



Medicare Shared Savings Program Accountable Care Organizations: Skilled Nursing Facility (SNF) 3-Day Waiver Application Submission Review



*Presented by:
Centers for Medicare & Medicaid
Services*

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Disclaimer

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Introduction

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Agenda

- Application Cycle, Key Deadlines, and Upcoming Webinars
- Background: Skilled Nursing Facility (SNF) 3-Day Waiver
- Responding to Application Questions and Sections of the Application
- Additional Information and References

Application Cycle: Notice of Intent to Apply (NOIA) Process and Deadlines

| NOIA Process | Deadlines ¹ |
|---|--|
| NOIA Memo Posted on CMS Website | April 1, 2016 |
| NOIA Submission Period | May 2, 2016 – May 31, 2016 |
| NOIA Deadline | May 31, 2016, at 5 pm Eastern Time (CLOSED) |
| CMS User ID Forms Submission Period (New Users Only) | May 5, 2016 – June 3, 2016 (CLOSED) |

¹ All deadline dates are subject to change.

Application Cycle: Application Submission Deadlines

| Application Process | Deadline ¹ |
|---|---|
| 2017 Application Form Posted on CMS Web site (Sample only for all applications ²) | Spring 2016 |
| Applications Submission Period (For all applications ²) | July 1, 2016 – July 29, 2016 |
| Applications Due (for all applications²) | July 29, 2016, at 5:00 pm Eastern Time |
| First Request for Information (RFI-1) Response Due from Applicants | September 6, 2016 |
| Second Request for Information (RFI-2) Response Due from Applicants | October 5, 2016 |
| Third Request for Information (RFI-3) Response Due from Applicants | October 26, 2016 |
| Application Approval or Denial Decision Sent to Applicants | Late Fall 2016 |
| Reconsideration Review Deadline | 15 Days from Notice of Denial |

¹ All deadline dates are subject to change.

² The SNF 3-Day Waiver application is available to ACOs not currently participating in the program (initial applicants), currently participating ACOs with a 2014 start date that intend to renew (renewal applicants), and currently participating ACOs. Your ACO must be applying for the two-sided risk model under Track 3 or currently participating in Track 3 to be eligible to apply for the SNF 3-Day Waiver.

Request for Information (RFI)

- **RFI-1 Response Due from Applicants – September 6, 2016**
 - RFI letter will contain application and SNF Affiliate List deficiencies
 - Add, delete, modify SNF affiliates from your SNF Affiliate List (**only opportunity to add SNF affiliates**)
 - Add and modify executed SNF Affiliate Agreements
 - Correct deficiencies identified in your application and SNF Affiliate List
- **RFI-2 Response Due from Applicants – October 5, 2016**
 - RFI letter will contain application and SNF Affiliate List deficiencies
 - Delete SNF affiliates from your SNF Affiliate List
 - Modify executed SNF Affiliate Agreements
 - Correct deficiencies identified in your application and SNF Affiliate List
- **RFI-3 Response Due from Applicants – October 26, 2016**
 - RFI letter will contain application and SNF Affiliate List deficiencies
 - Delete SNF affiliates from your SNF Affiliate List (**last opportunity to delete SNF affiliates**)
 - Modify executed SNF Affiliate Agreements
 - Correct deficiencies identified in your application and SNF Affiliate List

Upcoming Application Calls

Upcoming calls for those who have submitted a NOIA (invitation only):

- July 7: Training on the Health Plan Management System (HPMS) Application Module Submission
- July 14: ACO Application Question & Answer Session
- Aug 25: How to Respond to Your First Request for Information
- Sept 29: How to Respond to Your Second Request for Information
- Nov 7: 2017 Initial and Renewal Application Training on HPMS & Electronic Signature Management Module
- Nov 8: Annual Certification Training for Existing ACOs on HPMS' Electronic Signature Management Module

NOTE: Dates are subject to change. We will send emails from SSPACO_Applications@cms.hhs.gov to announce the details of these calls.

