

How to Register as a Survey Administrator on the GPDC CAHPS Website

Note: Registering as a survey administrator is a two-step process.

Step 1a: Click on the “DCEs” tab located in the top menu bar and select “Step One: Register as the Survey Administrator.”

Note: You must complete Step One to receive your Survey Administrator login credentials.

Step 1a

Global and Professional Direct Contracting CAHPS®

The official website for news and information about the GPDC CAHPS Survey

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Welcome to the official site of the GPDC CAHPS Survey

The Global and Professional Direct Contracting Consumer Assessment of Healthcare Providers and Systems (GPDC CAHPS) is designed to measure the experiences of Medicare FFS beneficiaries receiving care from GPDC Entities (DCEs) participating in the GPDC Model. Beginning in 2022, the GPDC CAHPS is conducted for DCEs by survey vendors approved by the Centers for Medicare & Medicaid Services (CMS).

For more information on the background and requirements of GPDC CAHPS visit the [About GPDC CAHPS](#) page. For information about how to become an approved GPDC CAHPS vendor, please click on the [Vendor Application Process](#) link under the "General Information" tab above.

Viewers are encouraged to check this site, which is the official website for the GPDC CAHPS, regularly for updated information about the GPDC CAHPS.

For DCEs: Contact GPDC CAHPS Technical Assistance Support at DPC@cms.hhs.gov or 1-888-734-6433.

For Survey Vendors and General Information, please contact gpdccahps@rti.org or 1-833-870-0486.

For information about the availability of auxiliary aids and services, please visit: <https://www.medicare.gov/about-us/accessibility-nondiscrimination-notice>



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Step 1b: Fill out the contact information for the Survey Administrator and create a new username and password.

Step 1c: Check the “I’m not a robot” checkbox and then click “Submit.” You will receive an email confirmation welcoming you to the GPDC CAHPS website that contains your Username and password.

Steps 1b and 1c

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DCEs / Step One: Register as the Survey Administrator

Step One: Register as the Survey Administrator

Direct Contracting Consumer Assessment of Healthcare Providers and Systems (GPDC CAHPS) DCE Website User Credentials Registration

- Choose a staff person from your DCE to be your GPDC CAHPS Survey Administrator.
- Your Survey Administrator must complete a 2-step process to register and gain access to all of the private links and forms on the web.
- This form is the first step in the Survey Administrator registration process.**
 - After you submit this form, you'll be automatically logged in and taken to a website dashboard created for your DCE.
 - Your dashboard will give you instructions to complete the second and final step to register as your Survey Administrator.

Survey Administrator First Name:

Survey Administrator Last Name:

Survey Administrator Email:

Confirm Email:


Survey Administrator Phone:

- Please create and enter below a Username.
- We strongly recommend that you use your email address for your Username, because it is easier to remember.
- Next, enter your created password and click **Submit**.
- You'll receive an email confirming that you completed this first registration step.

Requested Username:

Password: Minimum 9 characters and 1 non-alphanumeric character.

Confirm Password:

☐ I'm not a robot
 

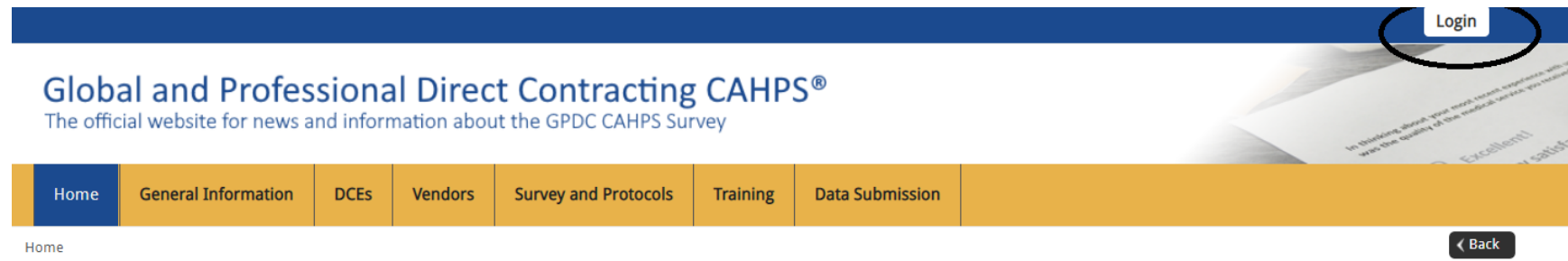
[Privacy](#) - [Terms](#)

Submit

How to Register a DCE

Step 2a: If you are not already logged in, login to your DCE Survey Administrator account.

