

# Medicare Ground Ambulance Data Collection System (GADCS)

## Quick Tips on Registration and Requesting Access to the GADCS Portal

The GADCS is a web-based system that collects cost, revenue, utilization, and other information from selected ground ambulance organizations. The GADCS allows users to report data collected over a continuous 12-month period, then submit and certify their responses.

This guide provides Data Submitter and Data Certifier users detailed steps on how to register for a Centers for Medicare & Medicaid (CMS) Identity Management (IDM) account, register a Multi-Factor Authentication (MFA) device, request access to GADCS, and navigate the GADCS features including linking to a National Provider Identifier (NPI), viewing your dashboard and additional GADCS resources.

To access the GADCS, users need to go through the CMS Enterprise Portal and register for a CMS IDM account. CMS' IDM system includes Identity Management, Access Management, Authorization Assistance Workflow Tools, and Identity Lifecycle Management functions (e.g., Password Reset, Forgot User ID). IDM handles the identity verification of users trying to request access to CMS systems and ensures that only authorized/registered users can access protected information and systems through the CMS Enterprise Portal.

New users are required to complete the Remote Identity Proofing (RIDP) process as well as Multi-Factor Authentication (MFA). As part of the RIDP process, users will be required to answer questions related to their personal information. Users will also be prompted to complete the MFA registration process, which requires users to provide more than one form of verification in order to access the CMS Enterprise Portal. Once an MFA device is registered for their account, users must use this device to log into the CMS Enterprise Portal.

### 1 Register for a CMS IDM Account (For New Users)

1. Navigate to the CMS Enterprise Portal (<https://portal.cms.gov/>) and select the **New User Registration** link at the bottom of the page. (Refer to Figure 1).
2. On Step #1: Choose Your Application page, select Fee For Service Data Collection System (FFSDCS) application from the drop-down list. Review and accept the Terms & Conditions before selecting **Next** to continue with the registration process.
3. Step #2 will require you to enter personal information and Step #3 will require you to create your User ID and Password. You must select security questions and answers for identity verification and account management. Review the information on the Registration Summary page, make any necessary changes, and select **Submit User**. After completing the registration, an email acknowledging successful registration to IDM will be sent, along with your User ID.

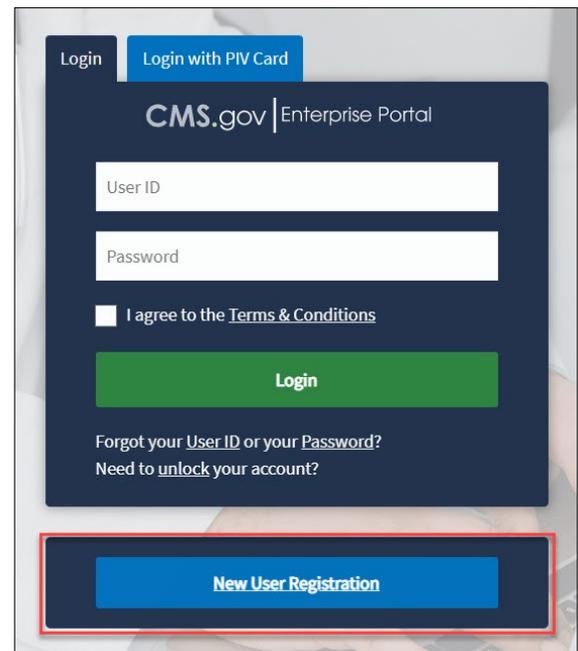


Figure 1: CMS Enterprise Portal Homepage

## 2 Register an MFA Device (For New Users)

After a successful completion of the identity verification process, new users will be prompted to complete the registration of a device for Multi-Factor Authentication (MFA).

1. Enter your User ID and your Password and select the Terms and conditions checkbox before selecting the **Login** button (Refer to Figure 2).

