



Medicare Shared Savings Program

How to Complete the ACO Participant Agreement Template

June 2016

Version 1

Revision History

Version	Date	Revision/change description	Affected area

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1. Introduction

Medicare Shared Savings Program (Shared Savings Program) Accountable Care Organizations (ACOs) must have an ACO Participant Agreement with each ACO participant. The Participant Agreements must comply with the criteria established in the Shared Savings Program regulations at 42 CFR Part 425.116. The ACO Participant Agreement Template (accessed in the [Application Toolkit](#)) is an excel worksheet provided by CMS that is completed by the ACO to identify the section and page number where each CMS required participant agreement element can be located in the ACO's Participant Agreement sample. ACOs must include the ACO Participant Agreement Template when they submit their ACO Participant Agreement sample for CMS approval. If you have multiple ACO Participant Agreement samples, you must populate and submit one template for each sample agreement. All ACOs must submit their ACO Participant Agreement Template and sample agreement with their application.

2. Rules Applicable Starting in Performance Year 2017 (PY 2017)

You must use the ACO Participant Agreement Template provided by CMS (available in the [Application Toolkit](#)) to identify for CMS how your ACO Participant Agreements comply with the requirements of the Shared Savings Program. Please see the document *ACO Participant List and Participant Agreement Guidance* for additional information about ACO Participant Agreement requirements.

3. Instructions for Completing ACO Participant Agreement Template

The following instructions explain how to complete the ACO Participant Agreement Template:

1. Enter the appropriate information in cells B3 and B4, C7 through C15, and D7 through D15 of the ACO Participant Agreement Template, as it pertains to your sample agreement and executed ACO Participant Agreements:
 - In Column A, list the number of each required element;
 - In Column B, describe the required elements for ACO Participant Agreements;
 - In Column C, enter the section of the ACO Participant Agreement Sample that addresses each requirement; and,
 - In Column D, enter the page number(s) of the ACO Participant Agreement Sample where each requirement is addressed. Please note that the page number(s) entered shall correspond with the section entered in Column C for each requirement.
2. Save the completed template as a PDF using the following file names:
 - ACOs not currently participating in the program (initial applicants) – Axxxx_S9_Q27b_AgmtTemp_mmddyy.pdf
 - Currently participating ACOs with a 2014 start date that intend to renew (renewal applicants) – Axxxx_S6_Q12b_AgmtTemp_mmddyy.pdf
3. Compress the template together with the other files for Section 9 in the Initial Application, and Section 6 of the Renewal Application and upload to HPMS. (See the [Application Toolkit](#) for instructions).