DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Medicare & Medicaid Services

Office of Technology Solutions

Identity and Credentialing Tool (ICT) Roster Owner Guide

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Version 1.1

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Purpose

This guide provides instructions for Roster Owners to manage their contract. The selected Roster Owner is responsible for managing the users on a contract. A key role for the Roster Owner is the offboarding process. When a user leaves a contract, the Roster Owner will initiate the offboarding process by removing the user from the contract in ICT.

The removal process requires the Roster Owner to select a date for the user's removal from the contract in EUA.

If removal is selected for a user that has the contract listed as their primary in EUA, their account will be revoked on the specified date and a delete request will be submitted for the user's account in EUA. If the contract is only a secondary contract for the user, the contract will be removed from their EUA profile on the specified date.

How to Manage a Contract

1. Select Manage Contracts from the ICT Manage drop-down menu.

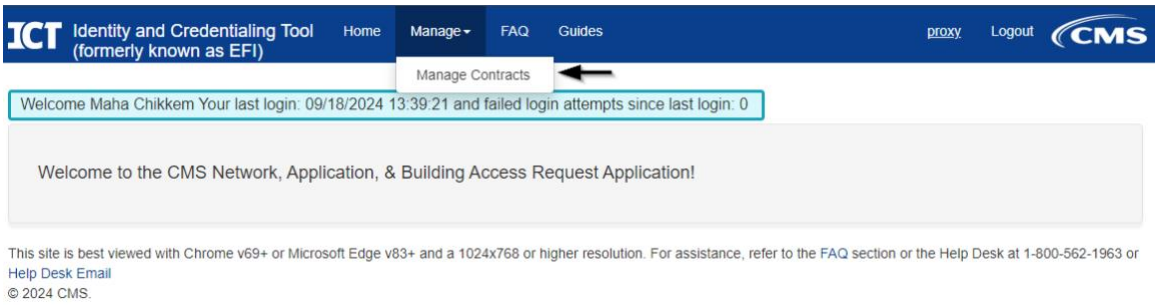

Figure 1: Manage Contract Drop-Down.

2. The Manage Contracts page will display all the contracts you can manage as a Roster Owner. **Click** Details in the Action column to proceed.

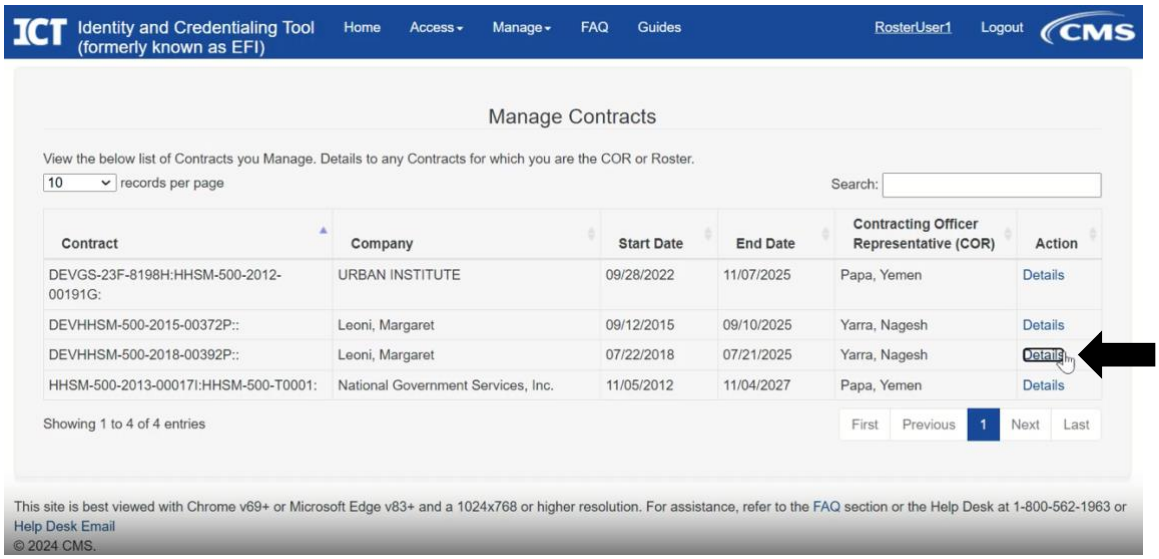

Figure 2: Manage Contracts Page

3. On the Contract Details page, **click** the Update Roster button or View Users tab to manage the roster. The roster for the contract must be updated every 30 days.

