

# ACO Participant Change of Ownership Change Requests in ACO-MS

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## Overview

This tip sheet instructs Accountable Care Organizations (ACOs) how to report an ACO participant change of ownership (CHOW) in the [Accountable Care Organization Management System \(ACO-MS\)](#). For more information on ACO participant CHOW, refer to the [ACO Participant List and Participant Agreement Guidance](#).

## How to Report an ACO Participant CHOW in ACO-MS

1. Log into [ACO-MS](#), navigate to the My ACOs tab on the left side menu, and select the applicable ACO.
2. Select the ACO Participants subtab.
3. Locate the approved ACO participant from your ACO's current ACO Participant List, select the drop-down arrow, and select the Details subtab.  
**Note:** Your ACO may have to change the performance year to the current performance year by using the drop-down menu in the top right corner.
4. Click the "Submit CHOW" button under the CHOW heading to create a CHOW change request.
5. Enter the new Medicare-Enrolled Taxpayer Identification Number (TIN) in the provided field. The current TIN will be auto-populated underneath the field.
6. If applicable, enter the new TIN Legal Business Name (LBN) in the provided field. The current TIN LBN will be auto-populated underneath the field.
  - If the new TIN has the same TIN LBN as the current TIN, enter the current TIN LBN.
7. Respond to the question, "Is this TIN in joint ventures between ACO professionals and hospitals?"
  - Select "Yes" if the TIN is in joint ventures between ACO professionals and hospitals.
  - Select "No" if the TIN is not in joint ventures between ACO professionals and hospitals.
8. Select the "Verify Information" button to verify that the information entered in the CHOW matches the information for the ACO participant TIN as it appears in the Provider Enrollment, Chain, and Ownership System (PECOS), as well as to ensure that there are no TIN Overlaps and that the TIN has no prior billing.

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**Note:** PECOS checks must pass prior to submitting a CHOW for CMS review. ACO-MS will populate a PECOS Check Pass or Failure Box indicating a pass or failure on PECOS enrollment, overlap, and Medicare billing history based on the information provided in the change request.

9. Upload required supporting documentation demonstrating that a CHOW resulting in a TIN change occurred (e.g., bill of sale, joinder agreement, or other legal document).
  - Select the Document Type drop-down arrow and select the “Supporting Document” document type.
  - Select “Browse” and upload the supporting documentation.
10. Upload an updated executed ACO participant agreement.
  - Select the “Executed Agreement” document type from the Document Type drop-down.
  - Select “Browse” and upload an updated executed ACO participant agreement.

11. Submit the CHOW change request by clicking the “Submit for CMS Disposition” button.

**Note:** ACO-MS will provide a success message inclusive of the ACO participant CHOW Change Request task ID when the change request has successfully been submitted for CMS disposition. Your ACO will also receive this information via email.

### IMPORTANT



Your ACO will not be able to submit the CHOW change request for CMS review until all fields are complete and all PECOS checks have passed.

## How to Respond to the RFI for a CHOW Change Request in ACO-MS

1. Log into [ACO-MS](#) and navigate to the Dashboard tab.
2. Locate the appropriate CHOW change request and click on the task ID hyperlink.
  - Search the CHOW change request task ID in the “Filter by ID” field on the dashboard.
3. Review the deficiency code(s) populated on the CHOW change request.
4. Upload required supporting documentation demonstrating that the CHOW resulting in a TIN change occurred (e.g., bill of sale, joinder agreement, or other legal document).
  - Select the Document Type drop-down arrow and select the “Supporting Document” document type.
  - Select “Browse” and upload new supporting documentation.
5. Upload an updated executed ACO participant agreement.

- Select the “Executed Agreement” document type from the Document Type drop-down.
  - Select “Browse” and upload an updated executed ACO participant agreement.
6. Resubmit to CMS for review by clicking the “Submit for CMS Disposition” button.

**Note:** ACO-MS will provide a success message inclusive of the ACO participant CHOW Change Request task ID when the CHOW change request has successfully been resubmitted for CMS disposition.

### Questions?

If you have any questions about [ACO-MS](#) or require technical assistance, click the SSP Helpdesk icon (located within the ACO-MS banner).