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

Radiation Oncology (RO) Application RF Release 21.4

User Manual

Version 4.0

10/15/2021

Document Number: USM-9100

Contract Number: HHSM-500-2016-00069I: 75FCMC18F0002

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1. Introduction

The Center for Medicare & Medicaid Innovation (CMMI) will use the Radiation Oncology (RO) Model Secure Data Portal to introduce prospective episode-based payments, as well as performance-based payments, to participating radiotherapy (RT) providers and RT suppliers. The goal of this model is to incentivize physicians to deliver higher-value radiation therapy care that offers patients the best value in terms of cost and quality, offers physicians more flexibility to provide fewer fractions of radiation where appropriate, and ultimately improve clinical care and patient experience.

The intent of the RO Model is to promote quality and financial accountability for episodes of care centered on RT services. While preserving or enhancing the quality of care for Medicare beneficiaries, the RO Model will test whether prospective episode-based payments to physician group practices (PGPs), hospital outpatient departments (HOPDs), and freestanding radiation therapy centers for RT episodes of care will reduce Medicare expenditures.

This user manual provides information on how to access and utilize the RO Application, which resides within the Innovation Center (IC) Landing Page. Before users can use the RO Model Secure Data Portal, they must first submit a request in the IC Application.

2. Overview

The main feature of the RO Model Secure Data Portal is to provide RO Participants the ability to download their claims data files, download a template, and submit Beneficiary-level clinical data and submit aggregate (practice-level) quality measure data on a quarterly and annual basis. This user manual describes the steps to:

- Request access to the RO Model Secure Data Portal:
  - Request access to the Centers for Medicare & Medicaid Services (CMS) IC Application
- Download participant-specific claims data files
- Download the Clinical and Quality Measure templates
- Upload clinical and quality measure data
- View and export file submission history data
- Access RO Model resources

This user manual is subject to revisions to accommodate enhancements and new functionality released in later versions of the RO Model Secure Data Portal.

2.1 Conventions

This document provides screenshots and corresponding narrative to describe how to access and use the RO Model Secure Data Portal.

Note: We use the term “user” throughout this document to refer to a person who requires and/or has acquired access to the RO Model Secure Data Portal.

2.2 Cautions & Warnings

When signing into the Innovation Center Application, a warning screen displays the Terms and Conditions of Use of the CMS Enterprise Identity Management (EIDM), Enterprise Portal (ePortal), content, and applications. You should read this thoroughly as it explains the penalties and consequences of misusing the system(s) and its contents.

Note: The screens that display in the system may differ slightly from the sample images in this document.

3. Getting Started

3.1 Set-up Considerations

Refer to Appendix D in the CMS Enterprise Portal User Manual.

3.2 User Access Considerations

3.2.1 Security Considerations

RO participants can access the IC Application and the RO Model Secure Data Portal through the CMS ePortal. Authorized users have access to modules and functionality based on their assigned role.

3.2.2 User Description

This user manual is for users who need to request access to and use the RO Model Secure Data Portal. Users are assigned to one or more of the following roles to support their participation in the RO Model:

- Data Requestor
- RO Model Participant
- Implementation Contractor
- Help Desk
- CMMI Model Team
- Application Administrator (CMMI Staff Only)

3.2.3 Specialized Approval Submissions

Users can access the IC Application and the RO Model Secure Data Portal through the CMS ePortal. Authorized users have access to functionality based on their assigned role. RO Model Secure Data Portal users must have approved credentials. All users also must submit a request to access the IC Application prior to accessing the RO Model Secure Data Portal. To access the RO Model Secure Data Portal, users must:

- Have approved access to CMS EIDM or ePortal.

  Step 1: Access the CMS ePortal and create an EIDM account.

  Step 2: Request access to the IC Application within the CMS ePortal.

  Note: For more information about the Remote Identity Proofing (RIDP) process or the Multi-Factor Authentication (MFA) registration process, refer to the CMS Enterprise Portal Quick Reference Guide (QRG) - New Users Completing RIDP and MFA CMS developed.

- Have approved access to the RO Model Secure Data Portal (refer to Section 4.2).

  Note: Since RO Model Secure Data Portal access requires approval, the IC platform sends access requests to the CMS approver.

3.2.4 Access Considerations

Before using the RO Model Secure Data Portal, all users must submit a request to access the RO Model Secure Data Portal in the IC Application.

To submit an access request, users must have the following:

- IDM user ID and password
- Registration and authentication in the RIDP process
- Registration in MFA
- An approved IC Application role

To use the RO Model Secure Data Portal, users must have:

- IDM user ID and password
- An email notification confirming approval of a request to access the RO Model Secure Data Portal
- An MFA security code

Authorized users can only download the template, and upload and access the RO data files for a Tax Identification Number (TIN) to which they are associated.

3.3 Accessing the System

To request access to the CMS ePortal or the IC Application, or to open the RO Model Secure Data Portal after access approval, users need to access the CMS ePortal home page via portal.cms.gov.

Users cannot access the RO Model Secure Data Portal without approval from the IC Application.

3.4 System Organization & Navigation

The RO Model Secure Data Portal allows the user to upload their clinical and quality measure data files that pertain to the user’s TIN. Additionally, the user can download templates that they need to fill with clinical and quality data. Navigation tabs located at the top of the page allow the user to access the upload file functionalities.

3.4.1 Download Functionality

The download functionality allows a user to download the most current template that the RO Model team uploaded. Additionally, users can download participant-specific claims data files requested for a user’s TIN or CCN.

3.4.2 Upload Functionality

The upload functionality allows the RO Participants to upload their clinical and quality measure data to the system. RO Participants and data requestors need to upload data according to the reporting period.

3.4.3 File Submission History

The File Submission History tab allows a user to view and export submission history data.

3.5 Exiting the System

To log out of the ePortal, select the **Logout** link in the upper right-hand corner of the CMS ePortal welcome page or the upper right-hand section of the RO Model Secure Data Portal page.

4. Requesting Access to the System

4.1 Request IC Access

In order to request access to the IC Application and its associated roles, you must have active EIDM credentials to log in to https://portal.cms.gov/.

Refer to the hyperlink in Appendix D: Referenced Documents for the IC user manual, which contains instructions to request IC role access for any application integrated with the IC.

User access to the IC will vary by role. The following matrix describes which functions/areas are accessible based on the IC user role within EIDM. We describe only functional areas specific to the RO Model user roles in this document.

Table 1: IC Role Mapping to Functional Area Matrix

IC Functional Areas / ***EIDM Role Names for IC***	**Level of Assurance (LOA)**	**Application Management**	**Application List Management**	**Approve or Reject Access**	**Request Access**	**Application Selector**	**Application Reports**	**Support Center (HD User)**	**Support Center (Admin)**	**LOA 2 Application 1**	**LOA 2 Application 2**	**LOA 3 Application 3**	**LOA 3 Application 4**
IC Application Approver	3			X	X	X	X					X	X
IC Privileged User (LOA3)	3			X	X	X						X	X

4.2 Requesting Access to the RO Model Secure Data Portal in the IC Application

This section contains step-by-step instructions on how to log in and request access to the RO Model Secure Data Portal for users assigned to single and multiple RO participants. These steps are for users who met the conditions of the specialized approval permissions as described in Section 3.2.3.

1. Go to portal.cms.gov.

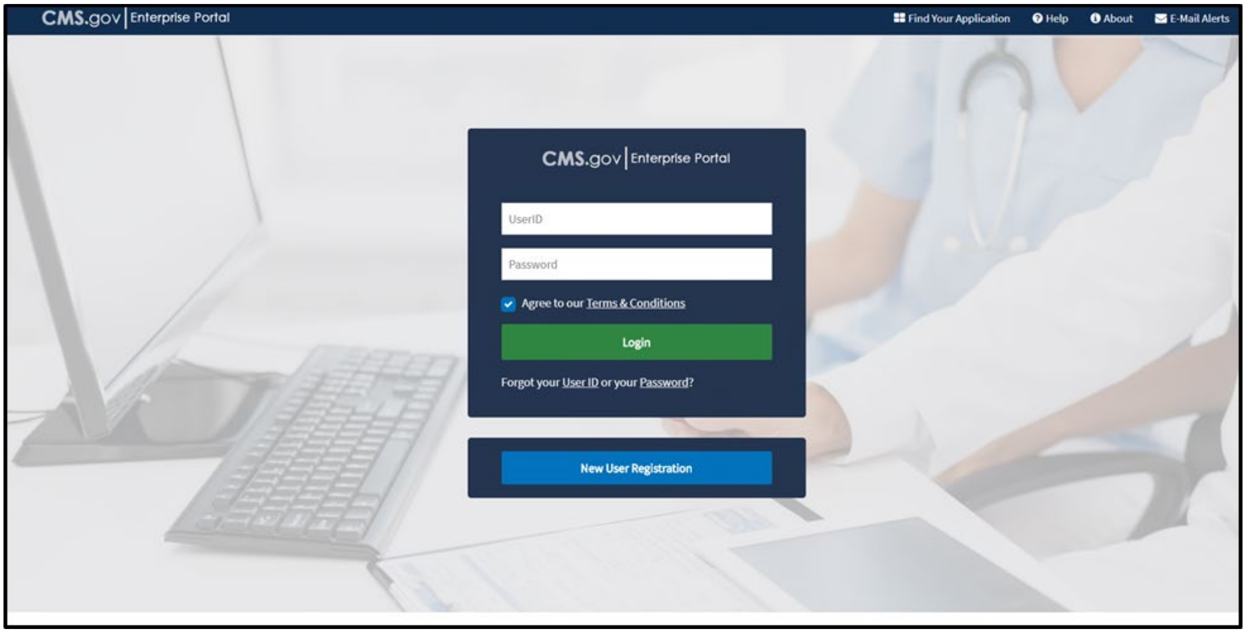


Figure 1: CMS ePortal Page

2. The **My Portal** page opens with Innovation Center and Request/Add Apps widgets.

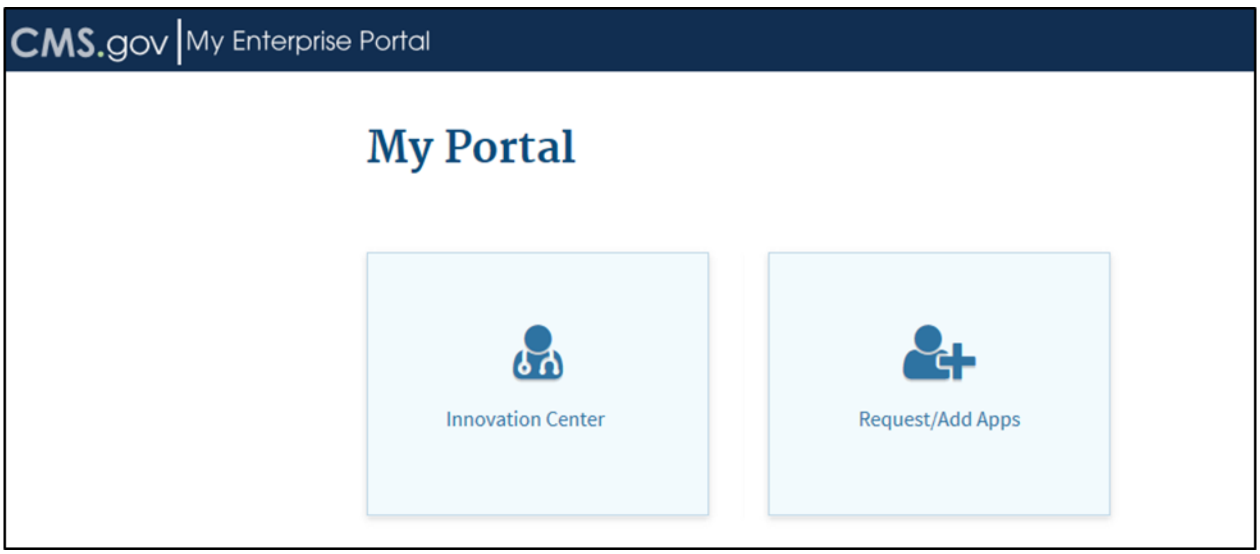


Figure 2: My Portal Page

3. Navigate to the **IC Home** page using the **IC Widget**. It is available under the Administrative Console for IC Application Approvers and under the Application Console for IC PV Users.

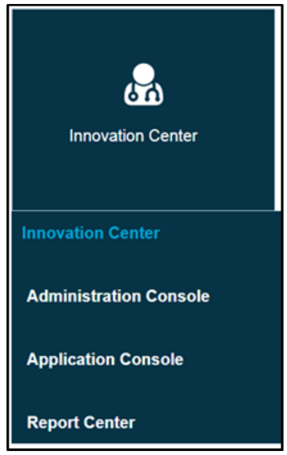


Figure 3: My Portal Page - IC Widgets

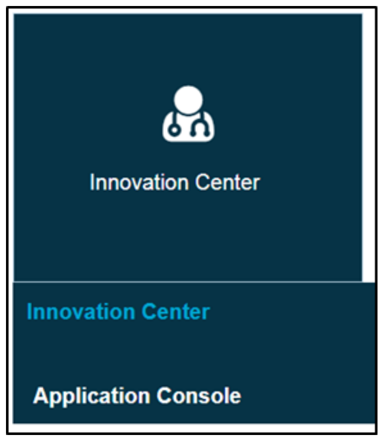


Figure 4: Selecting Application Console

4. Select the **Request Access** tab.

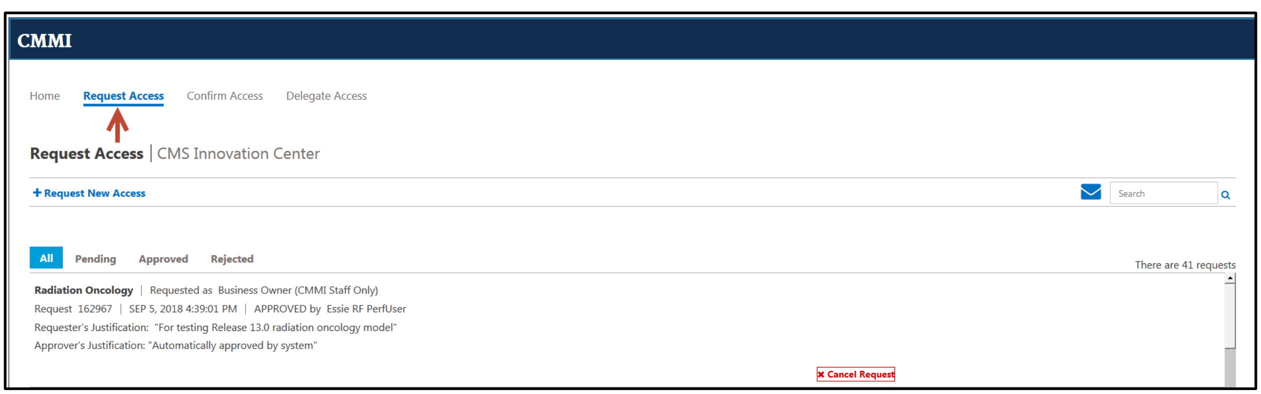


Figure 5: Application Console

5. On the **Request Access** page, select the **Request New Access** button. Selecting the Request New Access button will navigate you to a new page where you can select the **Radiation Oncology** and role. In the justification area, users need to enter a required justification for the approver that will review the request.

Figure 6: Request New Access

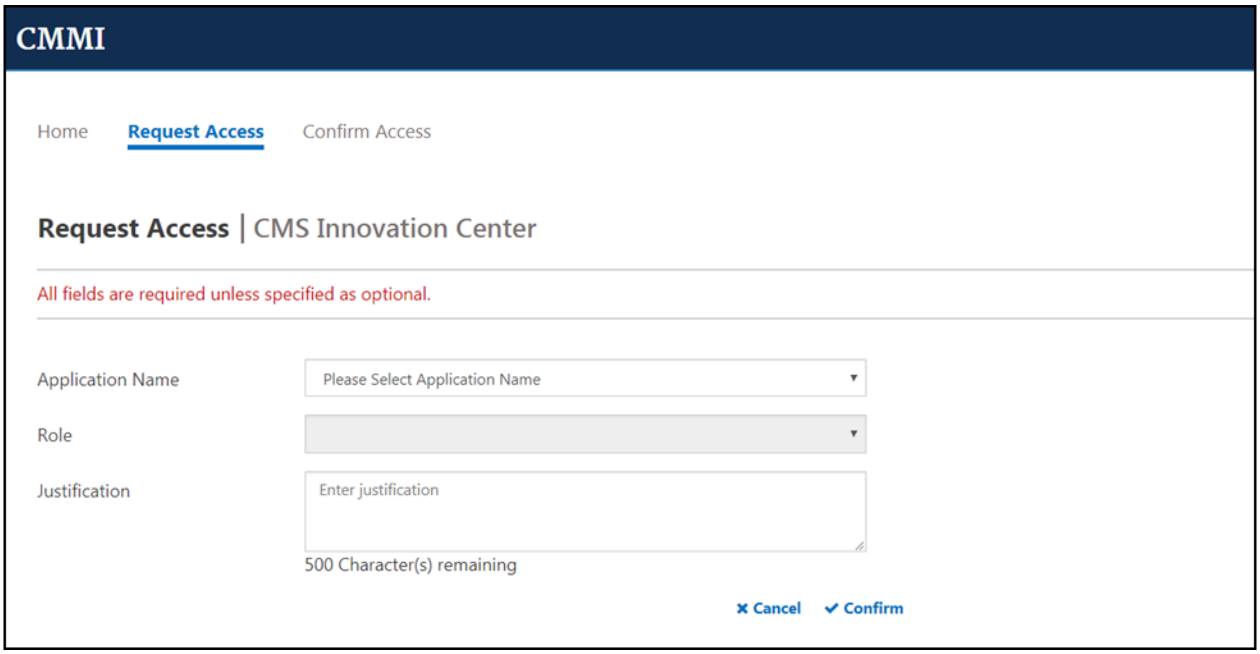


Figure 7: Request New Access - Request Access

6. Select **Radiation Oncology** in the Application Name drop-down menu.

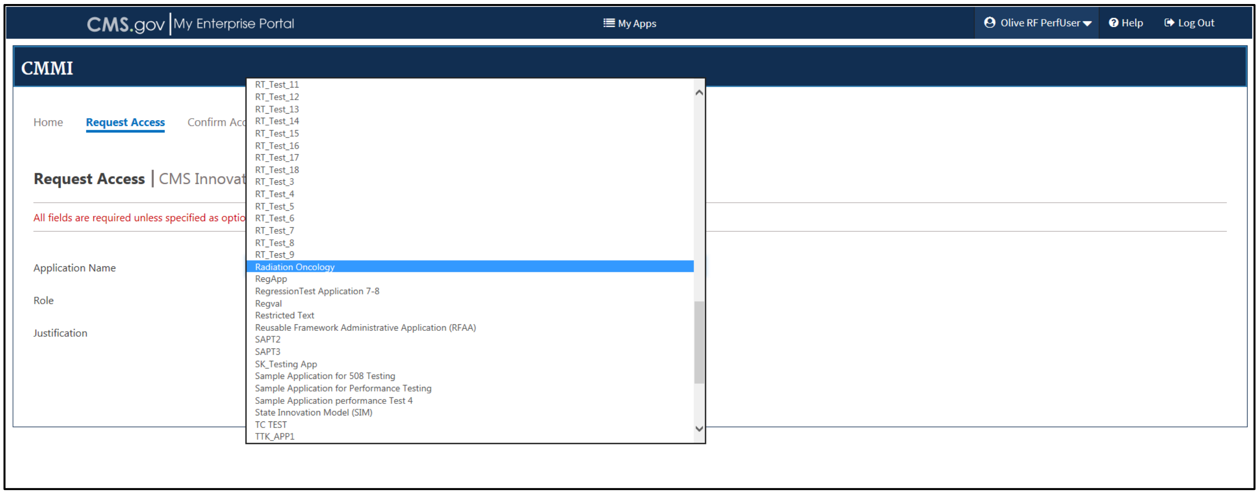


Figure 8: Selecting Radiation Oncology

7. Select your role from the Role drop-down menu in the CMMI Request Access portlet. The applicable roles are as follows:
    a. Application Administrator (CMMI Staff Only): The user will be able to view and edit all data that they have uploaded and/or shared.
    b. Business Owner (CMMI Staff Only): The user will be a business owner for this model and can approve all requests in the application.
    c. CMMI Model Team (CMMI Staff Only): The user can view all data they have uploaded and/or shared.
    d. Data Requestor: The user will be able to view all data that they have uploaded and/or shared. The Data Requestor role can download Claims Data and upload clinical and quality data when the submission period is open.
    e. Help Desk: The user can view all data they have uploaded.
    f. Implementation Contractor (CMMI Staff Only or Designated Contractor): The user can view all data they have uploaded and/or shared.
    g. RO Model Participant: The user can view all data they have uploaded. The RO Model Participant role can upload clinical and quality data when the submission period is open.

Note: If you select **RO Model Participant or RO Data Requestor**, you must enter a Model ID.

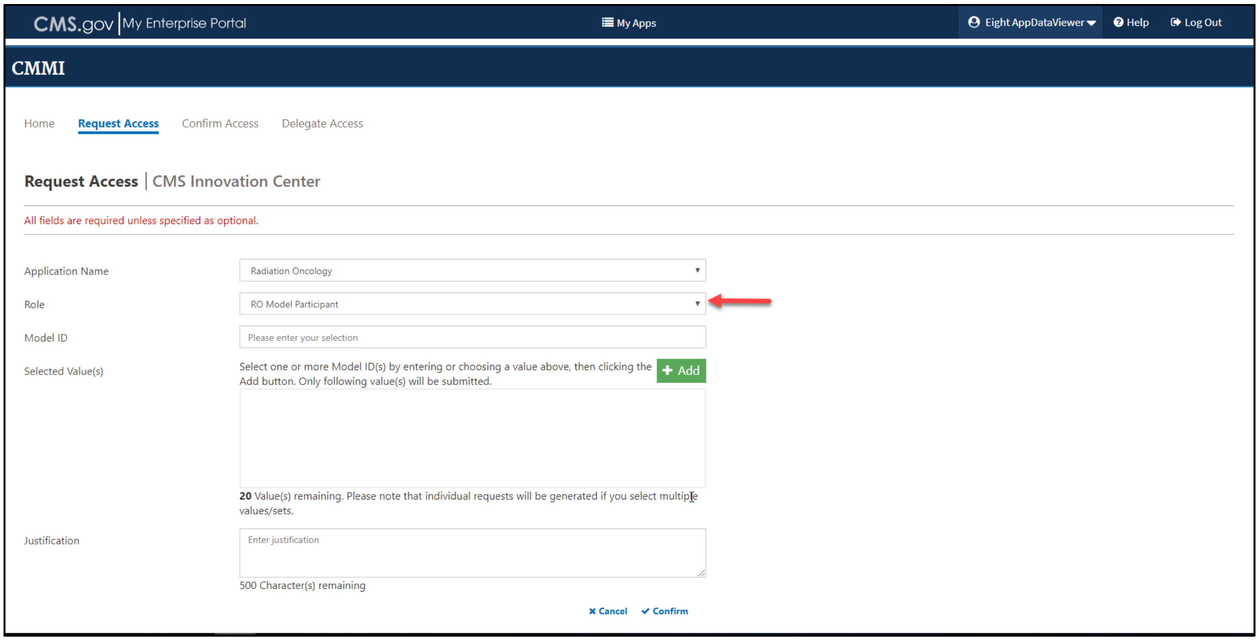


Figure 9: Selecting Roles

8. Enter your Model ID. The Model ID format is ROM-XXXX where X is a numeric value.
9. Select the green **Add** button to enter your Model ID into the Selected Value(s) field. You can enter up to 20 different values in this field.

