



## Coordinator Unique ID Procedures

Please follow these steps for receiving a Unique ID (UID):

1. Register – if not already, have the counselor register for a SHIP NPR account
  - a. Go to <https://shipnpr.acl.gov/Default.aspx>
    - i. Fill out the information, the role will be “Agency User”
    - ii. Click Submit
    - iii. Go to the email that was used to register and verify the email by clicking on the link in the body of the message
    - iv. Either the sponsor or state staff will approve the registration
2. Request – have the counselor request a UID
  - a. Have the counselor log into their SHIPNPR account
  - b. Click on “EditMyProfile”
  - c. Scroll to the bottom of the page and then click on the “Request CMS Unique ID” button
3. Complete and return a Confidentiality Agreement
  - a. Have the counselor sign and print their names on the document
  - b. Coordinator signs under the counselor on the Coordinator line (optional)
  - c. Leave the SHIP Director signature line blank
4. Send Confidentiality Agreement to Dawn Shaw, by fax 503-947-7092, email [Dawn.Shaw@oregon.gov](mailto:Dawn.Shaw@oregon.gov), or mail to:

SHIBA Attn: Dawn Shaw  
PO Box 14480  
Salem, OR, 97309-0405
5. Provide counselor with the Standard Operating Procedure (SOP) and SHIP Number documents.

### What will happen at the State SHIBA Office

Once the counselor has completed the online trainings, returned the Confidentiality Agreement, and requested a UID, their UID will be approved. The UID number will be emailed to the counselor by the SHIP NPR system and will also be available under the “EditMyProfile” tab when logged into their SHIP NPR account.

Note: UID’s are only downloaded from SHIPNPR and onto the CMS lists at the end of the month. The counselor may need to wait until the beginning of the next month to be able to use it. Any problems with counselors using their UID please contact Dawn Shaw at 503-947-7302.