



**Medicare Shared Savings Program, SNF
3-Day Rule Waiver, and/or Medicare
ACO Track 1+ Model**

NOTICE OF INTENT TO APPLY

Guidance Document

May 2017
Version #3



MEDICARE
SHARED SAVINGS
PROGRAM

Revision History

VERSION	DATE	REVISION/CHANGE DESCRIPTION	AFFECTED AREA
1	04/01/2017	Initial release of the document	All
2	04/26/2017	Revised renewal and currently participating ACO instructions on how to submit a NOIA in HPMS; updated instructions on accessing documents in HPMS (i.e., pathways)	Section 2 , Appendix F , Q3
3	05/03/2017	Updated the webinar schedule to reflect revised date of the Medicare Shared Savings Program ACO: ACO Application Q&A Session webinar from July 18 to July 13, 2017	Appendix A

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1 Introduction

The purpose of the Medicare Shared Savings Program (Shared Savings Program) is to promote accountability for a population of Medicare beneficiaries, improve the coordination of fee-for-service (FFS) items and services, encourage investment in infrastructure and redesigned care processes for high quality and efficient service delivery, and promote higher value care. Under the Shared Savings Program, providers of services and suppliers that participate in an Accountable Care Organization (ACO) continue to receive traditional Medicare FFS payments under Parts A and B. ACOs that successfully meet quality and savings requirements share a percentage of the achieved savings with Medicare. ACOs participating under a two-sided risk model will have the opportunity for greater reward compared to participation under the one-sided model although they will be at risk for shared losses.

The Centers for Medicare & Medicaid Services (CMS) accepts applications once per year for participation in the following:

- Shared Savings Program,
- Medicare ACO Track 1+ Model (Track 1+ Model), and/or
- Skilled Nursing Facility (SNF) 3-Day Rule Waiver.

In order to submit an application, ACOs must first submit a Notice of Intent to Apply (NOIA) for any of the applications referenced above. ACOs must submit a NOIA to be eligible to submit an application(s) for the January 1, 2018 program start date; however, a NOIA submission does not bind an organization to submit an application.

The purpose of this document is to provide guidance to the following audiences for submitting a NOIA for any of the applications described above:

- **Currently Participating ACOs:** ACOs currently participating in the Shared Savings Program not yet eligible to renew their participation agreement.
- **Initial Applicants:** ACOs not currently participating in the Shared Savings Program.
- **Renewal Applicants:** ACOs currently participating in the Shared Savings Program with a 2015 start date that intend to renew their Shared Savings Program participation agreement with CMS.
- **Track 1+ Model Applicants:** ACOs currently participating in, or applying to the Shared Savings Program, under Track 1, and applying to the Track 1+ Model.
- **SNF 3-Day Rule Waiver Applicants:** ACOs applying for a SNF 3-Day Rule Waiver (applicable to initial and renewal Track 3 applicants, all Track 1+ Model applicants, currently participating Track 3 ACOs, and currently participating ACOs that renewed their participation agreement in 2017 and were approved to defer by one year their entrance into Track 3 beginning January 1, 2018).

Application resources, sample NOIA questions, and frequently asked questions can be found in the appendices of this document.

1.1 NOTICE OF INTENT TO APPLY DATES

In order to apply to the Shared Savings Program, the SNF 3-Day Rule Waiver, and/or the Track 1+ Model, ACOs must submit a NOIA by the May 31, 2017 12:00 p.m. (noon) Eastern Time (ET) deadline. ACOs that miss the NOIA period for the January 1, 2018 program start date, may apply for the January 1, 2019 program start date during the NOIA submission period next year.

NOTICE OF INTENT TO APPLY PROCESS	DATES¹
NOIA Guidance Document Posted to CMS Website	April 2017
NOIA Submission Period	May 1 – 31, 2017
NOIA Deadline	May 31, 2017 at 12:00 p.m. (noon) ET
CMS System User ID Forms Submission Period (applies only to new users who need access to CMS Systems)	May 4, 2017 – June 8, 2017

¹ All dates are subject to change.

