

#### Webinar

# Completing Phase 1 of the Application and Change Request Cycle and Avoiding Common Deficiencies

June 5th, 2024

Medicare Shared Savings Program





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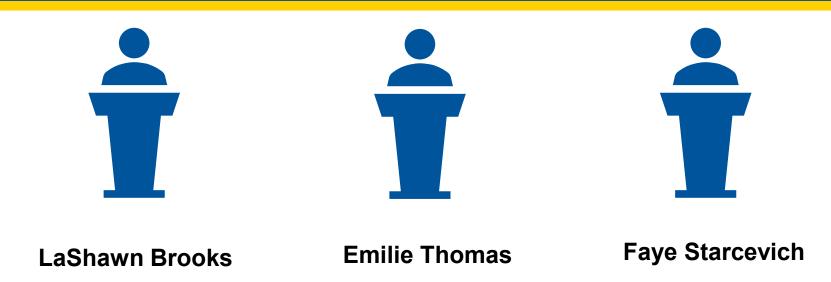
# Housekeeping

- Everyone was muted when you joined today's session.
- Put any questions you have during the presentation into the Q&A section of the webinar.
- If time allows, we'll be answering application and change request questions that we received from the registration submissions as well as those you pose today.
  - If you have questions related to quality reporting, please send those questions directly to <u>QPP@cms.hhs.gov</u>.
  - Direct any Accountable Care Organization (ACO)-specific questions or any questions we do not get to today to your ACO Coordinator or the Shared Savings Program Helpdesk <u>sharedsavingsprogram@cms.hhs.gov</u>.





#### **Webinar Presenters**



CMS Center for Medicare (CM)

Performance-Based Payment Policy Group (P3)

Division of ACO Management and Compliance (DAMC)





- We'll help you locate helpful program resources.
- We'll go through how to complete Phase 1 of the Shared Savings Program Application and Change Request Cycle.
- We'll provide key reminders of each application component to help you avoid common deficiencies.
- We'll answer questions about the performance year (PY) 2025 Application and Change Request Cycle.





#### **Resources to Bookmark**

#### **Published Resources Available!**

 Application Toolkit: Quick access to guidance and other materials relevant to all application types.

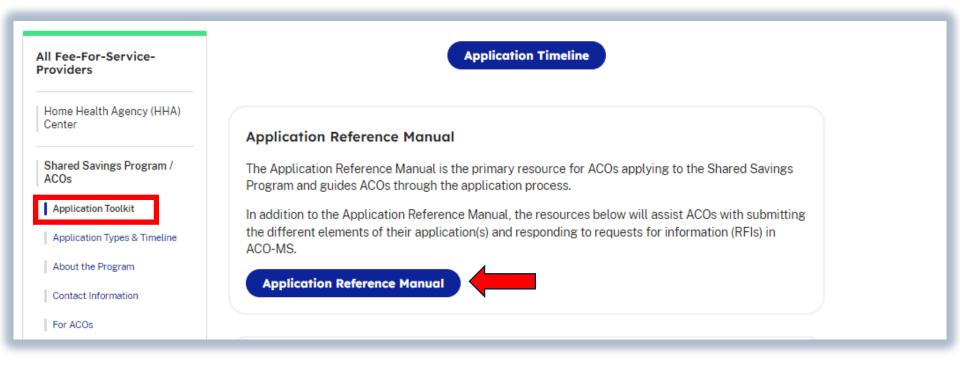


- Application Types & Timeline Webpage: Key deadlines and resources to help complete the application, including sample applications.
- Knowledge Library: Access to resources relevant to all Shared Savings Program ACOs in ACO-MS.





# **Application Reference Manual**



# **Shared Savings Program Application Process**

- Important Dates
- Initial Application Process in ACO-MS
- Key Reminders to Avoid Common Deficiencies







#### **Important Dates**

1

Submit Phase 1 of the Application

**Opens:** May 20, 2024 **Due:** June 17, 2024

2

Respond to Phase 1 RFI-1

**Opens:** July 11, 2024 **Due:** Aug. 1, 2024

3

Respond to Phase 1 RFI-2

**Opens:** Aug. 22, 2024 **Due:** Sept. 5, 2024

4

Phase 1 Dispositions

Issued: Oct. 17, 2024

5

Submit Phase 2 of the Application

**Opens:** Oct. 18, 2024 **Due:** Oct. 29, 2024

6

Respond to Phase 2 RFI

**Opens:** Nov. 8, 2024 **Due:** Nov. 18, 2024

7

Final Application Dispositions

**Issued:** Dec. 5, 2024

8

ACO Signing Event

**Opens:** Dec. 6, 2024 **Due:** Dec. 12, 2024





## **Initial Application Process**















**Step 1:** Complete ACO-MS registration

- Go to ACO-MS and select Apply
- Enter your ACO legal entity information
- Enter the contact information for your ACO's ACO Executive and Primary and Public Contacts
- Review and submit
- Receive a confirmation email