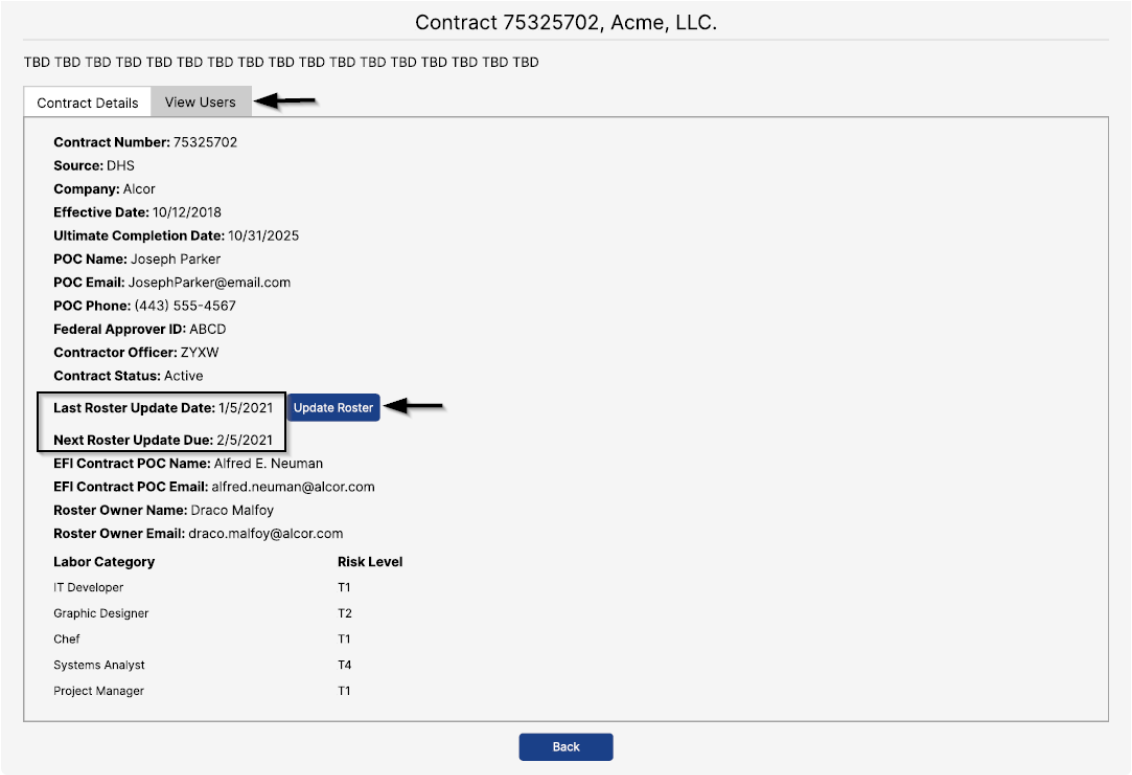

Figure 3: Contract Details Page Example

4. On the View Users tab, **select** the Labor Category for each user and **select** Keep or Remove. If Remove is selected, a date must be entered. **Click** Update Roster.