Step 1 – Notice of Intent to Apply (NOIA)

- The **first step** in the application process was to submit a NOIA for the SNF 3-Day Waiver.
- The NOIA submission period closed May 31, 2016, at 5:00 pm ET.
- If you are a currently participating Track 3 ACO and did not submit a SNF 3-Day Waiver NOIA, you cannot apply for the 2017 SNF 3-Day Waiver. You must wait until the 2018 application cycle.
- If you are an initial applicant or currently participating ACO with a 2014 start date (renewing applicant) and you change your track in response to the RFI-1 to Track 3, you will have the option to apply for the SNF 3-Day Waiver.

Step 1 – NOIA (cont.)

- You received a confirmation acknowledgement email containing your ACO ID and instructions on how to complete the CMS User ID application.
- Submitting a NOIA **does not** require you to submit a SNF 3-Day Waiver Application for the 2017 cycle.
- Without an ACO ID and CMS User ID, you will not be able to access the appropriate modules in HPMS to complete the 2017 application.

Step 2 – Get a CMS User ID to Submit the Application

- You received instructions for obtaining CMS User IDs or you already have CMS User IDs in place.
- If you need to submit new users for a CMS User ID, send the completed CMS User ID Form 20037 via tracked mail (e.g. FedEx) **immediately** to:

Centers for Medicare & Medicaid Services

Attention: HPMS Access

Mail Stop: C4-18-13

7500 Security Boulevard

Baltimore, MD 21244-1850

- If you have questions about your CMS User ID request, send an email to HPMS_Access@cms.hhs.gov
- If you have questions about your consultant authorization letter, send an email to HPMSConsultantAccess@cms.hhs.gov

Step 3 – Complete and Submit Your Application

- The 2017 SNF 3-Day Waiver sample application is posted on the How to Apply web page.
- All 2017 applications are accepted July 1 through July 29, 2016. The deadline is at 5:00pm Eastern Time on July 29th.
- Applications must be submitted through HPMS. Paper applications are not accepted.
- The SNF 3-Day Waiver application package in the Application Toolkit includes the following documents:
 - SNF 3-Day Waiver Application
 - Application Reference Manual
 - SNF 3-Day Waiver Guidance
 - SNF Affiliate Agreement Template and How to Complete the SNF Affiliate Agreement Template
- See the 2017 Application Toolkit for these documents:
<https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/sharedsavingsprogram/MSSP-Toolkit.html>

Application Toolkit

- The 2017 Application Toolkit is a one stop shop for all guidance related to completing all applications (Shared Savings Program application for initials and renewals as well as the SNF 3-Day Waiver application).
- The Application Toolkit contains various guidance and links to guidance, including but not limited to:
 - Applications
 - Application Reference Manual
 - CMS Form 588, Electronic Funds Transfer Authorization Agreement
 - Governing Body Template and Instructions
 - Participant List and Participant Agreement Guidance
 - Participant Agreement Template and Instructions
 - **SNF 3-Day Waiver Guidance**
 - **SNF Affiliate Agreement Template and How to Complete the SNF Affiliate Agreement Template**
 - Repayment Mechanism Guidance
 - Reconsideration Guidance

Application Reference Manual

The Application Reference Manual provides the following:

- Step-by-step guidance on how to respond to each application question,
- Links to program rules,
- File naming conventions for each application upload,
- How to submit your responses in HPMS,
- How to respond to RFIs, and
- How to withdraw a pending application.

Application Toolkit Webpage Example

Centers for Medicare & Medicaid Services

[Medicare](#)
[Medicaid/CHIP](#)
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Home > Medicare > Shared Savings Program > 2017 Medicare Shared Savings Program Toolkit

Shared Savings Program

- [ACOs in Your State](#)
- [News and Updates](#)
- [How to Calculate Your Primary Service Areas](#)
- [How to Apply](#)
- [Shared Savings Program ACO Agreement](#)
- [Financial and Beneficiary Assignment Methodology](#)
- [Quality Measures, Reporting and Performance Standards](#)
- [Statutes/Regulations/Guidance](#)
- [Frequently Asked Questions](#)
- [Contact Us](#)

