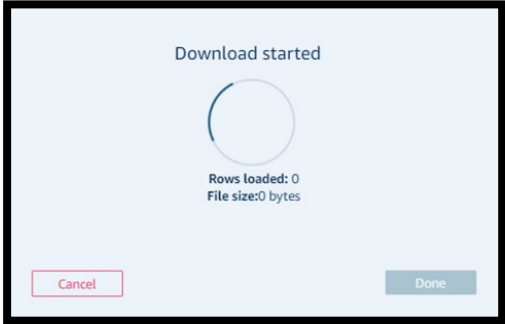
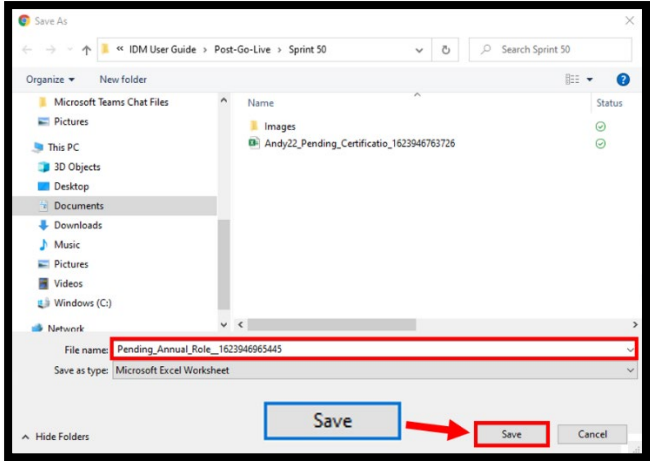
Task	Reference	Action
View Full Screen	1	Click the Full Screen button to switch between full screen and normal view.
Select Report	2	Click the Report Selection button that corresponds to the desired report.
Filter Report Columns	3	Click a Report Filter button to filter the report to display specific information.
Print	4	Click the Print button to print the current report on a print or create a Portable Document Format (.PDF) file.
Sort Report Columns	5	Click a Column Header to change the sort order of the report data based on the order of the selected column
Expand/Collapse	6	Click the Expand/Collapse button to expand or collapse the list of role names.
Export Options Menu	7	Click the Export Options button to select the export format and export the report.
Report Body	8	Click the Report Body to display or hide the Export Options menu.

4.2 How to Print the IDM Annual Role Certification Reports

Procedure	Example
<ol style="list-style-type: none"> 1) View the desired IDM Annual Role Certification Report. 2) Click the Print button and choose the Print option. 	 <p>Figure 35: Pending Annual Role Certification Report Print Button</p>
<p><i>The Prepare for Printing window appears.</i></p> <ol style="list-style-type: none"> 3) (Optional) Change the Paper size and/or the Paper orientation. 4) (Optional) Select the Print background color option if the report title cannot be seen against a white background. 5) Click the Go to preview button. 6) Click the Print button. 	 <p>Figure 36: Print Options Window</p>

4.3 How to Export the IDM Annual Role Certification Reports to Excel

Procedure	Example
<ol style="list-style-type: none"> 1) View the desired IDM Annual Role Certification Report. 2) (Optional) If the Export Options menu is not already visible, click any row of the Report Body. 3) Click the Export Options button and select the export format. 	 <p>Figure 37: Pending Annual Role Certification Report Export Options Button</p>

Procedure	Example
<p><i>The Download Status window appears and displays the progress of the download operation.</i></p>	 <p>Figure 38: Download Status Window</p>
<p><i>The Save As window appears after the download is complete.</i></p> <ol style="list-style-type: none"> 4) Click the Save button. 5) Click the Done button on the Download Status window. 	 <p>Figure 39: File Save Window</p>

Appendix A: Acronyms

Table 4: Acronyms

Acronym	Literal Translation
ARC	Annual Role Certification
BO	Business Owner
BOR	Business Owner Representative
C-HIT	Chags Health Information Technology
CMS	Centers for Medicare & Medicaid Services
CSV	Comma Separated Value
IDM	Identity Management
PDF	Portable Document Format
QA	Quality Assurance
UI	User Interface

Appendix B: Approvals

The undersigned acknowledge that they have reviewed this document and agree with the information presented within this document. Changes to this document will be coordinated with, and approved by, the undersigned, or their designated representatives.

Table 5: Approvals

Document Approved By	Date Approved
Carla Layne, EIDM Contracting Officer Representative, CMS	Date
Verne Webster, EIDM Government Task Leader, CMS	Date
Veera Netla, IDM Project Manager, C-HIT	Date
Micalina Mendoza, IDM QA Manager, C-HIT	Date