HIDS Onboarding Lead

The HCQIS (HealthCare Quality Information Systems) Information and Data Center Support (HIDS) Onboarding Lead is the Infrastructure Project Manager responsible for ensuring the New Contract is successfully onboarded into the HCQIS environment.

Other Team Member

Steps Involved In or Responsible For:

HIDS Introductory Meeting

Works With: *New Contractor*

Process: *The HIDS Introductory Meeting conducted by the HIDS Onboarding Lead will provide an introduction to the HCQIS onboarding process and steps.*

Complete & Submit Onboarding Service Request

Works With: *CMS COR*

Process: *The CMS COR and HIDS Onboarding Lead will fill out and submit the New Contractor Onboarding service request in ServiceNow using the completed XLS Onboarding Worksheet.*

Hold Contract Calls as Needed

Works With: *Contract Engagement Team, New Contractor, and CMS COR*

Process: *The Contract Engagement Team, New Contractor, CMS COR, and HIDs will schedule and conduct calls regarding the contract as needed. This includes any security or infrastructure meetings or calls that need to take place. This will ensure that the New Contractor has all necessary knowledge, templates, hardware, software, and security-related items.*