Portal Overview

Welcome to the Radiation Oncology (RO) Model! This document provides a high-level overview of each portal that every RO participant will be required to use. Additional details include how to get started with registration, how to request access to each portal, how to complete high-priority tasks in each portal, and how to contact the Help Desk.

	RO Administrative Portal (ROAP)	RO Model Secure Data Portal	RO Connect
What do RO Participants do in the Portal?	Update your profile, download and submit Data Request and Attestation (DRA) forms, submit attestations (for Certified Electronic Health Record Technology [CEHRT] and Patient Safety Organization [PSO]), access reports (such as compliance, performance, and reconciliation reports) and more.	Securely submit your clinical data elements (CDEs) and quality measure data and receive requested CMS claims data.	Collaborate with other RO participants, access educational materials, and view a calendar of upcoming activities.

Getting Started

As a physician group practice (PGP), including freestanding radiation therapy centers, or a hospital outpatient department (HOPD) providing radiotherapy (RT) services, follow the steps below to confirm participating in, register for, and engage in the RO Model and required portals:

1. **First, check the RO Model website (https://innovation.cms.gov/innovation-models/radiation-oncology-model) to determine if your practice provides services in a participating ZIP Code**, i.e., where providers furnish services or where RT equipment is located (which is not necessarily the same as the billing address).

   ⚠ **Note: If you provide services in a listed ZIP Code, the locations in those ZIP Codes are in the RO Model. Only participating sites need to meet the RO Model requirements.**

2. **Next**, if you provide services in a listed ZIP Code, you will need to acquire your **RO Model ID**. Contact the RO Model Help Desk at 1-844-711-2664 (Option 5) or RadiationTherapy@cms.hhs.gov. You must provide the TIN (Tax Identification Number) your PGP or freestanding radiation therapy center bills under or the CCN (CMS Certification Number) for your HOPD, and the first name, last name, and email address of your primary contact to obtain your RO Model ID.

THE MODEL ID IS CRITICAL

The Model ID allows you to log into all RO Model portals. If you do not obtain your Model ID, you will not meet RO Model requirements, be able to submit CDE and quality measure data, nor have an opportunity to earn back quality and patient experience withholds.

⚠ **Note: PGPs must call the Help Desk to provide their TINs. TINs are considered personally identifiable information (PII) and should not be sent by email.**

3. **After you have obtained your RO Model ID, register for ROAP, RO Model Secure Data Portal, and RO Connect**, in that order**.** Exhibit 1 provides details on how to register for each portal.

Exhibit 1. Access information

	ROAP	RO Model Secure Data Portal	RO Connect
Initial Registration	Visit https://app.innovation.cms.gov/ROAP to register for ROAP. Click on "New User Registration." Here, you will be prompted to either create a CMS Identity Management (IDM) account username and password or log-in to your IDM account. This IDM account enables you to use the same sign in information to access each RO portal. ⚠ **Note: You must be the primary contact to initially register for ROAP. Once the primary contact logs in, they can add up to 14 other contacts. Once added, these contacts can create accounts and log into ROAP.**	Visit https://portal.cms.gov to request access to RO Model Secure Data Portal. Click on "New User Registration" and register for the Innovation Center (IC). ⚠ **Note: As a new user, you will need to complete a remote identity proofing (RIDP) process. You will need to provide personal information to verify your identity.** Once your IC access is approved, create a new access request inside of the IC for the Radiation Oncology application. If you are listed as the Data Custodian on your Data Request and Attestation (DRA) form, request the role of data requestor. Otherwise, request the RO Model Participant. This process is detailed below.	Visit https://app.innovation.cms.gov/ROAP to access a link in ROAP to register for RO Connect. Navigate to the Helpful Links section on the right-hand side of the home page and click on "RO Connect." If you are an existing Connect user, before logging in for the first time with CMS credentials, please click on "Existing User Verification" and follow the prompts to complete the registration process. If you are a new Connect user, please click on "New User Registration" and then select "RO Connect" and fill out the community registration form that appears. **Please use the same email you used when registering for ROAP.** After being granted to the site by the CMMI Connect HelpDesk, you will receive a Welcome email that contains instructions on verifying your account. You will use the same IDM username and password to log in to ROAP and RO Connect.