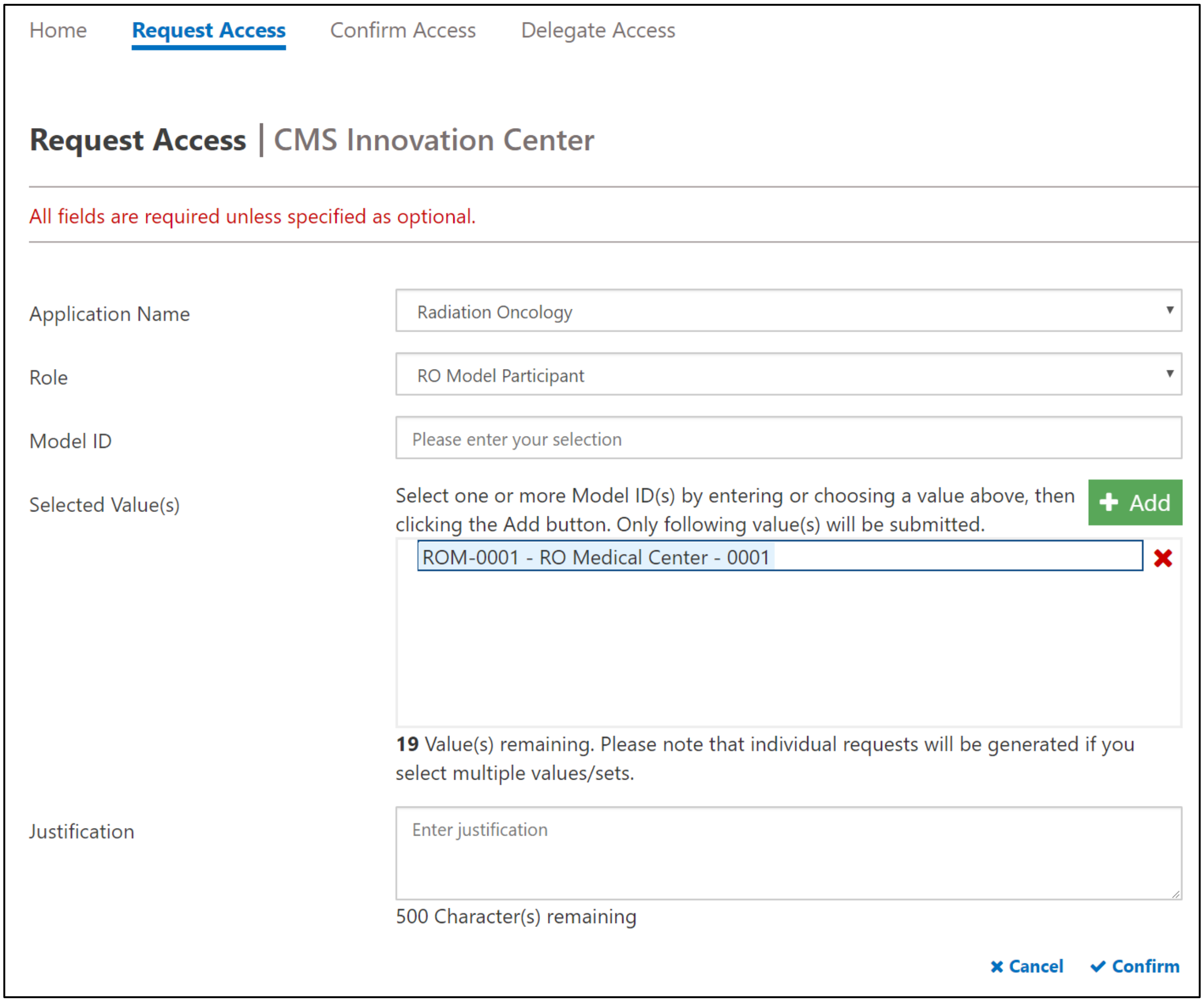


Figure 10: Inserting Model IDs

Note: The red X under the green **Add** button allows you to delete the value added to the field.

10. Provide a short reason for the request in the Justification field and select the **Submit Request** button.

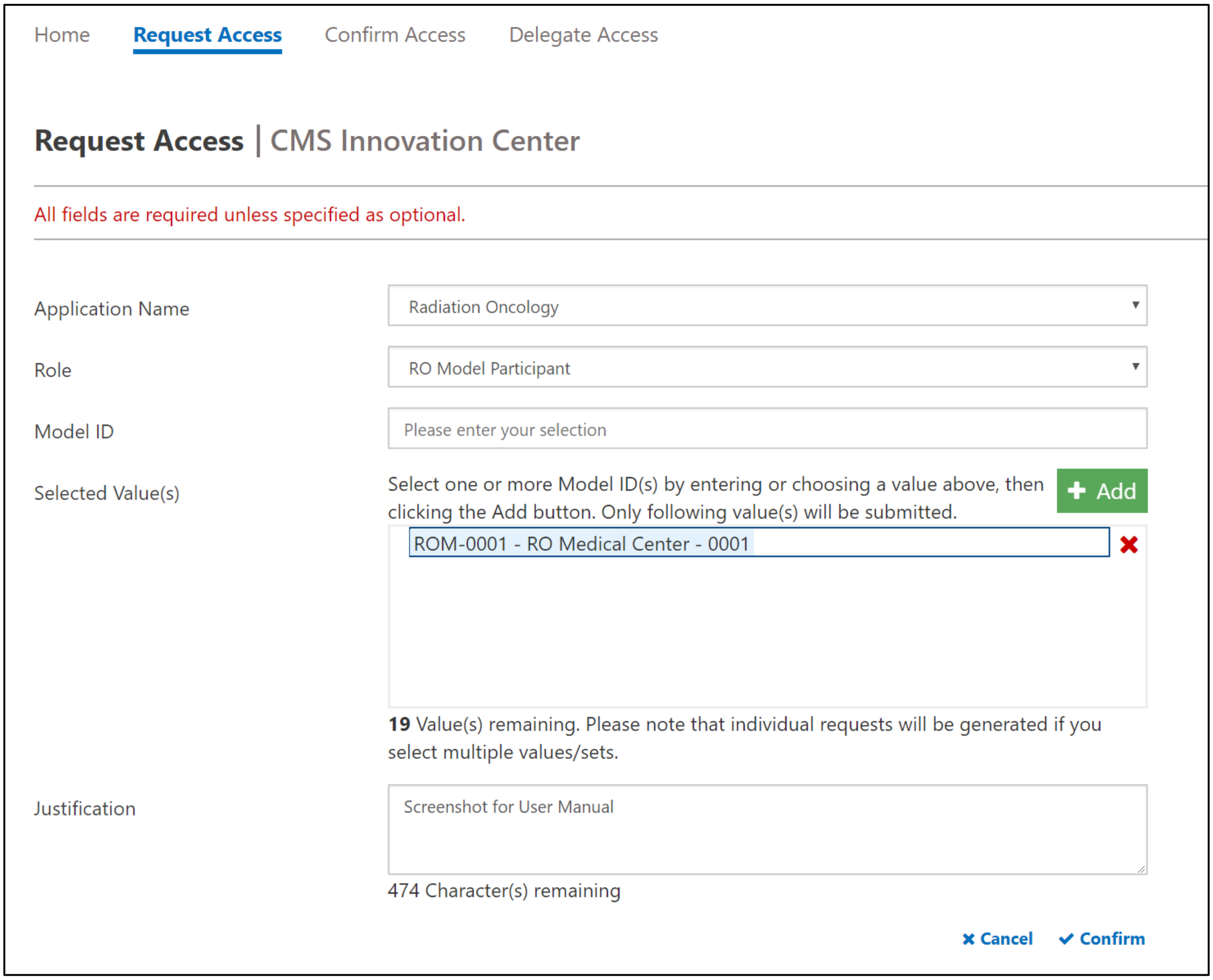


Figure 11: Completing Access Request

11. A confirmation dialog box displays, as depicted below. Note the request ID. The system will send you an email notification once your request processes. Select **OK** to proceed.

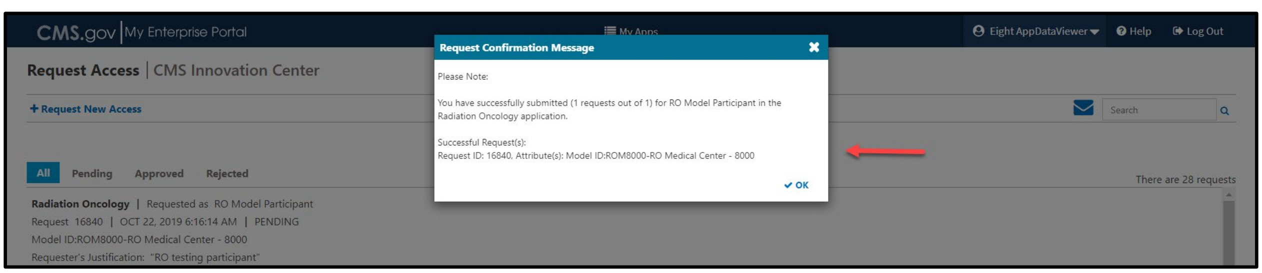


Figure 12: Dialog Box

12. The CMMI Request Access portlet refreshes with a record of your request(s) displayed in the All and Pending tabs.

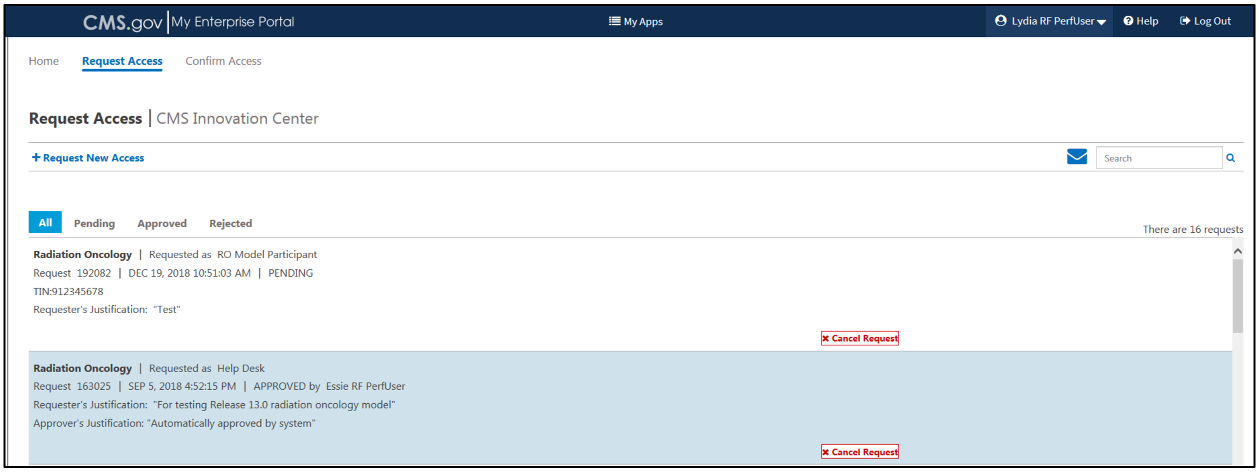


Figure 13: Pending Request

5. Using the RO Model Secure Data Portal

5.1 Accessing the RO Model Secure Data Portal

Once the user has approved access to the RO Model Secure Data Portal in the IC Application, the user can log in and see the RO widget in the IC Home page.

Figure 14: Selecting RO Model Secure Data Portal Widget

5.2 Home Page

Upon selecting **ROM – Radiation Oncology** from the IC Home page, the system navigates applicable users to the "Home" page of ROM on the RO Model Secure Data Portal. The following user roles have access to the Home page:

- RO Participant
- Data Requestor
- Application Administrator (CMMI Staff Only)

On the Home page, users will find informational text about ROM functionality on RF. The informational text that is on the Home page states:

"Welcome to the secure data portal for the Radiation Oncology Model. Beneficiary-level clinical data and practice-level quality measures data will be submitted here. And, upon submission and approval of a Data Request and Attestation (DRA) form in the Radiation Oncology Administrative Portal (ROAP), the designated Data Requestors can download Claims Data."

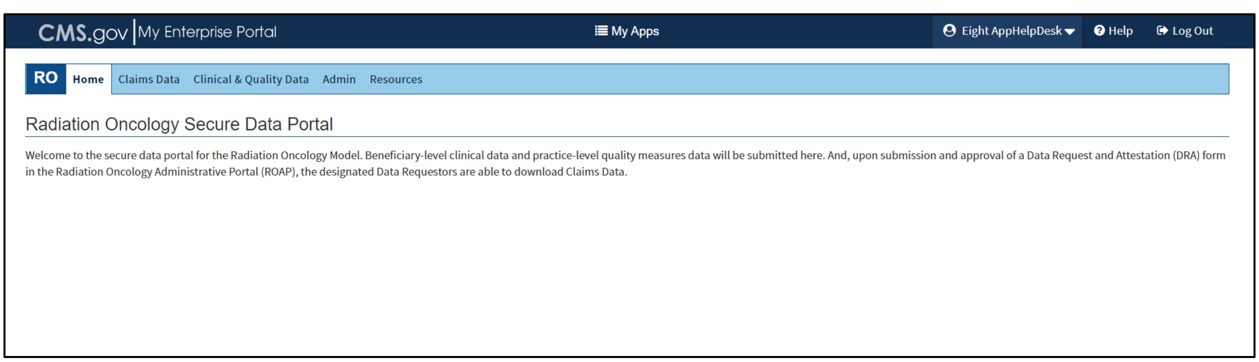


Figure 15: Home Page

5.3 Claims Data

The following user roles have access to the Claims Data page:

- Data Requestor
- Implementation Contractor (CMMI Staff Only or Designated Contractor)
- Business Owner (CMMI Staff Only)
- CMMI Model Team Member (CMMI Staff Only)
- Application Administrator (CMMI Staff Only)

The purpose of the Claims Data page is to allow users to download claims data for different participating organizations. Users can filter this page by the Model ID. The claims data available to be downloaded will be participant-specific and only available to the associated Data Requestor. Data requestors will only have the ability to download claims data for their associated Model IDs.

Additionally, the following users will have access to delete claims data from this page:

- Implementation Contractor
- Business Owner
- CMMI Model Team Member
- Application Administrator

To download the claims data on the **Download** subtab, follow the below steps:

1. Select the **Claims** tab. The Download Claims Data page then loads.

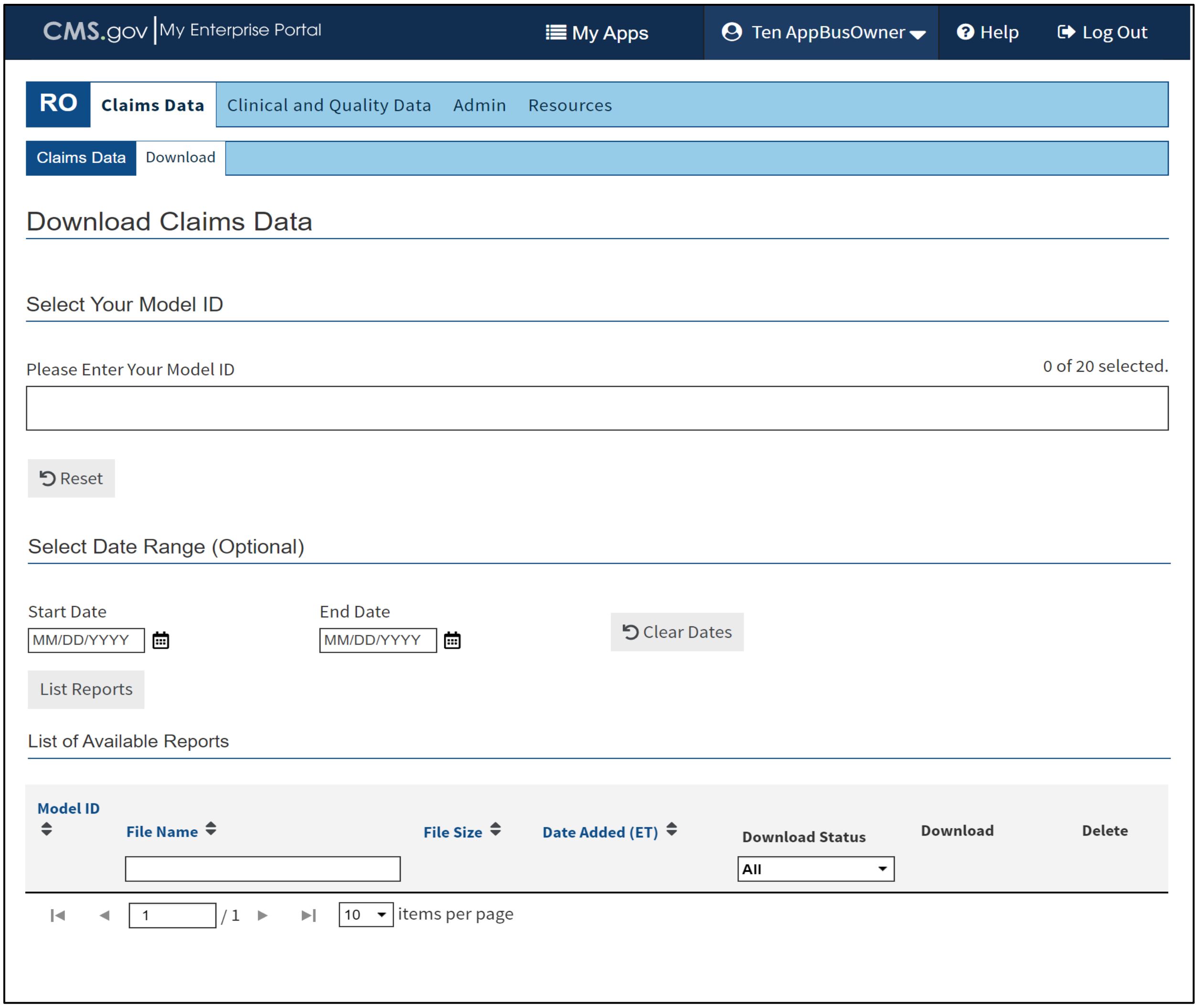


Figure 16: Download Claims Data

2. Select your Model ID.
3. Select the Date Range (Optional).
4. Select the **List Reports** button.
5. List of available Reports will be displayed
6. The download button will allow the user to download a file to their computer
7. Once downloaded, it shows "Complete"

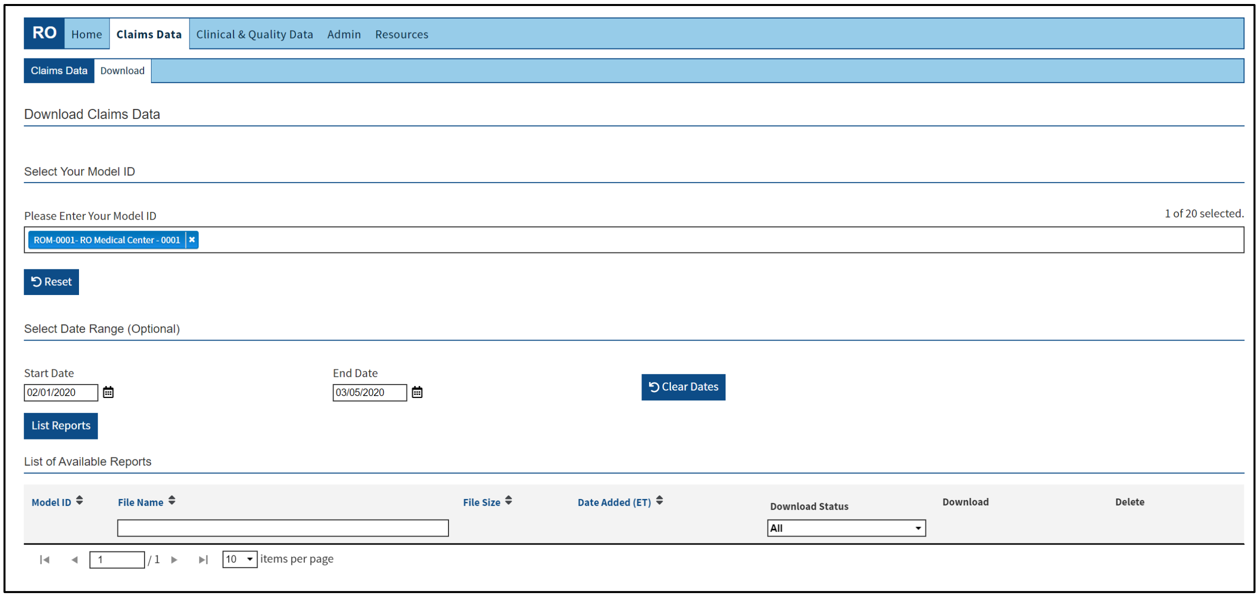


Figure 17: Download Claims Data Page with Filters Selected

5.4 Clinical & Quality Data

The Clinical & Quality Data page is a link that allows the user to submit their Clinical (semi-annual) and Quality Measures (annual) data. This page is a portal iFrame which creates a secure portal that allows data transmission from one system source to another via HTML.