2017 Medicare Shared Savings Program Toolkit

Application Resources

- [How to Complete Your Application](#)
- [Requests for Additional Information](#)
- [Request to Withdraw a Pending Application](#)
- [Application Determination Reconsideration Review Process](#)
- [Who to Contact for Assistance](#)

Resources for Initial and Renewal Applicants

- [How to Complete Form CMS-588 Electronic Funds Transfer \(EFT\) Authorization Agreement](#)
- [How to Complete the Governing Body Template](#)
- [How to Complete the ACO Participant List](#)
- [How to Complete the ACO Participant Agreement Template](#)

Resources for SNF 3-Day Waiver Applicants (only available to Track 3 ACOs)

- [How to Complete the SNF Affiliate List](#)
- [How to Complete the SNF Affiliate Agreement Template](#)

The Application Toolkit is available at:
<https://www.cms.gov/medicare/medicare-fee-for-service-payment/sharesavingsprogram/mssp-toolkit.html>

Background: Skilled Nursing Facility (SNF) 3-Day Waiver

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SNF 3-Day Waiver Guidance

- The SNF 3-Day Waiver Guidance includes the following:
 - Statutory and regulatory background and program context
 - Background on SNF 3-Day Rule and SNF 3-Day Waiver
 - Beneficiary eligibility and SNF affiliate eligibility for waiver
 - Details for managing the SNF Affiliate List
 - Requirements for SNF Affiliate Agreements
 - Details on the ACO and SNF affiliate communication plan
 - Medicare claims processing with the SNF 3-Day Waiver

Background: SNF 3-Day Waiver

What is the SNF 3-Day Rule?

- The Medicare SNF benefit is for beneficiaries who require a short-term intensive stay in a SNF, requiring skilled nursing and/or skilled rehabilitation care.
- According to section 1861(i) of the Act, fee-for-service beneficiaries must have a prior inpatient hospital stay of no fewer than 3 consecutive days in order to be eligible for Medicare coverage of inpatient SNF care.

What is covered by the SNF 3-Day Waiver?

- It may be medically appropriate for some patients to receive skilled nursing care and or rehabilitation services provided at SNFs **without prior hospitalization or with an inpatient hospital length of stay of less than 3 days.**
- The waiver permits Medicare payment for otherwise covered SNF services when ACO providers/suppliers participating in eligible Track 3 ACOs admit a qualifying fee-for-service beneficiary to a SNF affiliate for skilled nursing and/or rehabilitation care without a 3-day prior inpatient hospitalization.
- See 42 CFR 425.612

SNF 3-Day Waiver – What it does and does not...

What the SNF 3-Day Waiver **Does**:

- Waives the requirement for a 3-day inpatient hospital stay prior to a Medicare-covered post-hospital extended care service for eligible beneficiaries at an approved SNF affiliate facility
- Effective beginning January 1 of the performance year following approval of the SNF 3-Day Waiver application for the term of the current participation agreement
- Provides ACOs participating in Track 3 with additional flexibility to increase quality and decrease costs

What the SNF 3-Day Waiver **Does Not Do**:

- Create a new benefit or expand Medicare SNF Coverage
- Change the SNF benefit
- Restrict a beneficiary's choice of providers/suppliers

SNF 3-Day Waiver Eligibility

■ ACOs Eligible to Apply

- Any currently participating Track 3 ACO that submitted a SNF 3-Day Waiver NOIA.
- Any Track 3 initial applicant or renewal applicant that submitted a SNF 3-Day Waiver NOIA.

■ Medicare Fee-for-Service Beneficiaries Eligible for the Waiver

- Prospectively assigned to the ACO.
- Approved for admission to a SNF 3 days prior to the SNF admission at the direction of an ACO provider/supplier.
- Meet the other eligibility requirements at 42 CFR 425.612(a)(1)(ii).

