

HPMS Quick Reference Guide:

How to Manage Accountable Care Organization (ACO) Information and Upload Application Data

GETTING STARTED

ACCESS THE ACO AGREEMENT MANAGEMENT START PAGE

- On the HPMS Home Page, **select ACO Management** on the left navigation bar.
- On the fly out menu, **select ACO Data**.
- On the ACO Agreement Management page, **choose Select Agreement Number** on the left navigation bar.
- **Select or enter the Agreement number**, then **click Next** to get to the ACO Agreement Management Start Page.

HPMS Health Plan Management System Home

ACO Agreement Management Start Page

Agreement: Z0001
Start Date: April 1, 2012
Agreement Status: Pending

You will use this module to:

- Enter and maintain agreement information.
- Enter and maintain contact information.
- Enter and maintain application information.

Agreement Selection
Select Agreement Number

General Information
Basic Agreement Data

Contact Information
Contact Data

Online Application
Submit Application Data

Documentation
ACO Module User's Manual

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MANAGING ACO DATA

UPDATE ACO AGREEMENT INFORMATION

- On the ACO Agreement Management Start Page **select Basic Agreement Data** on the left navigation bar.
- On the Update Basic Agreement Data screen, edit or update any information as appropriate.
- **Click Next**.
- If any warnings appear that the user believes will not require any further correction, **click the "Ignore Warnings" box** underneath the red bolded warning text.
- On the Confirm Basic Agreement Data screen, review all updates and **click Submit**.

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Update Basic Agreement Data for Z0001

* Required fields are marked with an asterisk.

Application Type: New Medicare Shared Savings Program ACO
ACO Entity: Hospital employing ACO professionals
Medicare Shared Savings Program Track: Track 1 (one-sided model, shared savings)

ACO Applicant Legal Entity Demographics

Applicant Legal Entity Name: EXAMPLE CONTRACT
Trade Name/DBA: EXAMPLE CONTRACT 1
* Address 1: 123 street
Address 2: suite 14
* City: belton
* State: Maine
* ZIP/Postal Code: 12345

ACO Taxpayer Identification Number (TIN): 123456789
Note: This is the TIN established for the ACO as a legal entity. Shared savings payments are made to this TIN.

* Date of Formation (MM/DD/YYYY): 11 / 05 / 2011
Tax Status: For Profit
Type of Entity: Other

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How To Manage ACO Information and Upload Application Data

UPDATE ACO CONTACT INFORMATION

- On the ACO Agreement Management Start Page **select Contact Data** on the left navigation bar.
- On the Update Contact Data screen, edit or update any information as appropriate.
- **Click Next.**
- On the Confirm Contact Data screen, review all updates and **click Submit.**

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VIEW ACO REPORTS

- On the HPMS Home Page, **select ACO Management** on the left navigation bar.
- On the fly out menu, **select ACO Reports.**
- On the ACO Select Report screen, **select the Year** and **select the desired Report.**
- **Click Next.**
- For the **Agreement Report**, select the Agreement(s) and click Submit to view the report.
- For the **Contact Report**, select the Agreement(s) and the contact type(s), then click Submit to view the report.

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How To Manage ACO Information and Upload Application Data

SUBMITTING ACO APPLICATION DATA

ACCESS THE ACO APPLICATION MANAGEMENT START PAGE

- On the ACO Agreement Management Start Page select **Submit Application Data** on the left navigation bar.
- This will take you to the ACO Application Management Start Page.

SUBMIT ATTESTATIONS

- On the ACO Application Management Start Page select **Enter Attestation Data** on the left navigation bar.
- On the Enter Application Attestation Data page review all attestations and provide response as appropriate. Then **click Next**. (Note: Sample screen does not show all required attestations).
- If all information is correct on the Confirmation page, **click Submit**.