**Step 2:** Complete and submit the application

- Review the Application
  Reference Manual for a
  January 1, 2025, start
  date for instructions
- Review <u>sample</u> applications
- □ Refer to the initial and renewal/early renewal application checklist in the Application Reference Manual to complete the application in ACO-MS

**Step 3:** Respond to RFIs

- Respond to RFIs by the specified deadlines
- Work with your ACO Coordinator or contact the Shared Savings Program Helpdesk to resolve questions

**Step 4:** Sign the participation agreement

- □ Review and certify final materials
- Sign the ACO Participation Agreement

# **Key Reminders**

- Shared Savings Program Application
- Repayment Mechanism
- Banking Information
- ACO Participant List
- SNF 3-Day Rule Waiver







# **Shared Savings Program Application**

Deficiency Type	How to Avoid
Beneficiary assignment estimate falling under a total of 5,000 beneficiaries.	<ul> <li>Ensure the beneficiary assignment estimates are over 5,000 beneficiaries.</li> <li>Add more ACO participants for CMS review if close to or under 5,000 beneficiaries</li> </ul>
Ineligible for the track level selected.	Ensure your ACO is eligible for the track and level selected in your application  • Review the <i>Track Eligibility</i> section of the <u>Application Reference</u> <u>Manual</u> for the options available





## Who Needs a Repayment Mechanism?

ACOs that will participate in a two-sided model must establish a repayment mechanism (RM) to assure CMS that they can repay losses for which they may be liable upon reconciliation for each performance year under which they accept performance-based risk (42 CFR § 425.204(f)).



**Tip:** To better assist ACOs in the creation of a new repayment mechanism, the RM Generator in ACO-MS allows ACOs to input the necessary data to create a draft repayment mechanism for review with their financial institution prior to submitting the draft for CMS review.





Deficiency Type	How to Avoid
The inception date does not reflect the date the ACO enters into the Medicare Shared Savings Program ACO Participation Agreement with CMS.	<ul> <li>Ensure dates are correct.</li> <li>The performance year begins on January 1 of the Agreement Period.</li> </ul>
The ACO legal entity name (LEN) listed in the RM does not match the ACO LEN in ACO-MS.	Ensure the LEN on the RM documents exactly match what is in ACO-MS.
The duration of the RM does not match program requirements.	<ul> <li>Ensure that the RM duration aligns with program requirements.</li> <li>The RM must extend one year past the end of your Agreement Period with CMS.</li> </ul>
Final, executed RMs are provided prior to CMS authorization.	Ensure that the ACO receives a disposition of Ready for Finalization prior to executing the RM.





For an ACO to finalize its application and receive shared savings payments, the following three documents are required:

- 1. Electronic Funds Transfer (EFT) Authorization Agreement (Form CMS-588)
  - ACOs must use the approved Form CMS-588 (OMB No. 0938-0626, Expires 11/2026).
- 2. Cover Sheet
- 3. Supporting financial documentation
  - The only accepted forms of documentation are a pre-printed, voided check or a signed letter from the financial institution.



**Tip:** The Form CMS-588, cover sheet, and ACO Banking Form Instructions are now downloadable in ACO-MS. For initial applicants, the downloadable documents are available in their initial application. For currently participating ACOs, the documents are available under the Documents subtab in the My ACOs section of ACO-MS. Digital signatures are now accepted.





Deficiency Type	How to Avoid
The ACO did not load/re-upload all three required documents: 1. Form CMS-588 2. Cover sheet 3. Supporting financial documentation.	Ensure all three components are completed and uploaded to ACO-MS:  1. Form CMS-588  2. Cover sheet  3. Supporting financial documentation.
The ACO legal business name or LEN, address, and/or Taxpayer Identification Number (TIN) do not match ACO-MS.	Ensure the ACO LBN/LEN, address, and TIN on the Form CMS-588 documents exactly match what is in ACO-MS.
The bank account and/or routing number on the Form CMS-588 do not match the submitted supporting financial documents.	Ensure the bank account and routing number aligns with the supporting financial documents.
An unauthorized person signed the Form CMS-588 and did not provide a date.	Ensure the Form CMS-588 is signed and dated by one of the four authorized signatories (ACO Executive, Primary or Secondary Authorized to Sign, or Financial Contact).



