



# Medicare Shared Savings Program **ACO SIGNING EVENT**

## Instructions

November 2022  
Version 6

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MEDICARE  
SHARED SAVINGS  
PROGRAM

## Revision History – Version 6

Title of Section & Revisions/Changes Description (since last version)	Link to Affected Area
Updated title of these instructions and references to Annual Certification to reflect the new title “ACO Signing Event” throughout the document.	Entire document
Former Section 2.3.8: “Attestation Regarding Track 1+ ACO and Its ACO Participants’ Ownership and Operational Interests” removed as well as all references to the Medicare ACO Track 1+ Model to reflect the conclusion of the Medicare ACO Track 1+ Model at the end of Performance Year (PY) 2021.	
Former Section 2.3.10: “Medicare ACO Track 1+ Model Second Amended and Restated Participation Agreement” removed to reflect the conclusion of the Medicare ACO Track 1+ Model at the end of PY 2021.	
Medicare Shared Savings Program ACO Participation Agreement: added to reflect the current signature requirement for applicants to the Medicare Shared Savings Program	<a href="#">Section 2.3.11</a>
Former Section 2.3.13: “Medicare Shared Savings Program ACO Participation Agreement Amendment to Extend Term of Agreement for a Fourth Performance Year” removed since the agreement is no longer applicable to this cycle.	
ACO Cohorts: updated with applicable cohorts for the ACO Signing Event for PY 2022	<a href="#">Section 1.2</a>
Appendix A: updated all Appendix A tables to reflect the current signature requirements by ACO cohort	<a href="#">Appendix A</a>
Former Section 2.3.9: Medicare Shared Savings Program Election and ACO Participation Agreement Amendment to Maintain Current Participation Level of the BASIC track for Performance Year 2022	
Former Section 2.3.10: Medicare Shared Savings Program Election Second Election to Maintain Current Participation Level of the BASIC track for Performance Year 2022	
Removed all references to Terminating ACOs, who no longer complete the ACO Signing Event as of PY 2022.	

## Table of Contents





<b>1</b>	<b>Introduction to the ACO Signing Event .....</b>	<b>2</b>
1.1	The ACO Signing Event in ACO-MS .....	3
1.2	ACO Cohorts .....	3
<b>2</b>	<b>Requirements for the ACO Signing Event.....</b>	<b>4</b>
2.1	Review and Confirm Agreement Information .....	4
2.2	Review and Confirm Contact Information .....	4
2.3	Review and Certify Documents .....	5
2.3.1	Data Use Agreement.....	5
2.3.2	Data Use Agreement Amendment .....	5
2.3.3	Medicare Shared Savings Program ACO Compliance and Data Certification .....	6
2.3.4	Assurance Of Compliance .....	6
2.3.5	Medicare Shared Savings Program ACO Participant List Certification .	7
2.3.6	Medicare Shared Savings Program ACO Provider/Supplier List Certification .....	7
2.3.7	Medicare Shared Savings Program Skilled Nursing Facility Affiliate List Certification .....	8
2.3.8	Medicare Shared Savings Program ACO CEHRT Certification .....	9
2.3.9	Beneficiary Incentive Program Certification .....	9
2.3.10	Medicare Shared Savings Program Election and Accountable Care Organization Participation Agreement Amendment – to Maintain Current Participation Level of the Basic Track for Performance Year 2023and for the Remainder of Agreement Period .....	9
2.3.11	Medicare Shared Savings Program Election to Maintain Current Participation Level of the Basic Track for Performance Year 2023 and for the Remainder of the Agreement Period .....	10
2.3.12	Medicare Shared Savings Program ACO Participation Agreement ....	10
2.4	Electronically Sign Documents .....	11
2.5	CMS Countersigns The ACO Signing Event Documents.....	11
	<b>Appendix A: ACO Signing Event Requirements by Cohort.....</b>	<b>12</b>
	Currently Participating ACOs.....	12
	Initial and Re-entering Applicants .....	14
	Renewal and Early Renewal Applicants .....	15

# 1 Introduction to the ACO Signing Event

Prior to the start of a new performance year and at the end of each performance year (as applicable), the Medicare Shared Savings Program (Shared Savings Program) requires all Accountable Care Organizations (ACOs) to review, certify, and electronically sign documents related to their participation in the Shared Savings Program. ACOs approved for a Skilled Nursing Facility (SNF) 3-Day Rule Waiver and/or Beneficiary Incentive Program (BIP) will need to sign additional documentation. For the purposes of these instructions, this process is referred to as the ACO Signing Event.