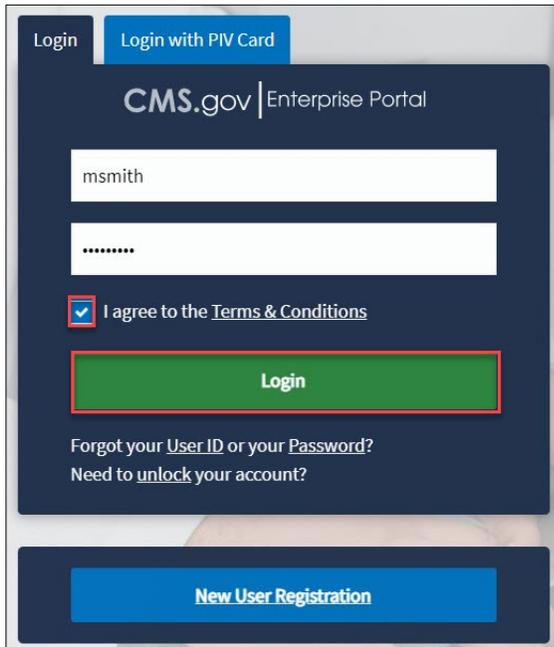


Figure 2: CMS Enterprise Portal Login

2. On the Register Multi-Factor Authentication page, select an MFA device from the **MFA Device Type** drop-down (Refer to Figure 3). Follow the on-screen instructions for your selected device type to complete the registration.
3. You will see an on-screen message confirming successful registration of the device to your user profile. This completes the MFA device registration process.

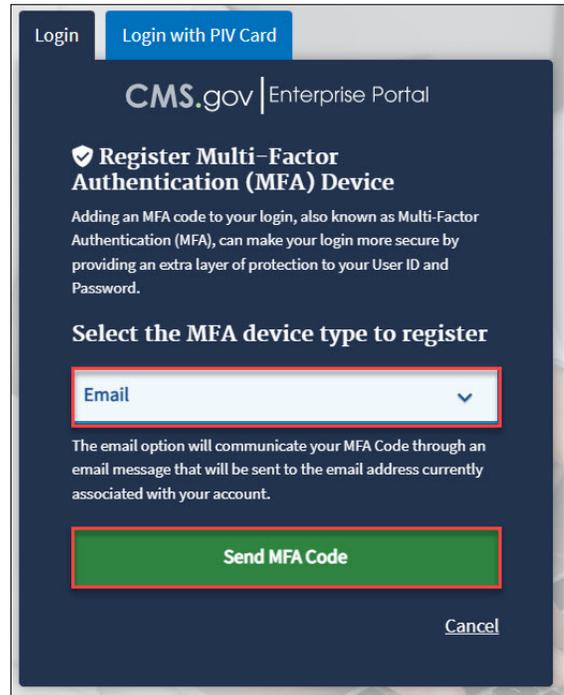


Figure 3: CMS Enterprise Portal - Register a MFA Device

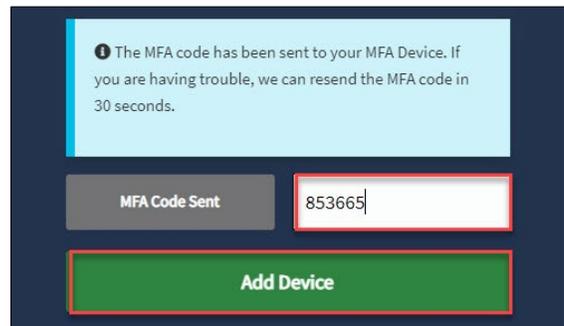


Figure 4: Add Your Device

### 3 Request Access to GADCS

1. Navigate to the CMS Enterprise Portal (<https://portal.cms.gov/>).
2. Enter your User ID and your Password and select the Terms and conditions checkbox before selecting the **Login** button. Select the Send MFA Code button. Once you receive the code, enter, and click Verify.

