Requests for Information in ACO-MS

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Requests for information (RFIs) give ACOs the opportunity to correct deficiencies and/or make updates or modifications to the ACO application or change request(s) during the application and change request cycle. RFIs are issued in the ACO Management System (ACO-MS), and ACOs must respond to RFIs in ACO-MS.

Application tasks that do not receive any deficiencies may be edited by clicking the "Edit" icon in the top right corner during RFI submission periods. Information can only be edited in accordance with posted deadlines.

REVIEWING DEFICIENCIES

1 Log into ACO-MS; navigate to your Dashboard within ACO-MS to review the assigned tasks. Each RFI will appear on your Dashboard. The first two or three characters of the task ID indicate the type of RFI:

TASK ID	TYPE OF RFI
CR	ACO Participants SNF Affiliates Participation Options (only applicable to currently participating ACOs)
RM	Repayment Mechanism
FM	Form CMS-588
IA	Initial Application
RA	Renewal/Early Renewal Application
SN3	SNF 3-Day Rule Waiver Application
BPC	BIP Application
AIP	Advance Investment Payments

2 Click the RFI task to display any deficiencies and comments from CMS will appear within the assigned task.

MAKING CORRECTIONS AND SUBMITTING RESPONSES

1 After you make and review all corrections (e.g., upload revised documentation), click "Submit."

2 When you click "Submit," your RFI task response will be sent to CMS for review.

Note: When making corrections to a task, deficiencies will not instantly be resolved once the task is resubmitted. Upon CMS review, if the deficiency is resolved the deficiency will be removed from the task.

MANAGING CHANGE REQUESTS VIA THE CR CART

In addition to the ACO Dashboard, ACOs can manage their pending, withdrawn, and completed change requests via the change request cart in ACO-MS.

ABILITY TO FILTER

Filter by ACO if you have multiple ACOs, to understand how many updates you will need to make for each ACO.

Filter by Status to make sure all tasks are marked complete before the RFI deadline.

Filter by Description to view tasks of a certain type—for example, RFI tasks associated with change requests or your ACO's repayment mechanism.

MAKING CHANGES TO SUBMITTED CHANGE REQUESTS

Within the Phase 1 RFI-1 and RFI-2 submission periods, ACOs have the option to modify the ACO Participant and SNF affiliation change request in a pending review status by selecting the pencil icon within the CR cart. This will reopen the change request and permit edits to fields previously editable before submission.

REPAYMENT MECHANISM ADDITIONAL RFI OPTIONS

CMS may provide feedback to ACOs via the statuses of the repayment mechanism tasks detailed below to help guide ACOs through the process of establishing a repayment mechanism.

Task Status	Description	ACO Action
RFI	Draft documentation does not adhere to the requirements for repayment mechanisms. Deficiencies will be identified in the task.	Address the deficiencies within draft documentation and resubmit in ACO-MS.
Ready for Finalization	Draft documentation only contains deficiencies related to the finalization of the documents (e.g. execution dates, signatures, account numbers, removal of draft references, etc.) Remaining finalization deficiencies will be identified in the task.	Prepare final documentation inclusive of all finalization requirements and submit in ACO-MS.
Conditional Approval*	Previously submitted digital documentation is conditionally approved; however, the original documents must be received by CMS before approval can be issued.	Submit original paper copies to CMS and respond within ACO-MS with the corresponding traceable carrier tracking information.

*Some repayment mechanism types will not need this status and will move directly from "Ready for Finalization" to "Approval" status once all requirements have been met.

APPLICATION CYCLE SUBTAB AND PARTICIPATION OPTIONS REPORT

Each RFI provides important information about your ACO's participation in the Shared Savings Program. Navigate to the Application Cycle Subtab and *Participation Options Report* in ACO-MS to understand program eligibility and participation options.

For more information, please see *How to Use Application Subtab and Participation Options Report in ACO-MS* tip sheet.

⚲ 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.