During the ACO Signing Event, ACOs review and confirm their organization’s information (e.g., ACO legal entity name, ACO taxpayer identification number (TIN), ACO business address) and contact information, and must also review, certify, and electronically sign required documents. Refer to [Appendix A](#) for additional information on document applicability based on ACO cohort.

The Centers for Medicare & Medicaid Services (CMS) will countersign certain required documents, described later in these instructions to accept an ACO’s required yearly submissions for participation in the Shared Savings Program, as applicable. CMS will notify ACOs via email and the [ACO Management System \(ACO-MS\)](#) when the ACO Signing Event signature period begins and ends.

			
<p><b>Review Agreement Information</b></p> <ul style="list-style-type: none"> <li>Review ACO agreement details and make sure your ACO information is correct.</li> </ul>	<p><b>Review Contact Information</b></p> <ul style="list-style-type: none"> <li>Review your contacts and make sure you have individuals designated as:               <ul style="list-style-type: none"> <li>ACO Executive</li> <li>Authorized to Sign (primary and secondary)</li> <li>DUA Requestor</li> <li>DUA Custodian</li> </ul> </li> </ul>	<p><b>Review &amp; Sign Documents</b></p> <ul style="list-style-type: none"> <li>ACO Participant List</li> <li>ACO Provider/Supplier List</li> <li>Shared Savings Program Participation Agreement and amendments, as applicable</li> <li>ACO CEHRT Certification</li> <li>DUA and DUA Amendment</li> <li>ACO Compliance and Data Certification</li> <li>Assurance of Compliance</li> <li>Other documents and certifications as applicable</li> </ul>	<p><b>CMS Countersigns</b></p> <ul style="list-style-type: none"> <li>CMS countersigns and notifies ACOs that the ACO Signing Event is complete.</li> </ul>

## 1.1 THE ACO SIGNING EVENT IN ACO-MS

All ACO Signing Event activities are completed electronically in ACO-MS. ACO-MS is an integrated, web-based platform that allows ACOs to manage their participation in the Shared Savings Program. CMS will not accept or process any required ACO Signing Event documentation outside of ACO-MS. Only the following contact types can perform the ACO Signing Event activities for your ACO: ACO Executive, Authorized to Sign (primary and secondary), Data Use Agreement (DUA) Requestor, and DUA Custodian.

Refer to [Appendix A](#) for additional information on which contact type is responsible for certifying each applicable document.

### IMPORTANT

Prior to the ACO Signing Event, confirm that all required contacts can access [ACO-MS](#) and view information about the ACO. If you need to access information for multiple ACOs, you will need to be added as a contact for each of those ACOs. If you have any questions about ACO-MS or require technical assistance, click the ACO-MS Helpdesk icon (located within the ACO-MS banner) or call 1-888-734-6433 (select Option 1) or TTY/TDD 1-888-734-6563.

## 1.2 ACO COHORTS

The ACO Signing Event requirements vary by the ACO cohort. ACOs sign certain documents based on their current status within the Shared Savings Program.

- **Currently Participating ACO:** An ACO that is currently participating in the Shared Savings Program and will start a new performance year on January 1<sup>st</sup>. If applicable, this ACO may also be approved for a SNF 3-Day Rule Waiver and/or BIP.
  - This cohort includes ACOs that have elected to maintain their participation in the same level of the BASIC track's glide path that they entered for the prior performance year.
- **Initial Applicant:** An ACO that is approved to participate in the Shared Savings Program that is not considered to have previously participated in the Shared Savings Program.
- **Re-entering Applicant:** An ACO that either previously participated in the Shared Savings Program and is approved to participate in the Shared Savings Program after a break in participation or that CMS determines to be re-entering because greater than 50 percent of their ACO participants have prior participation in the same Shared Savings Program ACO in any of the five most recent past performance years.
- **Renewal Applicant:** An ACO currently participating in the Shared Savings Program that is in the final performance year of its most recent ACO Participation Agreement

and is approved to renew its participation for a new agreement period starting on January 1<sup>st</sup> of the upcoming calendar year without a break in participation.

- **Early Renewal Applicant:** An ACO currently participating in the Shared Savings Program that elects to voluntarily terminate its ACO Participation Agreement with an effective date of termination of December 31<sup>st</sup> of the current performance year and is approved for a new agreement period starting on January 1<sup>st</sup> of the upcoming calendar year without a break in participation.