**Note:** If any errors are identified, all three banking information documents must be resubmitted to CMS via ACO-MS.





An ACO Participant List identifies all an ACO's participants by their Medicare-enrolled billing TINs.

During Phase 1 of the Shared Savings Program application submission period, initial applicants will submit their ACO Participant List

 ACOs must submit the first page and signature page of the signed executed agreement between the ACO and the participant when submitting an "Add Participant" change request.





# **Important ACO Participant List Deadlines**



Phase 1 RFI-1: July 11-August 1, 2024, at 12:00 p.m. ET

The final opportunity to submit an "Add Participant" change request.



Phase 1 RFI-2: August 22–September 5, 2024, at 12:00 p.m. ET

The final opportunity to do the following:

- Upload executed agreements and merger/acquisition documentation and change the merged/acquired indicator on pending change requests.
- Withdraw or delete ACO participants.





## **ACO Participant List Considerations**

#### **ACO Participant List**

- ACO participant list impacts:
  - Revenue status
  - Experience with risk determination
  - Shared Savings Program eligibility
  - Eligibility to receive advance investment payments



**Resources Available!** Refer to the Application Cycle Subtab or download the *Participation Options Report* on the Reporting tab for more information.

#### **Beneficiary Estimates**

- Beneficiary estimates are subject to change.
- Both ACO-participant estimates and ACO-level estimates are provided.
- Beneficiary assignment estimates are included for each benchmark year and upcoming performance year.
- Making changes to an ACO's Participant List may impact beneficiary estimates and program eligibility.
- Review your ACO's estimated beneficiary counts to ensure the ACO meets the minimum 5,000 beneficiary requirement.



# **E** ACO Participant List

Deficiency Type	How to Avoid
PECOS-Related Deficiencies	Ensure the TIN and LBN verified with the ACO participant match what is in PECOS.
Agreement-Related Deficiencies	<ul> <li>Ensure the ACO's LEN and ACO participant's LBN in the ACO Participant Agreement matches what is in ACO-MS.</li> <li>Ensure both parties have signed the agreement.</li> </ul>
Overlap-Related Deficiencies	Communicate with the ACO participant to ensure exclusivity to one Shared Savings Program initiative.



# **SNF 3-Day Rule Waiver**

A Skilled Nursing Facility (SNF) 3-Day Rule Waiver application waives the requirement for a 3-day inpatient hospital stay prior to a Medicare-covered, post-hospital, extended-care service for eligible beneficiaries if certain conditions are met.

#### Who can apply?

 Only Shared Savings Program ACOs currently participating in or applying to two-sided models can apply (Levels C, D, or E of the BASIC track or the ENHANCED track).

Each SNF 3-Day Rule Waiver application requires submission of at least one SNF affiliate via a change request in ACO-MS.





## **Important SNF Deadlines**



Phase 1 RFI-1: July 11-August 1, 2024, at 12:00 p.m. ET

The final opportunity to do the following:

- Submit an Add SNF Affiliate change request.
- Elect to apply for a SNF 3-Day Rule Waiver.



Phase 1 RFI-2: August 22-September 5, 2024, at 12:00 p.m. ET

The final opportunity to do the following:

- Withdraw a SNF affiliate change request.
- Complete a SNF 3-Day Rule Waiver application.
- Upload fully executed SNF Affiliate Agreements.



# **SNF Affiliate List**

Deficiency Type	How to Avoid
PECOS-Related Deficiencies	Ensure the SNF affiliate's TIN and CMS Certification Number (CCN) verified with the SNF affiliate match exactly what is in PECOS.
Agreement-Related Deficiencies	<ul> <li>Ensure the ACO's LEN and SNF TIN LBN in the SNF Affiliate Agreement matches what is in ACO-MS.</li> <li>Ensure both parties have signed the agreement.</li> </ul>
Star Rating-Related Deficiencies	Ensure the eligible SNF affiliate has a rating of at least 3 stars at the time of CMS' final check.