	ROAP	RO Model Secure Data Portal	RO Connect
For more information	See the ROAP User Manual on the RO Model Website (https://innovation.cms.gov/media/document/ro-model-admin-portal-user-manual)	See the RO Model Secure Data Portal User Manual on the RO Model Website (https://innovation.cms.gov/media/document/ro-portal-usermanual) Watch this video (https://cmmi.my.salesforce.com/sfc/p/i0000000iryR/a/t0000001ypWY/p90MyKUTSpNXXn3fLt2859LtWroczhzujImAN9poe64)	Review the RO Connect Quick Guide (https://cmmi.my.salesforce.com/sfc/p/i0000000iryR/a/t00000020qoK/OHaamN3qzOi8BtwoP3zCaD_BgSeJr50HMja9eYtFCM8)
Direct link to website for subsequent sign-ons	https://app.innovation.cms.gov/ROAP	https://portal.cms.gov	https://app.innovation.cms.gov/CMMIConnect/IDMLogin
For registration questions?	Contact the RO Model Help Desk at RadiationTherapy@cms.hhs.gov or call 1-844-711-2664 (Option 5).		

RO Administrative Portal (ROAP)

In **ROAP**, you can perform a wide variety of administrative and compliance tasks, such as:

- Update your profiles, including adding primary, secondary, and legal contacts, adding service locations, editing the doing business as name, and legal organization name
- Download and submit Data Request and Attestation (DRA) forms
- Review and submit Individual Practitioner Lists (IPLs)
- Submit Certified Electronic Health Record Technology (CEHRT) and Patient Safety Organization (PSO) attestations
- Access performance reports, compliance reports, and reconciliation reports
- Submit information regarding correctional action plans and sanctions
- Answer administrative questions
- Access Case Mix and Historical Experience Adjustments
- Request to opt out of the RO Model if eligible for the low volume opt-out

As a new RO participant, it is critical to update your profile. Use the Profile tab to add key contacts based on their access needs. Exhibit 2 lists the features available to each type of contact.

Exhibit 2. Summary of available features for ROAP contacts

Feature	Primary contact	Legal contact	Secondary contact	Additional notes
Add, delete, or edit contact information, including contact type and phone number	Yes	Yes	Read-only	

Feature	Primary contact	Legal contact	Secondary contact	Additional notes
for other primary contacts, secondary contacts, and legal contacts				
Edit profile information	Yes	Yes	Read-only	
Add or drop providers on the IPL	Yes	Yes	Read-only	A contact can add or drop providers at any point during the year.
Add a sanction	Yes	Yes	Read-only	
Answer administrative questions	Yes	Yes	Read-only	
Add organizational changes	Yes	Yes	Read-only	
Download the DRA template and upload the completed DRA form	No	Yes	Read-only	The DRA form will be available in ROAP after the RO final rule is published. Data custodians listed on the DRA will only be allowed to request the Data Requestor role in the Secure Data Portal.
Attest to the use of CEHRT	No	Yes	Read-only	A contact must attest during the submission period.
Attest to the accuracy of the IPL during the specified period	No	Yes	Read-only	A contact must attest during the submission period.
Attest to active participation in a PSO	No	Yes	Read-only	A contact must attest during the submission period.
Upload a corrective action plan	No	Yes	Read-only	
Opt-out if eligible	No	Yes	Read-only	
Download performance, compliance, and reconciliation reports	Yes	Yes	Yes	
Download the historical experience and case-mix adjustments	Yes	Yes	Yes	

Each RO participant may have up to 15 contacts in **ROAP**, 5 of each contact type. If needed, you may have one contact who acts as both the legal and primary contact. To switch between contact types, navigate to the Contact section within the Profile tab in ROAP. Then, view the details of the contact and choose a different ‘Type’ from the dropdown menu. If you are having technical issues, contact the RO Model Help Desk at 1-844-7111-2664 (Option 5) to update this information.

RO Secure Data Portal

In the **RO Secure Data Portal,** you can access a variety of claims and clinical and quality-based features:

- Download templates to collect and report CDE and quality measures
- Download participant-specific claims data
- Upload clinical and quality measure data files

The **RO Secure Data Portal** differs from ROAP in that it provides CMMI a secure way to share sensitive data with RO participants and enables RO participants to submit CDE and quality measures. As a RO participant, when requesting access to the RO Secure Data Portal, choose a role based on your access needs. Exhibit 3 lists available actions for each role.

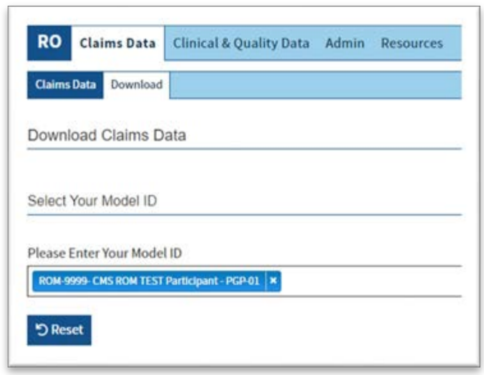
Exhibit 3. Summary of actions available for RO Secure Data Portal roles