## 2 Requirements for the ACO Signing Event

### 2.1 REVIEW AND CONFIRM AGREEMENT INFORMATION

During the ACO Signing Event, an ACO must review and confirm that its ACO information is accurate (e.g., legal entity name, TIN, address, etc.). An ACO can review this information at any time in ACO-MS on the My ACOs tab under the Agreement Details subtab. ACO users with administrative privileges (ACO Executive, Application Contacts (primary and secondary), Authorized to Sign Contacts (primary and secondary), and the CMS Liaison) can make edits or submit a change request to update inaccurate agreement information (Figure 1).



*Figure 1. ACO users with administrative privileges in ACO-MS*

For information on how to update organizational information—e.g., a change request to update the ACO legal entity name, or a change request to update the ACO TIN—refer to the [Submitting Change Requests in ACO-MS](#) tip sheet, which is located in the Program Resources section of the Knowledge Library in ACO-MS.

### 2.2 REVIEW AND CONFIRM CONTACT INFORMATION

As part of the ACO Signing Event, ACOs should review all ACO personnel contact information in ACO-MS to make sure an individual is assigned to each required contact type, contact information for all individuals is up to date, and all contacts have active ACO-MS credentials and can log in to the system. ACO users should review the Activation widget on their Dashboard in ACO-MS to check if they have any pending ACO-MS contact invitations. All activated contact roles will display in the Contacts subtab.

For information on how to manage contacts, refer to the [Overview of ACO-MS User Access and ACO Contacts](#) tip sheet, available in the Knowledge Library tab in ACO-MS.

The following five contact types must complete the ACO Signing Event and are responsible for certifying and electronically signing official documents related to an ACO's participation in the Shared Savings Program:

1. ACO Executive
2. Authorized to Sign (primary)
3. Authorized to Sign (secondary)
4. DUA Requestor
5. DUA Custodian

These contacts have the authority to sign certain documents on behalf of the ACO during the ACO Signing Event. Refer to the *Overview of ACO-MS User Access and ACO Contacts* tip sheet for a detailed description of all ACO contacts and a list of required contacts. Refer to [Appendix A](#) for a list of documents each contact type is responsible for signing.

## 2.3 REVIEW AND CERTIFY DOCUMENTS

This section lists and describes all the ACO Signing Event documents that ACOs are required to review, certify, and electronically sign. Some of the documents are only applicable to certain ACOs. For example, only ACOs approved for a SNF 3-Day Rule Waiver need to review and sign documents related to their ACO's SNF 3-Day Rule Waiver. Refer to [Appendix A](#) for a list of required documents by ACO cohort and additional details about the order for signing documents.

### 2.3.1 DATA USE AGREEMENT

#### ***Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs***

The Privacy Act of 1974 requires CMS to account for all disclosures of personally identifiable information. CMS uses a DUA to account for all such disclosures under the Shared Savings Program. ACOs must execute a DUA before CMS can release or otherwise grant access to data files containing protected health information and personally identifiable information. Both the DUA Requestor and the DUA Custodian must sign the DUA. A DUA between the ACO and CMS is valid for 1 year from the date it is signed and expires at the beginning of the next performance year.

### 2.3.2 DATA USE AGREEMENT AMENDMENT

#### ***Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs***

ACOs must sign the DUA Amendment which permits ACOs to retain data files after their participation in the Shared Savings Program is terminated. CMS will provide instructions

to terminating ACOs regarding data destruction and retention. The DUA Requestor is the ACO contact responsible for certifying the DUA Amendment.

### 2.3.3 MEDICARE SHARED SAVINGS PROGRAM ACO COMPLIANCE AND DATA CERTIFICATION

#### ***Renewal, Early Renewal Applicants, and Currently Participating ACOs***

At the end of each performance year, an individual with the legal authority to bind the ACO must certify the following to the best of their knowledge, information, and belief:

- The ACO, its ACO participants, its ACO providers/suppliers, and other individuals or entities performing functions or services related to ACO activities are in compliance with program requirements.
- The accuracy, completeness, and truthfulness of all data and information generated or submitted by the ACO, ACO participants, ACO providers/suppliers, or other individuals or entities performing functions or services related to ACO activities, including any quality data or other information or data relied upon by CMS in determining the ACO's eligibility for and the amount of a shared savings payment or the amount of shared losses owed to CMS.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

### 2.3.4 ASSURANCE OF COMPLIANCE

#### ***Initial & Re-entering, Renewal, and Early Renewal Applicants***

ACOs must complete this certification to provide assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

- The ACO, its ACO participants, its ACO providers/suppliers, and other individuals or entities performing functions or services are required to assure compliance in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 1557 of the Affordable Care Act.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.