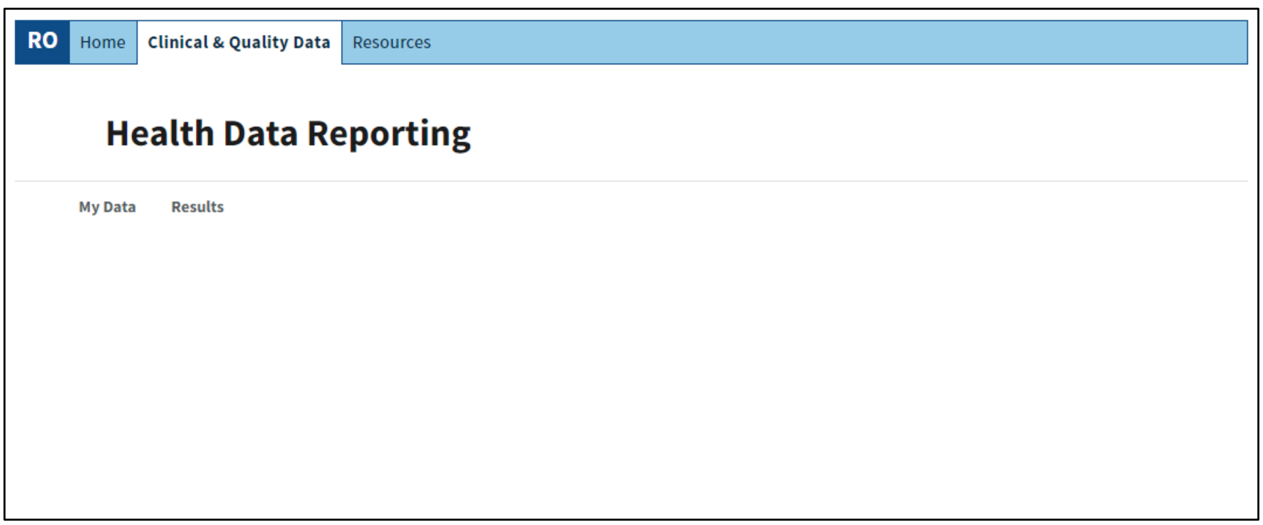


Figure 18: Clinical & Quality Data - Upload

The following RO users always have access to the Clinical & Quality Data page irrespective of whether the current submission period is open or closed:

- RO Participant
- Data Requestor
- Implementation Contractor
- Business Owner

- CMMI Model Team Member
- Application Administration

Note: The Clinical & Quality Data page will display an iFrame UI to the RO Participant and Data Requestor even if no submission period is open. Users in the Radiation Oncology (RO) Model will be able to access clinical and quality data that they have submitted in the past.

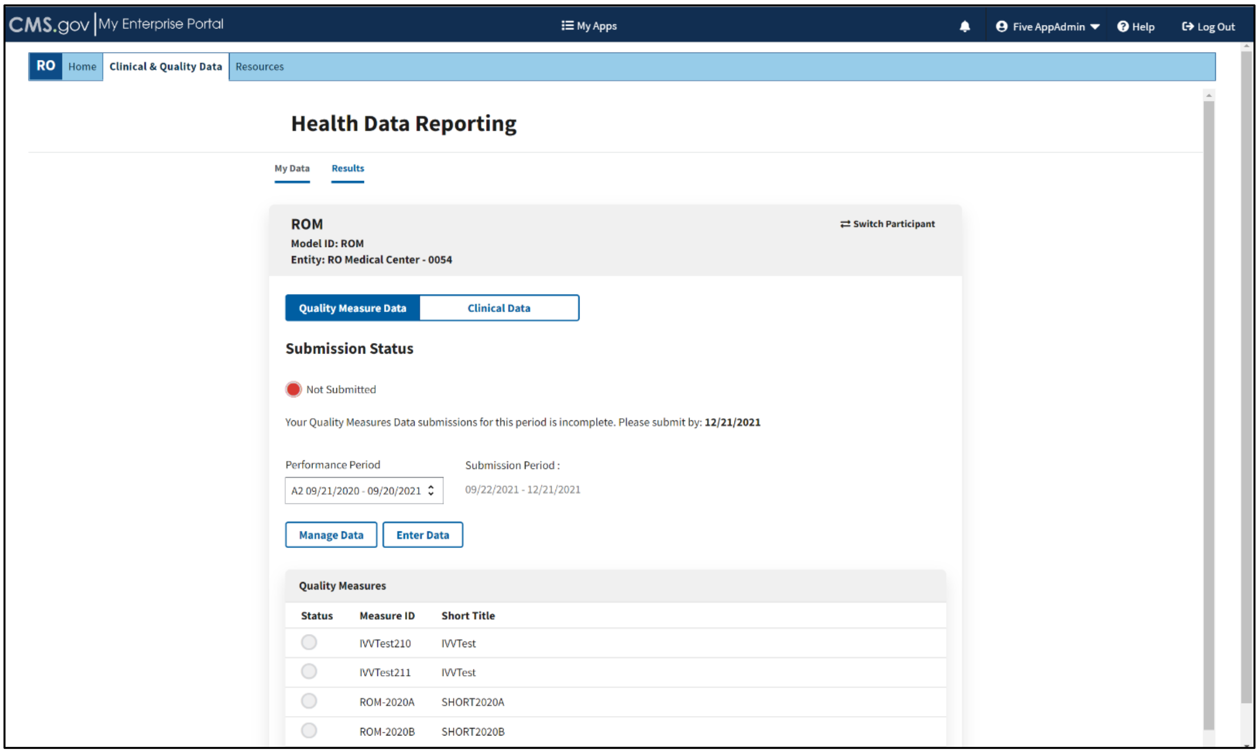


Figure 19: Clinical & Quality Data – Closed Submission

Note: The Model Participant and the Data Requestor have access to the Participant View of the Clinical & Quality Data page.

5.4.1 Participant View of the Clinical & Quality Data

To access the Participant View:

1. Select **My Data**. The My Data Landing Page displays.
2. The Participant can view the Participant Clinical & Quality Data page.

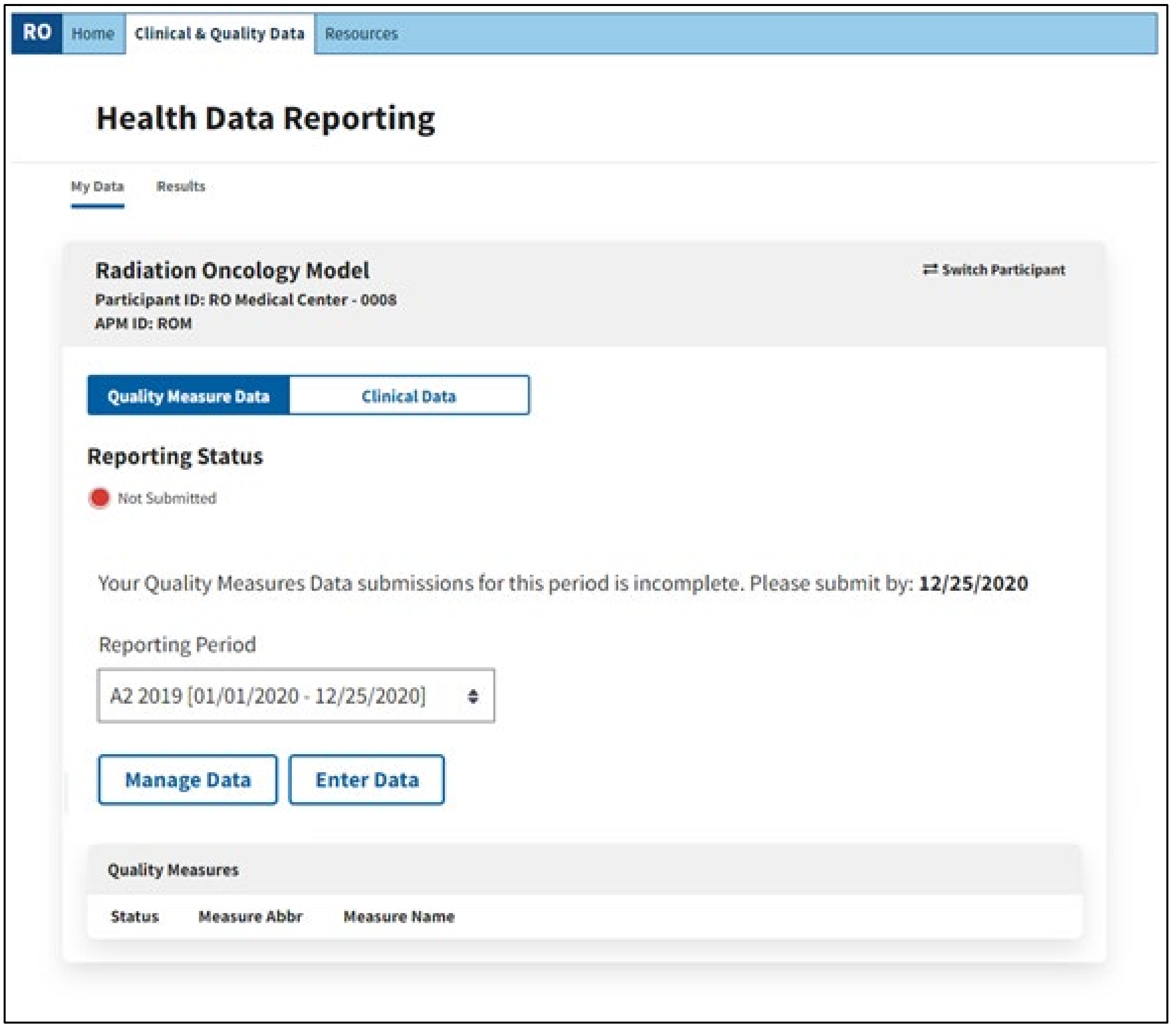


Figure 20: Clinical & Quality Data - Participant View of the Clinical & Quality Data Page

- **Model ID** – The participating organization's ID number.
- **Switch Participant** – Option to switch the RO Participant in the Model. Select this option to change RO Participant to manage that organization's data upload to the RO Model Secure Data Portal.
- **Quality Measure Data** – **Clinical Data** – Buttons to select for uploading Quality Measure Data, Clinical Data, or both to the Model team for monitoring, payment, and evaluation. Select these buttons to display separate pages for uploading the different data types.
- **Reporting Period** – The pre-determined period for which the RO Participant is reporting data. The file defaults to the current active reporting period. Select the dropdown button to change the reporting period for which the user is submitting data, if necessary.
- **Manage Data** – The button to select for uploading data via a file to the RO Model team. This button directs the user to the file upload page with functionality to upload the data via a file, view the details of the file upload, download a copy of the uploaded files, search for list of files, and export the search into an Excel report.

- **Enter Data** – The button to select to manually upload data via a user interface to the RO Model.
- **Report Data Numbers –** Identification numbers of the Quality Measure Data or Clinical Data to upload. The system indicates data that the RO Participant or Data Requestor uploaded, or submitted, with a checkmark within a green dot and unsubmitted data with a solid pink dot.

5.4.1.1 Upload Clinical & Quality Data

1. Select the **Quality Measure Data** or **Clinical Data** buttons to display separate pages for uploading the different data types.
2. Select the **Manage Data** button below in the **My Data** Landing Page.

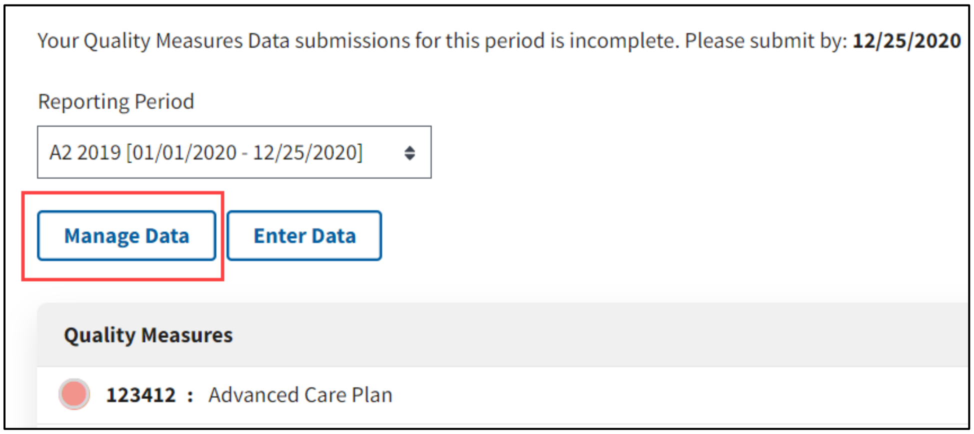


Figure 21: Manage Data Button

3. The **Report Data** screen displays.

Note: If you need a .csv file template in which to place your Quality Measure data, select the appropriate template link besides the **Download the CSV template** section. The template will download to your workstation.

4. Select the **Upload** button. The directory to your files displays. You can also drag a data file from your directory if you need to upload a file.
5. Locate and select your .csv file that contains the required Quality Measure Data for the reporting period. Select **Open** in the lower-right corner of the directory to begin the document upload.
6. The system accepts the document if the file is valid. The status of the file upload is **Accepted**.

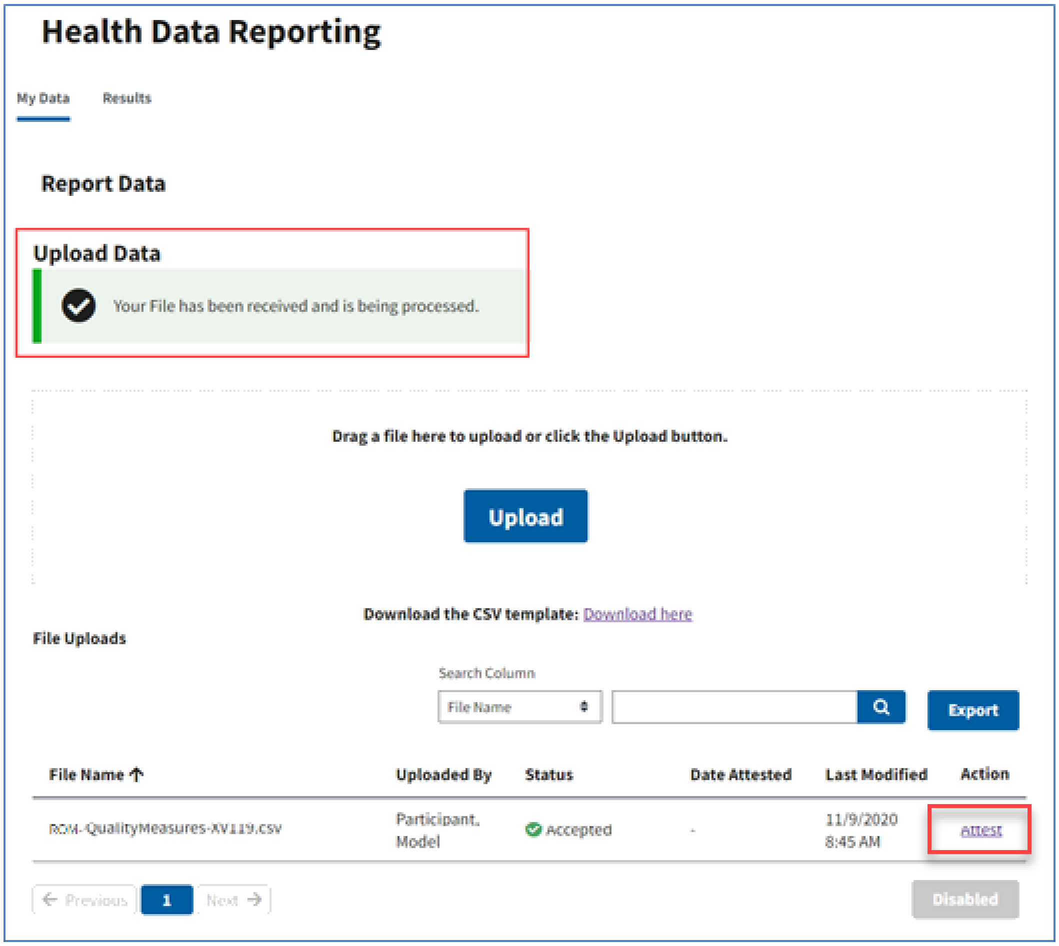


Figure 22: Uploaded File Message

7. Attest the file by selecting the **Attest** link in the **Action** column of the document record.

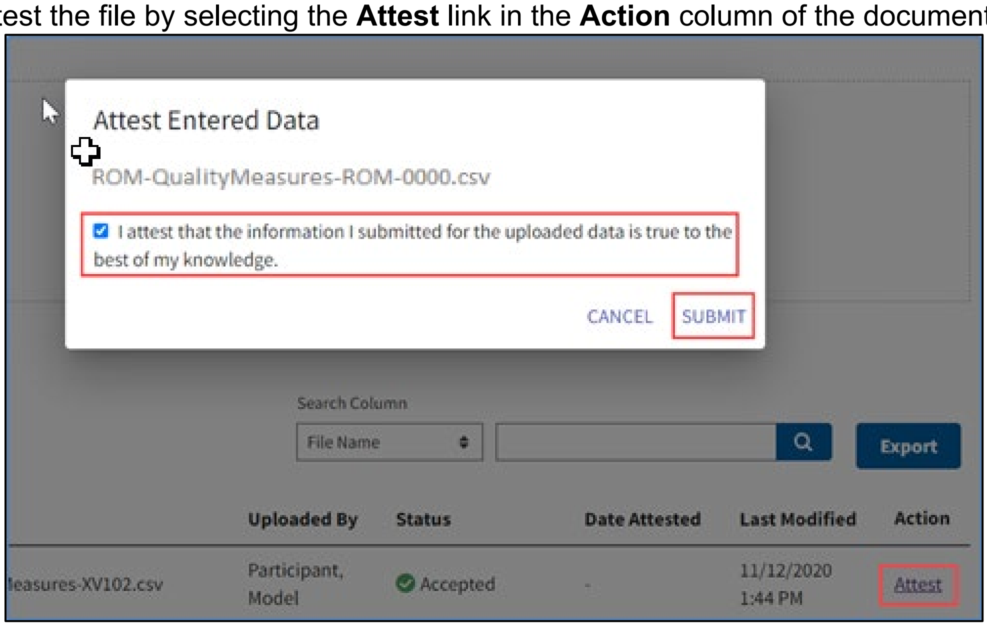


Figure 23: Attest Window

8. The status of the uploaded file changes to **Submitted**. The file is now successfully submitted to the system.

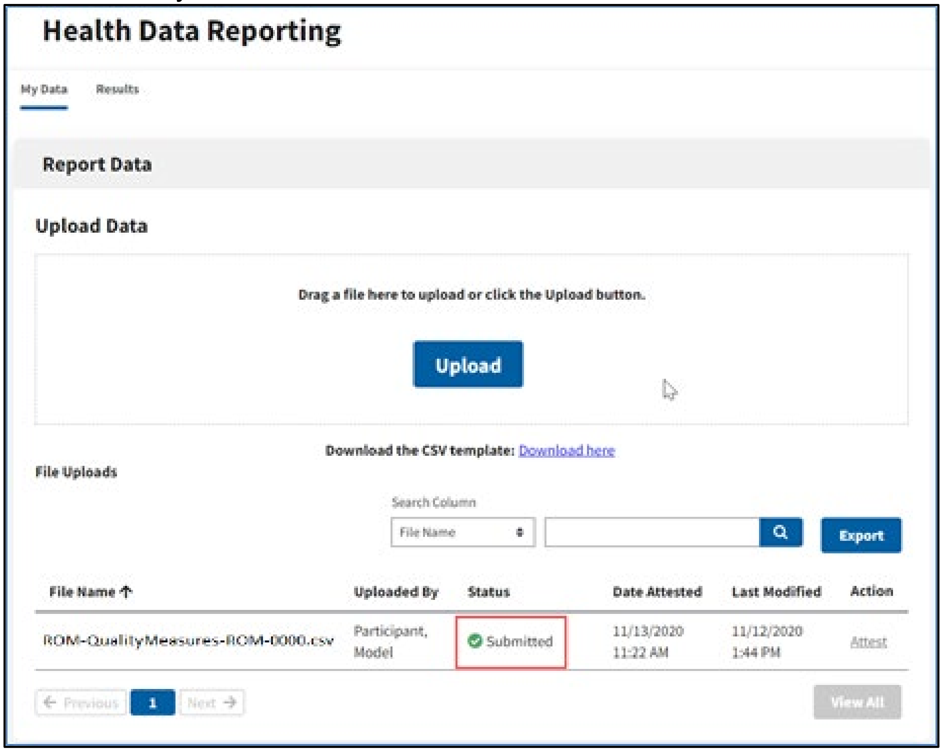


Figure 24: Submitted File

a. Upload Data file table Status options:

i. **Accepted –** The system has accepted the document.

ii. **Submitted –** The user has attested that the file is accurate, and the system has sent the document to the appropriate location for validation. The HDR Model team evaluates Quality Measures data, while Clinical data is sent to a data repository for processing by the Implementation Contractor.

iii. **Processing –** The system is processing the accepted data for the Implementation Contractor's evaluation. The system is processing the file by validating the business rules that apply to the data. Processing should change to Accepted within a few seconds; if the file is not accepted within 5 minutes, the upload will be aborted. Please contact the help desk for assistance should the file not upload within 5 minutes.

iv. **Rejected –** The system rejected the file with a link to the reason for the rejection.

5.4.1.2 Viewing File Details

RO Participant users can view file details on their uploaded files from the Upload Data Page. The file details page provides the Model Participant, Data Requestor, Business Owner, and Business Owner Representative the ability to view errors, download an error report, and download a copy of the uploaded file.