■ SNFs Eligible for the Waiver

- SNFs included on the ACO's certified SNF Affiliate List that have agreed to partner with the ACO to implement the SNF 3-Day Waiver by signing a SNF Affiliate Agreement.
- SNFs with an overall rating of 3 or more stars under the CMS 5-star Quality Rating System as reported on the [Nursing Home Compare website](#).

Responding to Application Questions and Sections of the Application

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Responding to Application Questions

- Certification Questions
 - Review requirement list and confirm “Yes” option.
- Uploads
 - Templates
 - Supporting documentation
 - Narratives
- SNF Affiliate List Submission
 - We will provide a walkthrough of the system during the HPMS training in July.

Application Uploads

- Applicants are required to upload supporting documents for some of the certification questions.
- All documents must include the ACO legal entity name and ACO ID.
- Use the naming conventions provided for the individual documents and the zip files.
- Each individual narrative must be provided in a separate document for each response and then saved in a zip file by application section and uploaded separately into the HPMS Application module.

Application: Sections of the Application

The Medicare Shared Savings Program SNF 3-Day Waiver application includes the following sections:

- Section 1: General
- Section 2: Communication Plan
- Section 3: Beneficiary Evaluation & Admission Plan
- Section 4: Care Management Plan
- Section 5: Financial Relationships
- Section 6: SNF Affiliates
- Section 7: Certify your Application

Section 1– General

You must certify that your ACO has the capacity to identify and manage beneficiaries who are either directly admitted to a SNF or admitted to a SNF after an inpatient hospitalization of fewer than 3 days.

Section 2 – Communication Plan

- You must certify that your ACO has created and will implement a Communication Plan between the ACO and all of its SNF affiliates.
- Your Communication Plan must be approved by your ACO's governing body.
- You must submit your Communication Plan to CMS.
- SNF affiliates that have questions concerning eligibility or proper use of the SNF 3-Day Waiver should refer to the Communication Plan and contact the ACO.
- See 42 CFR 425.612 (a)(1)(i)(A)(1) and (b)

Section 2 – Communication Plan Requirements

Your Communication Plan must include:

- The process you will use to evaluate and periodically update your Communication Plan with your SNF affiliates;
- How you will identify and designate person(s) at the ACO with whom SNF affiliates will communicate and coordinate admissions;
- How each SNF affiliate will identify and designate person(s) at the SNF affiliate with whom your ACO will communicate and coordinate admissions;
- How information will be shared across care sites and made available to all members of the care team;
- How frequently you and the SNF affiliates will communicate;
- How you will communicate the Beneficiary Evaluation and Admission Plan and the Care Management Plan (discussed later) to the SNF affiliates and others responsible for or involved in providing or coordinating services under the waiver; and
- How the ACO will respond to questions and complaints related to the ACO's SNF 3-Day Waiver.

Section 2 – Communication Plan Recommendation

In addition to the Communication Plan requirements, we strongly recommend you include a process for sharing the prospective beneficiary assignment list and the quarterly exclusion lists with SNF affiliates so ACOs and SNF affiliates correctly identify the beneficiaries eligible for the SNF 3-Day Waiver.

Consequences for communications breakdown can include rejected claims, compliance actions, and removal of the SNF 3-Day Waiver.

Section 3 – Beneficiary Evaluation & Admission Plan

You must certify:

- You have established and will periodically evaluate and update a Beneficiary Evaluation and Admission Plan that is approved by the ACO Medical Director and the healthcare professional responsible for the ACO's quality improvement and assurance processes under 425.112.
- The Beneficiary Evaluation and Admission Plan includes all of the requirements listed in the application in Question 5.
- The ACO Medical Director and the healthcare professional responsible for the ACO's quality assurance and improvement program will be available to respond timely to inquiries related to the application of the SNF 3-Day Waiver, including the ACO's Beneficiary Evaluation and Admission Plan from ACO participants, ACO providers/suppliers, SNF affiliates, beneficiaries, and other stakeholders.

Section 3 – Beneficiary Evaluation & Admission Plan (cont.)