2 Notice of Intent to Apply Process

2.1 OVERVIEW

ACOs must take the steps outlined in this section to submit a NOIA for the Shared Savings Program, SNF 3-Day Rule Waiver, and/or the Track 1+ Model. Applicants who select the Track 1+ Model or Track 3 will be eligible to indicate on their NOIA that they intend to apply for a SNF 3-Day Rule Waiver. Additional information is outlined below for:

- Initial applicants ([Section 2.2](#))
- Renewal applicants ([Section 2.3](#))
- Currently participating ACOs ([Section 2.4](#))

Table 1. Shared Savings Program NOIA Submission Information by Applicant Type

Medicare Shared Savings Program Applicant Type

<p>Initial Applicants</p> <p><i>ACOs not currently participating in the Shared Savings Program will submit the Initial Applicant NOIA</i></p>	<p>Renewal Applicants</p> <p><i>ACOs currently participating in the Shared Savings Program with a 2015 start date that intend to renew their Program participation agreement with CMS will submit the Renewal Applicant NOIA</i></p>	<p>Currently Participating ACOs²</p> <p><i>ACOs currently participating in the Shared Savings Program not yet eligible to renew their participation agreement have the option to submit a Track 1+ Model and/or SNF 3 Day Rule Waiver NOIA</i></p>
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How to Access the NOIA

<p>Access the NOIA through the Shared Savings Program website</p>	<p>Access the NOIA through HPMS</p>	<p>Access the NOIA through HPMS</p>
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Additional NOIA Information

<ul style="list-style-type: none"> ▪ Fill out general information about the ACO ▪ Select a track, and indicate intent to apply for: <ul style="list-style-type: none"> ▫ The Track 1+ Model ▫ A SNF 3-Day Rule Waiver ▪ See Appendix B for sample NOIA questions 	<ul style="list-style-type: none"> ▪ Verify information in HPMS is correct ▪ Select a track ▪ Indicate intent to apply for: <ul style="list-style-type: none"> ▫ The Track 1+ Model ▫ A SNF 3-Day Rule Waiver ▪ See Appendix C for sample NOIA questions 	<ul style="list-style-type: none"> ▪ Verify information in HPMS is correct ▪ Existing Track 3 ACOs must indicate intent to apply for a SNF 3-Day Rule Waiver ▪ Existing Track 1 ACOs may indicate intent to apply for the Track 1+ Model ▪ Existing Track 1 ACOs that apply for the Track 1+ Model may indicate intent to apply for a SNF 3-Day Rule Waiver ▪ See Appendix D and Appendix E for sample NOIA questions
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Resources

<p>General:</p> <ul style="list-style-type: none"> ▪ Webinar Schedule ▪ How to Apply – Application Cycle Timeline 	<p>Access:</p> <ul style="list-style-type: none"> ▪ CMS Access Form ▪ HPMS User ID Process 	<p>Additional Information:</p> <ul style="list-style-type: none"> ▪ Track 1+ Model ▪ SNF 3-Day Rule Waiver Guidance
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² Currently participating ACOs with an agreement period start date of January 1, 2016 or later that do not wish to apply for the SNF 3-Day Rule Waiver or the Track 1+ Model do not need to submit a NOIA.

2.2 INITIAL APPLICANTS

ACOs applying to the Shared Savings Program as initial applicants must complete the web-based NOIA questionnaire via the Shared Savings Program [How to Apply](#) webpage. This web-based questionnaire will be available on Monday, May 1, 2017.

See [Appendix B](#) for sample NOIA questions for initial applicants.

ACOs will receive a confirmation email within three business days of submitting the NOIA informing the ACO that the NOIA was processed. This notice will include an ACO identification number (ACO ID), a unique identifier beginning with “A” followed by four digits, and detailed instructions on how to obtain a CMS User ID for logging into CMS systems. A CMS User ID is required to apply to the Shared Savings Program.

2.3 RENEWAL APPLICANTS

ACOs currently participating in the Shared Savings Program with an agreement start date of January 1, 2015 (ending December 31, 2017) that are interested in renewing their agreement with CMS must follow the steps below to submit a NOIA.

Note, if the ACO’s current approved legal entity status has changed, the ACO may not be able to apply as a renewing Shared Savings Program ACO. For example, if the ACO is transitioning from a single taxpayer identification number (TIN) ACO (comprised of one ACO participant with the same tax ID as the ACO) to an ACO that is comprised of multiple ACO participants, the ACO must apply as a new applicant. In this instance, CMS would consider the ACO a new entity, which requires the ACO to apply as an initial applicant. If accepted, the ACO would begin a new agreement period on January 1, 2018. See [Section 2.2](#) for instructions on how to submit an Initial Applicant NOIA.