## Requests for Information (RFIs)

- RFI dates for the PY 2025 Application and Change Request Cycle are as follows:
  - Phase 1
    - RFI-1: July 11–August 1, 2024, at 12:00 p.m. ET
    - RFI-2: August 22–September 5, 2024, at 12:00 p.m. ET
  - Phase 2
    - RFI November 8–18, 2024, at 12:00 p.m. ET
- Purpose of RFIs:
  - RFIs provide ACOs with detailed information and an opportunity to correct deficiencies and/or make updates or modifications to the ACO application or change requests.
- How to Address an RFI:
  - RFIs are issued in ACO-MS, and ACOs must respond to RFIs in ACO-MS.





## **Tips for Application Success**

- Act early and do not wait until the deadlines.
- Review program guidance for assistance in understanding program requirements.
- ✓ Become familiar with participation options.
- Establish a legal entity and organizational structure.
- Establish a governing body that meets program requirements.
- Establish a compliance plan and procedures that meet program requirements.
- ✓ Reach out to providers, suppliers, and SNF affiliates with whom your ACO is partnering or intends to partner with.
- ✓ Collect ACO participant TINs, PTANs, and LBNs.
- ✓ Collect SNF affiliate TINs, CCNs, and TIN LBNs.

- Create ACO Participant and SNF Affiliate Agreements that satisfy program requirements.
- ✓ Prepare to establish a repayment mechanism if applying or transitioning to Levels C, D, or E of the BASIC track, or the ENHANCED track.
- Establish a bank account with a financial institution.
- ✓ Verify that all information is entered accurately upon first submission.
- ✓ Attend office hour calls for important information.
- Utilize the Shared Savings Program Helpdesk for questions.
  - Renewing applicants can also reach out to their ACO Coordinator.
- ✓ Safeguard user IDs and passwords.
- Ensure accurate and up-to-date contact information

## **Question & Answer Session**

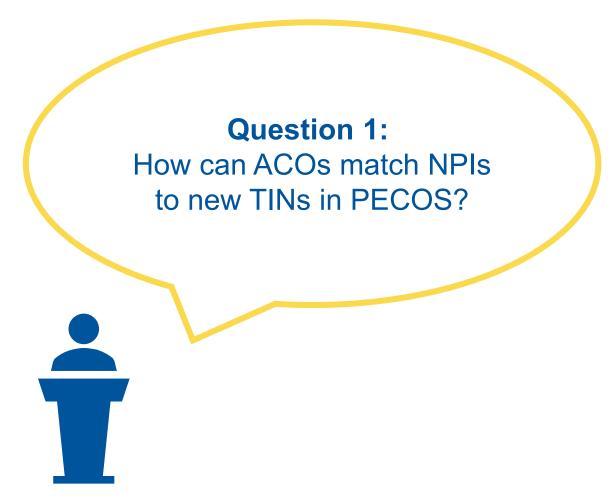
Additional questions can be sent to your ACO Coordinator or the Shared Savings Program Helpdesk:

sharedsavingsprogram@cms.hhs.gov.





#### **Question 1 & Answer Session**





#### **Question 2 & Answer Session**

#### **Question 2:**

Can an ACO withdraw an ACO participant after submitting them during the Phase 1 submission period?





#### **Question 3 & Answer Session**

# **Question 3:** How does an ACO know what track and level to select in an application?



#### **Question 4 & Answer Session**

# **Question 4:** Do ACOs need to submit all **ACO Participant Agreements** during the application process?



#### **Question 5 & Answer Session**

#### **Question 5:**

What legal entity information is required for an ACO? If an incorrect name or Tax ID was used during registration, can we update this information in our existing application?





#### **Question 6 & Answer Session**

#### **Question 6:**

What banking information and repayment mechanism documentation is needed for Phase 1 of the application?





#### **Question 7 & Answer Session**

#### **Question 7:**

How does the Shared
Savings Program application
process work in conjunction
with the ACO PC Flex
Model?





#### **Question 8 & Answer Session**

#### **Question 8:**

When is the final opportunity to withdraw a renewal application as an Early Renewal Applicant?





#### **Question 9 & Answer Session**

#### **Question 9:**

Can I use my current ACO
Participant Agreements when
carrying forward an ACO
participant into our new
agreement period?





#### **Question 10 & Answer Session**









#### Upcoming CMS Shared Savings Program Webinars



Making the Most of Phase 1 RFI-1

Thursday, July 18th, 1:00-2:30 p.m. ET



Finalizing Phase 1 & Preparing for Phase 2

Wednesday, August 28th, 1:00-2:30 p.m. ET

Mark your calendars for these events-more details to come!

# **Post-Attendee Survey**