- A beneficiary eligibility review process will be implemented so that each beneficiary who receives covered SNF services under the waiver will meet the following requirements:
 - Is prospectively assigned to my ACO for the performance year in which the beneficiary is admitted to the SNF affiliate;
 - Does not reside in a SNF or other long-term care facility;
 - Is medically stable;
 - Does not require inpatient or further inpatient hospital evaluation or treatment;
 - Has a certain and confirmed diagnosis;
 - Has an identified skilled nursing or rehabilitation need that cannot be provided as an outpatient;
 - Has been evaluated and approved for admission to the SNF within 3 days prior to the SNF admission by an ACO provider/supplier in my ACO who is a physician, consistent with the Beneficiary Evaluation and Admission Plan.

Section 3 – Beneficiary Evaluation & Admission Plan Requirements

Your Beneficiary Evaluation and Admission Plan must include:

- A protocol for an ACO provider/supplier who is a physician to evaluate and approve admissions to a SNF affiliate, pursuant to the waiver and consistent with the beneficiary eligibility requirements described at 425.612(a)(1)(ii);
- A protocol for educating and training SNF affiliates regarding waiver requirements and your Communication Plan, Beneficiary Evaluation & Admission Plan, and Care Management Plan for purposes of the SNF 3-Day Waiver;
- A protocol for admitting beneficiaries to a SNF directly from home or an outpatient setting under the waiver;
- A protocol for admitting beneficiaries to a SNF when it has been determined the beneficiary does not need the full 3-day inpatient hospital stay; and
- A protocol for informing beneficiaries about the waiver and their options for care settings.

Section 4 – Care Management Plan Requirements

You must certify that your ACO will implement an individualized Care Management Plan for each beneficiary admitted to a SNF affiliate as required in the Shared Savings Program regulations at 42 CFR 425.612(a)(1)(i)(A)(2), and (b) and that the Care Management Plan will:

- Designate the ACO provider/supplier responsible for initiating the admission and Care Management Plan;
- Designate a person from the SNF affiliate responsible for accepting the beneficiary and implementing the Care Management Plan;
- Contain a certification by the designated ACO provider/supplier and the designated person from the SNF affiliate that the beneficiary meets requirements to receive covered SNF services under the waiver, as described in 425.612(a)(1)(ii);

Section 4 – Care Management Plan Requirements (cont.)

- Contain a plan for how the beneficiary's care will be managed at the SNF affiliate, including how the beneficiary's care will seamlessly transition upon discharge from the SNF affiliate to the beneficiary's primary care provider or other provider, as determined by the care team and beneficiary;
- Ensure the provision of high quality and efficient care delivery (including facilitating optimum length of stay);
- Designate the aspects of the Communication Plan to be implemented by the providers and suppliers responsible for the beneficiary before, during and after the SNF admission;
- Contain contact information for the ACO's Medical Director and the health care professional responsible for the ACO's quality assurance and improvement program.

NOTE: You must submit a sample of your Care Management Plan that meets all of the requirements and is individualized for each beneficiary admitted to a SNF affiliate under the waiver.

Section 5 – Financial Relationships

You must submit a brief description of any financial relationships between your ACO, SNF affiliates, and acute care hospitals.

Section 6 – SNF Affiliates

- The ACO must submit via HPMS:
 - A list of SNF affiliates with whom you will partner including all information described in Question 12;
 - Documentation demonstrating that each SNF affiliate has an overall quality rating of 3 or more stars under the CMS 5-star Quality Rating System, as reported on the Nursing Home Compare website;
 - A sample of the ACO's SNF Affiliate Agreement;
 - The SNF Affiliate Agreement Template to identify the required elements in your SNF Affiliate Agreement, as described at 425.612(a)(1)(iii)(B);
 - A signed SNF Affiliate Agreement for each SNF affiliate entered on your SNF Affiliate List. You must submit the 1st page and signature page of all executed SNF Affiliate Agreements.