Step 1: Log into [HPMS](#)

Step 2: Complete Your NOIA on the Performance Year Data Page

- Go to the Performance Year Data page (Home >> SSP ACO Agreement Management >> Performance Year Data).
- Enter or select the ACO’s ACO ID.
- Complete the NOIA on the Performance Year Data page by answering the fields requested for Performance Year 2018.
 - Some information on the Performance Year Data page is pre-populated with the ACO’s legal entity information in HPMS by each performance year. Please see the HPMS Quick Reference Guide for instructions (Home >> SSP ACO Agreement Management >> ACO Module User Manual).
- Click "Next."
- Review the information for accuracy on the Performance Year Data confirm page.

- Click “Back” to make any corrections.
- Click “Submit” to submit the NOIA.

Step 3: Review, Update, and Confirm Your ACO’s Legal Entity Information

- Go to the Basic Agreement Data page in HPMS (Home >> SSP ACO Agreement Management >> Basic Agreement Data).
- Enter or select the ACO’s ACO ID.
- Review, update, and confirm the ACO’s legal entity information for the next agreement period.
 - Some information on this page is pre-populated with the ACO’s legal entity information from the initial agreement period, ending December 31, 2017.
 - If the ACO needs to change any pre-populated information that is not available to the ACO to change (i.e., greyed out), notify CMS by sending an email to SharedSavingsProgram@cms.hhs.gov.
- Click "Next."
- Review the information for accuracy on the Basic Agreement Data confirm page.
- Click “Back” to make any corrections.
- Click “Submit” to confirm the ACO’s legal entity information.

See [Appendix C](#) for sample NOIA questions for renewal applicants.

See the HPMS Quick Reference Guide for additional instructions, screenshots, and examples on how to submit your NOIA in HPMS (Home >> SSP ACO Agreement Management >> ACO Module User Manual).

ACOs will receive a confirmation email indicating the NOIA was processed. This notice will include the ACO ID, a unique identifier beginning with “A” followed by four digits, and instructions on how to obtain a CMS User ID for logging into CMS systems. Renewing ACOs will retain their existing ACO ID and should only request CMS User IDs for any new users in their organization. Your ACO ID is required to grant you access to your ACO’s data. Be certain to keep it for your records and include it in all communication with CMS.

2.4 CURRENTLY PARTICIPATING ACOs

ACOs currently participating in the Shared Savings Program not yet eligible to renew their participation agreement may submit a NOIA for the Track 1+ Model and/or the SNF 3-Day Rule Waiver.

- The Track 1+ Model is only available to Track 1 ACOs.

- The SNF 3-Day Rule Waiver is available to Track 3 ACOs and ACOs applying to the Track 1+ Model.

Currently participating ACOs seeking to apply for the Track 1+ Model and/or the SNF 3-Day Rule Waiver must follow the steps outlined below to submit the NOIA.

Step 1: Log into [HPMS](#)

Step 2: Complete Your NOIA on the Performance Year Data Page

- Go to the Performance Year Data page (Home >> SSP ACO Agreement Management >> Performance Year Data).
- Enter or select the ACO's ACO ID.
- Complete the NOIA on the Performance Year Data page by answering the fields requested for Performance Year 2018.
 - The NOIA options for currently participating ACOs are for the Track 1+ Model and/or the SNF 3-Day Rule Waiver.
- Click "Next."
- Review the information for accuracy on the Performance Year Data confirm page.
- Click "Back" to make any corrections.
- Click "Submit" to submit the NOIA.

See [Appendix D](#) for sample NOIA questions for currently participating Track 1 ACOs.

See [Appendix E](#) for sample NOIA questions for currently participating Track 3 ACOs that have not elected the SNF 3-Day Rule Waiver.

See the HPMS Quick Reference Guide for additional instructions, screenshots and examples on how to submit your NOIA in HPMS (Home >> SSP ACO Agreement Management >> ACO Module User Manual).

