

HPMS Automated ACO Application Training November 30, 2011

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Centers for Medicare & Medicaid Services

Key Points For Completing Online Applications

- User Access
- HPMS Homepage
- ACO Module User's Manual
 - ACO Management Start Page
 - Basic Agreement Data
 - Contact Data
 - ACO Reports
 - Submit Application Data
 - Download Application File (Note – please reference the Appendix D – Application Reference Guide for important information about naming conventions for required documentation).
 - Submit Attestations
 - Upload Documentation
 - Final Submit Application
- General Notes about Uploads
- Key HPMS Contact Information

User Access

- In order to access systems at CMS, you must submit the Application for Access to CMS Computer Systems form.
- After you complete the NOI process, CMS will send you an email indicating your pending Agreement Number (Axxxx). This email contains a link to the form along with instructions for completion.
 - Be sure to include the pending Agreement Number in section 3 of the form
 - Be sure to include your social security number and your hard-copy signature on the form before sending it to HPMS
 - Additional Guidance for completing the CMS User ID Application is posted on the Medicare Shared Savings Program Web site, under the Application Page
- Please allow at least two weeks for CMS to process your request to CMS systems. We recommend sending in the forms as soon as you receive your pending Agreement number.

HPMS Homepage

HPMS TEST

Health Plan Management System Home

Hello STE TESTER !

This is a test site, not the official HPMS Production site.

ACO Management

ACO Data

ACO Reports

In the News

Click here for the [archived In the News](#) items.

[Website Accessibility](#) | [Web Policies](#) | [File Formats and Plug-Ins](#) | [Rules Of Behavior](#) | [System Requirements](#)

[Log Off HPMS](#)

This is a U.S. Government computer system subject to Federal law.

[Top of Page](#)

[Back](#)

<https://hpmstest.cms.gov/app/interim.aspx?PI=200000000000>

HPMS Homepage Content

- To access the online applications:
 - Go to ACO Management
 - Then click ACO Data
 - Then select your Agreement Number (Axxxx).
- The ACO Module User's Manual provides detailed instructions for completing online applications. To download the manual:
 - Go to ACO Management
 - Select ACO Data
 - Select ACO Module User's Manual.
 - Click on the link to open a PDF document.
- You may save the document to your computer.

General Notes about Uploads

- Please note that ACO Applicants will upload ONE zipped file which will contain ALL required supporting documents.
- Each time an applicant re-uploads the zipped file, it overwrites the prior uploaded file.
- Applicants must reference Appendix D – Application Reference Guide, for information on required documents and naming conventions.
 - This file is located in the Download Section, click Download Application File
- If applicants are requested to resubmit one or more documents, they must replace those documents and reupload the entire zipped file again.

Key HPMS Contact Information

- For technical assistance with the HPMS ACO Management Module/Online Application (how to complete the application in HPMS):
Adam Foltz at 410-786-0408 / adam.foltz@cms.hhs.gov, or
Greg Buglio at 410-786-6562 / gregory.buglio@cms.hhs.gov
- For policy related questions about the ACO program and applications :
SSPACO_Applications@cms.hhs.gov
- For technical assistance with HPMS:
1-800-220-2028 / hpms@cms.hhs.gov
- For questions related to HPMS user access:
hpms_access@cms.hhs.gov