## 2.3.5 MEDICARE SHARED SAVINGS PROGRAM ACO PARTICIPANT LIST CERTIFICATION

### ***Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs***

#### **IMPORTANT**

No additions can be made to the ACO Participant List for the upcoming performance year, during the ACO Signing Event (refer to section 3.3 of the [ACO Participant List and Participant Agreement Guidance](#) for further details). Any additions to the list that have been approved by CMS for an effective date of January 1<sup>st</sup> for the upcoming performance year, are included on the ACO Participant List that must be certified by the ACO.

All ACOs must certify the list of ACO participants that will be participating in the ACO during the upcoming performance year. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

To export the ACO Participant List, complete the following steps:

1. Select the Reporting tab on the left side menu.
2. Select your ACO from the drop-down menu in the top left corner.
3. Select the appropriate program year in the drop-down menu in the top right of the page.
4. Select the report titled *Participants List*.

## 2.3.6 MEDICARE SHARED SAVINGS PROGRAM ACO PROVIDER/SUPPLIER LIST CERTIFICATION

### ***Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs***

ACOs must review and certify the list of ACO providers/suppliers that will be participating in the ACO during the upcoming performance year. CMS provides ACOs with an initial list of each provider and supplier that has reassigned their right to receive Medicare payment to an ACO participant TIN. This list is based on information in the CMS Medicare enrollment system, the Provider Enrollment, Chain, and Ownership System (PECOS). CMS requires an ACO to ensure all ACO providers/suppliers associated with each participant TIN have agreed to participate in the program and will comply with program requirements and all other applicable laws and regulations. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

To export the ACO Provider/Supplier List, complete the following:

1. Navigate to the Reporting tab on the left side menu.
2. Select your ACO from the drop-down menu in the top left corner.
3. Select the appropriate program year in the drop-down menu in the top right of the page.
4. Select the report titled *Providers and Suppliers List*.

### IMPORTANT

It is the responsibility of the ACO to ensure that the Provider/Supplier List is accurate and up to date. ACOs must make changes to the ACO Provider/Supplier List if errors are identified.

For additional details on how to make changes to the ACO Provider/Supplier List, refer to the video "[ACO-MS Training: How to Manage the ACO Provider/Supplier List in ACO-MS.](#)"

Please note that your entries in ACO-MS do not modify PECOS. Modifying ACO providers/suppliers in ACO-MS does not impact beneficiary assignment, Quality Payment Program status, or Medicare fee-for-service billing rules. ACOs should work with their providers and suppliers to ensure their PECOS data is complete and accurate. The Shared Savings Program is not responsible for PECOS data. If ACO participants need help updating their PECOS records they should contact their Medicare Administrative Contractor.

## 2.3.7 MEDICARE SHARED SAVINGS PROGRAM SKILLED NURSING FACILITY AFFILIATE LIST CERTIFICATION

### ***ACOs Approved for a SNF 3-Day Rule Waiver***

ACOs approved for a SNF 3-Day Rule Waiver must certify their list of SNF affiliates for the upcoming performance year. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

### IMPORTANT

Please note that no additions can be made to the SNF Affiliate List during the ACO Signing Event. Any additions to the list that have been approved by CMS for an effective date of January 1<sup>st</sup> for the upcoming performance year, are included in the SNF Affiliate List that must be certified by the ACO.

To export the SNF Affiliate List, complete the following:

- Navigate to the Reporting tab on the left side menu.
- Select your ACO from the drop-down menu in the top left corner.

- Select the appropriate program year in the drop-down menu in the top right of the page.
- Select the report titled *SNF Affiliate List*.

### 2.3.8 MEDICARE SHARED SAVINGS PROGRAM ACO CEHRT CERTIFICATION

#### ***Renewal, Early Renewal Applicants and Currently Participating ACOs***

- An ACO in Level A-D of the BASIC Track—tracks that do not meet the financial risk standard to be an Advanced Alternative Payment Model (APM)—must certify that the percentage of eligible clinicians participating in the ACO that use 2015 Edition Certified Electronic Health Record Technology (CEHRT) to document and communicate clinical care to their patients or other health care providers meets or exceeds 50 percent.
- An ACO in Level E of the BASIC Track or the ENHANCED Track—tracks that meet the financial risk standard to be an Advanced APM—must certify that the percentage of eligible clinicians participating in the ACO that use 2015 Edition CEHRT to document and communicate clinical care to their patients or other health care providers meets or exceeds the threshold established under 42 CFR § 414.1415(a)(1)(i), which, for performance years starting in 2020, is 75 percent.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification. ACO-MS will automatically generate the applicable CEHRT certification document for your ACO to sign (see Table 4 of Appendix A).

