1. Streamlined Data Entry and Document Uploads for Federal Register Appeals

The Office of Hearings ("OH") recognizes that a significant portion of the documents submitted for Federal Register appeals are duplicative across each of the participating providers in a group appeal. Therefore, the Office of Hearings Case and Document Management System (OH CDMS) has implemented enhanced procedures to streamline the final determination and issue-related data entry and document uploads. These procedures share certain data elements and allow the user to share the documents from the first provider to subsequent providers added within the initial group appeal request. These procedures apply to both Optional and Common Issue Related Party ("CIRP") group appeals. The following section provides step-by-step instructions for Federal Register appeal document uploads.

1.1 Streamlined Process

Follow these steps to upload documents for Federal Register appeals:

1. Select the Add Provider button.

![Figure 1: Provider List Tab - Add Provider Button](image)
2. Add the provider information for the first group participant, including the associated final determination and issue-related data and supporting documentation uploads. Select the Submit button.

![Add Provider Window](image1)

Figure 2: Add Provider Window

3. The Add Provider window is streamlined as follows:

   The Final Determination Type field is auto populated with Federal Register Notice.

![Add Provider Window](image2)

Figure 3: Add Provider Window - Automatic Final Determination Type
4. **The Determination Information** window is streamlined as follows:
   a. The **Upload** button has been replaced with a note indicating that the document provided on the first provider will be added to the determination records for the additional providers.
   b. The **Federal Fiscal Year, Date of Final Determination under Appeal**, and **Federal Register Citation** fields pre-populate automatically with information given for the first provider.

![Determination Information](image)

**Figure 4: Determination Information - Shared Final Determination Document**
5. The **Issue-Related Information** window is streamlined as follows:
   a. Checking the box on the right side of the page ensures all issue-related documents from the first provider carry over to the current provider.

![Issue-Related Information](image)

**Figure 5: Issue-Related Information - Shared Final Determination Document**

**Note:** If you have documentation to upload that is specific to an individual provider, you have the following options:

- Leave the box unchecked and upload the specific documentation for each required upload.
- Replace a shared document with a provider-specific item after the initial upload (e.g., representation letter for a provider in an optional appeal).
- Provide additional provider-specific documentation to supplement the shared documents through the **Other Provider Support** upload.