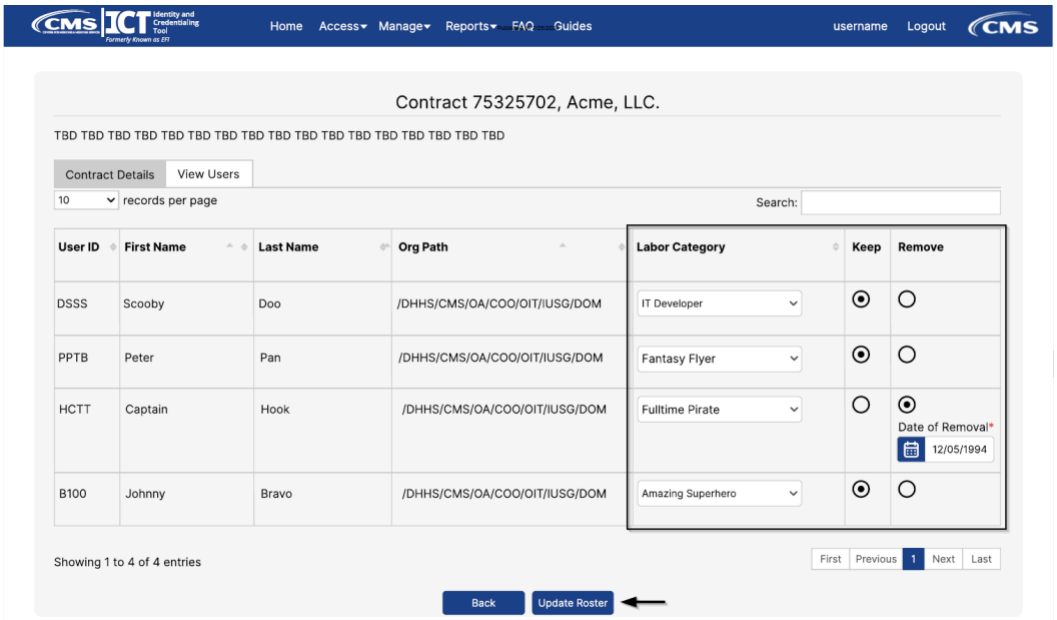

Figure 4: Roster Update Page

5. On the View Users tab, **type** the number of Total people on this Contract in the blank, or **click** the up/down arrows to increase/decrease the number. **Click** “Update Roster” to proceed.

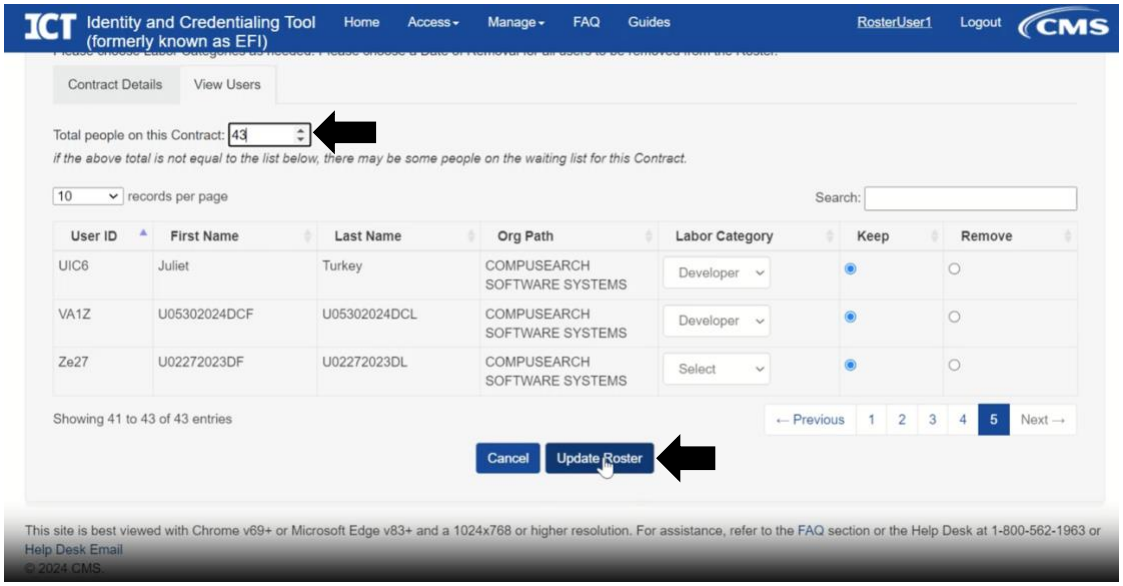

Figure 5: Total people on this Contract

6. **Confirm** roster update. Any users set to “Keep” will remain on the Contract. Users set to “Remove” will be removed from the Contract on the assigned dates.

