



Medicare Shared Savings Program

**How to Complete the Skilled Nursing Facility (SNF)
3-Day Waiver Affiliate 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 SNF Affiliate Agreement with each ACO SNF affiliate. The SNF Affiliate Agreement must comply with the criteria established in the Shared Savings Program regulations at 42 CFR Part 425.612. The ACO SNF Affiliate Agreement Template (available 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 SNF Affiliate Agreement element can be located in the ACO's SNF Affiliate Agreement Sample. ACOs must include the ACO SNF Affiliate Agreement Template when they submit their ACO SNF Affiliate Agreement sample for CMS approval. If you have multiple ACO SNF Affiliate Agreement Samples, you must populate and submit one template for each SNF sample agreement. All ACOs must submit their ACO SNF Affiliate Agreement Template and sample agreement with their application.

2. Instructions for Completing the SNF Affiliate Agreement Template

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

1. Enter the appropriate information in cells B3 and B4, C7 through C11, and D7 through D11 of the ACO SNF Affiliate Agreement Template, as it pertains to your sample agreement and executed ACO SNF Affiliate Agreements:
 - In Column A, list the number of each required element;
 - In Column B, describe the required elements for ACO SNF Affiliate Agreements;
 - In Column C, enter the section of the ACO SNF Affiliate Agreement Sample that addresses each requirement; and,
 - In Column D, enter the page number(s) of the ACO SNF Affiliate 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:
 - Axxxx_S6_Q15_SNFAffAgmtTemp_mmddyy.pdf
3. Compress this 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).