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.

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 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**.

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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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**.

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.)

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.