

# ONCOLOGY CARE MODEL

## OCM Data Registry

### Guide to Accessing the Registry and Selecting User Roles

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 **SECTION  
508**



## Pre-requirements to OCM Data Registry Access

### Step 1: Register for an EIDM Account

Instructions are located in Section 3: Registering for the Portal (pp. 4-9) of the [CMS Enterprise Identify Management \(EIDM\) User Guide](#). For additional information visit the OCM Data Registry Access Quick Reference Guide located on OCM Connect.

### Step 2: Request Innovation Center Access

Instructions are located in Section 5: Requesting Access (pp. 13-42) of the [CMS Enterprise Identify Management \(EIDM\) User Guide](#). For additional information visit the OCM Data Registry Access Quick Reference Guide located on OCM Connect.

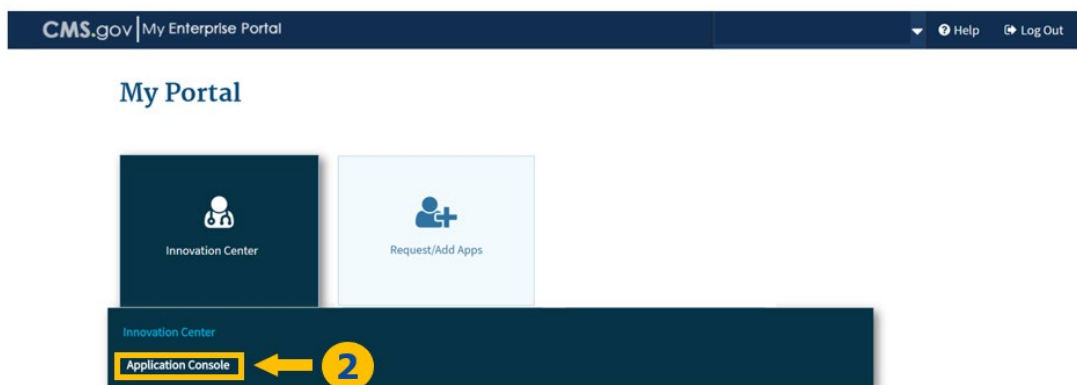
## Requesting OCM Data Registry Access

### Step 3: Request Access to OCM Data Registry

Once you have an EIDM Account and Innovation Center Access, you can request access to the OCM Data Registry.

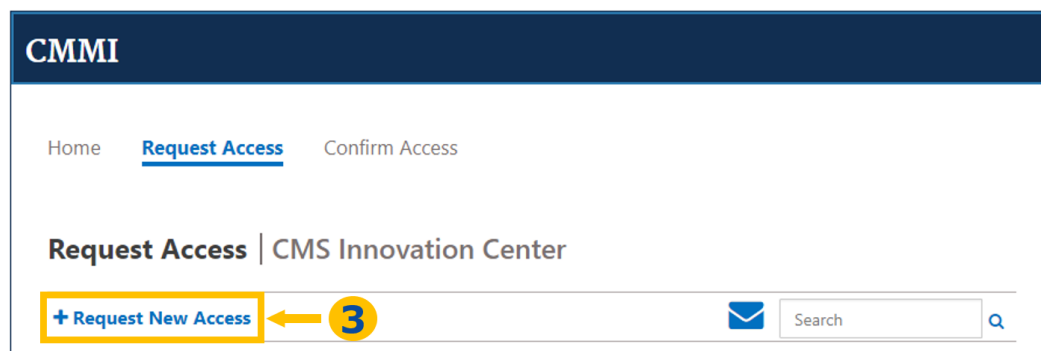
1. Log in to the [CMS Secure Portal](#) using your EIDM credentials.
2. In the **Innovation Center** drop-down menu, select **Application Console**.

Figure 1: Select Application Console



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

Figure 2: Select Request New Access



4. Complete the **Request New Access** request form (Figure 3):
  - a. In the application dropdown list select **Oncology Care Model**.

- b. Select a user role following the OCM Model Team guidance (Figure 4).
- c. An OCM ID is required for practice level users.
- d. Populate 'Justification' describing the nature of your request and why you are requesting access.

Figure 3: Complete the Request New Access Request Form

The screenshot shows the 'Request Access' form in the CMMI system. The form is titled 'Request Access | CMS Innovation Center'. It includes a navigation bar with 'Home', 'Request Access', and 'Confirm Access'. Below the title, a note states 'All fields are required unless specified as optional.' The form fields are: 'Application Name' (dropdown menu with 'Oncology Care Model (OCM)' selected, callout A), 'Role' (dropdown menu with 'OCM Practice Admin' selected, callout B), 'OCM ID' (text input with placeholder 'Please enter your selection', callout C), and 'Justification' (text area with placeholder 'Enter justification', callout D). A character count '500 Character(s) remaining' is shown below the justification field. At the bottom right, there are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted by callout 5.



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

### 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.

Please note, **users cannot request more than one role for each practice they are associated with, and for users who wish to access multiple practices, the user must have the same role at each practice.**

Figure 4: Choosing OCM Data Registry User Roles

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	✓	✓

Individuals serving as OCM POCs should request the **Data Registry POC** role. Unlike Practice Administrators, **Data Registry 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 [CMS EIDM User Guide for Approvers](#) or OCM Data Registry Access Quick Reference Guide.

Individuals who need to report, modify, and submit staging and clinical data or aggregate measure results via the OCM Data Registry, but should not be responsible for approving or denying requests to the OCM Data Registry from individuals in their organization, should request the **Practice Administrator** role.

### **Adding or Changing User Roles**

Instructions on adding an additional user role if a user already has an existing user role in the registry are located in Section 7: Viewing and Changing Your Access (pp. 58-60) of the [CMS Enterprise Identity Management \(EIDM\) User Guide](#).

Users who need to change from a Practice Administrator role to a Data Registry POC role, or from a Data Registry POC role to a Practice Administrator role, must request the new role in the OCM Data Registry and contact their Registry POC for approval. Please note, users may experience a gap in OCM Data Registry user access during this switch since approvals are completed manually.

### **Help Desks**

- Contact **CMS IT Service Desk**: 1-800-562-1963
- Contact **OCM Support**: 1-844-711-2664 (Option 2) or at [OCMSupport@cms.hhs.gov](mailto:OCMSupport@cms.hhs.gov)