### 2.3.9 BENEFICIARY INCENTIVE PROGRAM CERTIFICATION

#### ***ACOs Approved to Establish and Operate a BIP***

ACOs must review and certify that they meet all requirements and conditions of the Shared Savings Program (42 CFR part 425) and that they will operate their BIP following all applicable laws, including the provisions of section 1899(m) of the Social Security Act, the BIP requirements (42 CFR § 425.304(c)), and the public reporting requirements (42 CFR § 425.308(b)(7)).

### 2.3.10 MEDICARE SHARED SAVINGS PROGRAM ELECTION AND ACCOUNTABLE CARE ORGANIZATION PARTICIPATION AGREEMENT AMENDMENT – TO MAINTAIN CURRENT PARTICIPATION LEVEL OF THE BASIC TRACK FOR PERFORMANCE YEAR 2023 AND FOR THE REMAINDER OF AGREEMENT PERIOD

An ACO that began its current agreement period January 1, 2020, or January 1, 2022, and is participating in the BASIC track's glide path that has elected to maintain its

participation in the same level of the BASIC track's glide path it entered for PY 2022, must read and sign the *Medicare Shared Savings Program Election and Accountable Care Organization Participation Agreement Amendment – to Maintain Current Participation Level of the BASIC Track for Performance Year 2023 and for the Remainder of the Agreement Period* (herein referred to as “Medicare Shared Savings Program Election and ACO Participation Agreement Amendment to Maintain Current Participation for a Performance Year and for the Remainder of the Agreement Period”).

The ACO Executive or Authorized to Sign contact (primary or secondary) is responsible for signing this certification.

### 2.3.11 MEDICARE SHARED SAVINGS PROGRAM ELECTION TO MAINTAIN CURRENT PARTICIPATION LEVEL OF THE BASIC TRACK FOR PERFORMANCE YEAR 2023 AND FOR THE REMAINDER OF THE AGREEMENT PERIOD

An ACO that began its current agreement period July 1, 2019, and is participating in the BASIC track's glide path that has elected to maintain its participation level in the same level of the BASIC track's glide path it entered for PY 2022, must read and sign the *Medicare Shared Savings Program Election To Maintain Current Participation Level of the BASIC Track for Performance Year 2023 and for the Remainder of Agreement Period* (herein referred to as “Medicare Shared Savings Program Election to Maintain for a Performance Year and for the Remainder of Agreement Period”).

The ACO Executive or Authorized to Sign contact (primary or secondary) is responsible for signing this certification.

### 2.3.12 MEDICARE SHARED SAVINGS PROGRAM ACO PARTICIPATION AGREEMENT

#### ***Initial, Re-entering, Renewal, and Early Renewal Applicants***

All ACOs approved to participate in the Shared Savings Program, must review and sign either the Medicare Shared Savings Program BASIC Track ACO Participation Agreement or the Medicare Shared Savings Program ENHANCED Track ACO Participation Agreement between the ACO and CMS, as applicable. The ACO must agree to comply with the provisions of section 1899 of the Social Security Act, Title 42 CFR part 425, and all other applicable provisions of law and regulation; certify compliance with program requirements; and certify the accuracy, completeness, and truthfulness of the statements contained in its application and the agreement. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

The Medicare Shared Savings Program ACO Participation Agreement must be signed **after** all other documents are signed.

## 2.4 ELECTRONICALLY SIGN DOCUMENTS

This section describes the signing requirements for the ACO Signing Event documents. Please note that the documents and order of signing varies based on the ACO cohort (Refer to [Appendix A](#)).

Authorized users can review and sign documents in ACO-MS. To complete the ACO Signing Event requirements in ACO-MS, use the following instructions:

1. Log in to ACO-MS and select the ACO Signing Event tab on the left side menu.
2. On the ACO Signing Event page, type your ACO ID in the search bar and select the appropriate program year from the drop-down menu.
3. Wait for the list of required documents to load.
4. When you select “sign,” you apply your electronic signature to the document. If necessary, someone from your ACO with the appropriate permissions can re-sign the document as long as the deadline has not passed.

