

# Quality Payment PROGRAM

## QPP Access At a Glance

**Purpose:** This document provides an overview about the 2-step process for getting the access you need. This resource currently focuses on the activities you may need to perform in [qpp.cms.gov](http://qpp.cms.gov) between December 2019 and July 2020, focusing on data submission and access to performance feedback.

- [Practice Representatives and Solo Practitioners](#)
- [Clinicians](#)
- [Virtual Group Representatives](#)
- [QCDRs/Registries](#)
- [EHR/Health IT Vendors](#)
- [APM Entity Representatives](#)

If you already have a user ID and password, click the link that best matches who you are to make sure you request the right access for 2019 submission and feedback.

It also identifies [Additional Resources](#) that provide step-by-step instructions with screenshots.

### Step 1: Register for a HARP Account

If you don't have a user ID and password that lets you sign in to [qpp.cms.gov](http://qpp.cms.gov), you will need to register for a HCQIS Access Roles and Profile (HARP) account in order to sign in.

#### How do I do this?

Click **Sign In** on the upper right-hand corner of [qpp.cms.gov](http://qpp.cms.gov). You can create an account using links on either the Sign In or Register tab. The **Register for a HARP Account** document in the [QPP Access User Guide](#) zip file provides step-by-step instructions with screenshots and troubleshooting information.

#### Did you know?

We've migrated most EIDM accounts over to HARP. If you have an active EIDM account, try signing in with your EIDM username and password or contact the Service Center for assistance, using the information in the footer.

CMS policy prohibits non-U.S. citizens from accessing CMS Information Technology systems.



## Step 2: Request the Appropriate Access

You need to connect with an organization(s) to view data, submit data, or manage access on behalf of the organization.

### How do I do this?

The table below links the PY 2019 submission and feedback activities to QPP access you need to perform that activity. You can also refer to documents in the [QPP Access User Guide](#) for step-by-step instructions with screenshots and troubleshooting information: See [Additional Resources](#) for the name and description of each document in the user guide.

You are a...	You want to... <sup>1</sup>	The role you need is...	From Manage Access, you will...
Practice Staff/ Representative or Solo Practitioner	<ul style="list-style-type: none"> <li><b>Submit</b> data on behalf of your practice (as a group and/or individuals) <ul style="list-style-type: none"> <li>Includes Promoting Interoperability data for MIPS APM participants</li> </ul> </li> <li><b>Submit</b> opt-in elections on behalf of your practice (as a group and/or individuals)</li> <li>View data submitted on behalf of your practice (group and/or individual)</li> <li><b>View</b> performance feedback (group and/or individual)</li> </ul>	<b>Staff User</b>	<ol style="list-style-type: none"> <li><b>Connect to an Organization</b> (<i>Organization type = Practice</i>)</li> <li><b>Find your practice</b> (<i>Search by name or full TIN</i>)</li> <li><b>Select the Staff User role</b></li> <li><b>Wait to be approved by the Security Official</b> (<i>contact QPP if you need assistance identifying your organization's Security Official</i>)</li> </ol> <p><b>Note:</b> There must be an existing Security Official before you can request the Staff User role.</p>
	<ul style="list-style-type: none"> <li>Everything above <b>plus</b></li> <li><a href="#">Approve or deny requests</a> from other users requesting access to your organization</li> <li><b>Register</b> for the CMS Web Interface or CAHPS for MIPS survey (beginning April 2020 for PY 2020)</li> </ul>	<b>Security Official</b>	<ol style="list-style-type: none"> <li><b>Connect to an Organization</b> (<i>Organization type = Practice</i>)</li> <li><b>Find your practice</b> (<i>search by name or full TIN</i>)</li> <li><b>Select the Security Official role</b> (<i>provide required information</i>)</li> </ol>

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<sup>1</sup> For a comprehensive list of the QPP functions associated with each role, please review **Step 3 (Select a Role)** in the **Connect to an Organization** document in the [QPP Access User Guide](#).