ACOs will receive a confirmation email indicating the NOIA was processed. This notice will include the ACO ID, a unique identifier beginning with "A" followed by four digits, and instructions on how to obtain a CMS User ID for logging into CMS systems. Currently participating and renewing ACOs will retain their existing ACO IDs and should only request CMS User IDs for any new users in their organization. Your ACO ID is required to grant you access to your ACO's data. Be certain to keep it for your records and include it in all communication with CMS.

2.5 NEXT STEPS

After an initial applicant submits a NOIA, CMS assigns an ACO ID, a unique identifier number, which the ACO should use for all future correspondence with CMS. Currently participating and renewing ACOs should continue to use the ACO ID they were originally issued.

ACOs will use their ACO IDs during the application process to obtain CMS User IDs for the ACO's key contacts. ACO contacts must have active CMS User IDs and passwords to complete an application in HPMS. Information is provided below based on each CMS User type:

- [New Users](#)
- [Existing Users \(Non-Consultants\)](#)
- [Consultants](#)

2.5.1 CMS USER IDs

2.5.1.1 New Users

Initial ACO applicants without CMS User IDs must take the following steps:

- Complete the [Form CMS-20037](#) Application for Access to CMS Computer Systems, using the instructions provided in the NOIA confirmation email. For detailed instructions on requesting a new CMS User ID, refer to the [HPMS User ID Process](#) webpage.
- Submit one (1) form for each individual contact listed below. CMS prohibits sharing CMS User IDs and passwords with anyone. CMS strongly encourages ACOs to have separate contacts and obtain CMS User IDs for each contact type listed below to receive communication about application webinars and important information during the application review process:
 - ACO Executive (authorized official)*³
 - Authorized to sign (primary)*
 - Authorized to sign (secondary)*
 - Application contact (primary)
 - Application contact (secondary)

³ If an ACO is approved to participate in the program, the contacts noted with an asterisk (*) must electronically sign documents in HPMS on behalf of the ACO. These contacts must have a valid CMS User ID and password with access to HPMS to complete this task.

- Information technology (IT contact) (primary)
- Submit one (1) form for DUA Custodian*
- Submit one (1) form for DUA Requestor*
- Submit original (**no copies**) CMS User ID requests **no later than Thursday, June 8, 2017** via tracked mail (e.g., FedEx, UPS) to the mailing address below. CMS will only accept requests for CMS User IDs by mail. Emailed or faxed requests will not be accepted.

Centers for Medicare & Medicaid Services
Attention: HPMS Access
7500 Security Boulevard
Mailstop C4-18-13
Baltimore, MD 21244-1850

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

2.5.1.2 Existing Users (Non-Consultants)

If you have a CMS User ID, but need systems access to a specific ACO, an ACO contact must email an access request to HPMS_Access@cms.hhs.gov by June 8, 2017. In the email, identify the ACO's legal business name, ACO ID, user's first and last name, and CMS User ID. The email must clearly state the ACO is authorizing the existing user to access the ACO's systems.

2.5.1.3 Consultants

If you are a consultant with a CMS User ID, but need systems access to a specific ACO, an ACO authorized contact must email an access request to HPMSConsultantAccess@cms.hhs.gov by June 8, 2017. Attach a PDF using the ACO's letterhead and provide the following information:

- ACO's legal business name
- ACO ID
- Consultant's first and last name
- State in which the consultant is performing consulting duties
- Consultant's CMS User ID

The attachment must clearly state that the ACO is authorizing the user to access the ACO's systems and the authorizing official must sign the PDF. For detailed instructions on requesting consultant access, visit the [HPMS User ID Process](#) webpage and scroll down to the Downloads section.

2.5.2 COMPLETE THE APPLICATION

In June, a sample of the initial, renewal, Track 1+ Model, and SNF 3-Day Rule Waiver applications for the January 1, 2018 Shared Savings Program start date will be available on the Shared Savings Program [How to Apply](#) webpage. ACOs may use the sample applications to begin compiling responses. However, all applicants must submit the official application electronically through HPMS between Saturday, July 1 and Monday, July 31, 2017. **CMS does not accept paper applications and will not accept late or incomplete submissions.**

Appendix A: Resources

To assist you through the Shared Savings Program NOIA and application process, please refer to the following materials:

- The [final rule](#) issued in the Federal Register on June 10, 2016.
- The Shared Savings Program [How to Apply](#) webpage provides key application cycle dates and deadlines, and additional resources to help complete the application.
- The [2017 Application Toolkit](#) found on the [How to Apply](#) webpage contains materials to help applicants complete the application(s). The 2018 Application Toolkit will be available in June 2017. The toolkit serves as a reference page for quick access to the Application Reference Manual, forms, guidances, instructions, and templates.
- For more information on the Track 1+ Model, including a comparison of features of the one- and two-sided performance-based risk models by track, please see the [New Accountable Care Organization Model Opportunity: Medicare ACO Track 1+ Model](#) fact sheet.
- For ACOs that are applying to Track 3 or the Track 1+ Model and are interested in the SNF 3 Day Rule Waiver, see the [SNF 3-Day Rule Waiver Guidance](#).
- For more information on ACO Participant List and Participant Agreements, please see the [ACO Participant List and Participant Agreement Guidance](#).
- For ACOs applying to a two-sided risk model (Track 2, Track 3, and the Track 1+ Model), please see the [Repayment Mechanism Arrangements Guidance](#).

WEBINAR SCHEDULE

To help you prepare for your application submission, we invite you to participate in a series of CMS-hosted webinars. The webinar schedule is below. Please see the [Shared Savings Program Applications Teleconferences and Events](#) for a history of teleconferences held to date and in prior program years, presentation materials and transcripts where available. Please note that these dates are subject to change.

WEBINAR TOPIC	DATE	TIME ⁴
<p>Medicare Shared Savings Program ACO: Preparing to Apply for the 2018 Program Year</p> <p>(Audience: Potential 2018 Shared Savings Program initial, renewal, SNF 3-Day Rule Waiver, and Track 1+ Model applicants; registration required)</p>	04/06/2017	1:30 - 3:00 p.m. Eastern Time (ET)
<p>Medicare Shared Savings Program ACO: Completing the 2018 Application Process</p> <p>(Audience: Potential 2018 Shared Savings Program initial, renewal, SNF 3-Day Rule Waiver, and Track 1+ Model applicants; registration required)</p>	04/19/2017	1:30 - 3:00 p.m. ET
<p>Medicare Shared Savings Program ACO: Renewing Your Agreement, Applying for the SNF 3-Day Rule Waiver, and/or to the Track 1+ Model</p> <p>(Audience: Potential 2018 Shared Savings Program renewal, SNF 3-Day Rule Waiver, and Track 1+ Model applicants who are currently participating in the Shared Savings Program)</p>	05/09/2017	1:00 - 3:00 p.m. ET
<p>Medicare Shared Savings Program ACO: Application Submission Review for Initial Applicants</p> <p>(Audience: Potential 2018 Shared Savings Program initial, SNF 3-Day Rule Waiver, and Track 1+ Model applicants)</p>	06/13/2017	1:00 - 3:00 p.m. ET
<p>Medicare Shared Savings Program ACO: Application Submission Review for Currently Participating ACOs and Renewal Applicants</p> <p>(Audience: Potential 2018 Shared Savings Program renewal, SNF 3-Day Rule Waiver, and Track 1+ Model applicants who are currently participating in the Shared Savings Program)</p>	06/14/2017	1:00 - 3:00 p.m. ET
<p>Medicare Shared Savings Program ACO: Training on HPMS ACO Application Submission Modules</p> <p>(Audience: 2018 Shared Savings Program initial, renewal, SNF 3-Day Rule Waiver, and Track 1+ Model applicants)</p>	07/6/2017	1:00 - 3:00 p.m. ET

WEBINAR TOPIC	DATE	TIME ⁴
<p>Medicare Shared Savings Program ACO: ACO Application Q&A Session</p> <p>(Audience: 2018 Shared Savings Program initial, renewal, SNF 3-Day Rule Waiver, and Track 1+ Model applicants)</p>	07/13/2017	1:00 - 3:00 p.m. ET

⁴ All deadlines and dates subject to change.

WHO TO CONTACT FOR ASSISTANCE

- For NOIA and application questions: SSPACO_Applications@cms.hhs.gov
- For help with Form CMS-20037 and CMS User ID: HPMS_Access@cms.hhs.gov or 800-220-2028
- For password resets and locked accounts:
[CMS IT SERVICE DESK@cms.hhs.gov](mailto:CMS_IT_SERVICE_DESK@cms.hhs.gov) or 800-562-1963
- For help using HPMS and technical assistance: HPMS@cms.hhs.gov

Appendix B: Initial Applicant Sample NOIA Questions

The Initial Applicant Sample NOIA questions are applicable to ACOs that are **not** currently participating in the Shared Savings Program. CMS provides the following sample questions for reference only. This is not the official NOIA for submission. For additional application guidance, please contact the SSPACO_Applications@cms.hhs.gov mailbox.

