CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 2315	Date: June 14, 2019
	Change Request 11304

SUBJECT: Mobile Personal Identity Verification (PIV) Station Pilot Project

I. SUMMARY OF CHANGES: This CR is for Novitas to install a CMS supplied mobile PIV station computer system at the Novitas office located in Mechanicsburg, PA

EFFECTIVE DATE: July 16, 2019

*Unless otherwise specified, the effective date is the date of service.

IMPLEMENTATION DATE: July 16, 2019

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

R/N/D CHAPTER / SECTION / SUBSECTION / TITLE		
N/A		

III. FUNDING:

For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:

One Time Notification

Attachment - One-Time Notification

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I. GENERAL INFORMATION

- A. Background: The Centers for Medicare & Medicaid Services (CMS) is in the process of performing Federal background checks for CMS contractors and providing the contractors with Personal Identity Verification (PIV) cards. The process to initiate background checks and provide PIV cards will require individuals at the contractors to interact directly with the Department of Health and Human Services (HHS) approved mobile PIV station computer system. Individuals located less than 50 miles from CMS Central Office in Baltimore can interact with the computer systems at CMS; however, selected contractors located more than 50 miles away from CMS will have the mobile PIV station computer systems installed at and operated by personnel who work for the selected contractors. While mobile PIV stations have been successfully used by CMS, this change request is for Novitas to be the first instance of a mobile PIV station computer system being installed at and operated by a contractor; therefore, Novitas will initially operate the mobile PIV station as a pilot project. The installation of the mobile PIV station computer system will occur at the Novitas offices located at 2020 Technology Parkway Suite 100, Mechanicsburg, PA 17050.
- **B.** Policy: Contract language to implement Homeland Security Presidential Directive 12.

II. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility								
			A/B MA(D M E		Sha Sys aint	tem		Other
		A	В	H H H	M A C	F	M C S		С	
11304.1	Novitas shall meet with CMS and Deloitte, the Mobile PIV station support contractor, to provide a phased implementation plan, and documented process along with feedback and lessons learned.									JL A/B MAC
11304.2	Novitas shall identify personnel to be trained to operate the mobile PIV station. At a minimum, a primary and a backup approver will be trained as authorized operators.									JL A/B MAC
11304.3	Novitas shall provide a secured area in accordance with the supplied environmental and physical controls required, as well as any supporting documentation.									JL A/B MAC

Number	Requirement	Responsibility								
		A/B MAC			D Shared- M System E Maintainers					Other
		A	В	H H H	M A C	F I S S	M C S	V M S	C W F	
11304.4	Novitas shall provide network support to install and segment the Mobile PIV station on a virtual network that is isolated from the secured the Medicare Administrative Contractor (MAC) network, including implementing firewall rules to allow the station to communicate with Health and Human Services via CMSNET.									JL A/B MAC
11304.5	Novitas shall provide ongoing configuration management and systems patching and support based on instructions from the CMS support contractor.									JL A/B MAC
11304.6	Novitas shall work with CMS to identify the universe of users who currently have CMS Enterprise User Administration (EUA) IDs and are located at the Mechanicsburg facility. Novitas shall select a sample of EUA users, up to 50 staff, to participate in the initial pilot.									JL A/B MAC
11304.7	As needed, CMS will fund, and Novitas shall provide travel expenses for Novitas personnel who participate in this pilot project.									JL A/B MAC
11304.8	Novitas shall research, identify and document the required infrastructure needs for MAC users to use their PIV cards to access PIV enabled CMS systems.									JL A/B MAC

III. PROVIDER EDUCATION TABLE

Number	Requirement	Re	ility			
			A/B		D	С
		1	MAC	\overline{C}	M	Е
					E	D
		Α	В	Н		I
				Н	M	
				Н	A	
					C	
	None					

IV. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

X-Ref	Recommendations or other supporting information:
Requirement	
Number	

Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Gregg Sanders, 410-786-1936 or gregg.sanders@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

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ATTACHMENTS: 0