To display file details:

1. Select the **Clinical Data** button in the My Data Landing Page.

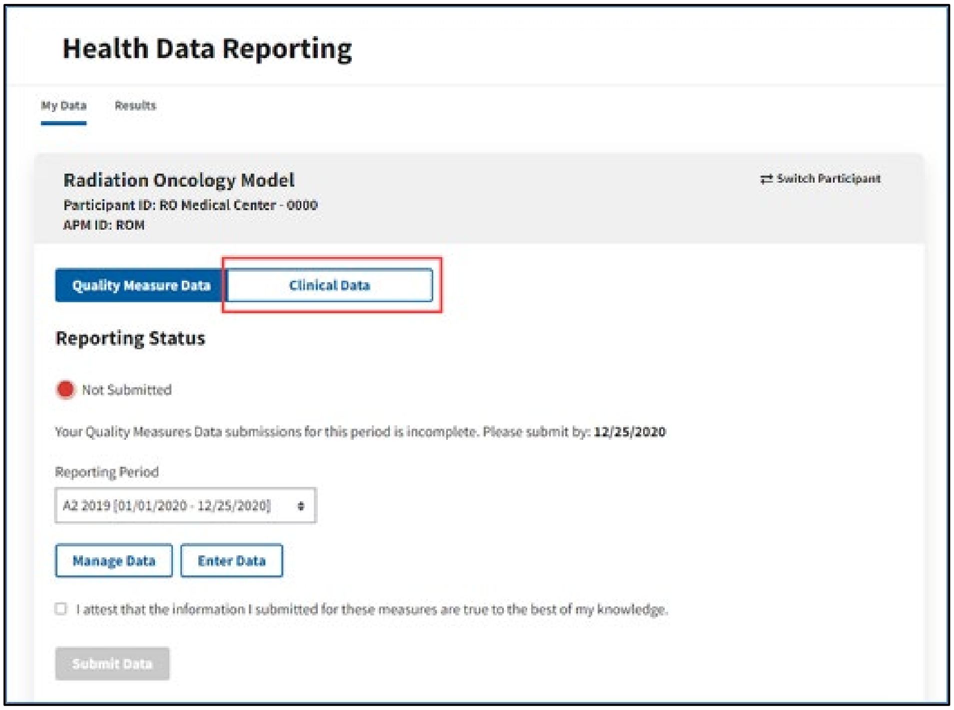


Figure 25: Clinical Data Selection

2. Options for uploading clinical data display.

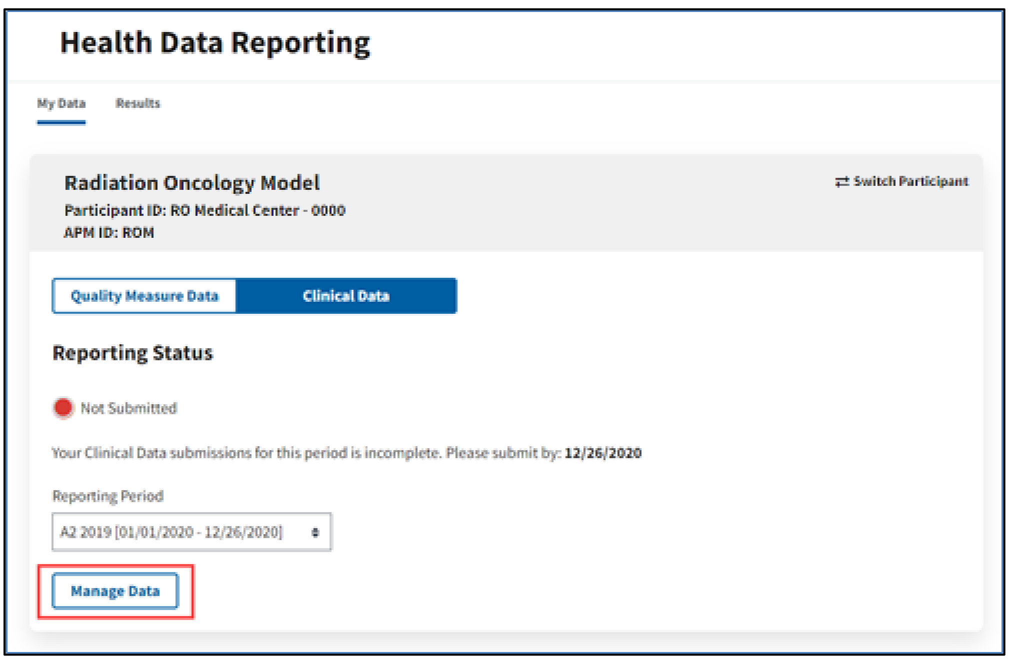


Figure 26: My Data Landing Page – Manage Data Button

3. Select the **Manage Data** button.
4. The **Upload Data** page displays.

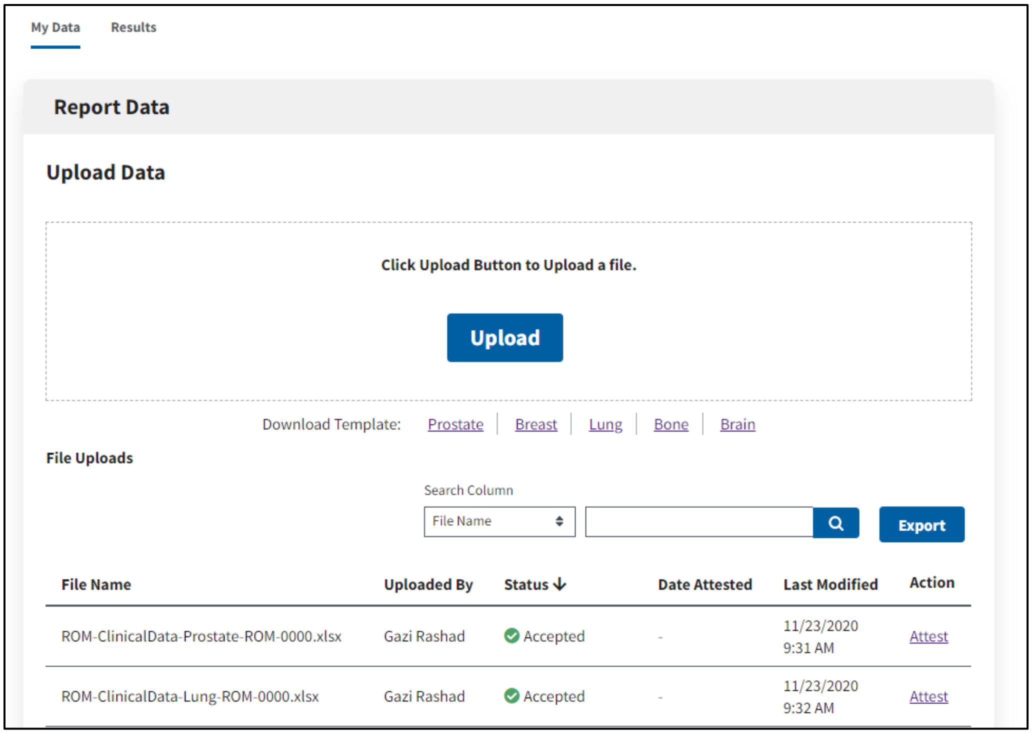


Figure 27: Upload Data Page

5. Select the **File Name** of any file for which you want to see the file details.

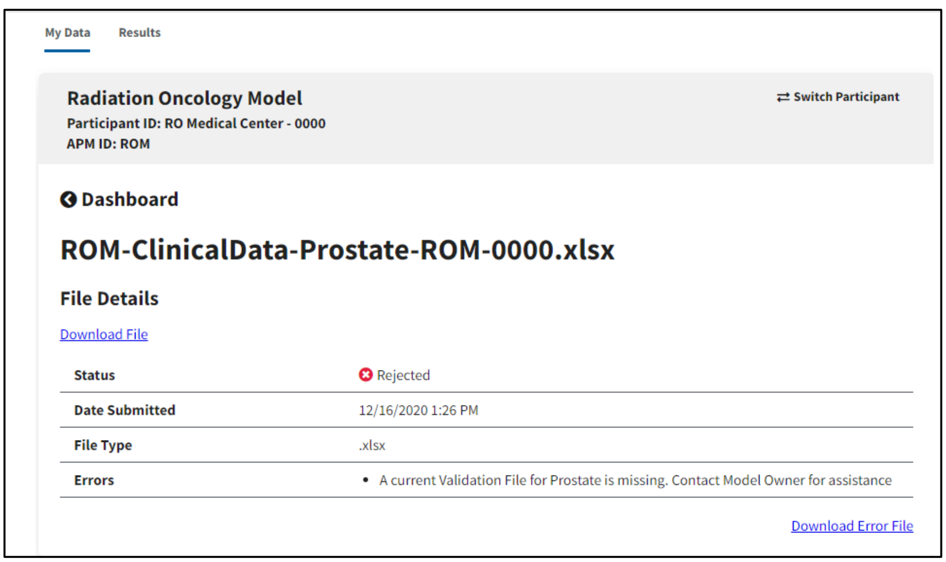


Figure 28: File Details Page

6. Select **Download Error File** to export a file of the errors that caused the rejection of the file upload. The **Error File** will download automatically in the lower left-hand corner of the screen.

   Note: The **Error File** downloads with an alphanumeric header in the file name. This header points to the location in the database for the error file. Keeping this error header allows the administrator or help desk to provide more details in troubleshooting. We recommend leaving the lead in alphanumeric on the file when saving it.

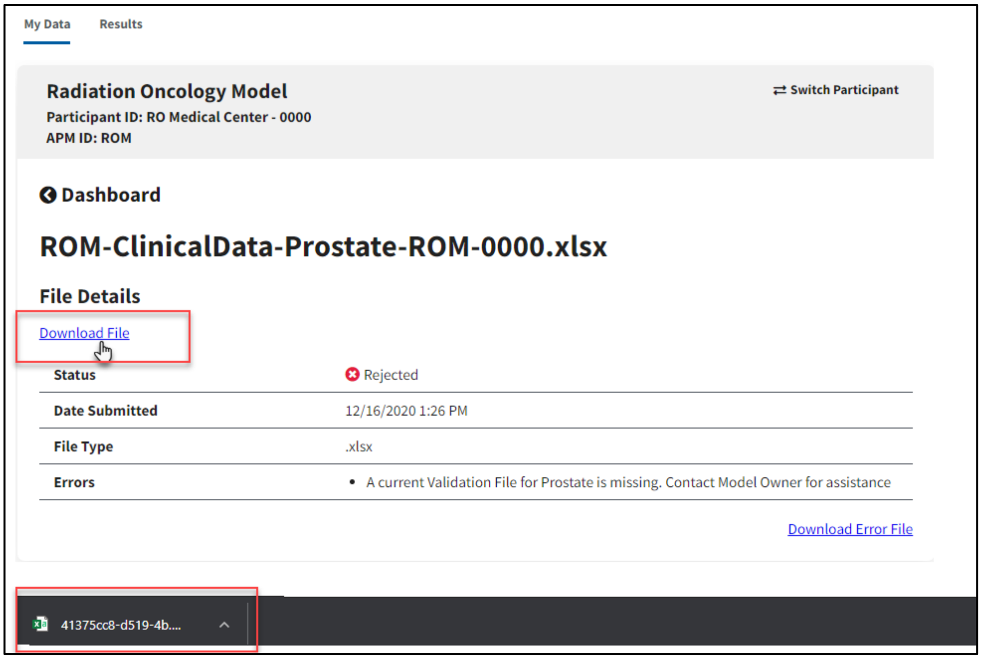


Figure 29: Error Report File Download

7. Select **Download File** to export the originally uploaded file to view the contents of the data. The **File** will download automatically in the lower left-hand corner of the screen.

   Note: The **File** downloads with an alphanumeric header in the file name. This header points to the location in the database for the error file. Keeping this error header allows the administrator or help desk to provide more details in troubleshooting. We recommend leaving the lead in alphanumeric on the file when saving it.

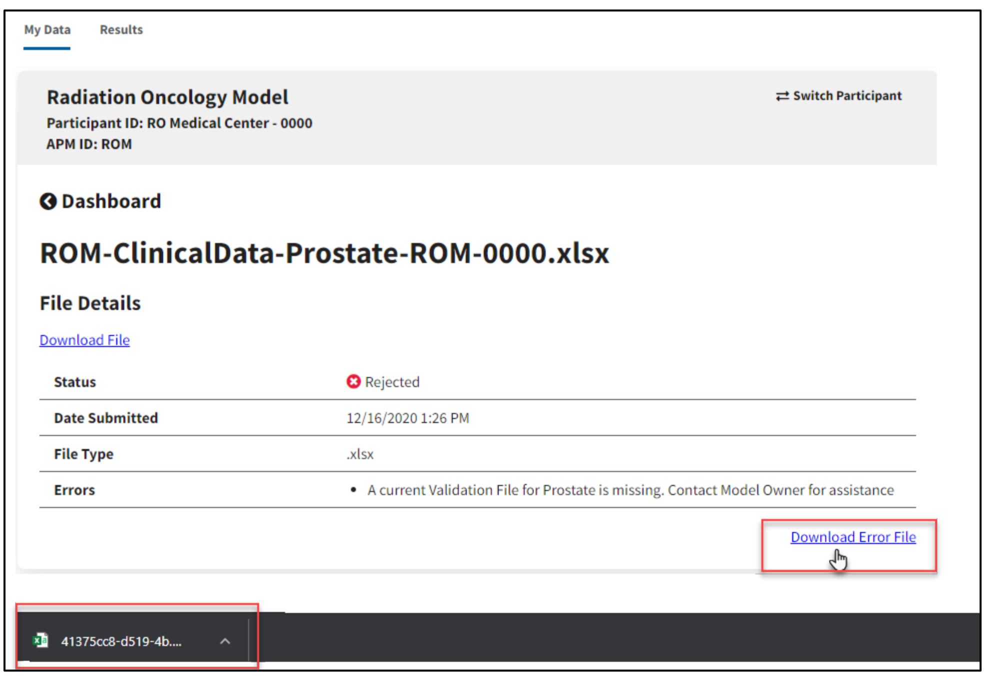


Figure 30: File Download of Clinical Data File

5.4.1.3 Search Submitted Files

Use the **Search Column** option to find submitted files and their current statuses.

To search for previous uploads of the Quality Measure Data or Clinical Data .csv files:

1. Select a search filter dropdown within the **Search Column** functionality.
    a. Filter options are:
        i. **File Name** – Search by file name.
        ii. **Uploaded By** – Search by the name of the person who uploaded the file.
        iii. **Status** – Search by the file's current status in the HDR system.

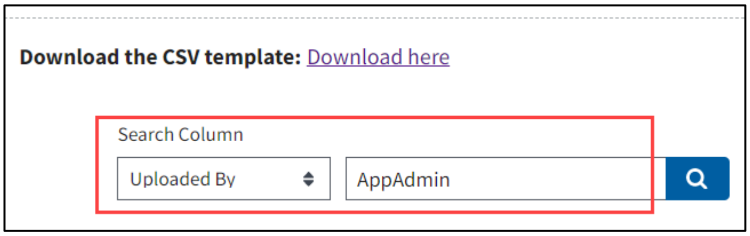


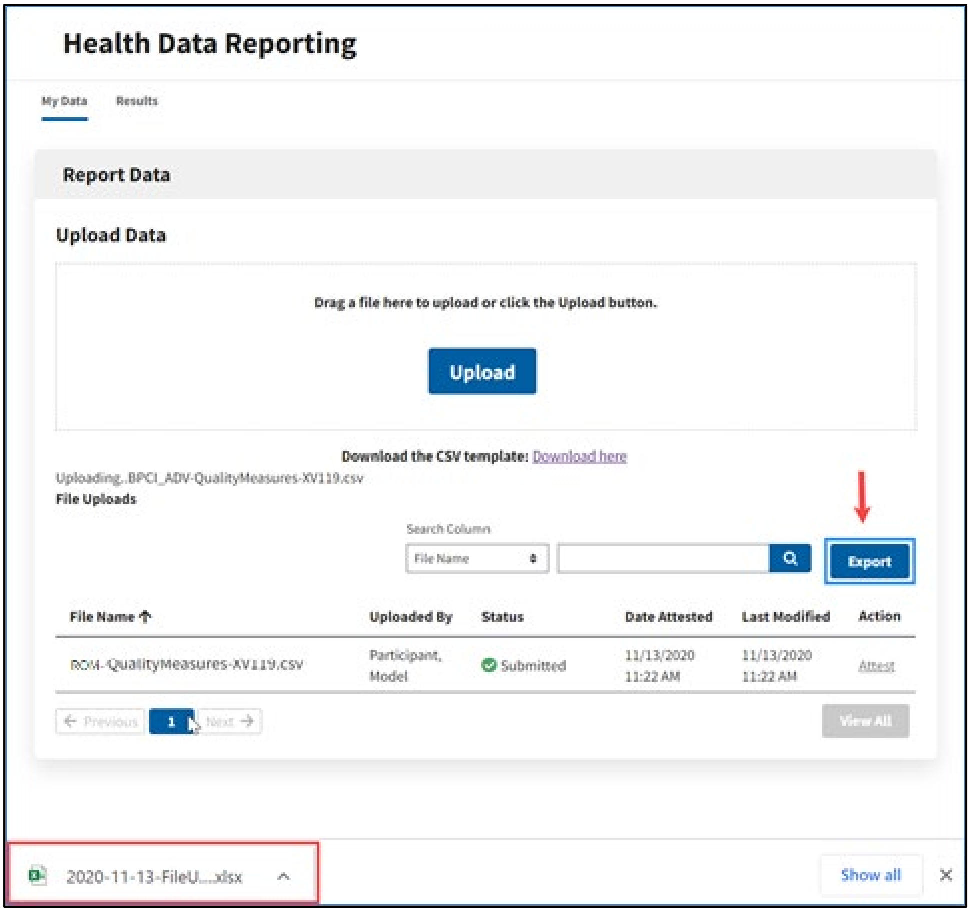
Figure 31: Search Column Functionality

2. Type name or date details in the text box next to the filter within the **Search Column** functionality.
3. Select the **Search** icon to run the search. The results display in a list below the **Search Column** option.

5.4.1.4 Export a File Upload History

To export a list of the uploaded files in the Report Data page:

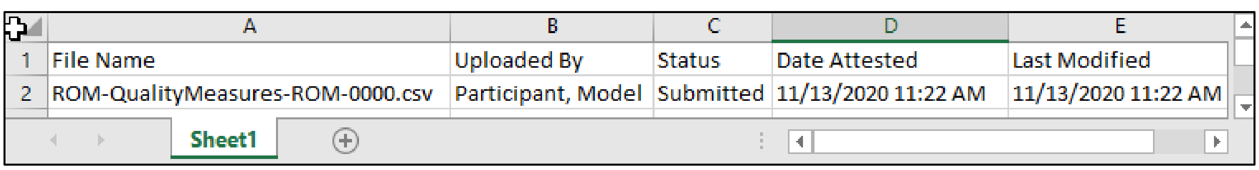
1. Select **Export** next to the **Search Column** functionality. Upon selection, a spreadsheet is generated and downloaded to your workstation.



F

Figure 32: Export Button and Icon for Created Spreadsheet

2. Select the icon for the spreadsheet. The spreadsheet displays.



	A	B	C	D	E
1	File Name	Uploaded By	Status	Date Attested	Last Modified
2	ROM-QualityMeasures-ROM-0000.csv	Participant, Model	Submitted	11/13/2020 11:22 AM	11/13/2020 11:22 AM

Figure 33: Upload History Spreadsheet

5.4.1.5 Manually Enter Data

The Enter Data button is used for manually entering Quality Measures Data. Use the **Enter Data** functionality to enter data if your team prefers not to upload this data in a .csv file.

Note: This option is not available for uploading Clinical data. To upload data with the Enter Data option:

1. Select the **Enter Data** button in the My Data Landing Page.

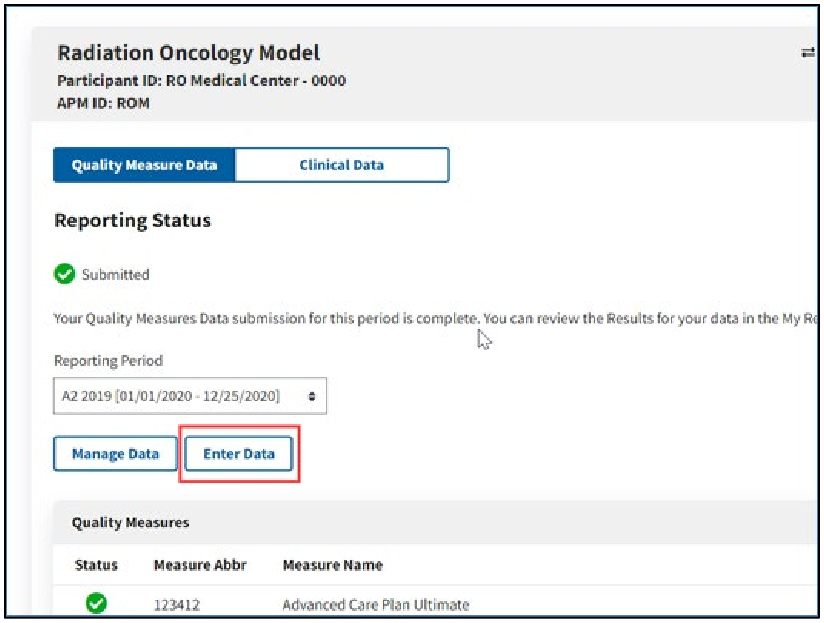


Figure 34: My Data Landing Page – Enter Data Button

2. The **Manual Data Entry** page displays.

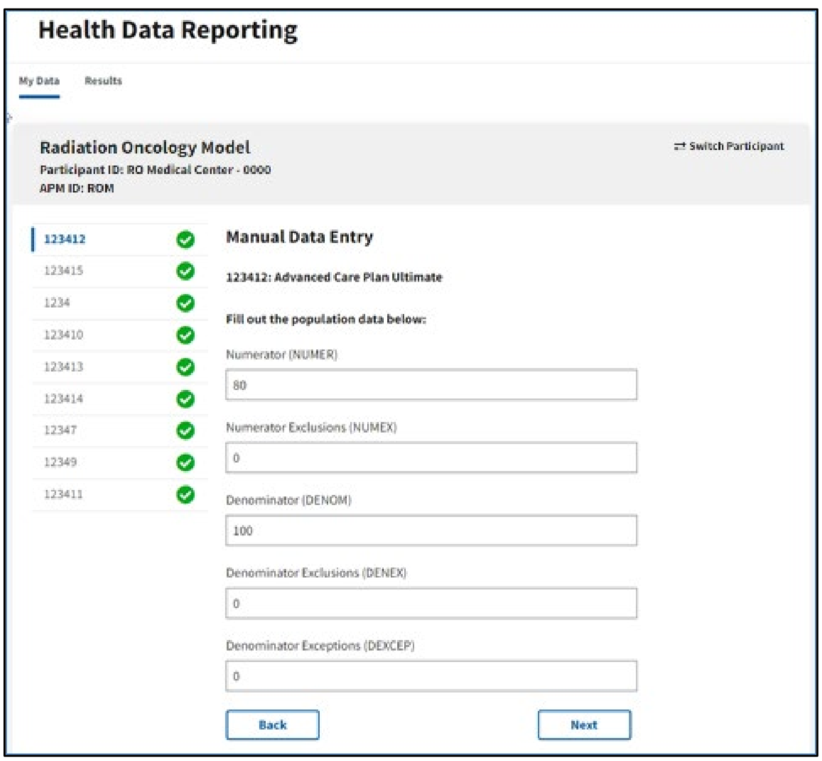


Figure 35: Manual Data Entry Page

3. A list of Quality Measures displays by number on the left side of the page. A highlighted Quality Measure number, in the fields in the center of the page, indicates what you need to complete or have completed if you have submitted the data.

4. Provide the measure's Numerator, Numerator Exclusion (NUMEX), Denominator (DENOM), Denominator Exclusion (DENEX), and Denominator Exceptions (DEXCEP) in the appropriate fields.
5. Select the **Next** button. The entry page for the next Quality Measure in the list displays. Review or complete the required fields for each measure.
6. Select **Back** to display the previous Quality Measure and the fields to complete.
7. If you do not want to view the previous Quality Measure and the fields to complete, you can select **Next** in order to review or complete the required fields for each measure.