CMS will only accept NOIAs submitted through the online questionnaire available on the [How to Apply](#) webpage for initial applicants. Initial applicants must not attempt to submit their NOIA through HPMS. HPMS NOIA submission is for renewing and currently participating ACOs only.

SECTION 1 – Application Type

- 1) What is your application type for the January 1, 2018 program start date? (Select one)
 - New Shared Savings Program ACO
 - Re-applicant (Select only if you were terminated from the Shared Savings Program voluntarily or involuntarily and are re-applying).
 - Former Next Generation Accountable Care Organization

SECTION 2 – ACO Legal Entity Information

- 2) What is your ACO Taxpayer Identification Number (TIN)? (You must have a valid TIN to complete this question.) Enter TIN Digits: _____
 - This is the TIN established for the ACO, as a legal entity and will also be included on your CMS Form CMS-588 Electronic Funds Transfer (EFT) Authorization Agreement.
 - Shared savings payments will be made to this TIN.
 - You must have a valid TIN to complete your NOIA. We will not accept incomplete or invalid TINs.
- 3) What is the ACO's date of formation (date noted on the Certificate of Incorporation or other formation documentation)? [Enter MM/DD/YYYY]
- 4) What type of ACO are you? (Select all that apply)
 - ACO professionals in a group practice arrangement
 - Network of individual practices of ACO professionals
 - Partnership or joint venture arrangement between hospitals and ACO professionals
 - Hospital employing ACO professionals
 - Critical Access Hospital (CAH) billing under Method II
 - Federally Qualified Health Center (FQHC)
 - Rural Health Clinic (RHC)
 - Electing Teaching Amendment (ETA) Hospital

- 5) What is your ACO's Type of Legal Entity? (Only select one)
- Sole Proprietorship
 - Partnership
 - Publicly-Traded Corporation
 - Privately-Held Corporation
 - Limited Liability Company
 - Other (specify) _____
- 6) What is your ACO's Tax Status? (Only select one)
- For Profit
 - Not-for-Profit

SECTION 3 – Shared Savings Program Track

- 7) Select the Shared Savings Program track you are applying to. (Only select one)
- Track 1 (one-sided model: shared savings)
 - Track 1, including the Medicare ACO Track 1+ Model (two-sided model: shared savings/losses)
 - Track 2 (two-sided model: shared savings/losses)
 - Track 3 (two-sided model: shared savings/losses)

(If you selected "Track 1, including the Medicare ACO Track 1+ Model" above, you will be required to submit a separate Medicare ACO Track 1+ Model application, in addition to the Shared Savings Program initial application, for evaluation, and to meet the eligibility requirements. ACOs who select a two-sided risk model must also demonstrate the establishment of an adequate repayment mechanism consistent with the requirements specified under 42 CFR § 425.204(f). You will make your repayment mechanism selection at the time you submit your application. For information on the Medicare ACO Track 1+ Model, please refer to the [fact sheet](#).)

SECTION 4 – Skilled Nursing Facility (SNF) 3-Day Rule Waiver

- 8) Do you intend to apply for a SNF 3-Day Rule Waiver? (Available to Medicare ACO Track 1+ Model and Track 3 Applicants only)
- Yes
 - No
 - N/A (not applicable to ACOs applying under Shared Savings Program Track 1 only and Track 2)

(You will be required to submit a separate SNF 3-Day Rule Waiver Application, in addition to your Shared Savings Program initial application, for evaluation and to meet all related requirements.)

SECTION 5 – ACO Contact Information

- 9) What is your ACO's full Legal Business Name and location?

- Full Legal Business Name:
- Trade Name/DBA (if applicable):
- Address 1 (P.O. Box not accepted):
- Address 2 (optional):
- City:
- State/US Territory:
- ZIP/Postal Code
- +4 Digits (optional):

10) Who is your primary application contact?