	Data requestor	RO participant	Participant points of contact
Actions	• View data that has been uploaded • Upload clinical and quality data • Download claims data	• View data that has been uploaded • Upload clinical and quality data	• Approve access requests from users at the participant's organization
Qualifications	• Must be a contact in **ROAP** *and* listed as a Data Custodian on the DRA	• Must be a contact in **ROAP**	

Claims Data

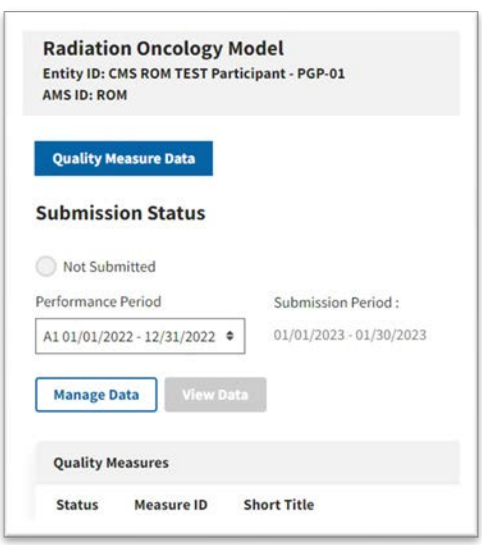
Data requestors can download claims data files for each of their participating organizations from the Download tab (Exhibit 4). Search by Model ID to locate the desired claims file(s).

Exhibit 4. Download Claims Data page



⚠ **Note**: The DRA form submitted in ROAP must be approved before a Data Requestor can download claims data from the RO Secure Data Portal.

Exhibit 5. Clinical and Quality Data page



Clinical and Quality Data

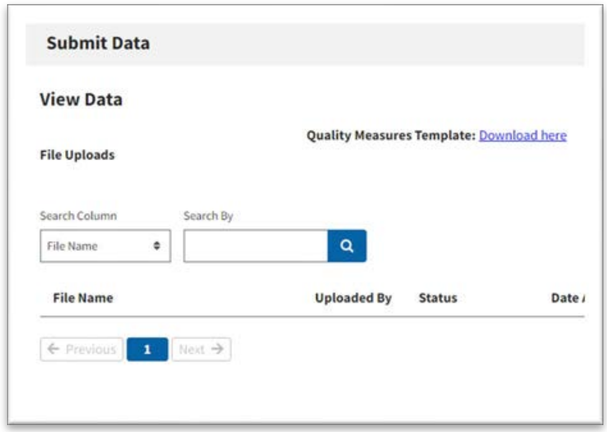
Submit clinical data (semi-annually) or quality measure data (annually) in the Claims Data tab (Exhibit 5). Specify which type of data you are uploading and choose an available reporting period.

Click on the **Manage Data** button to download data templates.

Download Data Templates

The most current clinical and quality data templates can be found on the Submit Data tab (Exhibit 6). The templates are used for submitting data.

Exhibit 6. Download Data Template page



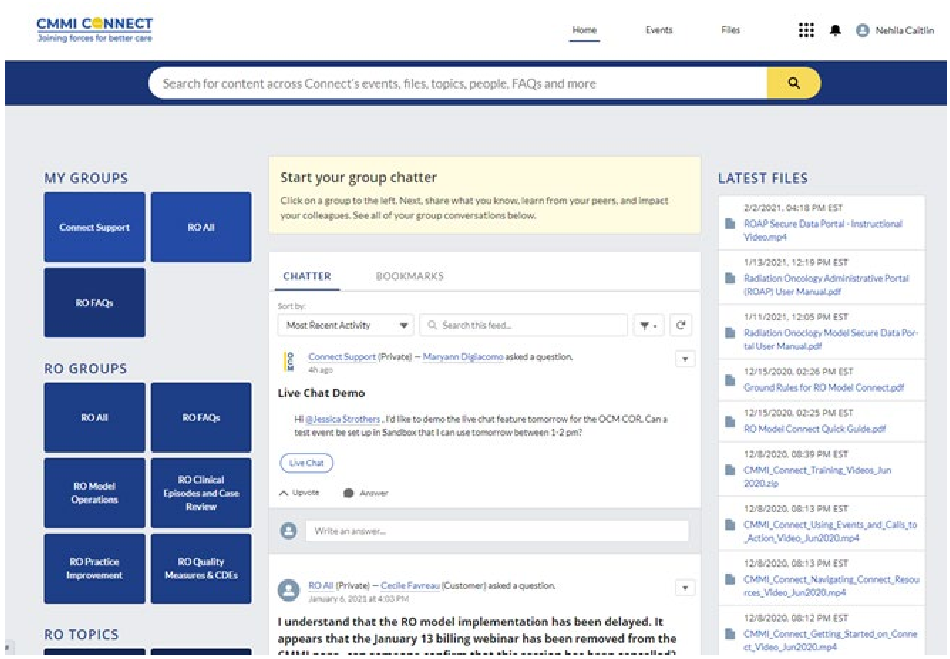
RO Connect

In **RO Connect**, you can perform a variety of communication-based tasks:

- Have online discussions with other RO participants
- Receive updates about RO Model activities
- View and download pertinent documents, such as previously referenced user manuals and videos detailing access, functionality, and use of ROAP, RO Secure Data Porta, and RO Connect; webinar content; and updated Frequently Asked Questions (FAQs). In time, all RO Model resources will be housed in the RO Connect Resource Library, which is described in more detail below.

