



STEP: Conduct HIDS Introductory Meeting

Process:

The HIDS Introductory meeting conducted by the HIDS Onboarding Lead will provide an introduction to the HCQIS onboarding process and steps. The meeting will encompass the following topics:

- **Introductions** – HIDS Infrastructure contacts for the HCQIS onboarding activities
- **Process Flow** – Overview of onboarding process
- **Contractor Onboarding Request** – Explanation of what service and access is provided in the initial contract onboarding request
- **Contractor Onboarding Checklist** - Review the Onboarding checklist that was provided by the contractor with the contract details and SPOC/AA contact information.
- **Submit Onboarding Request** with CMS COR – if needed
- **Review and Discuss the Onboarding Project Schedule** - Provide feedback on any logistical issues, missing, unneeded or misrepresented steps.
- **Follow up Questions / Discovery** – Discuss any questions from the CMS COR or New Contractor POC

TimeLine:

This step should take place within 5 days of the Period of Performance beginning.

Participants:

CMS COR

HIDS Onboarding Lead

New Contractor