- Prefix (e.g. Mr./Ms./Dr.):
- First Name:
- Last Name:
- Title (e.g. CEO, CFO):
- Phone Number (Do not include dashes):
- Phone Extension (optional):
- Address 1:
- Address 2 (optional):
- City:
- State/US Territory:
- ZIP/Postal Code:
- +4 Digits (optional):
- Email Address:

11) Who is your secondary application contact?

- Prefix (e.g. Mr./Ms./Dr.):
- First Name:
- Last Name:
- Title (e.g. CEO, CFO):
- Phone Number (Do not include dashes):
- Phone Extension (optional):
- Address 1:
- Address 2 (optional):
- City:
- State/US Territory:
- ZIP/Postal Code:
- +4 Digits (optional):
- Email Address:

Appendix C: Renewal Applicant Sample NOIA Questions

The Renewal Applicant Sample NOIA questions are applicable to ACOs currently participating in the Shared Savings Program with a 2015 start date that intend to renew their Shared Savings Program participation agreement with CMS. CMS provides the following sample questions for reference only. This is not the official NOIA for submission. For additional application guidance, please contact the SSPACO_Applications@cms.hhs.gov mailbox.

CMS will only accept NOIAs submitted through the online questionnaire available in HPMS for renewal applicants.

1. I am submitting this Notice of Intent to Apply (NOIA) to renew my Shared Savings Program agreement with CMS for the next agreement period and confirming (or changing) my Shared Savings Program Track. (Do Not check this box if you do not intend to renew your agreement.)
 - Check Box Selection

(If your currently approved legal entity status has changed, you may not be able to apply as a renewing Medicare Shared Savings Program ACO. For example, you must apply as a new Medicare Shared Savings applicant entering under a new agreement period for the January 1, 2018 start date, if your ACO is transitioning from a single TIN ACO (comprised of one ACO participant) into an ACO that is comprised of multiple ACO participants. In this instance, we consider your ACO a new entity and you must submit a NOIA as a new applicant per the instructions in [Section 2.2](#) of the NOIA Guidance Document.)

2. Proposed Track (Select one, Renewing ACOs only):
 - Track 1 (one-sided model: shared savings)
 - Track 1, including the Medicare ACO Track 1+ Model (two-sided model: shared savings/losses)
 - Track 2 (two-sided model: shared savings/losses)
 - Track 3 (two-sided model: shared savings/losses)

If you are currently participating under Track 1 and applying to extend your first agreement period under Track 1 for a fourth performance year and are deferring by one year your entrance into a second agreement period under a performance-based risk model (Track 2 or Track 3), you must submit this renewal application as a Track 2 or Track 3 ACO and meet all repayment mechanism requirements per 42 CFR § 425.204. The Medicare ACO Track 1+ Model is not available to ACOs who select this option. If you select this option, you must select one of the options below:

- Extend your first agreement period under Track 1 for a fourth performance year and participate under Track 2 (two-sided model: shared savings/losses) for your second agreement period.
- Extend your first agreement period under Track 1 for a fourth performance year and participate under Track 3 (two-sided model: shared savings/losses) for your second agreement period.

(If you are renewing your agreement under Track 1, including the Track 1+ Model, you will be required to submit a separate Track 1+ Model application for evaluation and to meet the eligibility requirements. For information on the Track 1+ Model, please refer to the [fact sheet](#).)

3. I am submitting this Notice of Intent to Apply (NOIA) to apply for a Skilled Nursing Facility (SNF) 3-Day Rule Waiver (Track 1+ Model and Shared Savings Program Track 3 ACOs only).
 - Check Box Selection

Appendix D: Currently Participating Track 1 ACOs Sample NOIA Questions

The Currently Participating Sample NOIA questions are applicable to ACOs currently participating in the Shared Savings Program not yet eligible to renew their participation agreement with CMS. CMS provides the following sample questions for reference only. This is not the official NOIA for submission. For additional application guidance, please contact the [SSPACO Applications@cms.hhs.gov](mailto:SSPACO_Applications@cms.hhs.gov) mailbox.

CMS will only accept NOIAs submitted through the online questionnaire available in HPMS for currently participating ACO applicants.

1. I am submitting this Notice of Intent to Apply (NOIA) to apply for the Medicare Accountable Care Organization (ACO) Track 1+ Model (a two-sided risk model) beginning January 1, 2018 (Shared Savings Program Track 1 ACOs only).