SNF Affiliate List Requirements

- The SNF Affiliate List must include all of the SNF facilities that your ACO plans to partner with under the SNF 3-Day Waiver. It should also include all of the identifiers below, per SNF affiliate on the SNF Affiliate List:
 - Tax Identification Number (TIN)
 - TIN Legal Entity Name
 - CMS Certification Number (CCN)
 - CCN Legal Entity Name
 - Current star rating reported on CMS' [Nursing Home Compare website](#)

- SNFs on the SNF Affiliate List are not required to appear on an ACO's Participant List. However, if they do, you must add them separately to the SNF Affiliate List and ACO Participant List.

SNF Affiliate Overlap Rules

- A SNF affiliate:
 - May partner with more than one Shared Savings Program ACO
 - May partner with entities participating in other Medicare shared savings initiatives

SNF Affiliate CMS Star Rating

- Along with your executed SNF Affiliate Agreement, you must provide documentation demonstrating that each SNF affiliate has an overall rating of 3 or higher under the CMS 5-star Quality Rating System.
- You can find the CMS 5-star Quality Rating System through the [Nursing Home Compare website](#).
- You will upload your star rating documentation along with your executed SNF Affiliate Agreements in HPMS.

SNF Affiliate Sample Agreement – Requirements

- You must submit a sample of the SNF Affiliate Agreement your ACO uses.
- The SNF Affiliate Agreement must include the following elements:
 - Requirements of 42 C.F.R. § 425.612:
 - Express requirement that the SNF affiliate agrees to all requirements and conditions of the Shared Savings Program (42 C.F.R. Part 425), including those regarding the SNF 3-Day Waiver; and including but not limited to, those specified in the ACO's participation agreement with CMS.
 - Effective dates of the SNF Affiliate Agreement.
 - Express requirement that the SNF affiliate implement and comply with the ACO's Beneficiary Evaluation and Admission Plan and the Care Management Plan.
 - Express requirement that the SNF affiliate validate the eligibility of a beneficiary to receive covered SNF services in accordance with the waiver prior to admission.
 - Remedial processes and penalties for non-compliance with the requirements and conditions of the Shared Savings Program and the SNF Affiliate Agreement, or in the case of other program integrity issues identified by CMS.
 - Other Agreement Requirements:
 - Expressly state the only parties to the agreement are the ACO and the SNF affiliate.
 - Signed on behalf of the ACO and the SNF affiliate by individuals who are authorized to bind the ACO and the SNF affiliate, respectively.
 - The legal entity names of the parties on the SNF Affiliate Agreement must match those provided in HPMS and on the SNF Affiliate List.

SNF Affiliate Agreements – Recommended Elements

We strongly recommend:

- Training requirements for both the ACO's Beneficiary Evaluation and Admission Plan and Care Management Plan for beneficiaries that are admitted to the SNF affiliate pursuant to this waiver.
- Expressly require the ACO to notify the SNF affiliate when the SNF 3-Day Waiver has ended.

NOTE: In the June 2015 final rule implementing the SNF 3-Day Waiver, we noted that we may determine that additional safeguards or protections for beneficiaries are necessary related to the waiver, including the SNF Affiliate Agreements. We are currently evaluating whether such additional safeguards or protections are necessary, which would be required to go through notice-and-comment rulemaking. In the event such requirements are implemented in the future, we will update our guidance as expeditiously as possible.

SNF Affiliate Agreement Template

- You must submit the SNF Affiliate Agreement Template to identify the required elements in your SNF Affiliate Agreement, as described at 42 CFR 425.612(a)(1)(iii)(B).
- CMS provides the SNF Affiliate Agreement Template and instructions for completing the template in the 2017 Application Toolkit.

SNF Affiliate Executed Agreement Submission

- You must execute a SNF Affiliate Agreement with each SNF on your SNF Affiliate List and submit the executed agreements to CMS via HPMS as part of your application.
 - The executed SNF Affiliate Agreement must be signed by individuals authorized to sign on behalf of the ACO and SNF affiliate.
 - Include the first page and signature page of each executed agreement.
 - If you do not have an executed SNF Affiliate Agreement for the SNF affiliate, the SNF affiliate **cannot** be included on your SNF Affiliate List.

