



DATE: April 2, 2013

TO: Medicare Shared Savings Program Applicants

FROM: Medicare Shared Savings Program

RE: Posting of the 2014 Notice of Intent to Apply to the Medicare Shared Savings Program: January 1, 2014 Program Start Date

CMS is pleased to announce the posting of the Notice of Intent (NOI) to Apply for participation in the Medicare Shared Savings Program 2014 program start date. Dates are subject to change, so check this [Web site](#) frequently for updates.

Key dates identified in this notice

ACTION	DUE DATE
NOI Accepted	May 1 – 31, 2013
CMS User ID Request Due	June 6, 2013
Application Posted	June 2013
Applications Accepted	July 1 – 31, 2013

For your next steps, follow the instructions and timeline below.

Step 1: How to Submit a Notice of Intent to Apply

Each ACO must submit a short Notice of Intent to Apply (NOI) through the [Web form](#). We must get your completed NOI no later than 5 p.m. EST May 31, 2013.

You will get NOI Receipt Notice by e-mail that includes your ACO identification number (ACO ID) and detailed instructions on how to get a CMS User ID.

- You must have an ACO ID to apply to participate in the Shared Savings Program.
- You must have a CMS User ID and password to submit your application using the online Health Plan Management System (HPMS.)

We will only accept NOIs submitted electronically. Processing time may vary, so please plan to submit your NOI as early as possible.

Step 2: How to Get a CMS User ID

To submit your application online, you need a CMS User ID to access HPMS. To get a CMS User ID, follow these steps:

1. Get an ACO ID through the NOI process explained in Step 1 above.
2. Complete Form CMS-20037, Application for Access to CMS Computer Systems using the instructions provided in your NOI Receipt Notice.
3. Submit (1) form for each individual contact. You are prohibited from sharing your CMS issued User ID and password with anyone. We strongly encourage you to have separate contacts for each contact type listed below:
 - Application Contact (primary)
 - Application Contact (secondary)
 - IT Contact (primary)
 - IT Contact (secondary)
4. Submit your completed Form CMS-20037 to us via tracked mail (e.g. FedEx, UPS, etc.) no later than June 6, 2013. Applications for CMS User IDs will only be accepted via mail services and not via E-mail or fax.

Since processing times may vary, we strongly encourage you to submit your NOI and Form CMS-20037 as early as possible. **Do not wait until the deadline.**

Step 3: Where do I find the application?

In June 2013, we will post the application for the 2014 program start date on our web site. You may use the on-line application to begin compiling your responses; however, you must submit your actual application electronically when the system is available July 1 through July 31, 2013. Go [here](#) to find a copy of the application in June.

We will accept applications from July 1 through July 31, 2013.

Step 5: Who to Contact for Assistance

Application Mailbox: For any questions related to your NOI submission or application process: SSPACO_Applications@cms.hhs.gov or (410) 786-8084.

HPMS Access: For any questions related to your access to HPMS, Form CMS-20037, and/or CMS User ID (e.g., new access to HPMS, trouble finding the HPMS Web link): HPMS_Access@cms.hhs.gov or (800) 220-2028.

Medicare Shared Savings Program

HPMS Helpdesk: For any questions related to technical assistance in HPMS (e.g., trouble seeing the HPMS ACO Module screen, trouble with uploading documents):

HPMS@cms.hhs.gov or (800) 220-2028.

CMS IT Service Desk: For any questions related to HPMS Log-In assistance (e.g., trouble logging into HPMS, password reset):

CMS_IT_Service_Desk@cms.hhs.gov or 1-800-562-1963