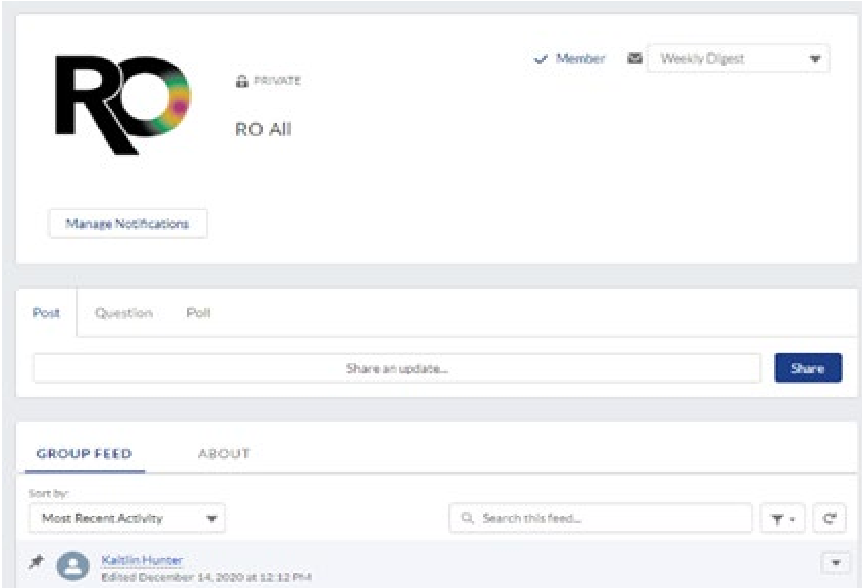
To navigate to various RO pages, such as RO ALL or RO FAQs, you can click the relevant group (such as RO All) on the left side of the screen (Exhibit 7).

Exhibit 7. RO Connect landing page



Tip: To view the RO Model's calendar, click Events on the upper-right side of the screen.

Exhibit 8. RO Connect RO All group page

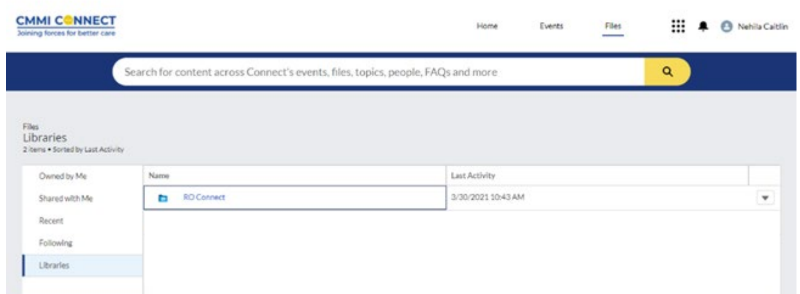


Once on the group's page, you can post a comment or ask a question to other RO participants (Exhibit 8). The RO Model Team will share relevant news in this space.

Please be sure to abide by the Ground Rules posted in RO Connect. For example, do not share PII or protected health information.

To access RO Model resources, like the portal manuals, instructional videos, webinar materials, FAQs, or written resources, click "Files" in the upper-right side of the screen (Exhibit 9). This resource library will serve as a central repository for all model-specific information. When the RO Model Team adds a new resource, we will create a post about the resource that contains a link to it.

Exhibit 9. RO Connect Resource library



Tip: If you are looking for a resource on a certain topic, use the search bar at the top of the screen.

Still Have Questions?

For policy related questions, please contact the RO Model Help Desk at 1-844-711-2664 (Option 5) or at RadiationTherapy@cms.hhs.gov.

For technical assistance questions related to the RO Secure Data Portal, please contact RO Model Help Desk at 1-844-711-2664 (Option 5) or at RadiationTherapy@cms.hhs.gov.

For technical assistance questions related to RO Connect or ROAP, please contact the CMMI Salesforce Help Desk at 1-888-734-6433 (Option 5) or at CMMIForceSupport@cms.hhs.gov.

The Help Desks are open Monday through Friday, 8:30 a.m. to 7:30 p.m. ET, except on Federal holidays.