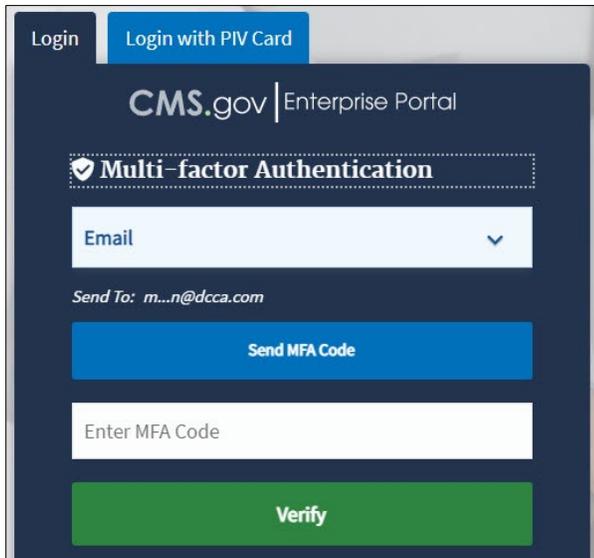


Figure 5: Enter MFA Code

3. On the My Portal page, select the Add Application button or **select here** (Refer to Figure 6).

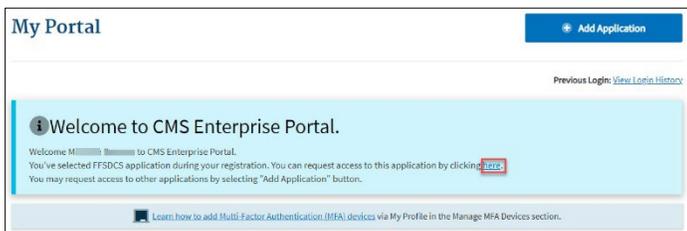


Figure 6: My Portal - Add Application or select Here

4. Select an Application **FFSDCS**.
5. In the drop-down under Select a Role, select **GADCS Submitter** or **GADCS Certifier** and then select **Next**. Select **Launch** for Identity Verification (refer to Figure 7). Follow the instructions and select the Terms and conditions checkbox before selecting the **Next** button. Please include your organization's NPI in the Reason for Request section.

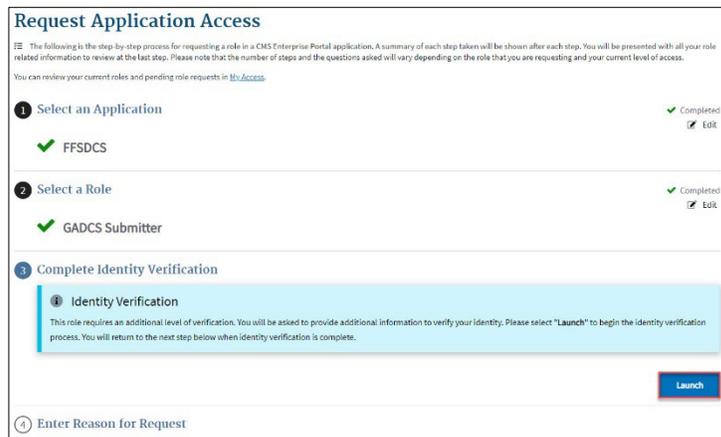


Figure 7: Role Selection

6. Step #4 will require you to verify your identity. Once complete, you will see an on-screen message confirming successful submission of your IDM request. Please note, fields indicated by an asterisk are required.



Figure 8: IDM Request Confirmation

## 4 Login Using MFA

After role approval, follow the steps below to log into the CMS Portal and GADCS.

1. Navigate to the CMS Enterprise Portal (<https://portal.cms.gov>) and enter your User ID and Password. Select the Terms & Conditions checkbox before selecting the Login button. After selecting the Send MFA Code button, a one-time security code will be sent to your registered device. Enter the Security Code and select the Verify button (refer to Figure 9).

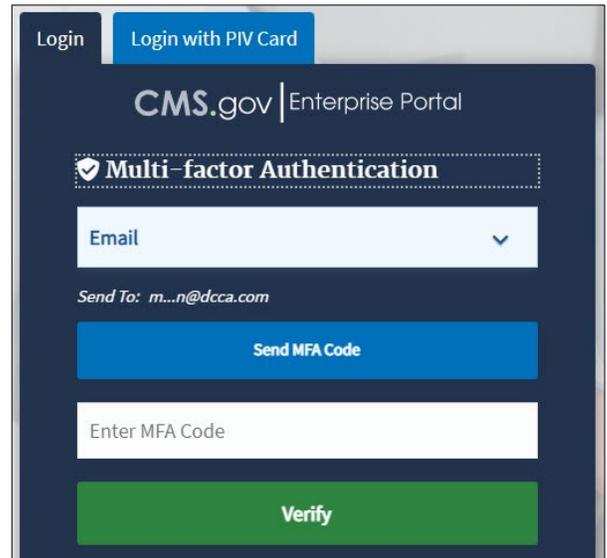


Figure 9: Enter User ID, Password and MFA Security Code

2. You will now see the Fee For Service Data Collection System (FFSDCS) button tile on the My Portal page. Select the FFSDCS tile.
3. Select the Medicare Ground Ambulance Data Collection System (GADCS) link (refer to Figure 10).



Figure 10: My Portal - GADCS Access

## 5 Link Your Account to an NPI (New User)

You will see the Overview page upon your first log in. Review the information on the page and then click on **Start** to begin linking your account to one or more National Provider Identifiers (NPIs).