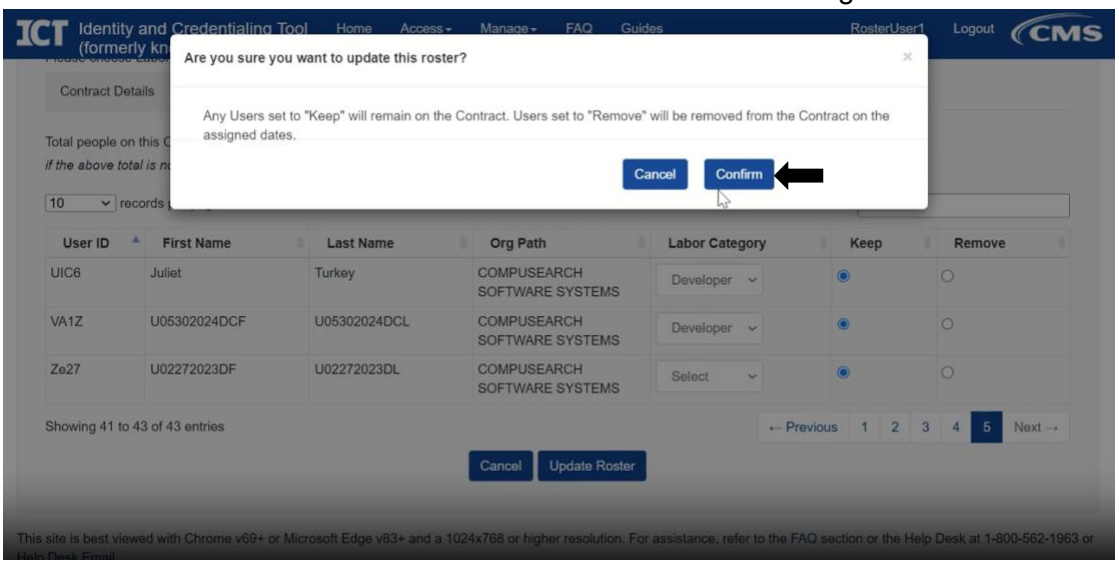

Figure 6: Confirm Roster Update

7. After a successful roster update you will be returned to the contract details page. The Last Roster Update Date and Next Roster Update Due fields will be updated accordingly.

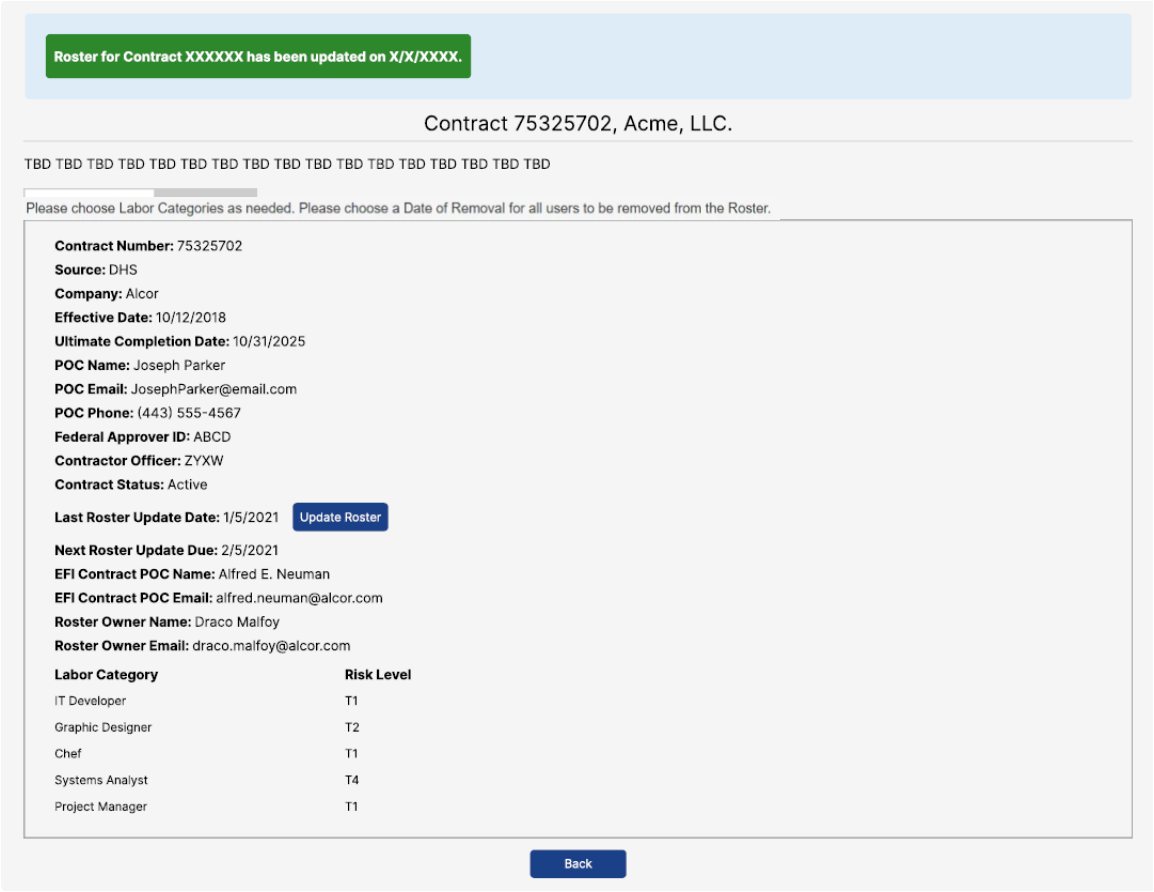

Figure 7: Contract Details Page Following Successful Submission Example

Revision History

Date	Version	Description of Changes
11/18/2024	1.1	Added new field “Total people on this contract” in the Contract Details screen and added corresponding screenshots.