5.4.2 Upload Clinical Data

RO Participants upload Clinical Data collected in a .csv or Excel format by selecting the Manage Data page for associated Model IDs.

Note: The Enter Data option is not available for uploading clinical data.

To upload a participants' Clinical Data:

1. Select the **Clinical Data** button in the My Data Landing Page.

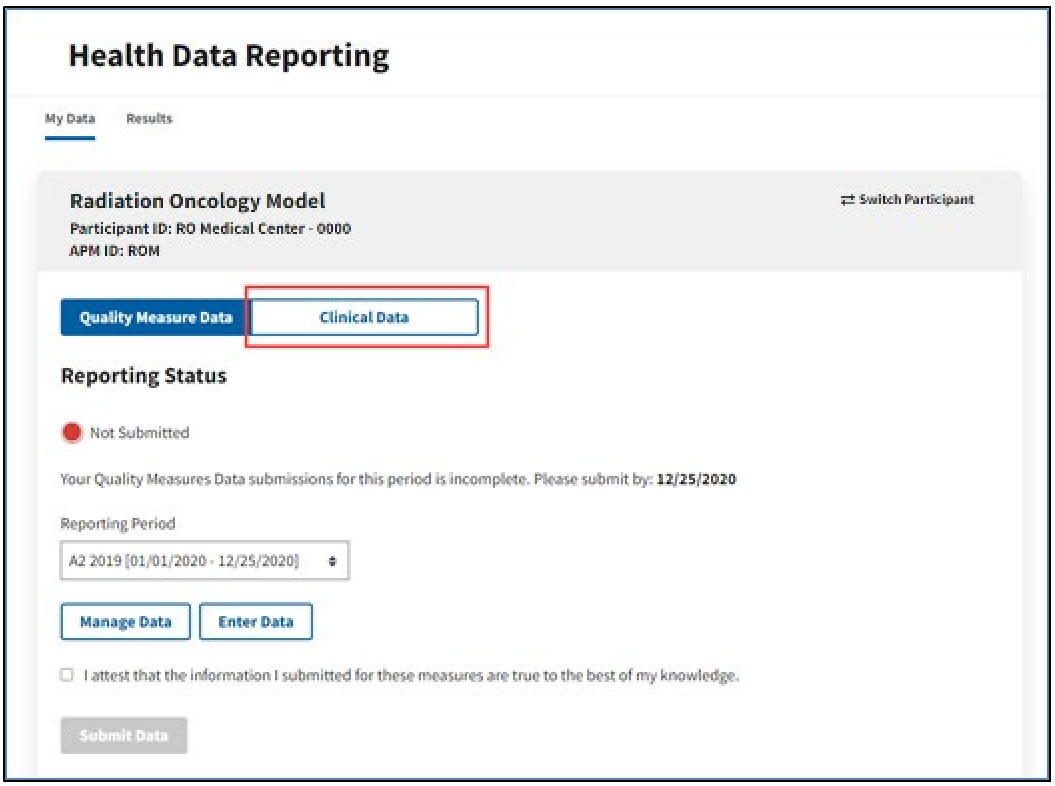


Figure 36: Clinical Data Selection

2. Options for uploading clinical data display.

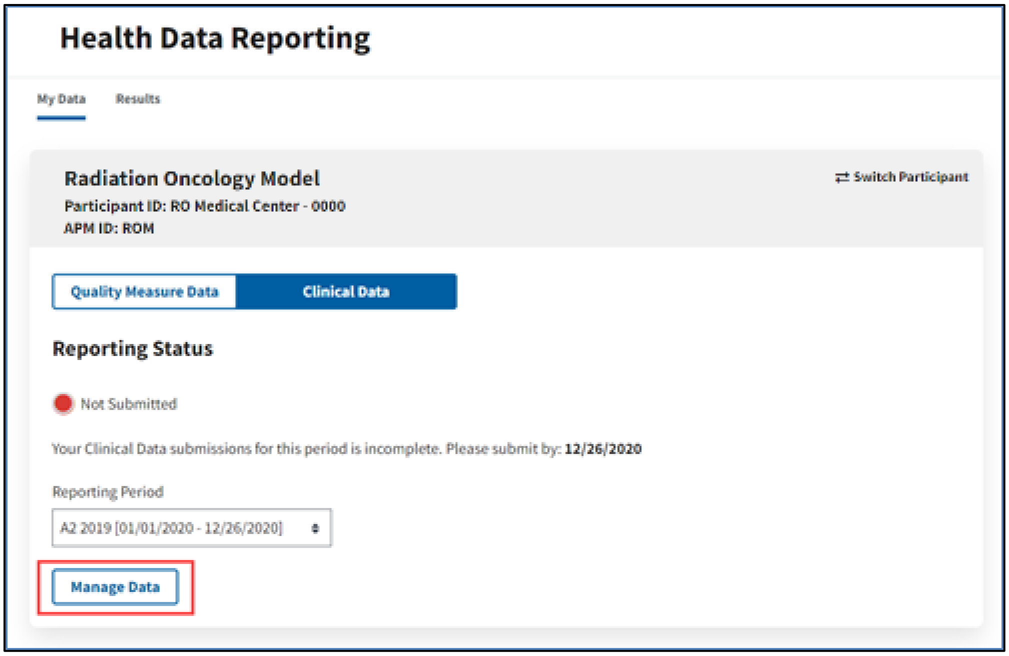


Figure 37: My Data Landing Page – Manage Data Button

3. Select the **Manage Data** button.
4. The **Upload Data** page displays.

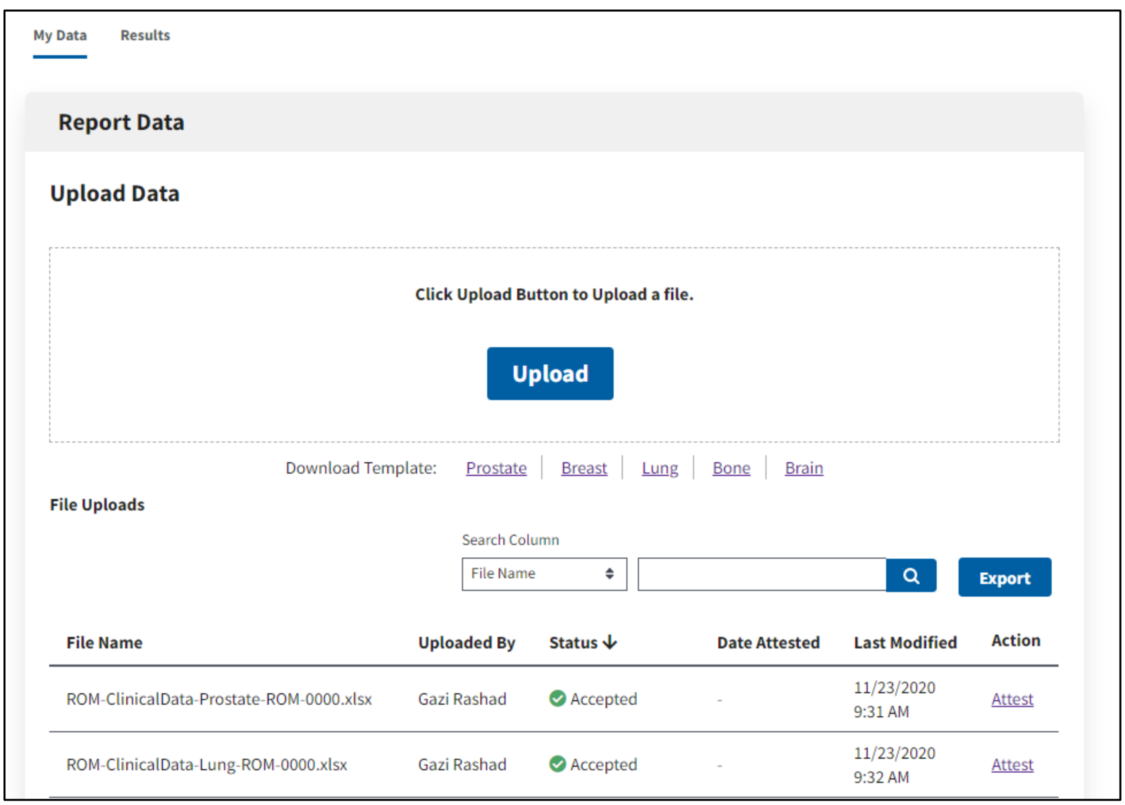


Figure 38: Upload Data Page

5. Follow the same steps as described in Section 5.4.1.1 for uploading Quality Measures data with the **Manage Data** option. You can also search for files, download a template, and export a list of uploaded Clinical data files in this page.

5.4.3 Viewing Results

RO Participant users can view the validation results of their quality measure data for each associated Model ID in the My Results page. The data results are visible only after the user has uploaded all required data for the Performance period.

To display evaluation results:

1. Select the **My Results** button in the My Data Landing Page.

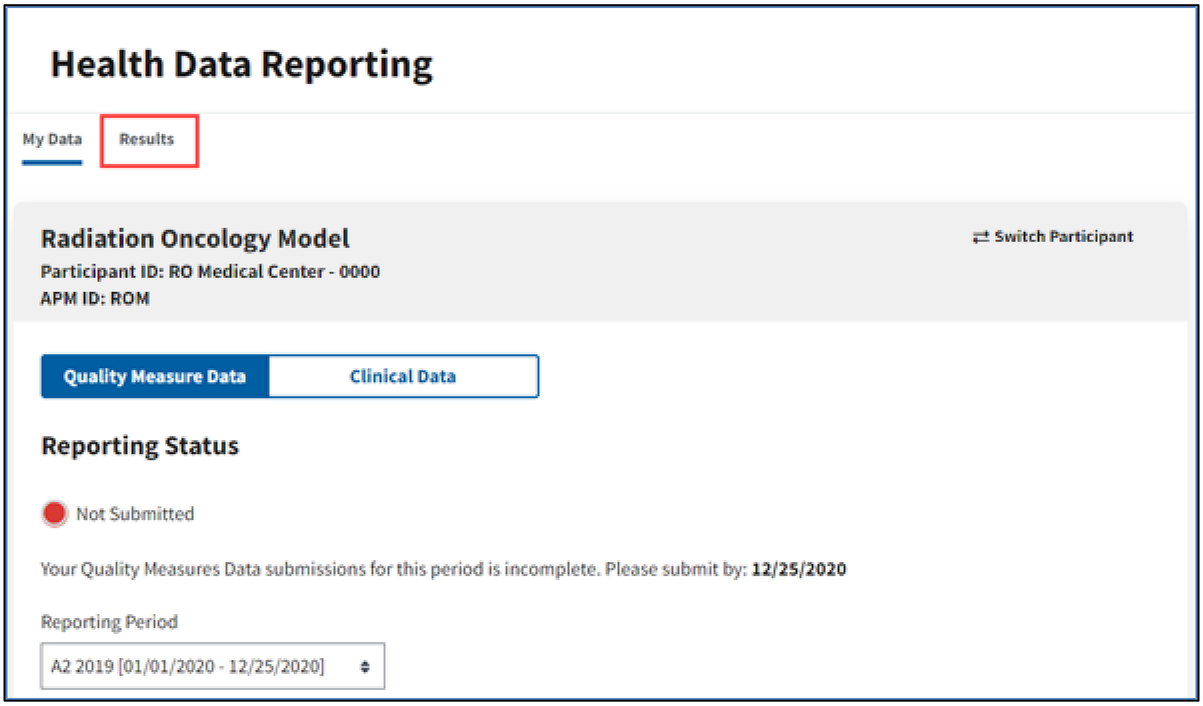


Figure 39: My Data Landing Page – Select Results Button

2. The **Results** Page displays.

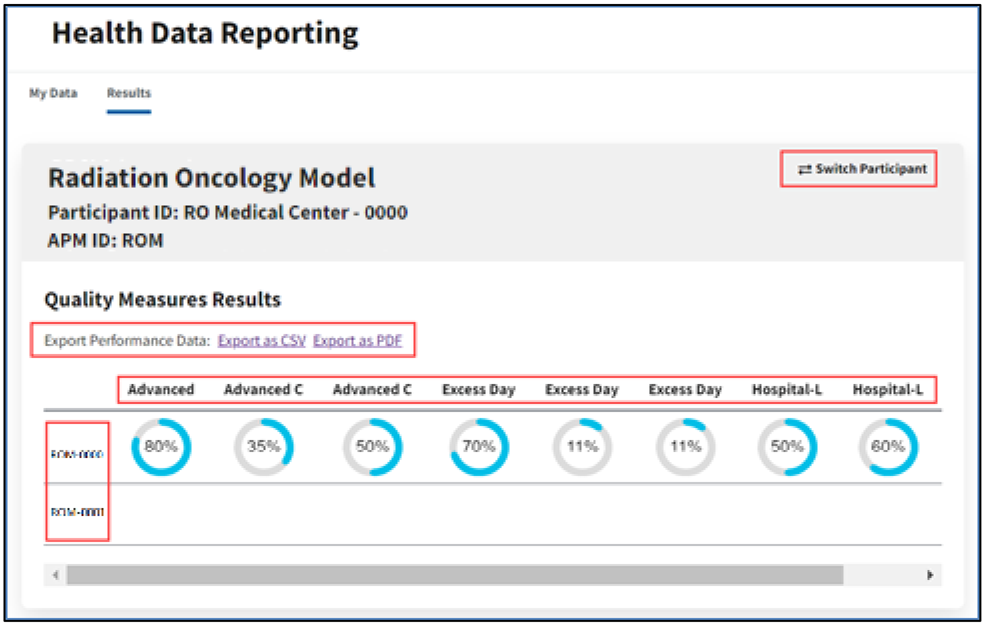


Figure 40: Results Page for the Model's Quality Measures

3. Review the displayed information.
   a. The participants' results data displays in a percentage graphic in rows across a table. A list of the participants displays by Model ID to the left of the table.
   b. The Quality Measures types display across the top of the table.
   c. Performance scores display graphical icons for each participant.
   d. If necessary, select the **Export as .CSV** link or **Export as .PDF** link to export the results data in these formats.
   e. Select **Switch Participant** to view the results data for another Model ID.

5.5 Business Owner and Business Owner Representative View (CMMI Staff Only)

Business Owners and Business Owner Representatives (BORs) of each model utilizing the HDR have the ability to set up and manage the upload process in the HDR application so that their participants can quickly upload data appropriate to their participation. Business Owners and BORs can also view lists of their participants, download reports for multiple participating models, view uploaded data files for multiple models, and configure model setups.

After users log on as a Business Owner or BOR in the ePortal and select the HDR application widget in the IC Landing Page, the HDR application defaults to the Participants Landing Page.

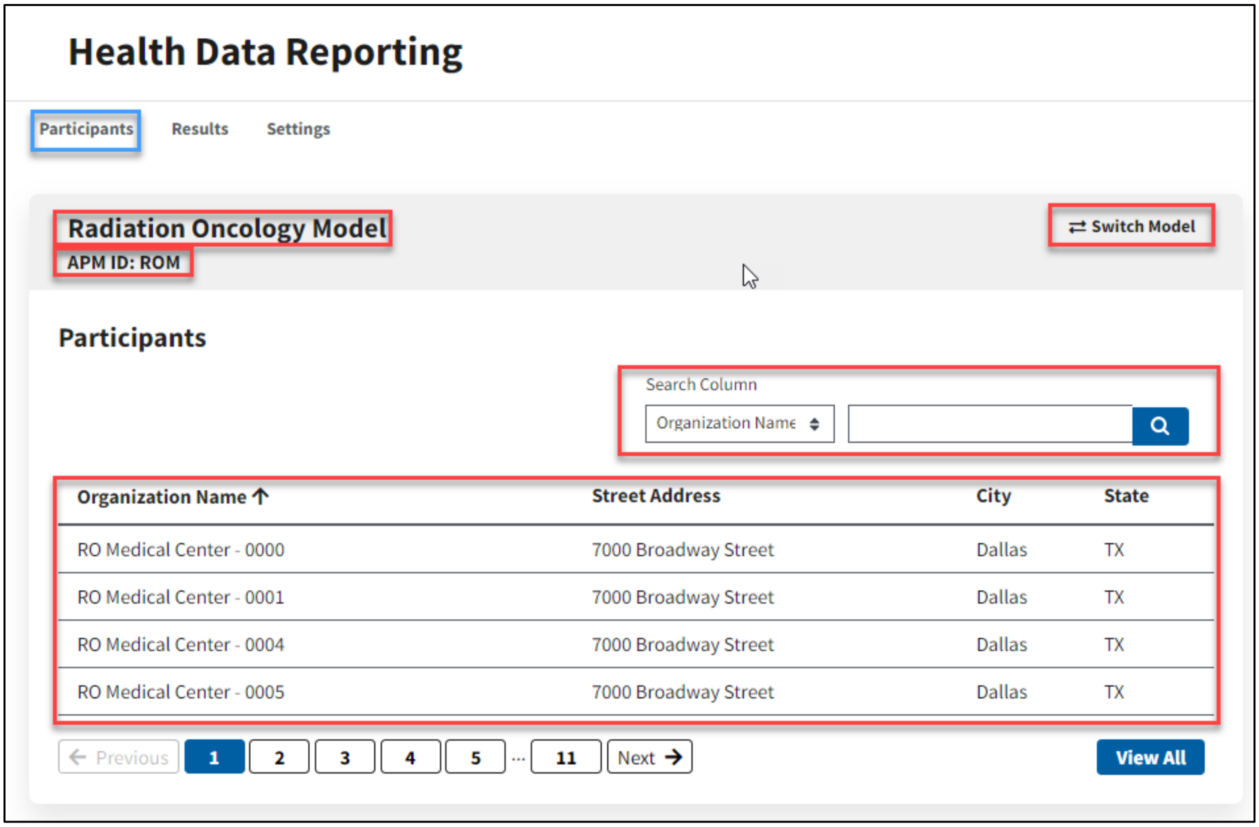


Figure 41: Participants Landing Page – Model Owner View

Users can see records of all Participants of the displayed model.

- **Model Name –** The name of the model for which the Participant information displays for the Business Owner, BOR, or Model Owner.
- **RO Model ID –** The ID of the model.
- **Organization Table –** The Participants' information displays here.
- **Search Column –** Search for a Participant by Organization Name, Street Address, City, or State.
- **Switch Model –** Select the Switch Model link to display a list of models that are contributing data to the HDR application. Select a model from this list to review Participants' information for a different model.

  Note: The Switch Model link is not available to Model Owner users.

5.5.1 View Participants' Reporting Status

To view an individual Participant's data:

1. Select a Participant's record. The Participant's record displays in the Participant's page.

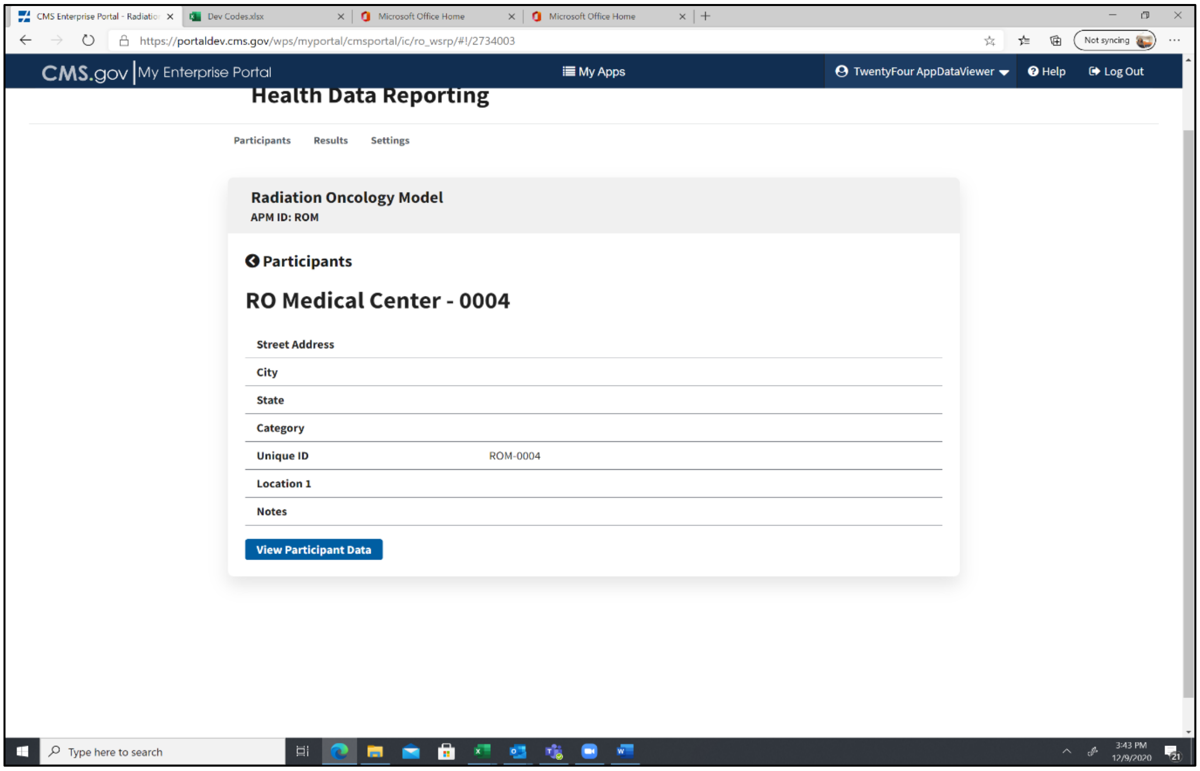


Figure 42: Participants record – Model Owner View

2. Select the **View Participant Data** button at the bottom of the page. The Participant's data reporting status displays.

