

Quick Reference Guide: Requesting Access to the OCM Data Registry (1)

This guide provides OCM participants with instructions on how to gain access to the OCM Data Registry.

WHO

should set up an OCM Data Registry account?

All clinical and non-clinical staff who will be entering beneficiary data into the OCM Data Registry should plan to request access and set up an account.

WHEN

can new users request access?

New users can be **added or requested at any time**, on a rolling basis.

HOW

should I request access?

Complete three steps to set up your account:

Register for an EIDM Account



Request Innovation Center Access



Request Access to the OCM Data Registry

The following pages provide instructions on each of these steps.
For more information and user guides on these steps, visit:

<http://go.cms.gov/EIDM>

Quick Reference Guide: Requesting Access to the OCM Data Registry (2)

Step 1: Register for an EIDM Account

Request Innovation Center Access

Request Access to the OCM Data Registry

The first step in requesting access to the OCM Data Registry is to request access to the Enterprise Identity Data Management (EIDM) Portal. This can also be referred to as the CMS Enterprise Portal.

1 Visit <https://portal.cms.gov>.

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2 Select **New User Registration**. Note: If you already have a EIDM account, you can skip this step and login using your existing user information.

3 Accept the Terms & Conditions, supply the requested information, and create a username and password.

4 Confirm your new account by validating the receipt of an automated email sent by the EIDM system.

The screenshot displays the CMS.gov Enterprise Portal interface. At the top, there's a navigation bar with 'CMS.gov | Enterprise Portal' and links for Applications, Help, About, and E-Mail Alerts. The main content area features a login form with fields for 'UserID' and 'Password', a checkbox for 'Agree to our Terms & Conditions', a green 'Login' button, and a link for 'Forgot your User ID or your Password?'. A yellow box highlights the 'New User Registration' button at the bottom, with a yellow circle containing the number 2 next to it.

Please check your spam folder if you initially do not receive the EIDM email.

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Once you have EIDM credentials, you must request access to the Innovation Center (IC) within EIDM. This step requires you to complete Remote Identity Proofing and Multi-Factor Authentication (MFA).

- 1 Log in to the CMS Enterprise Portal using your EIDM credentials at <https://portal.cms.gov>.
- 2 Once you've logged in, select **Request/Add Apps** on the middle of the main page.
- 3 Type in "**IC**" (Innovation Center) in the dialogue box at the top of the page.
- 4 Click **Request Access** when the Innovation Center box pops up below the dialogue box.
- 5 On the Request New Access screen, choose **Role: Privileged User**.
- 6 Complete steps for **Remote Identity Proofing** and **Multi-Factor Authentication (MFA)**.

The image shows two screenshots of the CMS.gov My Enterprise Portal. The top screenshot shows the 'My Portal' page with a yellow box around the 'Request/Add Apps' icon, labeled with a yellow circle '2'. The bottom screenshot shows the 'Access Catalog' search results for 'IC', with a yellow box around the 'Request Access' button, labeled with a yellow circle '4'. A yellow arrow points from the 'Request/Add Apps' icon in the top screenshot to the 'Request Access' button in the bottom screenshot. The top screenshot also has a yellow circle '3' next to the search bar containing 'IC'.

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Once you are granted access to the Innovation Center, you can request access to specific applications such as the OCM Data Registry.

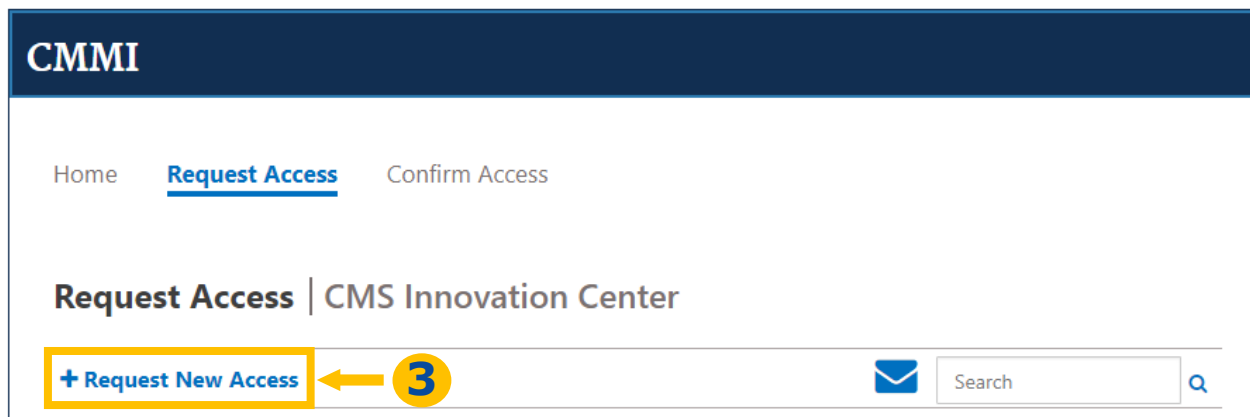
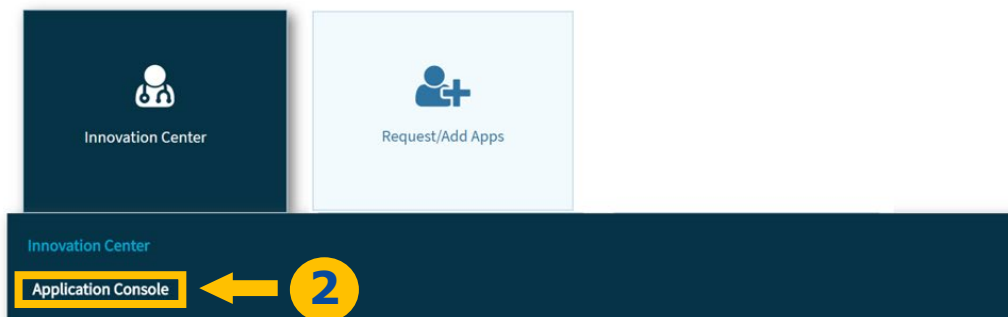