Section 7 – Certify your Application

- After completing all of the attestation questions, uploading all narratives and supporting documents, you must certify your application.
 - You must select “I agree” in HPMS in order for us to process your application.
 - If you select “I disagree” or do not select “I agree,” you cannot hit “Final Submit” and we cannot process your application.

Application: Request for Information (RFI)

- During the application review process, we will send you an RFI.
- Responses are due by the date specified in your RFI.
- Submit responses through HPMS.
- If you don't provide the additional information by the date requested, your application may be denied for the current application cycle.

NOTE: A SNF 3-Day Waiver application denial does not affect your Shared Savings Program application or participation in the Shared Savings Program.

Notice of Acceptance or Denial

- You will get an application approval or denial letter via e-mail.
 - If your application is approved, you will receive additional instructions to accept participation in the waiver.
 - If your application is denied, you will be informed in your denial letter of your right to request a CMS reconsideration review.
 - We must receive your reconsideration request within 15 days of the date on your denial letter.
- See the 2017 Application Reference Manual for additional information.

Additional Information and References

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Additional Information and Guidance

- The SNF 3-Day Waiver application must be submitted separately from your initial or renewal application.
 - Shared Savings Program initial and renewal applications and the SNF 3-Day Waiver application are evaluated during the same time period.
 - If you are a Shared Savings Program initial or renewal applicant, and choose to apply to the SNF 3-Day Waiver, you are required to respond to RFIs for both applications during the same time period.
 - If you are a currently participating Track 3 ACO and choose to apply for the SNF 3-Day Waiver, you will only receive RFIs related to the SNF 3-Day Waiver application.
 - The SNF 3-Day Waiver application period is an annual process that aligns with the Shared Savings Program application process.
 - You will be required to certify your SNF Affiliate List annually.

Additional Information and Guidance (cont.)

■ Application Teleconferences and Events

- See the [Shared Savings Program Applications Teleconferences and Events](#) page for a history of calls including presentation materials and transcripts.

■ Instructions and Guidance

- To avoid errors with your submission, follow the instructions provided for completing each template.
- Pay close attention to the regulation and guidance references.
- Review the [2017 Application Toolkit](#), and in particular the [2017 Application Reference Manual](#), Appendix D for question-by-question instructions on how to submit your application, including templates and supporting documentation.

Upcoming Application Calls

Upcoming calls for those who have submitted a NOIA (invitation only):

- July 7: Training on the HPMS Application Module Submission
- July 14: ACO Application Question & Answer Session
- Aug 25: How to Respond to Your First RFI
- Sept 29: How to Respond to Your Second RFI
- Nov 7: 2017 Initial and Renewal Application Training on HPMS & Electronic Signature Management Module
- Nov 8: Annual Certification for Existing ACOs on HPMS' Electronic Signature Management Module

NOTE: Dates are subject to change. We will send emails from **SSPACO_Applications@cms.hhs.gov** to announce the details of these calls.

About the Application Process

- Questions about the application process?
 - Contact SSPACO_Applications@cms.hhs.gov.
 - You will receive RFIs and other application information via email from this mailbox
- We will not accept late applications.
- The next opportunity to apply for the SNF 3-Day Waiver will be in 2017 for performance year 2018.

Contacts for Assistance

- Shared Savings Program Application Web site on our How to Apply web page at <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/sharedsavingsprogram/Application.html>

- For NOIA submission and application questions:
 - SSPACO_Applications@cms.hhs.gov

- For help with Form CMS-20037 and CMS User ID (e.g. new access to HPMS, trouble finding the HPMS Web site):
 - HPMS_Access@cms.hhs.gov or (800) 220-2028

- For password resets and if your account is locked:
 - [CMS IT Service Desk@cms.hhs.gov](mailto:CMS_IT_Service_Desk@cms.hhs.gov) or 1-800-562-1963

- For help using HPMS and technical assistance:
 - hpms@cms.hhs.gov or (800) 220-2028

Question and Answer

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