You are a...	You want to...	The role you need is...	From Manage Access, you will...
<b>Clinician</b> (not a third party or practice representative)	<ul style="list-style-type: none"> <li>• <b>View</b> your performance feedback for all of your associated:               <ul style="list-style-type: none"> <li>○ APM entities (under the APM Scoring Standard),</li> <li>○ Practices (group and/or individual reporting), or</li> <li>○ Virtual groups</li> </ul> </li> </ul> <p><b>IMPORTANT:</b> You won't be able to view performance feedback until July 2020.</p>	<b>Clinician</b>	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Individual Clinician</i>)</li> <li>2. <b>Select the Clinician role</b> (<a href="#">provide required information</a>)</li> </ol> <p><b>IMPORTANT:</b> The clinician role is a <b>view only</b> role, meaning you cannot submit data. If you are a solo practitioner or clinician that needs to submit data directly, request the Staff User (or Security Official) role for your <a href="#">Practice organization</a>.</p>
<b>Virtual Group Representative</b>	<ul style="list-style-type: none"> <li>• <b>Submit</b> data on behalf of your virtual group</li> <li>• <b>View</b> data submitted on behalf of your virtual group</li> <li>• <b>View</b> performance feedback for the virtual group</li> </ul>	<b>Staff User</b>	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Practice</i>)</li> <li>2. <b>Find your practice</b> (search by name or full TIN)</li> <li>3. <b>Select the Staff User role</b></li> <li>4. <b>Wait to be approved by the Security Official</b> (<i>contact QPP if you need assistance identifying your organization's Security Official</i>)</li> </ol> <p><b>Note:</b> there must be an existing Security Official before you can request the Staff User role.</p>
	<ul style="list-style-type: none"> <li>• Everything above <b>plus</b></li> <li>• <a href="#">Approve or deny requests</a> from other users requesting access to your organization</li> <li>• <b>Register</b> for the CMS Web Interface or CAHPS for MIPS survey (beginning April 2020 for PY 2020)</li> </ul>	<b>Security Official</b>	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Practice</i>)</li> <li>2. <b>Find your practice</b> (search by name or full TIN)</li> <li>3. <b>Select the Security Official role</b> (<i>provide required information</i>)</li> </ol>

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You are a...	You want to...	The role you need is...	From Manage Access, you will...
QCDR or Qualified Registry Representative	<ul style="list-style-type: none"> <li>• <b>Upload</b> a submission file on behalf of your clients (groups and/or individuals)</li> <li>• <b>Submit</b> opt-in elections on behalf of your clients</li> <li>• <b>View</b> preliminary scoring for your clients based on the data you submitted for them</li> </ul>	Staff User	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Registry</i>)</li> <li>2. <b>Find your registry</b> (<i>search by name or TIN</i>)</li> <li>3. <b>Select the Staff User role</b></li> <li>4. <b>Wait to be approved by the Security Official</b> (<i>contact QPP if you need assistance identifying your organization's Security Official</i>)</li> </ol> <p><b>Note:</b> there must be an existing Security Official before you can request the Staff User role.</p>
	<ul style="list-style-type: none"> <li>• Everything above <b>plus</b></li> <li>• <a href="#">Approve or deny requests</a> from other users requesting access to your organization</li> <li>• <b>Download</b> your API token (for API submissions)</li> </ul>	Security Official	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Registry</i>)</li> <li>2. <b>Find your registry</b> (<i>search by name or TIN</i>)</li> <li>3. <b>Select the Security Official role</b> (<i>provide required information</i>)</li> </ol>
EHR or Other Health IT Vendor	<ul style="list-style-type: none"> <li>• <b>Submit</b> data on behalf of your virtual group</li> <li>• <b>View</b> data submitted on behalf of your virtual group</li> <li>• <b>View</b> performance feedback for the virtual group</li> </ul>	Staff User	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Practice</i>)</li> <li>2. <b>Find your practice</b> (<i>search by name or full TIN</i>)</li> <li>3. <b>Select the Staff User role</b></li> <li>4. <b>Wait to be approved by the Security Official</b> (<i>contact QPP if you need assistance identifying your organization's Security Official</i>)</li> </ol> <p><b>Note:</b> there must be an existing Security Official before you can request the Staff User role.</p>
	<ul style="list-style-type: none"> <li>• <b>Submit</b> data on behalf of your clients (groups and/or individuals)</li> </ul>	Security Official	<p><b>For each practice</b> you need to submit data for:</p> <ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = Practice/Virtual Group/APM Entity</i>)</li> <li>2. <b>Find the organization you represent</b> (<i>search by name</i>)</li> <li>3. <b>Select the Staff User role</b></li> <li>4. <b>Wait to be approved by the Security Official</b> (<i>contact QPP if you need assistance identifying the organization's Security Official</i>)</li> <li>5. <b>Repeat</b> as needed for each organization you represent.</li> </ol>