Item #	Description	Response	Upload May Be Required (*)
Organization Overview			
ACO Structure			
ACO Entity			
1	You may view on the Basic Agreement Data screen the ACO Entity you indicated on your NOI. <ul style="list-style-type: none"> • ACO professionals in a group practice arrangement • Networks of individual practices of ACO professionals • Partnerships or joint venture arrangements between hospitals and ACO professionals • Hospital employing ACO professionals • Critical Access Hospital (CAH) Method II • Federally Qualified Health Center (FQHC) • Rural Health Clinic (RHC) Note: To request a change to your ACO Entity, please send an email, including your pending agreement number, to the ACO application mailbox: SSPACO_Applications@cms.hhs.gov.		
Medicare Shared Savings Program Track			
2	You may view the Medicare Shared Savings Program Track you indicated to CMS on the Basic Agreement Data screen. <ul style="list-style-type: none"> • Track 1 (one-sided model: shared savings) • Track 2 (two-sided model: shared savings/losses) 		
ACO Legal Entity Name			
3	You may view the Legal Entity name you indicated to CMS through the NOI submission on the Basic Agreement Data screen. Note: To request a change to your ACO Legal Entity Name, please send an email, including your pending agreement number, to the ACO application mailbox: SSPACO_Applications@cms.hhs.gov.		
ACO Taxpayer Identification Number (TIN)			
4	You may view the Tax Identification Number (TIN) you indicated to CMS through the NOI submission on the Basic Agreement Data screen. Note: To request a change to your ACO TIN, please send an email, including your pending agreement number, to the ACO application mailbox: SSPACO_Applications@cms.hhs.gov.		
Date of Formation			
5	You may view / change on the Basic Agreement Data screen the Date of Formation you indicated on your NOI. This is the date on the ACO Certificate of Incorporation or other formation documentation.		

How To Manage ACO Information and Upload Application Data

UPDATE SUPPORTING APPLICATION MATERIALS

- If necessary, users can first download application files by **selecting Download Application File** on the left navigation bar of the ACO Application Management Start Page.
- After filling out all application files, select **Upload Application File** on the left navigation bar of the ACO Application Management Start Page.
- The Upload Supporting Application Materials screen includes a list of all files that have already been uploaded.
- To upload new files, **use the Browse button** at the top of the page to select the files to be uploaded. Then **click Submit**. (Note: All files must be in .zip format.)

The screenshot shows the HPMS Health Plan Management System interface. The page title is "Upload Supporting Application Materials for Z0001". It includes instructions on how to upload supporting documentation, a "Browse" button, and a table of "Last Uploaded File" records. The table has columns for Type, Last Uploaded File (Select to download), and Upload Date. A "Submit" button is visible at the bottom of the form area.

Type	Last Uploaded File (Select to download)	Upload Date
Initial Application	test1.zip	November 28, 2011 04:21 PM

SUBMIT FINAL APPLICATION

- After uploading all files and completing all attestations, **select Final Submit Application** on the left navigation bar of the ACO Application Management Start Page.
- Review the information provided on the Final Submit Application page, use the check box at the bottom of the page to attest to the completeness of the application, and **click Submit**.
- After submitting the application, it cannot be changed and is only available in View Only format. To view the application, select View Application Data on the left navigation bar of the ACO Agreement Management Start Page.

The screenshot shows the HPMS Health Plan Management System interface for the "Final Submit Application Data for Z0001" page. It includes instructions on how to submit the application, a warning that responses cannot be modified after submission, and an "Application Certification" section with a text area and a "Submit" button.

Application Certification:

I have read the contents of this application. My signature (or electronic signature) legally and financially binds this ACO to the applicable laws, regulations of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete, and I authorize the Centers for Medicare and Medicaid Services (CMS) to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify CMS of this fact immediately and provide the correct and/or complete information. If my ACO is newly formed according to the definition in the Antitrust Policy Statement, I understand and agree that CMS will share the content of this application, including all information and documents submitted with this application, with the FTC and DOJ.

Electronic submissions: By selecting the check box below, you are certifying the application.

Note: We will not process your application if this certification is not complete.

I agree.