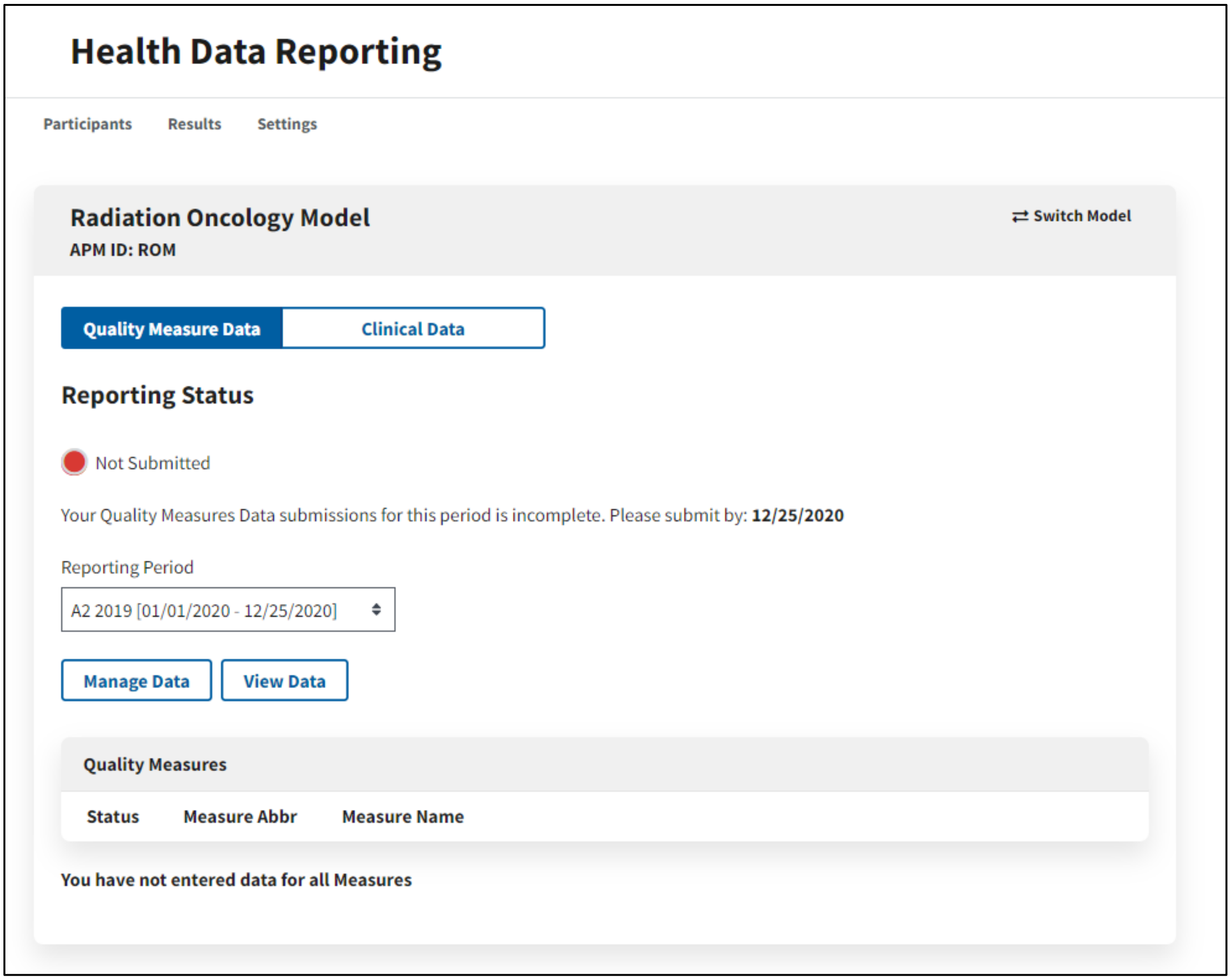


Figure 43: Selected Participant's Reporting Status

5.5.2 View Results

To view Participants' data evaluation results:

1. Select the **Results** tab in the Participants Landing Page.

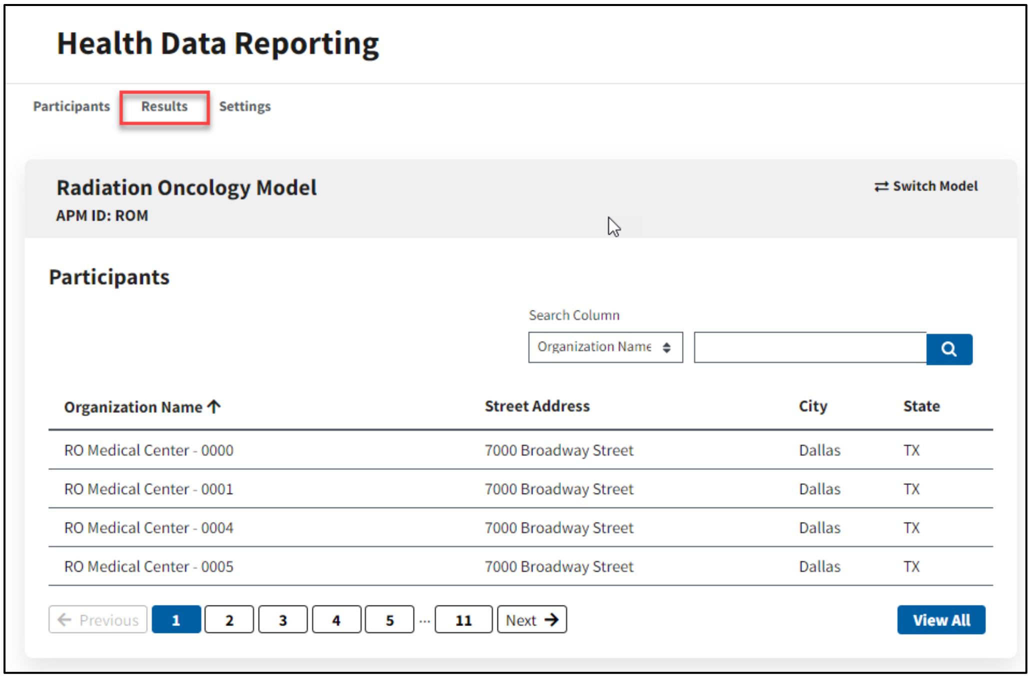


Figure 44: Participants Landing Page – Results Selection

2. The results display for all model participants. Export the results as a .CSV or as a .PDF if needed.

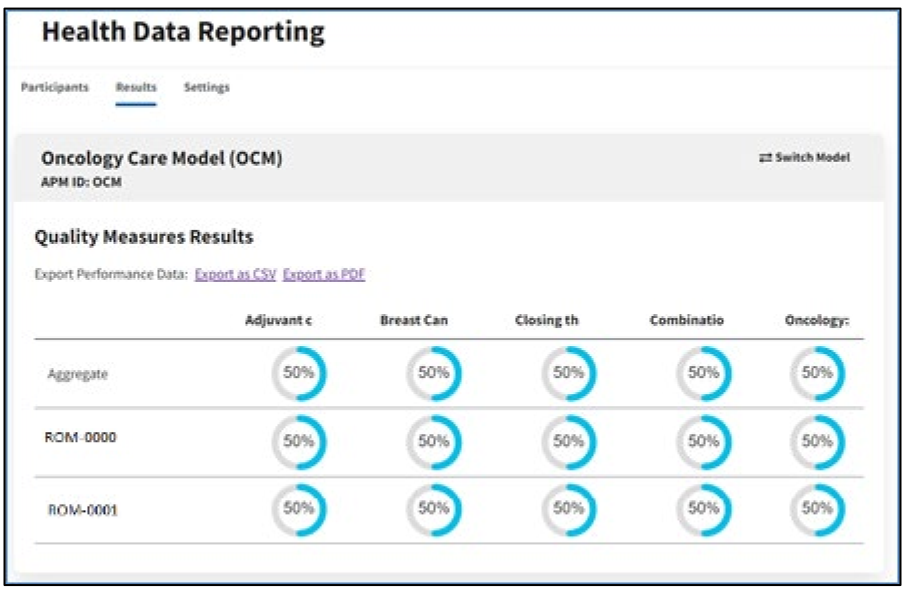


Figure 45: Model Quality Measure Results

5.6 Resources

The Resources page has the following information:

- Help Desk
- Manuals and Guides
- Related Links

All users have access to the Resources page. All users can view this page and download documents from Manuals and Guides table. The purpose of the Resources page is to provide helpful information, specific to functionality on the RF, to the model's users.

Note: Users with access to Admin page will upload Manuals and Guides. All the successfully uploaded files from Admin Upload subpage will appear in "Manuals and Guides" table as shown in below screenshot.

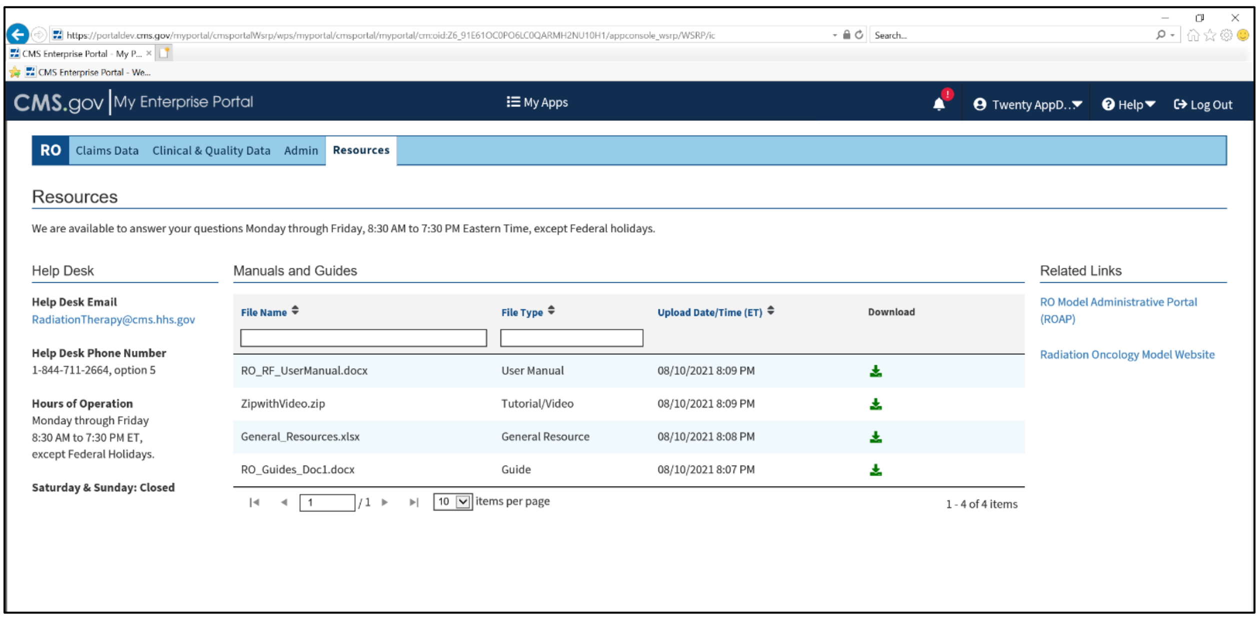


Figure 46: Resources Tab

5.6.1 Download Manual and Guides

The Manuals and Guides sections of the Home and Resources page allow you to download the latest uploaded User manuals, Guides, General Resource and Tutorial/Video for the ROM Application. Use the following steps to download:

1. Select the highlighted green download icon under the Download column of the table.

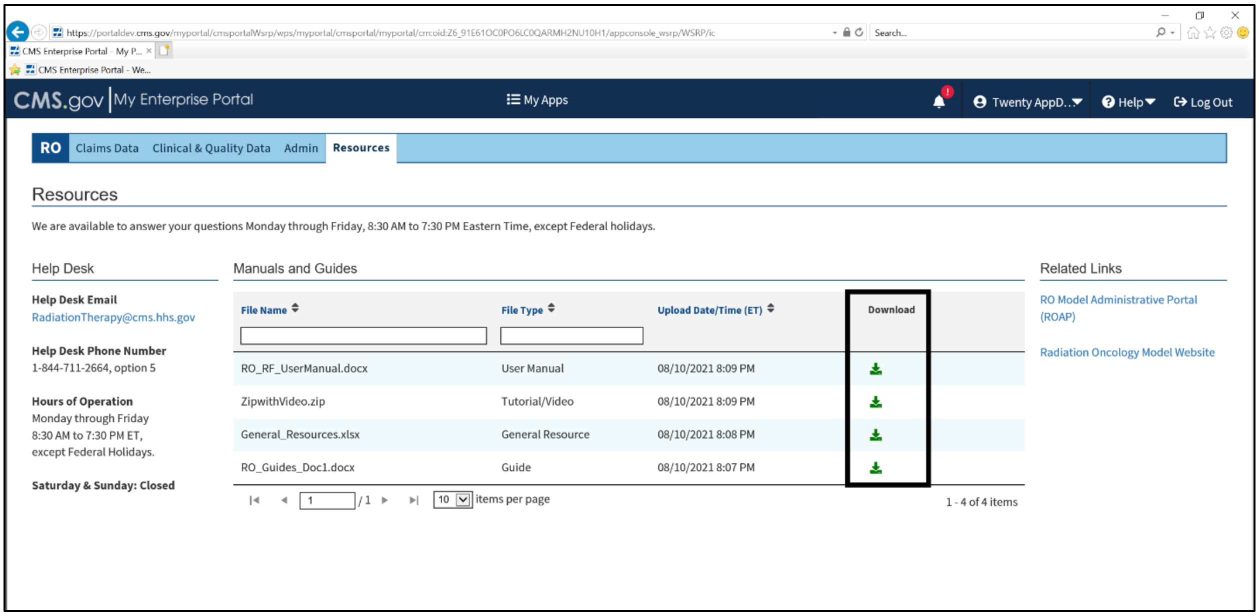


Figure 47:Resources Download

2. The system will initiate the download process and show the following screen.

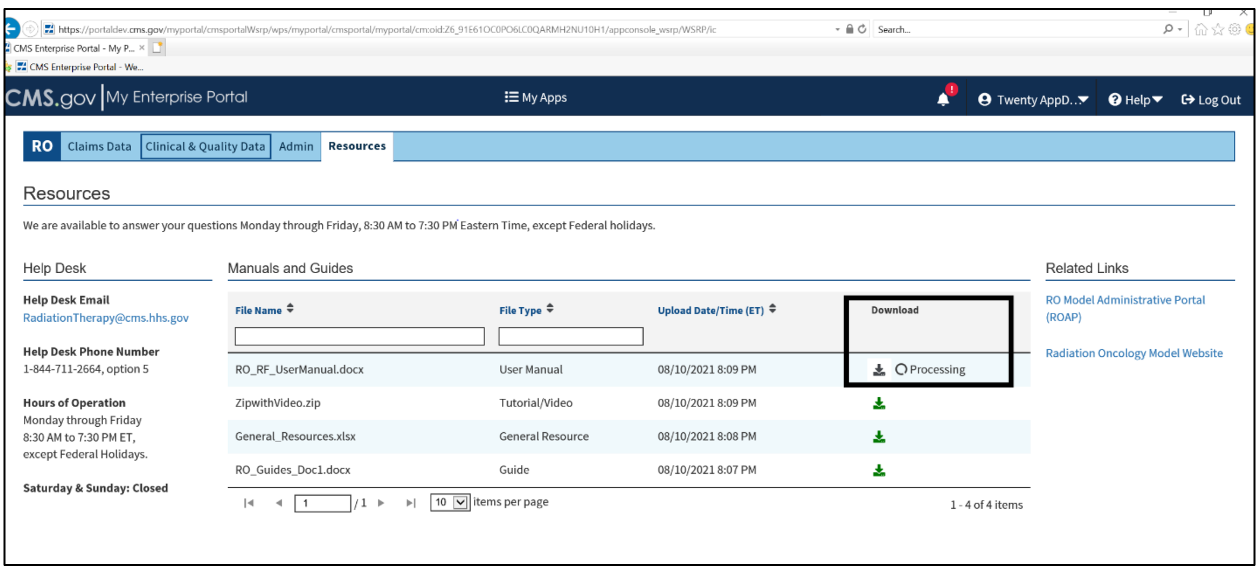


Figure 48:Resources Download Processing

3. Once the file is downloaded, you will see “Complete” next to the download icon. You can access the downloaded file from your local hard drive.

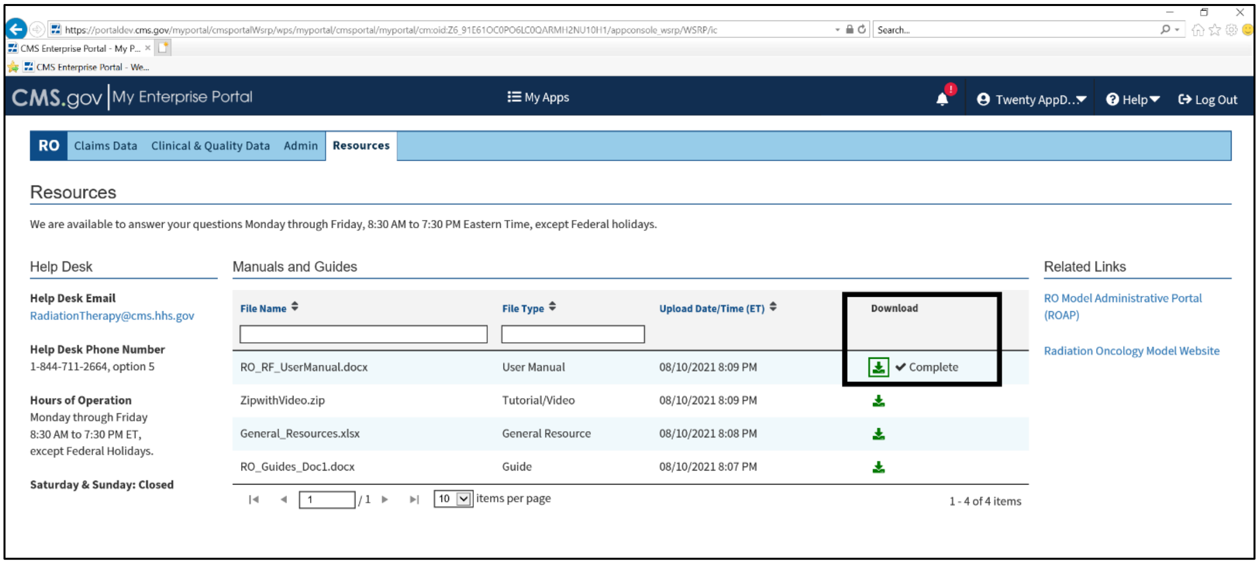


Figure 49: Resources Download Complete

5.7 Admin Page (CMMI Staff Only)

The Admin page has the following sub-sections:

- Upload
  - Upload Resource
    - Users with access: Business Owner, CMMI Model Team Member, Implementation Contractor, Application Administrator
  - Upload Master and Delta Files
    - Users with access to upload Master and Delta Files: Implementation Contractor and Application Administrator
- Extend Submission Window
  - Users with access: Business Owner, CMMI Model Team Member, Implementation Contractor, Application Administrator
- Reopen Submission Window
  - Business Owner, CMMI Model Team Member, Implementation Contractor, Application Administrator
- Participating Organizations
  - Business Owner, CMMI Model Team Member, Implementation Contractor, Application Administrator

Note: Currently, only the RO Master and Delta File Upload of the Upload sub-page is functional. Template Upload is *not* functional.

To upload a Resource Type on the **Upload** sub-page, follow the below steps:

1. Select the **Admin** tab. Then, select the **Upload** subtab.

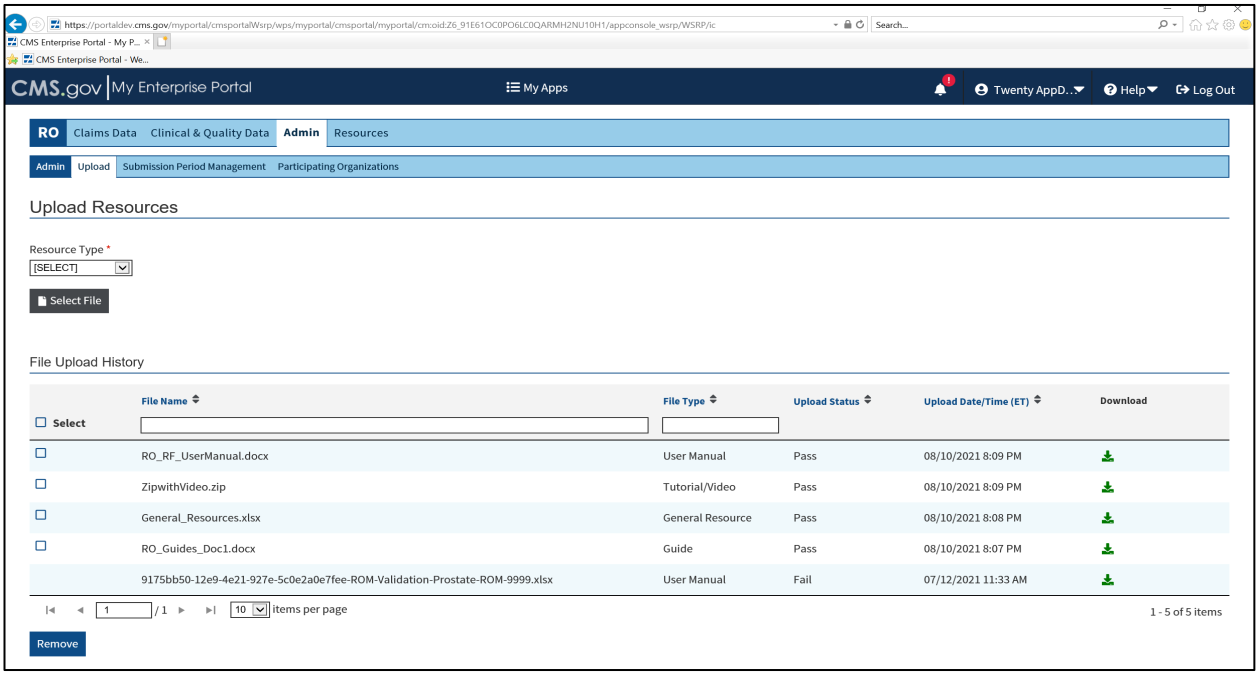


Figure 50: Admin-File Upload Page

2. Select a Resource type from the **Resource Type** drop-down list.

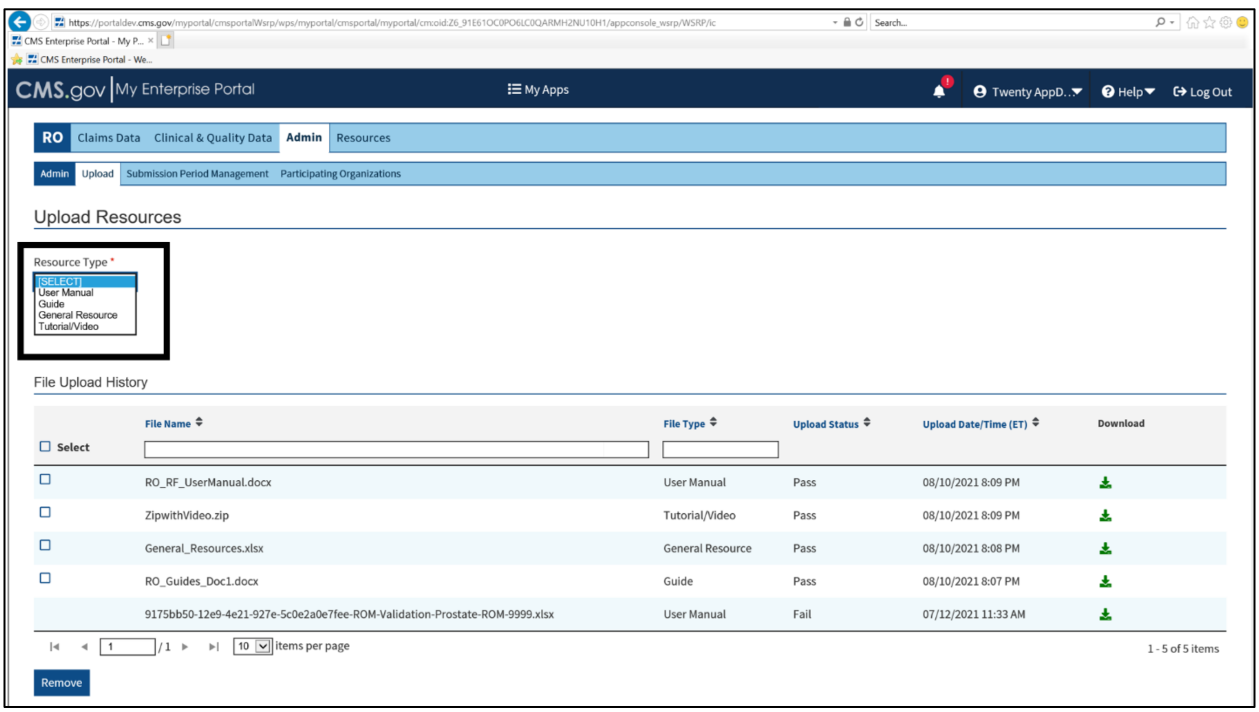


Figure 51:Selecting Resource Type

3. Select the **Select File** button to upload a file. Once you have selected the **Select File** button, you will be prompted to upload a file no larger than 249MB from your local drive.

