

Registration for the Home Health Value-Based (HHVBP) Secure Portal

Part A: Innovation Center

1. Navigate to the CMS Enterprise Portal
2. Click the “Login to CMS Secure Portal” button
3. Accept the Terms and Conditions by clicking the “I agree” button
4. Login using your CMS Enterprise Identity Management (EIDM) User ID and password
 - Enter your EIDM user ID
 - Click the “Next: button
 - Enter your password
 - Click the “Log In” button
5. Click the “Request Access Now” button on the CMS Portal landing page
6. Search for the Innovation Center in the access catalog
 - Type in the access catalogue search box “IC” and press enter to find the IC widget
7. Click the “Request Access” button in the IC widget
8. Choose “IC Privileged User” role from the dropdown
 - All Home Health agency users should choose “IC Privileged User” regardless of the role they will play in the Secure Portal
9. Click the “Submit” button

Complete Identity Verification

10. Click “next” on the screen that says “Identity Verification” at the top
11. Agree to the Terms and Conditions. Check the “I agree” box
 - Then, click the “Next” button
12. Enter your name, email, address, social security, address, and phone number on this screen
 - Click the “Next” button
13. On the next screen, you will be asked a series of randomly selected questions to correctly prove you say who you say you are
 - These questions can include:
 - Date of opening a credit card
 - Current address
 - What town you live in
 - Lender of your mortgage
 - Instalments for an auto loan
 - It is very important that you answer these questions correctly. Please take the time to make your best informed choice. If you answer a question incorrectly, the Experian number (866-578-5409) will pop up on your screen and you will be able to continue with identity verification over the phone.
 - Click the “Next” button when you have answered the questions
14. If you answered all the questions correctly, a screen confirming you have completed remote identity proofing appears
 - Click the “Next” button

Set up a Multifactor Authentication Device

15. A “Multifactor Authentication Information” screen appears
 - Click the “Next” button
16. On the next screen, you can select from 4 “Credential Types”
 - We recommend choosing either the “Email one-time pass-code” or “Text Message- Short Message Service (SMS)” option so that you get a unique code to your email each time you try to access the HHVBP Secure Portal
 - After you select your credential type, a text box will appear where you will enter your email or phone number where you want to receive the passcode
 - In the credential description, enter a description like “work email”
 - Then, click the “Next” button
 - A screen confirm that you have set up a device
 - Click the “OK” button
17. A screen appears that confirms your request and gives you your request ID. Store this for future reference
18. A CMS team member will approve access to your IC request
 - You will get an email confirming the approval

Part B: HHVBP Secure Portal

1. Navigate to CMS Enterprise Portal
2. Accept the Terms and Conditions by clicking the “I Accept” button
3. Enter your EIDM user ID
 - Click the “Next” button
4. On the next screen, enter your password
 - Select the multifactor authentication device you setup in the Innovation Center step from the MFA Device Type dropdown
 - Click the “Send” button to receive a temporary passcode to the configured device
 - Enter the passcode into the Security Code field
 - Click the “Log In” button
5. Click on the Innovation Center tab on the upper left-hand corner
 - From the dropdown, select the “Application Console”
6. On the Welcome to the Innovation Center screen, click the “Request New Access” button
7. In the CMMI Request Access section choose Home Health Value Based Purchasing (HHVBP) from the dropdown
8. Choose the appropriate role from the next dropdown
 - The CMS team will approve of the Primary Points of Contact and Corporate Points of Contact
 - **Primary Point of Contact:** understands the daily operations of the HHA, has authority to delegate/assign tasks, submits data and reviews performance reports, grants HHVBP Secure Portal access to the Data Entry, Reviewer, and Secondary POC roles
 - **Corporate Point of Contact:** has the ability to view all information of the HHAs under the corporation
 - The Primary Point of Contact will then approve their internal team (i.e. Secondary POC, Data Entry, and Reviewer)

- **Secondary POC:** acts as a proxy for the PPOC, reviewing and submitting HHA's New Measure Data ([Request Secondary POC access](#))
 - **Data Entry:** can enter New Measure Data on behalf of the HHA but cannot submit it
 - **Reviewer:** acts as a quality check mechanism for the HHA Data Entry role
9. Enter a single CCN into the CCN text field
 10. Enter the note "HHVBP Request" in the comments field
 11. Click the "Submit Request" button
 12. Repeat the process for each CCN you represent starting from step 5
 - For Primary and/or Corporate Points of Contact that represent five or more CCNs, CMS can automatically approve you for the multiple agencies you represent
 13. A pop-up notification will appear with your request ID
 14. Save the request ID for your reference
 15. Click "OK", and you will return to the CMMI Request Access portlet, where a record of your request displays
 16. The CMS Enterprise Portal will send an email when you are approved