- Check Box Selection

(You will be required to submit a separate Medicare ACO Track 1+ Model application for evaluation and to meet the eligibility requirements for electing the model. For information on the Medicare ACO Track 1+ Model, please refer to the [fact sheet](#).)

2. I am submitting this Notice of Intent to Apply (NOIA) to apply for a Skilled Nursing Facility (SNF) 3-Day Rule Waiver.

- Check Box Selection

Appendix E: Currently Participating Track 3 ACOs That Have Not Elected the SNF 3-Day Rule Waiver Sample NOIA Questions

The Currently Participating Sample NOIA questions are applicable to Track 3 ACOs currently participating in the Shared Savings Program not yet eligible to renew their participation agreement with CMS that want to submit an application for the SNF 3-Day Rule Waiver. CMS provides the following sample questions for reference only. This is not the official NOIA for submission. For additional application guidance, please contact the SSPACO_Applications@cms.hhs.gov mailbox.

1. I am submitting this Notice of Intent to Apply (NOIA) to apply for a Skilled Nursing Facility (SNF) 3-Day Rule Waiver
 - Check Box Selection

(You will be required to submit a SNF 3-Day Rule Waiver Application and meet all related requirements for electing the waiver. ACOs who elected to Renew their agreement by Extending your first agreement period under Track 1 for a fourth performance year and participate under Track 3 for your second agreement period beginning January 1, 2018, may elect to apply to the SNF 3-Day Rule waiver at this time.)

Appendix F: Frequently Asked Questions

This section highlights some of the most frequently asked questions from last year's Application Cycle. If you have additional questions that are not answered below, please contact the CMS Shared Savings Program Applications mailbox at SSPACO_Applications@cms.hhs.gov.

1. Who is responsible for the NOIA completion and submission?

An authorized Accountable Care Organization (ACO) Contact must submit the Notice of Intent to Apply (NOIA) on behalf of the ACO. NOIAs cannot be submitted by ACO participants or ACO providers/suppliers.

2. When does an ACO have to indicate which track/model it wants to join?

The ACO must indicate the track it intends to apply for when it submits its NOIA. Please see the Shared Savings Program [How to Apply](#) webpage for more information.

3. Where can I find the link to submit the NOIA?

The link to submit the NOIA for initial applicants can be found on the Shared Savings Program [How to Apply](#) webpage. The link will be made available on May 1, 2017. Renewing and currently participating ACOs must access HPMS to submit their NOIA on the Performance Year Data page.

4. When will the sample applications become available?

The sample Shared Savings Program Application Forms (for initials and renewals), SNF 3-Day Rule Waiver Application Form, and Track 1+ Model Application Form will be available on the [How to Apply](#) webpage in June.

5. Can I submit my NOIA by mail or email?

No. Initial applicants must submit a NOIA using the online questionnaire found on our [How to Apply](#) webpage.

Renewing and currently participating ACOs must submit their NOIA in the [Health Plan Management System](#) (HPMS).

6. We withdrew our application in 2015 because we did not meet the beneficiary assignment threshold of 5,000 beneficiaries. We are planning to apply for this application cycle using the same legal entity we used in 2015. Should we complete our NOIA in HPMS?

No. You must complete the NOIA by using the web-based questionnaire on the Shared Savings Program [How to Apply](#) webpage. A new NOIA for initial applicants must be submitted for ACOs who have never participated in the Shared Savings Program. You will be provided a new ACO ID when you successfully complete the NOIA.

7. Can you confirm receipt of our NOIA for an initial applicant to the Shared Savings Program?

NOIAs for initial applicants are processed within three business days of submission. If you do not receive a confirmation email within three business days of your submission, please notify us by sending an email to SSPACO_Applications@cms.hhs.gov.

8. Is it possible to correct/change the ACO TIN I submitted with the NOIA?

You are allowed to make corrections and/or updates to your NOIA after its submission. You may request to change your TIN during the application review process if you are a new applicant.

If you identify that the information provided in your NOIA requires correction, please take the following steps:

1. Send an email to SSPACO_Applications@cms.hhs.gov.
2. On the Subject Line, type your ACO ID and the words "Change to NOIA Information."

In the body of the email include your ACO ID, ACO legal business name, and both the current information and the new information to which you are requesting a correction.