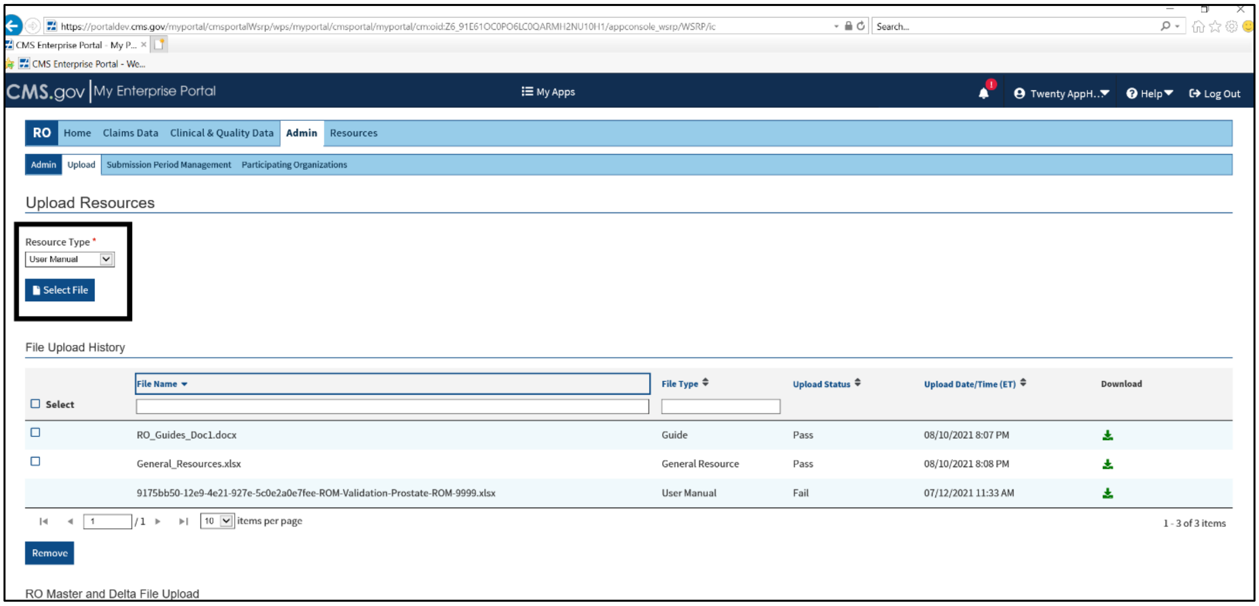


Figure 52:Selecting Select File

4. Select the green download icon under the Download column of the table. Once the file is downloaded, you will see “Complete” next to the download icon. You can access the downloaded file from your local hard drive.

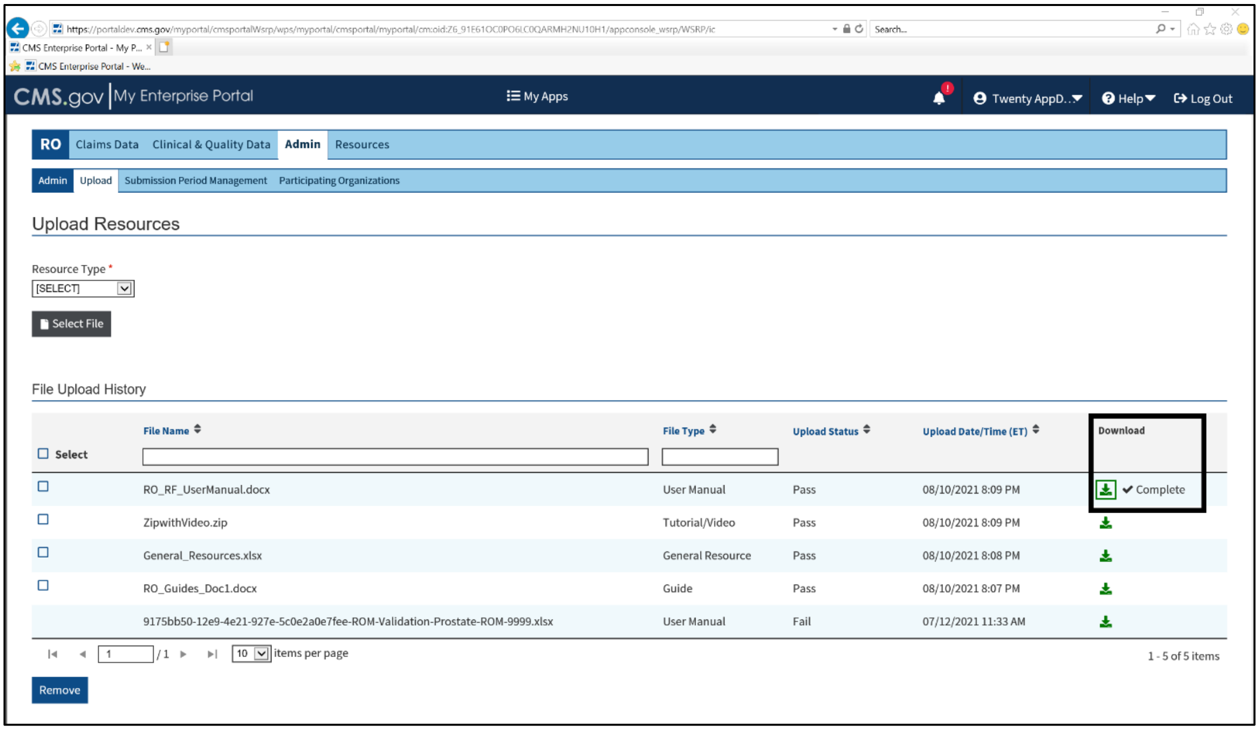


Figure 53:Download File

5. User can Remove successfully uploaded files from “File Upload History” table. After selecting the file, click on “Remove” button

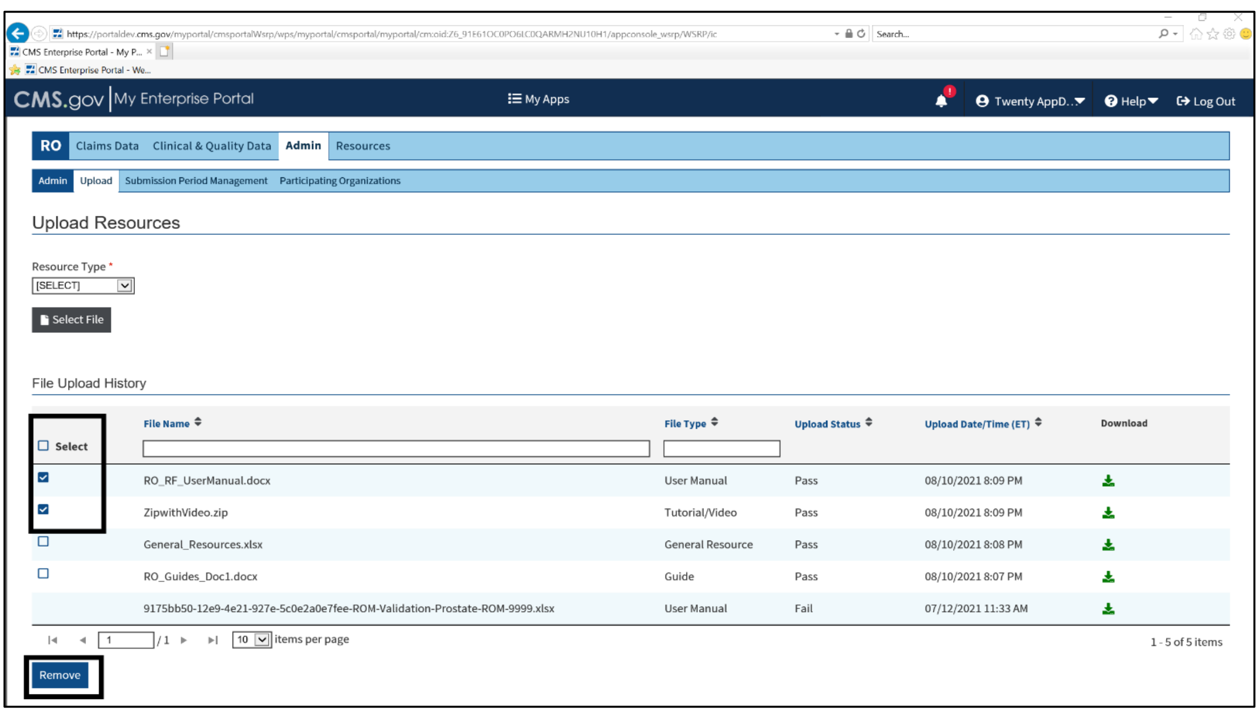


Figure 54:Remove files from File Upload History Table

6. User prompted with Confirmation message while removing files

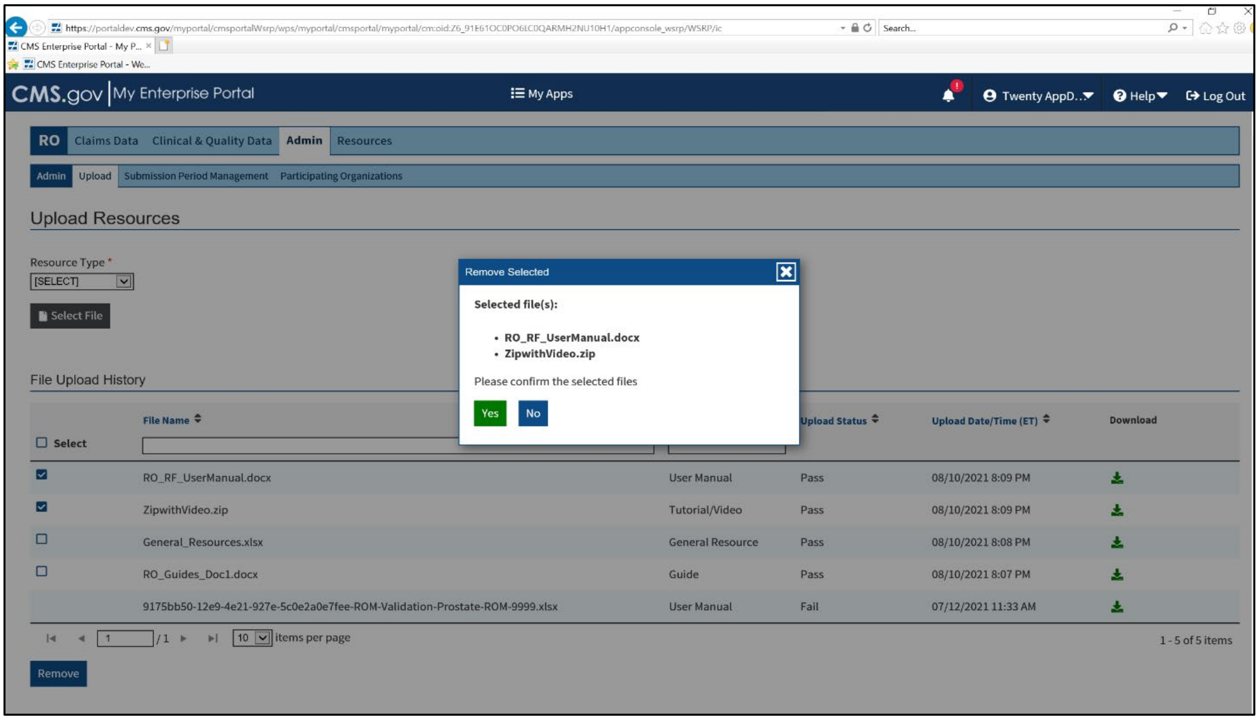


Figure 55: Confirmation to Remove files

7. Files is successfully Removed. Removed files are not available in "File Upload History" table.

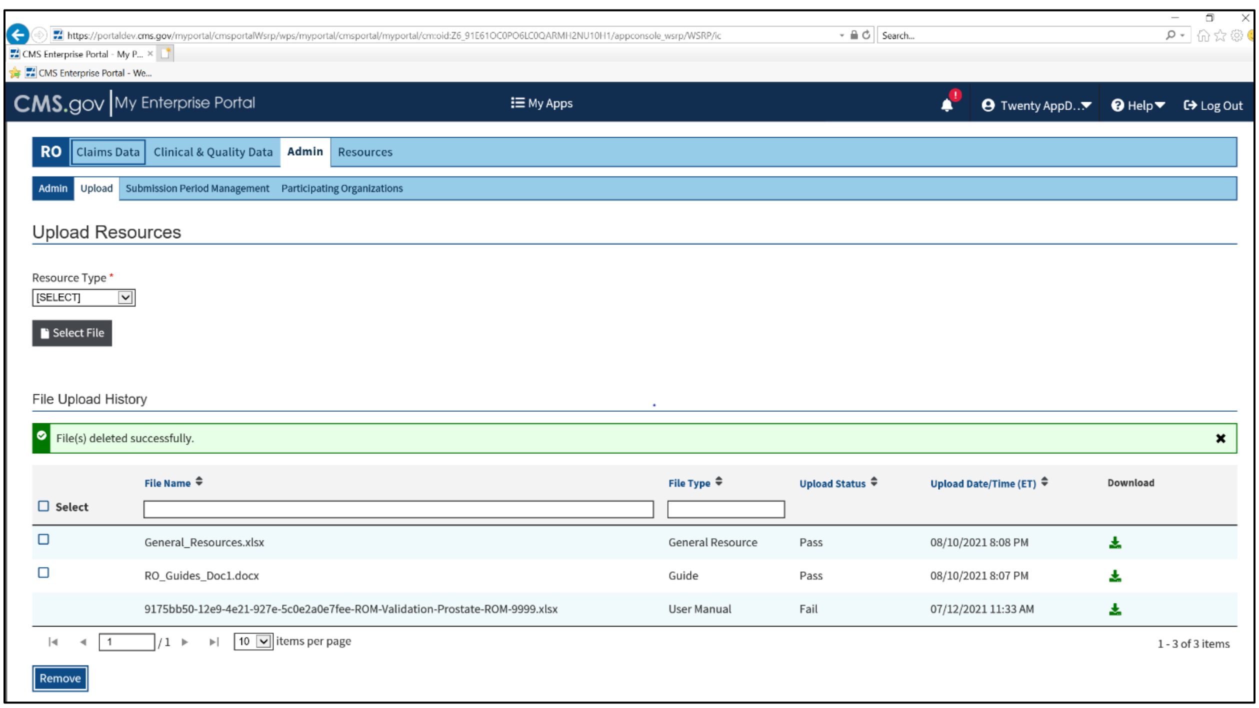


Figure 56: Successful Message of Removed files

8. Removed files from Admin page will be Removed from Resources page “Manuals and Guides” table

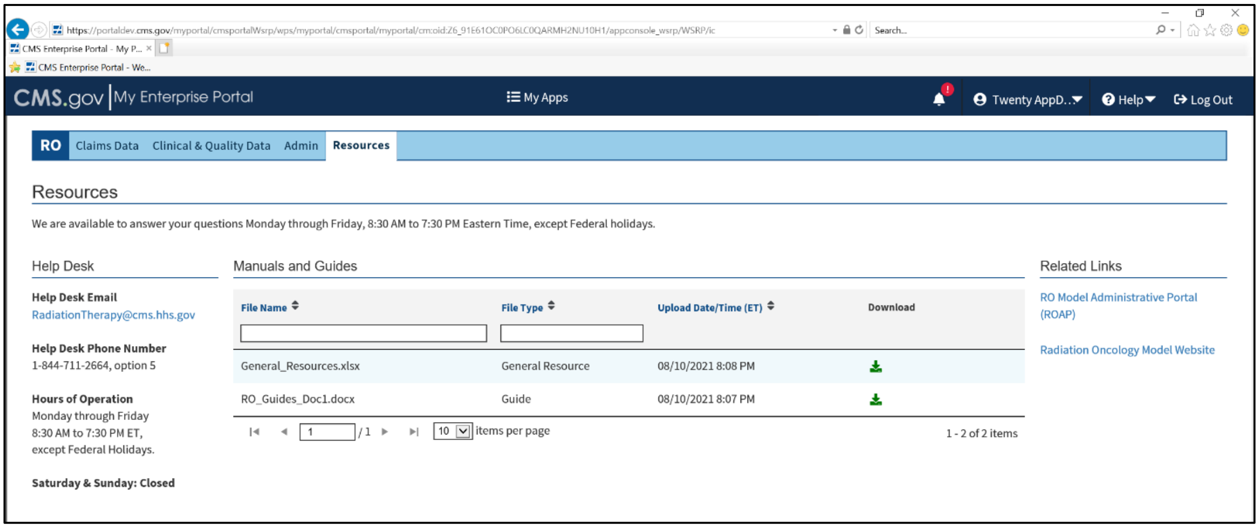


Figure 57: Deleted files removed from Resource page

To upload Master and Delta files on the **Upload** sub-page, follow the below steps:

1. Select the **Admin** tab. Then, select the **Upload** subtab.

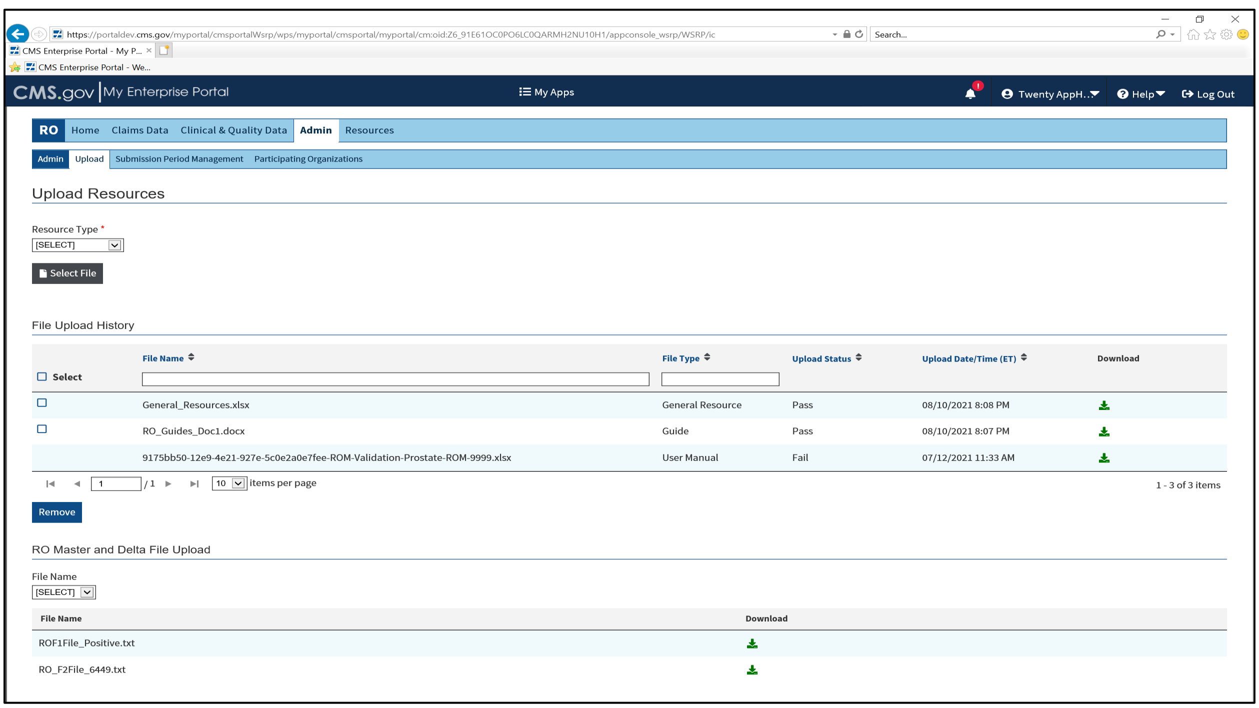


Figure 58:Admin-File Upload Page

2. Select the **File Name** drop-down list. Select **Master File** to upload Master file data or select **Delta File** to upload Delta file data.

   Notes:

   a. Only use Master File for the initial upload. If you select **Master File** after the initial Master file upload, it will delete previously existing data.

   b. A Delta file uploads to alter or update data within a Master file.

   c. The latest Delta file overwrites the previous Delta file.