Step 2a



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Step 2b: Click on the “DCEs” tab located in the top menu bar and click “Step Two: Register as the Survey Administrator for your DCE(s).”

Step 2b

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Step Two: Register as the Survey Administrator for your DCE(s)

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Vendor Authorization

Data Submission Report

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Step 2c: Enter the GPDC CAHPS DCE ID numbers for all DCEs you would like to register.

Note: If you are the Survey Administrator or Point of Contact for multiple DCEs, you can register multiple DCEs at a time by separating each DCE ID with a comma.

Step 2c

Step Two: Register as the Survey Administrator for your DCE(s)

Global and Professional Direct Contracting Consumer Assessment of Healthcare Providers and System (GPDC CAHPS)

This is the second and final step to complete your registration as the GPDC CAHPS Survey Administrator for your DCE.

In the form below, type in your DCE ID. Click the **Lookup DCE Names** button to view and confirm the name of your DCE.

If you will be the Survey Administrator for multiple DCE ID numbers, please enter them as a comma separated list, as shown in the example below. After entering your DCE ID number(s), click on the **Lookup DCE Names** button. Do not include dashes in the DCE ID number.

Example: A1111,B2222,C3333

ID Numbers

Lookup DCE Names

Step 2d: When all DCE IDs have been entered, click on “Lookup DCE Names.”

Step 2d

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Example: A1111,B2222,C3333

ID Numbers

Lookup DCE Names

Step 2e: A table including the DCE ID numbers and names entered will appear. Double check that the DCE(s) listed are correct. If not, you can edit the DCE(s) by returning to Step 2c of this section.

Step 2e

The following DCE ID number(s) will be registered when you click the **Submit** button below. Please verify that the list is correct. If it is not correct, please edit your DCE ID number(s) above and click the lookup button again.

ID #	DCE Name
ZZ991D	Good Practice

GPDC CAHPS DCE Survey Administrator Consent Form

The Global and Professional Direct Contracting Consumer Assessment of Healthcare Providers and System (GPDC CAHPS) DCE Survey Administrator, Leidy Torres, has the following **Roles and Responsibilities** on GPDC CAHPS:

- Designating another individual within the organization as the backup GPDC CAHPS Survey Administrator.
- Removing access or approving the removal of access for users who are no longer authorized to access the private side of the GPDC CAHPS website.
- Serving as the main point of contact with the GPDC CAHPS Team.
- Notifying the GPDC CAHPS Team if your role as the GPDC CAHPS Survey Administrator will no longer be valid and identifying a successor.
- Authorizing the GPDC CAHPS Team to give your name and e-mail address to individuals requesting access to your organization's account on the GPDC CAHPS website.

By checking the two boxes below and clicking the **Submit** button, you acknowledge and consent that you are the GPDC CAHPS Survey Administrator for the DCE ID(s) listed above and you accept the GPDC CAHPS Survey Administrator roles and responsibilities.

☐ I am the GPDC CAHPS Administrator for the DCE ID(s) listed above.

☐ I agree to the terms specified above.

Submit

Step 2f: For this last step, please review the GPDC CAHPS DCE Survey Administrator Consent Form. Once reviewed, check the two consent boxes, and click “Submit.”

Step 2f

By checking the two boxes below and clicking the **Submit** button, you acknowledge and consent that you are the GPDC CAHPS Survey Administrator for the DCE ID(s) listed above and you accept the GPDC CAHPS Survey Administrator roles and responsibilities.

- ☐ I am the GPDC CAHPS Administrator for the DCE ID(s) listed above.
- ☐ I agree to the terms specified above.

Submit