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You are a...	You want to...	The role you need is...	From Manage Access, you will...
<b>Representative of one these Alternative Payment Model (APM) Entities<sup>2</sup>:</b> <ul style="list-style-type: none"> <li>• Shared Savings Program ACO</li> <li>• Next Generation ACO</li> <li>• Comprehensive Primary Care Plus</li> <li>• Comprehensive ESRD Care</li> <li>• Oncology Care Model</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Submit</b> quality data on behalf of the APM Entity</li> <li>• <b>View</b> a list of participating practices and clinicians in the APM</li> <li>• <b>View</b> eligibility information for participating practices and clinicians in the APM</li> <li>• <b>View</b> MIPS performance feedback</li> </ul>	<b>Staff User</b>	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = APM Entity</i>)</li> <li>2. <b>Identify your APM Entity Model type</b> (e.g., if your organization is a Shared Savings Program ACO, select 'Shared Savings Program (SSP)')</li> <li>3. <b>Find your APM Entity</b> (<i>search by its legal business name</i>)</li> <li>4. <b>Select the Staff User role</b></li> <li>5. <b>Wait to be approved by the Security Official</b> (<i>contact QPP if you need assistance identifying your organization's Security Official</i>)</li> </ol> <p><b>Note:</b> Your organization must have at least one individual with the Security Official role before anyone can request a Staff User role.</p>
	<ul style="list-style-type: none"> <li>• Everything above <b>plus</b></li> <li>• <a href="#">Approve or deny role requests</a> from other users requesting access to your organization</li> </ul>	<b>Security Official</b>	<ol style="list-style-type: none"> <li>1. <b>Connect to an Organization</b> (<i>Organization type = APM Entity</i>)</li> <li>2. <b>Identify your APM Entity Model type</b> (e.g., if your organization is a Shared Savings Program ACO, select 'Shared Savings Program (SSP)')</li> <li>3. <b>Find your APM Entity</b> (<i>search by its legal business name</i>)</li> <li>4. <b>Select the Security Official role</b> (<i>provide required information</i>)</li> <li>5. Enter additional information for validation: <ul style="list-style-type: none"> <li>○ APM Entity ID (your ACO ID)</li> <li>○ The Taxpayer Identification Number (TIN) of two practices participating in the ACO (<b>Note:</b> Security Officials for a single TIN ACO only need to provide one TIN)</li> </ul> </li> </ol>

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<sup>2</sup> We anticipate that we will expand access to more MIPS APMs by April 1, 2020.



## Have Questions?

Review the [Additional Resources](#) below or contact the Quality Payment Program for assistance:

- 1-866-288-8292
- TTY: 1-877-715-6222
- [gpp@cms.hhs.gov](mailto:gpp@cms.hhs.gov)

## Additional Resources

The following resources are included in the [QPP Access User Guide](#), located in the General Resources Section of the [QPP Resource Library](#).

Document Name	Description
<i>Register for a HARP Account</i>	Step-by-step instructions with screenshots for obtaining a HARP account (i.e. setting up the username and password that lets you sign in to <a href="http://qpp.cms.gov">qpp.cms.gov</a> )
<i>Connect to an Organization</i>	Step-by-step instructions with screenshots for requesting the Staff User or Security Official role for a Practice, QCDR/Registry, Virtual Group, or APM Entity (once you have a HARP account)
<i>Connect as a Clinician</i>	Step-by-step instructions with screenshots for obtaining the Clinician Role (once you have a HARP account)
<i>Security Officials: Manage Access</i>	Step-by-step instructions with screenshots for approving or denying Staff User role requests and revoking access for users no longer associated with your organization (once you have a HARP account)

## Version History

Date	Description
12/2/2019	Original posting (geared towards PY 2019 data submission and feedback)