Transitioning from Drug Data Reporting for Medicaid (DDR) to Medicaid Drug Programs (MDP)
Login & Access for Drug Manufacturers

On November 2, 2021, The Drug Data Reporting for Medicaid (DDR) will no longer be accessible to users. All existing DDR users will be transitioned to the MDP system and will be able to login to MDP on November 8, 2021. Below you will find the instructions for accessing MDP. The steps you need to follow will depend on whether had access to DDR on November 1, 2021.

If you are not sure which user category you belong to or if you have MDP access questions, please email the MDP Access Team at MDP@cms.hhs.gov. For Portal and IDM role request issues, please contact the MDP IDM Help Desk at mdp-ddrhelpdesk@softrams.com or (833) 637-6370.

If you had access to DDR on November 1, 2021:

If you were an active DDR user with access to data on November 1, 2021, then your access to data in DDR will be mirrored in MDP and you do not need to take any action to obtain access to MDP.

How to access MDP on or after November 8, 2021:

1. Log into the CMS Enterprise Portal (https://portal.cms.gov) using your existing CMS IDM User ID and password.

2. Click on the MACBIS tile as you would to access DDR. You will see headings for both DDR and MDP in the dropdown menu.

3. Select the word "Application" under MDP to access MDP. DDR will still temporarily appear in the menu, but you will not be able to access it.

User with IDM IDs who do not have access to DDR or MDP on November 1, 2021:

Part 1: Request a role to access MDP

You will need to request access to MDP using your existing IDM ID. Screenshots and IDM/Portal specific instructions can be found in Section 9 of the Enterprise Portal End User Guide https://portal.cms.gov/portal/assets/docs/Enterprise_Portal_EndUser_Guide.pdf.

1. Log into the CMS Enterprise Portal (https://portal.cms.gov) using your existing CMS IDM User ID and password.

2. You will need to request an IDM role to obtain access to MDP. Select "Add Application" button in the top right corner on the "My Portal" page after you log in to the portal. Alternatively, you can click on your name in the top right corner of the page, select "My Access" from the dropdown menu, then click the "Add Application" link on resulting page.

3. Select "**Drug Data Reporting for Medicaid (DDR)/Medicaid Drug Programs (MDP)**" in the Select Application dropdown menu, then click "Next".

4. In the "Select a Role" drop-down, choose the "**Labeler**" role, then click "Next".
5. Verify or enter your Business Contact Information, then click "Next".

6. In the "Enter Reason for Request" text box, enter a clear justification that will allow the CMS Approver to know you are requesting access to MDP. For example, "I am a drug manufacturer user who is requesting access to MDP to request a new rebate agreement" or "I am a drug manufacturer user who is requesting access to MDP to report drug and pricing data for labeler code(s) [*list applicable labeler code(s)*]".

7. When your IDM role request has been approved or rejected, you will receive an email notification.

Part 2: Request access within MDP

1. After your IDM role request has been approved, you will see the MACBIS tile on the main page of the portal after you log in. Click on the "MACBIS" tile, then select "Application" under the MDP heading to access MDP.

2. Upon your first ever login to the MDP application, MDP will ask you "What would you like to do?" and provide two options:

   a. Option 1 – "Request access to an existing active or terminated labeler code" – Select this option if you need to obtain access to a labeler code which is currently participating or has previously participated in the Medicaid Drug Rebate Program (MDRP).

      i. Click "Next". You are taken to your MDP Profile screen. On the far-right side of your profile, there is a box titled "Request Access" with a labeler code dropdown menu. Find the labeler code you wish to request access to in the dropdown menu and click "Submit". You will see the labeler code appear in the access grid with a status of "Requested". You can repeat this process for as many labeler codes as necessary.

      ii. If you are a Labeler Designee or Certifier - Once you submit your request(s), an email notification is sent to the Technical Contact (TC) for the labeler code you selected, letting them know your request is pending their review and approval.

Once the TC reviews and either approves or denies your request, MDP will send you an email notification.

   iii. If you are a Labeler Technical Contact (TC) - Once you submit your request, an email notification is sent CMS letting us know that your request is pending their review and approval. Once CMS reviews and either approves or denies your request, MDP will send you an email notification.

b. Option 2 – "Request a new rebate agreement" – Select this option if you need to request a new National Drug Rebate Agreement (NDRA) for a labeler code which has never participated in the MDRP. Information about requesting an NDRA can be found at https://www.medicaid.gov/medicaid/prescription-drugs/medicaid-drug-rebate-program/medicaid-national-drug-rebate-agreement-ndra/index.html.

   i. Click "Next". You are taken to another screen which asks you to enter a 5-digit labeler code. Enter the labeler code which you are requesting an NDRA for and click "Submit" (you can select "Previous" if you mistakenly selected this option and need to return to the previous screen)

      1. If the labeler code entered is a new labeler code, MDP will take you to Step 1 of the Rebate Agreement process to begin your NDRA request.

      2. If the labeler code entered is an active labeler code, MDP will give the following notification - "This labeler code is currently active in the Medicaid Drug Rebate Program; therefore, a new rebate agreement is not required. Please contact DrugRebateAgreement@cms.hhs.gov for additional information." If this occurs, please select "Previous" to go back to the initial page to select option 1.