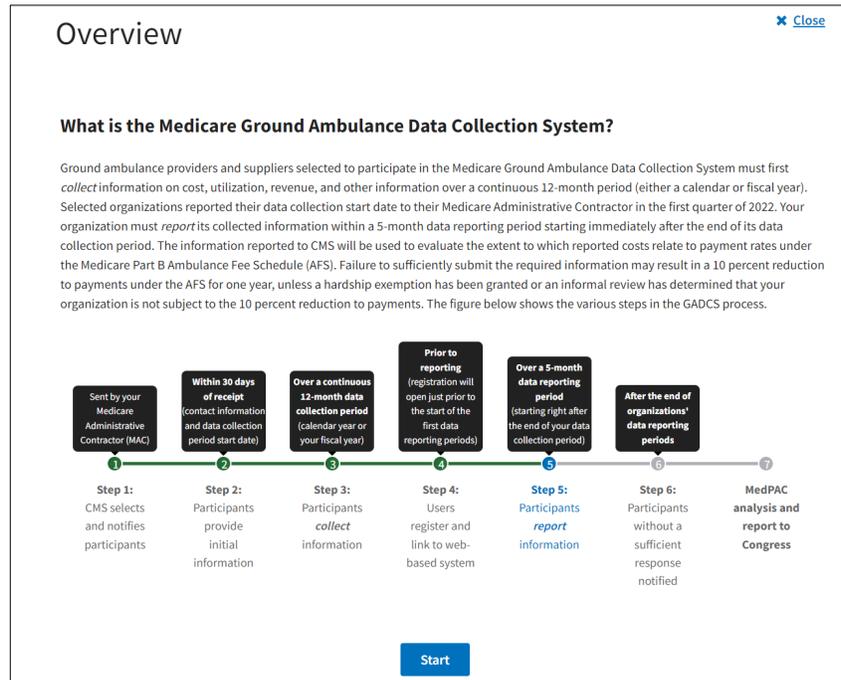


Figure 11: Overview

1. Enter the NPI number and select the Primary Practice Location State. Then use the arrow to select the name of the ground ambulance organization. Once the confirmation displays, select the **Link the selected NPI** button (refer to Figure 12).
2. Once the NPI is successfully linked, you can go to the Dashboard by answering No to the prompt to add another NPI or selecting the Dashboard link in the left navigation (refer to Figure 13).

The "Add/Remove NPI" form contains the following fields and elements:

- User ID NPI:** A section header.
- NPI Selected for Data Reporting (Required):** A text input field containing "1000000390".
- Primary Practice Location State (Required):** A dropdown menu showing "Washington".
- Ground Ambulance Organization Name (Required):** A text input field with a dropdown arrow, containing "TEST ORG390".
- Confirmation:** A green checkmark icon with the text: "The NPI you entered matches with the selected organization and is required to report data this year."
- Disclaimer:** A yellow warning icon with the text: "By logging onto this website, you consent to be monitored. Unauthorized attempts to view information and/or change information on this website are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030."
- Help:** Text: "Can't find your organization? Contact the GADCS Help Desk at [gadcs@helptdesk@dcca.com](mailto:gadcs@helptdesk@dcca.com)"
- Action:** A blue button labeled "Link the selected NPI".

Figure 12: Link Account to NPI



Figure 13: Top of Dashboard

## Frequently Asked Questions

Questions	Answers
Who can I contact for system support?	For Production system support, users can call the GADCS Help Desk at 1-844-876-0765 or email <a href="mailto:gadcshelpdesk@dcca.com">gadcshelpdesk@dcca.com</a> .
How do users access GADCS?	To access GADCS, visit <a href="https://portal.cms.gov">https://portal.cms.gov</a> . Users will need to complete the registration for the CMS IDM account through the CMS Enterprise Portal prior to requesting access to GADCS.
Why are users required to enter their IDM (Identity Management) credentials to access GADCS?	Users must have an IDM User ID and password to access the CMS Enterprise Portal. GADCS has been integrated with the CMS Enterprise Portal and is only accessible through the Portal.
Where do users request roles and access to GADCS?	Access and role requests are done via the CMS Enterprise Portal. To submit a request, users select the <b>Add Application</b> button from the My Portal page.
What are the available roles?	<p><b>GADCS Submitter</b> role can enter collected information in response to GADCS questions.</p> <p><b>GADCS Certifier</b> role can review the information entered by the GADCS Submitter to ensure it is correct and complete. The Certifier will then certify the submission of the reported data. The Certifier should be the Chief Executive Officer (CEO) or designee of the ground ambulance organization</p>
How do I register if I am both the submitter and the certifier?	Users request the GADCS Submitter role first. After all required data is submitted, users will remove the GADCS Submitter role and request the GADCS Certifier role.