

10/20/2020

## **1. Get Your RO Model ID and log into Radiation Oncology Administrative Proposal (ROAP).**

To register for ROAP, you will need your Model ID, Taxpayer Identification Number (TIN) or CMS Certification Number (CCN), first name, last name, and email address of the designated primary contact in the appropriate fields.

To obtain your Model ID, please contact the Helpdesk (RadiationTherapy@cms.hhs.gov). Technical participants should email their CCN; Professional participants and Dual participants should call the Helpdesk with their practice's TIN to retrieve your Model ID. TINs should never be sent via email. If a participant requires multiple Model IDs, please have a *unique* primary contact for TIN/CCN. The unique primary contact, the Model ID, and the TIN/CCN will be used to log in to each ROAP account separately.

For security purposes, the RO Model team will preload the first name, last name, and email address of the primary contact for a RO participant into ROAP. You will need to provide this information through the RO Model Helpdesk, if you have not already done so. Practices who have already received their Model ID and provided their primary contact information to the Helpdesk may log in to ROAP. Please wait at least three business days from when the Model ID is received to attempt logging into ROAP.

Once on ROAP, the first primary point of contact (PPOC) to log in should add contact information for all other contacts. The ROAP allows for five primary contacts, five secondary contacts, and five legal contacts. The legal contacts alone will have the ability to attest to RO Model requirements within ROAP and upload the Data Request and Attestation (DRA) form.

Note: At this time, each Model ID must have a unique primary POC and legal POC. Programmers are working to make system changes to allow POCs to have access to more than one Model ID.

## **2. Using ROAP**

**ROAP User Manual:** For further instructions on logging in to ROAP, please find the ROAP User Manual in the "Radiation Oncology Administrative Portal (ROAP)" section on the Radiation Oncology (RO) Model web page. The ROAP User Manual can be found here: <https://innovation.cms.gov/media/document/ro-model-admin-portal-user-manual>

**Help Desk Support:** If you have issues logging onto ROAP, please contact CMMIForceSupport@cms.hhs.gov or call 1-888-734-6433, option 5.

**Daily Office Hours:** Participants can call into standing Office Hours that have been set up to help troubleshoot ROAP login issues. Please see the below information for the Office Hours call in information:

Time: Monday – Friday, 12pm EST

10/20/2020

Join Zoom Meeting:

<https://cms.zoomgov.com/j/1601891276?pwd=R2swMjBmamNqYTJ6bnZlanlmTTFMdz09&from=msft>

Meeting ID: 160 189 1276

Password: 881584

### 3. **Webinars**

On Thursday, October 15, 2020, the RO Model team held an RO 101 webinar. The link to those slides can be found here: <https://innovation.cms.gov/media/document/ro-model-101-webinar-slides>

Please join the RO Model team on Thursday, October 29, 2020, for a webinar on billing. Additional details will be posted on the [RO Model website](#) soon.

### 4. **Resources**

**CONNECT site:** The RO Model CONNECT site is the social media platform for RO participants to communicate with each other and share best practices. The site will house important RO Model information and provide a space to ask questions, innovate and share lessons learned, leading practices, and helpful resources via chats, groups, libraries, events, forums, and informal dialogue. CMMI anticipates this will be available for RO participants in November.

**RO Model Secure Data Portal:** The RO Model Secure Data Portal is the platform via which RO participants can receive different types of files from CMS, including: beneficiary line-level claims data, episode-level data, participant-level data. Professional participants and Dual participants will submit quality measures and clinical data via this portal.

To request claims data, RO participants must submit a Data Request and Attestation (DRA) form, if appropriate for that RO participant's situation, which is available on ROAP. Throughout the Model performance period, RO participants may request to continue to receive these data until the final reconciliation and final true-up processes have been completed. CMMI anticipates that the RO Model Secure Data Portal will be available for RO participants in November.

**CMS Enterprise Data Management Portal (EIDM):** The CMS Enterprise Data Portal (EIDM) is the entry point for several CMS systems. Please refer to [this link](#) for instructions on how to register in the CMS EIDM if you have not already done so.