

How to Use the Application Cycle Subtab and Participation Options Report in ACO-MS

Version 1 | March 2024

In addition to reviewing deficiencies issued on your application or change request(s), each request for information (RFI) during Phase 1 provides your ACO an opportunity to review important information about your ACO's participation in the Shared Savings Program.

The information provided with each RFI will change based on any changes made to the ACO Participant List. Additionally, beneficiary assignment information provided for the benchmark years, which is used to determine applicant eligibility, should be considered estimates that are subject to change.

The information is available in two locations in ACO-MS:

1. ACO-level information is available in the Application Cycle subtab of the My ACOs tab.
2. The ACO-level information in the Application Cycle subtab as well as additional information at the ACO participant TIN level is available in the *Participation Options Report*.

APPLICATION CYCLE SUBTAB

The Application Cycle subtab includes the information from the ACO Summary tab of the *Participation Options Report*. It also reflects a summary of ACO selections made during each submission period of the application and change request cycle.

- 1 Log into the [ACO Management System \(ACO-MS\)](#), navigate to the My ACOs tab on the left side menu, and select the applicable ACO.
- 2 Click on the Application Cycle subtab available on your ACO's page.

PARTICIPATION OPTIONS REPORT

Additional details about the information provided in the Application Cycle subtab referenced above appear in the *Participation Options Report* available in the Reporting tab. Prior values in the *Participation Options Report* are overwritten when CMS issues a new version of the report.

Important

The RFI-2 data will overwrite the RFI-1 data, and the Phase 1 Dispositions data will overwrite the RFI-2 data.

The *Participation Options Report Data Dictionary*, located in both the Application Cycle subtab (via the "Application Cycle" information bubble at the top of the page) and the Program

Disclaimer: This communication material was prepared as a service to the public and is not intended to grant rights or impose obligations. It may contain references or links to statutes, regulations, or other policy materials. The information provided is only intended to be a general summary. It is not intended to take the place of either the written law or regulations. We encourage readers to review the specific statutes, regulations, and other interpretive materials for a full and accurate statement of its contents. This document is published, produced, and disseminated at U.S. taxpayer expense.

Resources section of the Knowledge Library tab in ACO-MS, provides detailed descriptions of the data provided in each tab of the report.

- 1 Log into ACO-MS; navigate to the Reporting tab on the left side menu.
- 2 To generate the report from the Reporting tab, click *Generate a Report*.
- 3 Select your ACO from the dropdown menu.
- 4 Select the correct application cycle from the Program Year drop-down menu.
- 5 Ensure the format is set to .xlsx (the report will not work in CSV).
- 6 Select Generate a Report.
 - Choose the *Participation Options Report* from the available choices.
 - Once the report is generated, it will populate under *My Generated Reports*
- 7 Download the *Participation Options Report* with each RFI period to view the most recent data. (Data from earlier rounds of review is overwritten with the latest data as they become available.)

Please note that some data in this report is specifically targeted to applicants; for currently participating ACOs, those data points are hypothetical as if they are applying to renew their participation in the program.

Questions?

If you have any questions about ACO-MS or require technical assistance, click the SSP Helpdesk icon (located within the [ACO-MS](#) banner) or email SharedSavingsProgram@cms.hhs.gov.