## 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)

- Navigate to the CMS Enterprise Portal (<u>https://portal.cms.gov/</u>) and select the New User Registration link at the bottom of the page. (Refer to Figure 1).
- 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).

Login	Login with PIV Card		
	CMS.gov Enterprise Portal		
m	smith		
	✓ I agree to the <u>Terms &amp; Conditions</u>		
	Login		
For	got your <u>User ID</u> or your <u>Password</u> ? ed to <u>unlock</u> your account?		
	New User Registration		
	New User Registration		

Figure 2: CMS Enterprise Portal Login

- 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.
- 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

- Navigate to the CMS Enterprise Portal (<u>https://portal.cms.gov/</u>).
- 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.

Login	Login with PIV Card			
	CMS.gov Enterprise Porta			
Solution Authentication				
En	Email 🗸			
Send	l To: mn@dcca.com			
	Send MFA Code			
En	ter MFA Code			
	Verify			

Figure 5: Enter MFA Code

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

My Portal	Add Application
	Previous Login: View Login History
Welcome to CMS Enterprise Portal.	
Welcome M Welcome M Welcome W CMS Enterprise Portal. You've selecter EFDSCS application of uning your registration. You can request access to this application by clicking error You may request access to other applications by selecting "Add Application" button.	
📕 Learn how to add Multi Factor Authentication (MFA) devices via My Profile in the Manage MFA Device	s section.

Figure 6: My Portal - Add Application or select Here

- 4. Select an Application **FFSDCS**.
- 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.

	An and the West Hills and the All all and the
International process for requiring a role in a CMS criterine Portal application. A summary or each step taken will be an elated information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that y	our anter each step. Fou will be presented with an your role ou are requesting and your current level of access.
ou can review your current roles and pending role requests in <u>Hv Access</u> .	
1 Select an Application	✓ Completed
	🗷 Edit
✓ FFSDCS	
2 Select a Role	✓ Complete
✓ GADCS Submitter	1 = 20
3 Complete Identity Verification	
Identity Verification	
This role requires an additional level of verification. You will be asked to provide additional information to verify your identity. Pl	ease select "Launch" to begin the identity verification
process. You will return to the next step below when identity verification is complete.	
	Launch

Figure 7: Role Selection

 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.

Confirmation	×
Your IDM request has been successfully submitted.	
Request New Application Access Acknowledgement	
Your IDM request has been successfully submitted.	
The tracking number for your request for GADCS Submitter role in FFSDCS application is: 3722610	
Please use this number in all correspondence concerning this request.	
fou will receive an email when your request has been processed.	
Once your request is approved then you will need to log out and then log back into the Enterprise Portal system to access the application via the tile on the My Portal having trouble, please contact the tier 1 Help Desk associated with your application.	Landing page. If you are still
ок	

Figure 8: IDM Request Confirmation

#### 4 Login Using MFA

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

 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).

Login	Login with PIV Card			
	CMS.gov Enterprise	Portal		
<b>?</b>	Multi-factor Authentication			
En	nail	~		
Sene	lTo: mn@dcca.com			
	Send MFA Code			
Er	ter MFA Code			
	Verify			

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).

What is the l	Medicare Grou	und Ambulan	ce Data Colle	ction System	?	
Ground ambulance	providers and suppli on cost, utilization, re	ers selected to partie evenue, and other in	cipate in the Medicar formation over a cor	re Ground Ambulanc htinuous 12-month p	e Data Collection Sy eriod (either a calen	stem must first Idar or fiscal yeai
Selected organizati	ons reported their da	ta collection start da	te to their Medicare	Administrative Contr	actor in the first qua	arter of 2022. You
organization must	report its collected in	formation within a 5	month data reporti	ng period starting im	mediately after the e	end of its data
collection period. T	he information repor	ted to CMS will be us idule (AES) Eailure to	ed to evaluate the e	the required inform:	ted costs relate to pa	ayment rates und
to payments under	the AFS for one year.	unless a hardship ex	emption has been g	ranted or an informa	l review has determi	ined that your
organization is not	subject to the 10 perc	ent reduction to pay	ments. The figure b	elow shows the vario	us steps in the GADC	S process.
Sent by your Medicare Administrative Contractor (MAC)	Within 30 days of receipt (contact information and data collection period start date)	Over a continuous 12-month data collection period (calendar year or your fiscal year) 3	Prior to reporting (registration will open just prior to the start of the first data reporting periods)	Over a 5-month data reporting period (starting right after the end of your data collection period)	After the end of organizations' data reporting periods	0
Sent by your Medicare Administrative Contractor (MAC) 1 Step 1: CMS selects	Within 30 days of receipt (contact information and data collection period start date) 2 Step 2: Particinants	Over a continuous 12-month data collection period (calendar year or your fiscal year) 3 Step 3: Particinants	Prior to reporting (registration will open just prior to the start of the first data reporting periods) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	Over a 5-month data reporting period (starting right after the end of your data collection period) 5 Step 5: Participants	After the end of organizations' data reporting periods c Step 6: Participants	MedPAC
Sent by your Medicare Administrative Contractor (MAC) 1 Step 1: CMS selects and notifies	Within 30 days of receipt (contact information and data collection period start date) 2 Step 2: Participants provide	Over a continuous 12-month data collection period (calendar year or your fiscal year) Step 3: Participants collect	Prior to reporting (registration will open just prior to the start of the first data reporting periods) Step 4: Users register and	Over a 5-month data reporting period (starting right after the end of your data collection period) Step 5: Participants report	After the end of organizations' data reporting periods Step 6: Participants without a	MedPAC analysis and report to

Figure 11: Overview

 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).

	ected for Data Reporting (Required)
10000	10390
Primar	v Practice Location State (Required)
Washi	ngton 🗢
Ground	Ambulance Organization Name (Required)
1 177121 171	the first four letters to see entires
rypem	the first few letters to see options.
TEST	DRG390
TEST	the first few letters to see options. DRG390
TEST	the first few letters to see options.  DRG390  The NPI you entered matches with the selected organization and is required to report data this year.
TEST	the first few letters to see options. ORG390 The NPI you entered matches with the selected organization and is required to report data this year.
TEST	the first few letters to see options.  ORG390  The NPI you entered matches with the selected organization and is required to report data this year.
test	the first few letters to see options.  ORG390  The NPI you entered matches with the selected organization and is required to report data this year.  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
TEST	the first few letters to see options.  ORG390  The NPI you entered matches with the selected organization and is required to report data this year.  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.
TEST	the first few letters to see options. ORG390 The NPI you entered matches with the selected organization and is required to report data this year. 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.

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).

CMS.gov My Enterprise Portal		🔳 My Apps	
Medicare Ground An	nbulance Data Collection System		
Dashboard	Dashboard		
Add/Remove NPI	Welcome Val!		

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 gadcshelpdesk@dcca.com.
How do users access GADCS?	To access GADCS, visit <u>https://portal.cms.gov</u> . 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?	<ul> <li>GADCS Submitter role can enter collected information in response to GADCS questions.</li> <li>GADCS Certifier 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</li> </ul>
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.