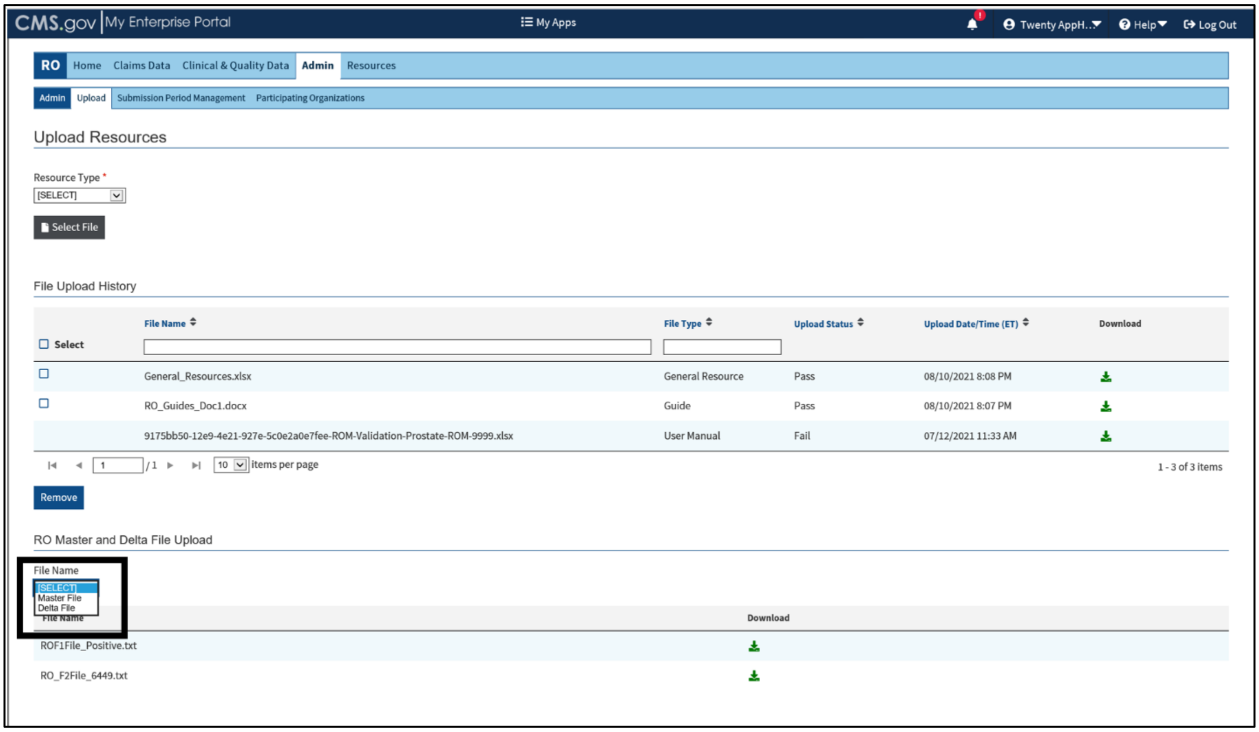


Figure 59:Selecting File Name

3. Select the **Select File** button to upload a file.

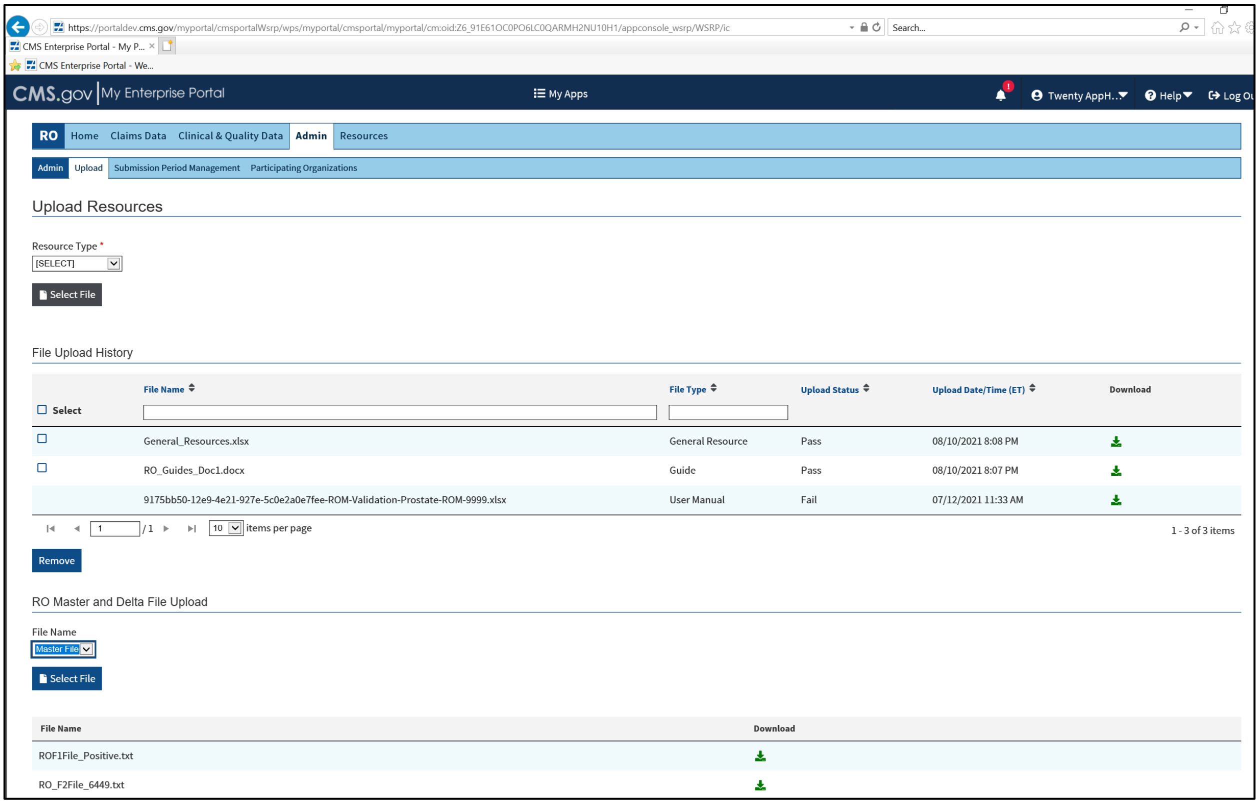


Figure 60:Selecting Select File

4. Select a file from the local directory, and then select **Open**.

   Note: A file must not exceed the size limit of 249 Megabytes (MB) and must be a .txt file.

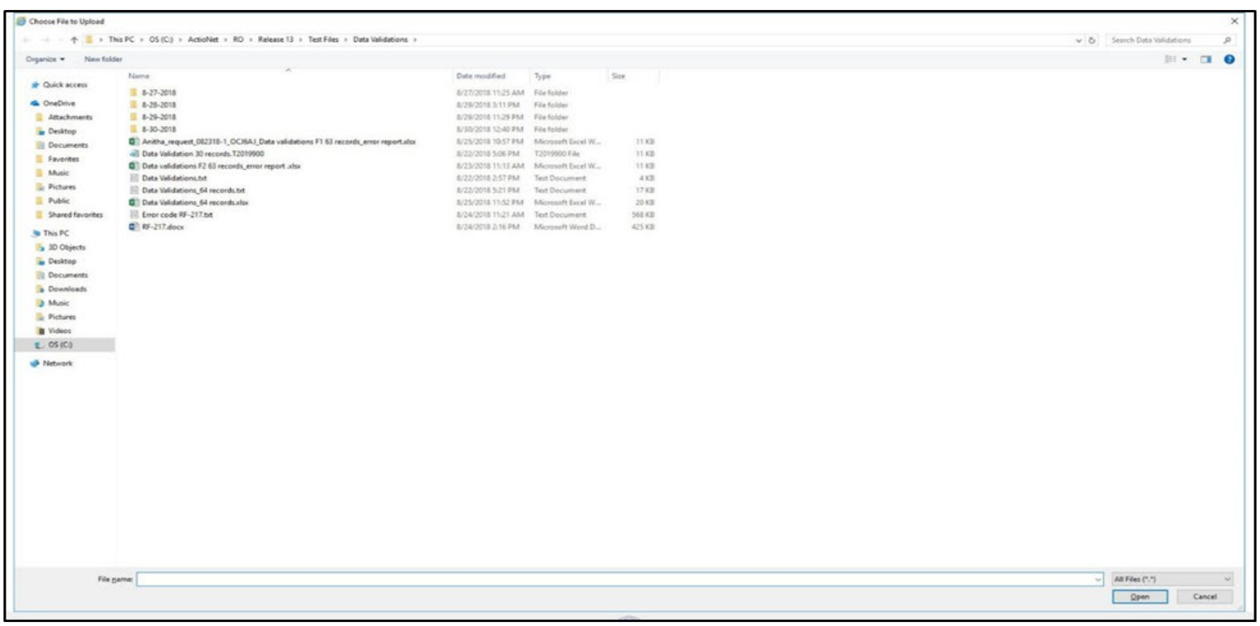


Figure 61:Local Directory

5. A successfully uploaded file appears on the **Template Upload History** table and gets processed.

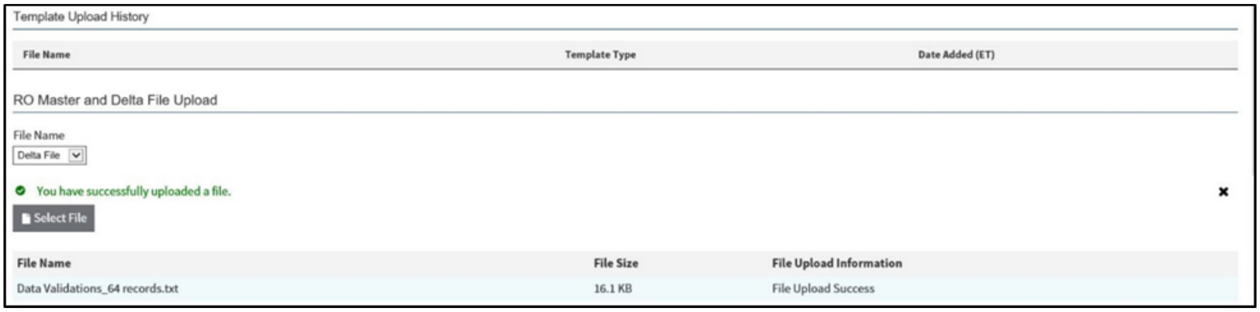


Figure 62:Successfully Uploaded

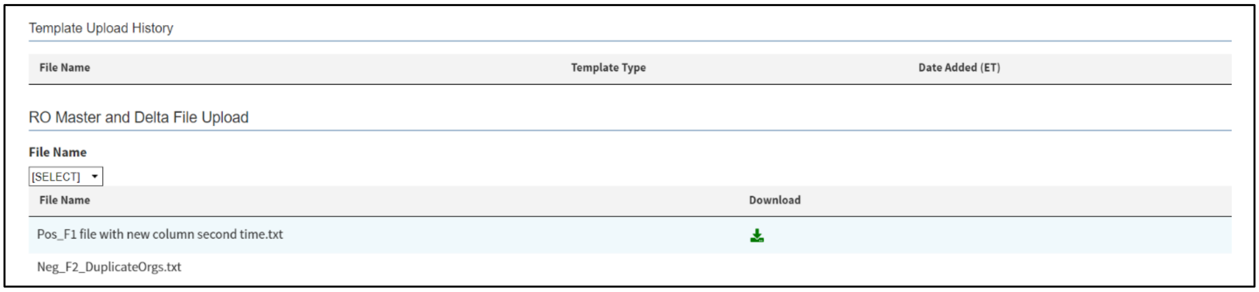


Figure 63: File Displays on the History Table

6. Select the **Download** icon to download a file.

   Note: Only a successful Master or Delta file is downloadable. A file that failed or is still processing is not downloadable.

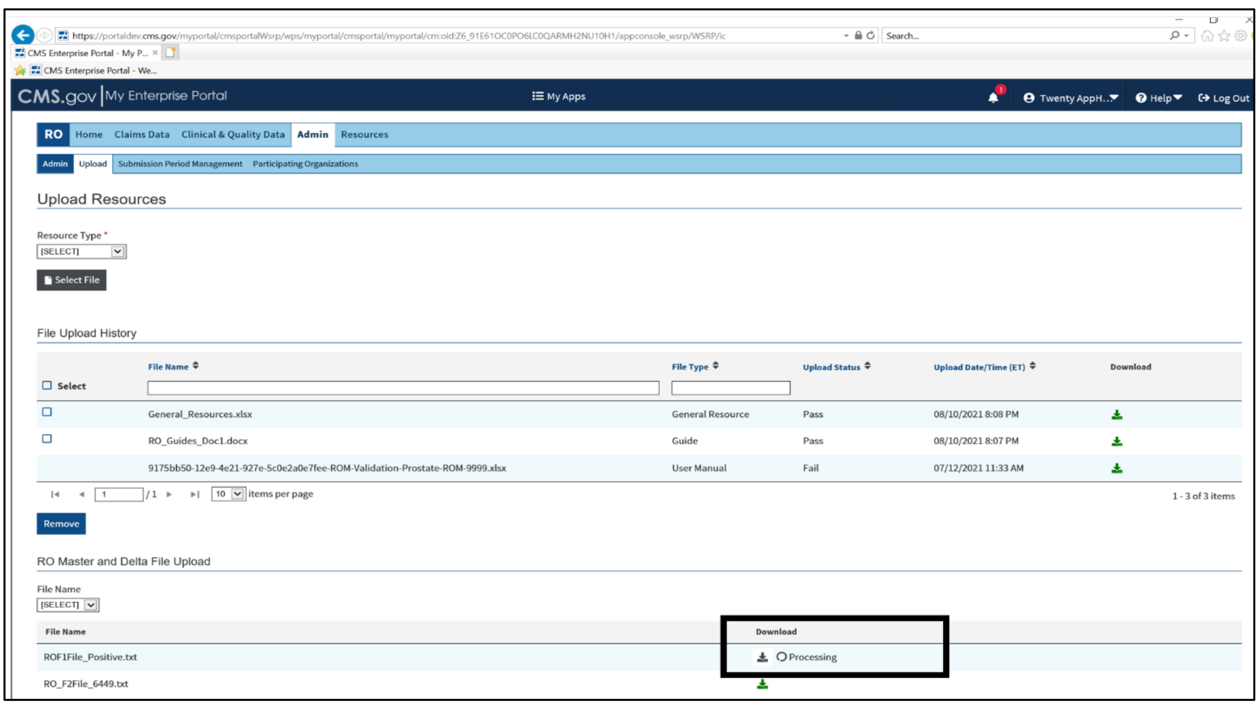


Figure 64: Downloading a File

7. Upon selecting the **Download** icon, a file saves to the local directory.

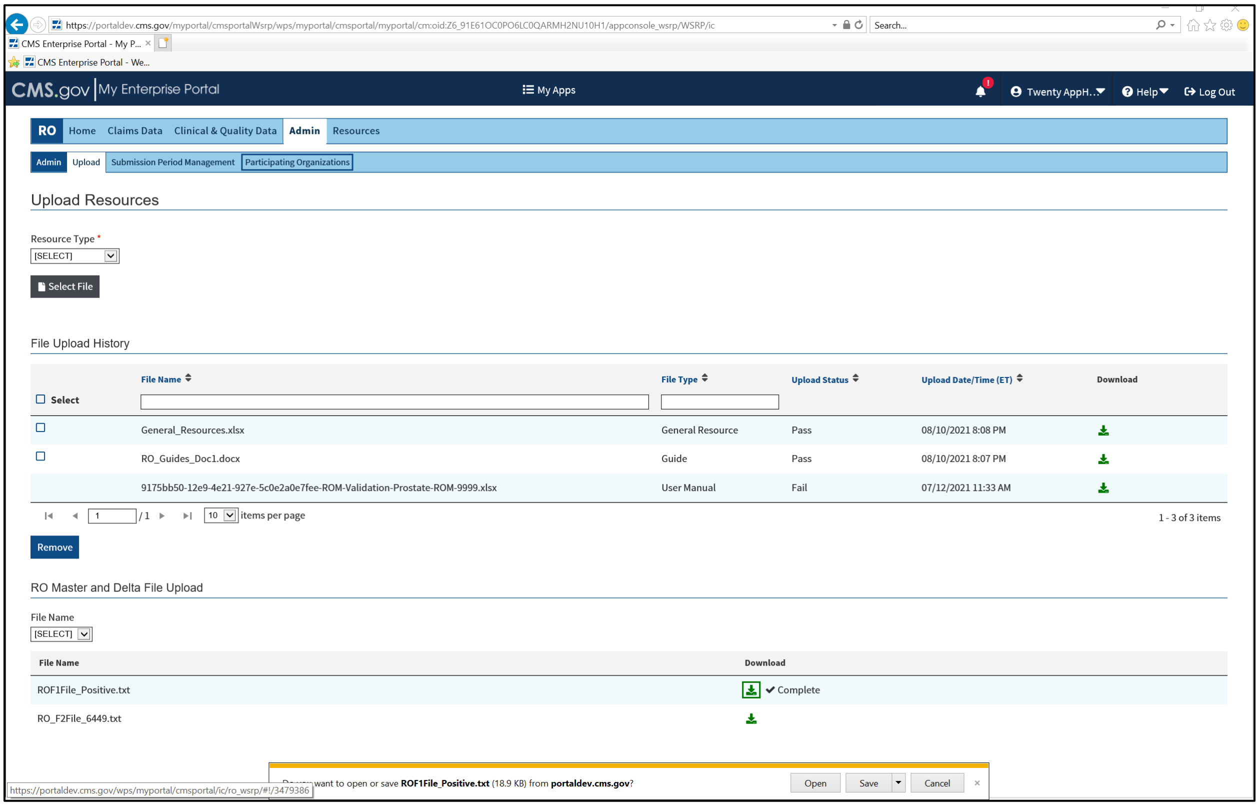


Figure 65: File Downloaded

6. Troubleshooting & Support

6.1 Error Messages

Each tab of the RO Model Secure Data Portal has its own specific error messages that describe the error you encountered, as well as steps to complete an action.

6.2 Support

For any issues you encounter with the RO Model Secure Data Portal, please contact RO Support.

Table 2: Support Points of Contact

Contact	Organization	Phone	Email	Role	Responsibility
RO Support	Help Desk	1-844-711-2664 option 5	RadiationTherapy@cms.hhs.gov	Support	RO Support

Appendix A: Record of Changes

Table 3: Record of Changes

Version Number	Date	Author/Owner	Description of Change
0.1	09/16/2019	Ismriti Shrestha	Drafted for R18: • Claims Data Functionality • Clinical & Quality static UI Updating for Model ID
0.2	09/20/2019	Joseph Langreo	Updated for R18: • Claims Data Functionality • Clinical & Quality static UI Updating for Model ID
0.3	09/26/2019	Joseph Langreo	Peer Reviewed
0.4	10/01/2019	Sam Peterson	Put doc in correct template, QA review
0.5	10/01/2019	Vaidehi Joshi	Addressed QA review comments
0.6	10/02/2019	Sam Peterson	Cleaned up draft
0.7	10/22/2019	Adebimpe Adeosun and Vaidehi Joshi	Updated following figures as per the change in R18: Figure: 6 to 8 Figure:16 to 21 Figure: 21
0.8	10/24/2019	Herman Bryant	Peer review
0.9	10/24/2019	Melanie Richardson	Peer review
0.10	10/29/2019	Najha Jones	QA review (highlights only)
0.11	10/29/2019	Vaidehi Joshi	Addressed QA feedback
0.12	10/29/2019	Najha Jones	Final Draft
0.13	03/05/2020	Joseph Langreo	Updated for R20.1 Changes
0.14	03/05/2020	Tony Xu	Peer review
0.15	03/12/2020	Najha Jones	QA review (full)
0.16	03/12/2020	Joseph Langreo	Addressed QA feedback
1.0	03/16/2020	Najha Jones	Final
1.1	03/25/2020	Joseph Langreo	Addressed Model Team questions and responded to comments
1.2	11/17/2020	Miekeyla Stanton	Updated for R20.5 Changes

Version Number	Date	Author/Owner	Description of Change
1.3	11/20/2020	Marjorie Trader	Updated screens & Peer Review
1.4	11/30/2020	Najha Jones	QA review (revisions only)
1.5	12/08/2020	Olaronke Omishore	Addressed QA feedback
2.0	12/09/2020	Najha Jones	Final
2.1	12/23/2020	Olaronke Omishore	Model Team feedback incorporated
3.0	12/28/2020	Najha Jones	QA review of revisions; Final
3.1	07/26/2021	Suma Pani Donga	Updated “User ID” mentioned in section 3.2.4 to “IDM User ID”
3.1	07/26/2021	Suma Pani Donga	Updated section 3.1 and Appendix D with below documents instead of CMS share point link • EIDM QRG - New Users Completing RIDP and MFA • IC-R21.2-UserManual
3.2	10/01/2021	Melanie Richardson	QA Review
4.0	10/06/2021	Melanie Richardson	Finalized document

Appendix B: Acronyms

Table 4: Acronyms

Acronym	Literal Translation
CCN	CMS Certification Number
CMMI	Center for Medicare & Medicaid Innovation
CMS	Centers for Medicare & Medicaid Services
DRA	Data Request and Attestation
EIDM	Enterprise Identity Management
ePortal	Enterprise Portal
HOPD	Hospital Outpatient Department
IC	Innovation Center
iFrame	Inline frame
LOA	Level of Assurance
MB	Megabyte
MFA	Multi-Factor Authentication
PGP	Physician Group Practice
PV	Privileged
QRG	Quick Reference Guide
RF	Reusable Framework
RIDP	Remote Identity Proofing
RO	Radiation Oncology
ROAP	Radiation Oncology Administrative Portal
RT	Radiotherapy
SOR	System of Record
TIN	Tax Identification Number
XLC	eXpedited Life Cycle

Appendix C: Glossary

Table 5: Glossary

Term	Acronym	Definition
Center for Medicare & Medicaid Innovation Model Team	CMMI Model Team	CMMI personnel working on the RO Model.
Centers for Medicare & Medicaid Services Enterprise Portal	CMS ePortal	The single internet website where internal and external stakeholders access CMS systems.
Radiation Oncology System	RO System	System of record (SOR) for the collection of clinical and quality measure data.
Radiation Oncology	RO	The medical specialty that is involved in the use of radiotherapy to treat cancer.
Implementation Contractor	N/A	CMMI contractors working on the RO Model.
Radiation Oncology Participants	RO Participants	Users submitting data for the RO Model.

Appendix D: Referenced Documents

Table 6: Referenced Documents

Document Name	Document Location and/or URL	Issuance Date
CMS Enterprise Portal Quick Reference Guide (QRG) - New Users Completing	CMS Enterprise Portal Quick Reference Guide	January 2017
IDM User Manual	IDM User Manual Document	May 2021
IDM User V*ideos*	IDM Enterprise Portal How to- Videos	May 2021

Appendix E: Approvals

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

Table 7: Approvals

Document Approved By	Date Approved
Name: <Name>, <Job Title> - <Company>	Date
Name: <Name>, <Job Title> - <Company>	Date
Name: <Name>, <Job Title> - <Company>	Date