My Portal

1 Log in to the CMS Secure Portal using your EIDM credentials at <https://portal.cms.gov>.

2 In the **Innovation Center** drop-down menu, select **Application Console**.

3 Go to the **Request Access Tab** and choose **Request New Access**.



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Step 1: Register for an
EIDM Account

Request Innovation
Center Access

Step 3: Request
Access to the OCM
Data Registry

Once you choose Request New Access, you must fill out the request form. You will also need to select a user role, which is further explained on the next page.

4 Complete the **Request New Access** request form:

- A** In the application dropdown list select **Oncology Care Model**.
- B** Select a user role following OCM Model Team guidance (**see table on next page**).
- C** An OCM ID is required for practice level users and both OCM ID.
- D** Populate 'Justification' describing the nature of your request and why you are requesting access.

5 Confirm the request and wait for an email notification of your request approval.



The screenshot shows the 'Request Access' form within the CMMI system. The form has a header with 'Home', 'Request Access' (underlined), and 'Confirm Access'. Below the header, the title 'Request Access | CMS Innovation Center' is displayed. A red note states 'All fields are required unless specified as optional.' The form contains four main sections: 'Application Name' with a dropdown menu showing 'Oncology Care Model (OCM)' (callout A); 'Role' with a dropdown menu showing 'OCM Practice Admin' (callout B); 'OCM ID' with a text input field showing 'Please enter your selection' (callout C); and 'Justification' with a larger text area showing 'Enter justification' (callout D). At the bottom right, there are 'Cancel' and 'Confirm' buttons, with 'Confirm' highlighted by a yellow box and callout 5. A character count '500 Character(s) remaining' is shown below the justification field.

OCM POCs see next two pages regarding an additional step required of you.

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Guidance for choosing your OCM Data Registry User Role

The following table summarizes the permissions in the OCM Data Registry allotted to each user role. Note that individuals serving as OCM POCs should request the **OCM Data Registry Point of Contact** role. For more information, please visit the OCM Data Registry Guide to Accessing the Registry and Selecting User Roles located on OCM Connect.

OCM Data Registry User Roles	Data Registry POC	Practice Administrator
Which Team Members should have these User Roles?	 OCM Point of Contact	 Administrative Staff and Practice POCs
Approve access for other users at the practice	✓	
Report staging and clinical data through manual entry or file upload	✓	✓
Modify or delete staging and clinical data before it is submitted	✓	✓
Report aggregate measure results	✓	✓
Submit aggregate measure results and staging and clinical data to CMS	✓	✓



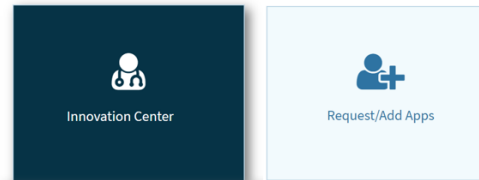
OCM POCs will be responsible for approving or denying any requests to the OCM Data Registry from individuals in their organization. **For guidance on how to do this, visit this resource:**

<https://www.cms.gov/CMS-EIDM-User-Guide-for-Approvers.pdf>

Quick Reference Guide: Instructions for OCM POCs to Approve Other Users' Access to the OCM Data Registry (7)



My Portal



Home Request Access **Confirm Access** Delegate Access

Confirm Access | CMS Innovation Center



Oncology Care Model (OCM) | [redacted] as OCM Data Registry Administrator (EIDM ID: [redacted])

Request [redacted] | [redacted] | [redacted]

Requester's Justification: [redacted]



Confirm Access | CMS Innovation Center



Oncology Care Model (OCM) | [redacted] as OCM Data Registry Administrator (EIDM [redacted])

Request [redacted] | [redacted] | [redacted]

Requester's Justification: [redacted]

Assigned to: [redacted]



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For more information, access the following resources:

- Contact **CMS IT Service Desk**: 1-800-562-1963
- Contact **OCM Support**: 1-844-711-2664 (1-844-711-CMMI), press Option 2 or at OCMSupport@cms.hhs.gov
- Review EIDM Reference Materials by visiting: <http://go.cms.gov/EIDM>