      3. If the labeler code entered is a terminated labeler code, "This labeler code is currently terminated from the Medicaid Drug Rebate Program (MDRP); therefore, a reinstatement into the MDRP is required. Please contact DrugRebateAgreement@cms.hhs.gov for additional information and to begin the process." If this occurs, please select "Previous" to go back to the initial page to select option 1.

New users who do not have an IDM ID:

Part 1: Create your IDM ID

Follow the New User Registration instructions as outlined in Section 3 of the Enterprise Portal End User Guide found at
https://portal.cms.gov/portal/assets/docs/Enterprise_Portal_EndUser_Guide.pdf

Part 2: Request a role to access MDP

Follow the instructions for Requesting Access as outlined in Section 9 Enterprise Portal End User Guide. As a new user, you will also be required to set up Multi-Factor Authentication (MFA) and complete the Experian Remote ID Verification (RIDP). Screenshots and IDM/Portal specific instructions can be found in Section 9 of the Enterprise Portal End User Guide https://portal.cms.gov/portal/assets/docs/Enterprise_Portal_EndUser_Guide.pdf.

1. Log into the CMS Enterprise Portal (https://portal.cms.gov) using your existing CMS IDM User ID and password.

2. You will need to request an IDM role to obtain access to MDP. Select "Add Application" button in the top right corner on the "My Portal" page after you log in to the portal. Alternatively, you can click on your name in the top right corner of the page, select "My Access" from the dropdown menu, then click the "Add Application" link on resulting page.

3. Select "Drug Data Reporting for Medicaid (DDR)/Medicaid Drug Programs (MDP)" in the Select Application dropdown menu, then click "Next".

4. In the "Select a Role" drop-down, choose the "Labeler" role, then click "Next".
5. Verify or enter your Business Contact Information, then click "Next".

6. In the "Enter Reason for Request" text box, enter a clear justification that will allow the CMS Approver to know you are requesting access to MDP. For example, "I am a drug manufacturer user who is requesting access to MDP to request a new rebate agreement" or "I am a drug manufacturer user who is requesting access to MDP to report drug and pricing data for labeler code(s) [list applicable labeler code(s)]".

7. When your IDM role request has been approved or rejected, you will receive an email notification.

Part 3: Request access within MDP

1. After your IDM role request has been approved, you will see the MACBIS tile on the main page of the portal after you log in. Click on the "MACBIS" tile, then select "Application" under the MDP heading to access MDP.

2. Upon your first ever login to the MDP application, MDP will ask you "What would you like to do?" and provide two options:

    a. Option 1 – "Request access to an existing active or terminated labeler code" – Select this option if you need to obtain access to a labeler code which is currently participating or has previously participated in the Medicaid Drug Rebate Program (MDRP).

        i. Click "Next". You are taken to your MDP Profile screen. On the far-right side of your profile, there is a box titled "Request Access" with a labeler code dropdown menu. Find the labeler code you wish to request access to in the dropdown menu and click "Submit". You will see the labeler code appear in the access grid with a status of "Requested". You can repeat this process for as many labeler codes as necessary.

        ii. If you are a Labeler Designee or Certifier - Once you submit your request(s), an email notification is sent to the Technical Contact (TC) for the labeler code you selected, letting them know your request is pending their review and approval. Once the TC reviews and either approves or denies your request, MDP will send you an email notification.

        iii. If you are a Labeler Technical Contact (TC) - Once you submit your request, an email notification is sent CMS letting us know that your request is pending their review and approval. Once CMS reviews and either approves or denies your request, MDP will send you an email notification.

    b. Option 2 – "Request a new rebate agreement" – Select this option if you need to request a new National Drug Rebate Agreement (NDRA) for a labeler code which has never participated in the MDRP. Information about requesting an NDRA can be found at https://www.medicaid.gov/medicaid/prescription-drugs/medicaid-drug-rebate-program/medicaid-national-drug-rebate-agreement-ndra/index.html.

        i. Click "Next". You are taken to another screen which asks you to enter a 5-digit labeler code. Enter the labeler code which you are requesting an NDRA for and click "Submit" (you can select "Previous" if you mistakenly selected this option and need to return to the previous screen)

            1. If the labeler code entered is a new labeler code, MDP will take you to Step 1 of the Rebate Agreement process to begin your NDRA request.

            2. If the labeler code entered is an active labeler code, MDP will give the following notification - "This labeler code is currently active in the Medicaid Drug Rebate Program; therefore, a new rebate agreement is not required. Please contact DrugRebateAgreement@cms.hhs.gov for additional information." If this occurs, please select "Previous" to go back to the initial page to select option 1.

3. If the labeler code entered is a terminated labeler code, "This labeler code is currently terminated from the Medicaid Drug Rebate Program (MDRP); therefore, a reinstatement into the MDRP is required. Please contact DrugRebateAgreement@cms.hhs.gov for additional information and to begin the process." If this occurs, please select "Previous" to go back to the initial page to select option 1.

If you are not sure which user category you belong to or if you have MDP access questions, please email the MDP Access Team at MDP@cms.hhs.gov. For Portal and IDM role request issues, please contact the MDP IDM Help Desk at mdp-ddrhelpdesk@softrams.com or (833) 637-6370.