### IMPORTANT

If you cannot sign a specific document, you may not have the appropriate contact type in ACO-MS. Click on your username in the top right corner to view your profile. Your contact type for each ACO with which you are associated will display in the left side panel.

Email [SharedSavingsProgram@cms.hhs.gov](mailto:SharedSavingsProgram@cms.hhs.gov), call 1-888-734-6433 (select Option 1), or TTY/TDD 1-888-734-6563 to resolve issues with your contact type.

## 2.5 CMS COUNTERSIGNS THE ACO SIGNING EVENT DOCUMENTS

Once the signature period for ACOs to sign all required documents in ACO-MS ends, CMS will countersign certain required documents related to the ACOs’ participation in the Shared Savings Program. ACOs will receive an email notification once CMS countersigns their documents. This notification is the final step of the ACO Signing Event.

If your ACO’s repayment mechanism (e.g., escrow agreement or line of credit, as evidenced by a letter of credit) requires countersignature by CMS, CMS will sign the repayment mechanism (outside of ACO-MS) after CMS approves your ACO’s repayment mechanism and your ACO has completed the ACO Signing Event process. Please note that failure to maintain your ACO’s repayment mechanism may prevent your organization from continuing its participation in the Shared Savings Program.

# Appendix A: ACO Signing Event Requirements by Cohort

## CURRENTLY PARTICIPATING ACOs

The table below shows each document for currently participating ACOs and the order for signing documents. Some documents are only relevant to ACOs that are maintaining their BASIC track glide path level and/or are approved for a SNF 3-Day Rule Waiver and/or BIP.

*Table 1. Documents and Signing Order for Currently Participating ACOs*

REQUIRED DOCUMENT	APPLICABLE ACOs	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
DUA	All Currently Participating ACOs	Next Performance Year	Must be signed by <b>both</b> the DUA Custodian and DUA Requestor	Must be signed <b>before</b> the DUA Amendment
DUA Amendment	All Currently Participating ACOs	Next Performance Year	DUA Requestor only	Must be signed <b>after</b> the DUA
Medicare Shared Savings Program ACO Compliance and Data Certification	All Currently Participating ACOs	End of each Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Participant List Certification	All Currently Participating ACOs	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Provider/Supplier List Certification	All Currently Participating ACOs	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program SNF Affiliate List Certification	Only applicable to ACOs with an approved or currently active SNF 3-Day Rule Waiver	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO CEHRT Certification	All Currently Participating ACOs	End of each Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	

BIP Certification	Only applicable to ACOs approved for a BIP	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program Accountable Care Organization Participation Agreement Amendment to Maintain Current Participation Level of the BASIC Track for Performance Year 2023 and for the Remainder of Agreement	Only applicable to ACOs that started their current agreement period January 1, 2020, or January 1, 2022, and are in levels A or B of the BASIC track who have elected to maintain their current glide path level for PY 2023	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	Must be signed <b>last</b> for ACOs maintaining their BASIC track glide path level
Medicare Shared Savings Program Election to Maintain Current Participation Level of the BASIC Track for Performance Year 2023 and for the Remainder of Agreement Period	Only applicable to ACOs that started their current agreement period July 1, 2019, and are in levels A or B of the BASIC track who have elected to maintain their current glide path level for PY 2023	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	Must be signed <b>last</b> for ACOs maintaining their BASIC track glide path level

## INITIAL AND RE-ENTERING APPLICANTS

The table below shows each document for initial and re-entering applicants and the order in which documents must be signed. Some documents are only relevant to ACOs that are approved for a SNF 3-Day Rule Waiver and/or BIP.

*Table 2. Documents and Signing Order for Initial and Re-entering Applicants*

REQUIRED DOCUMENT	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
DUA	Next Performance Year	Must be signed by <b>both</b> the DUA Custodian and DUA Requestor	Must be signed <b>before</b> the DUA Amendment
DUA Amendment	Next Performance Year	DUA Requestor only	Must be signed <b>after</b> the DUA
Assurance of Compliance	Upcoming Agreement Period	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Participant List Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Provider/Supplier List Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program SNF Affiliate List Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a SNF 3-Day Rule Waiver
BIP Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a BIP
Medicare Shared Savings Program ACO Participation Agreement	Once Per Agreement Period	ACO Executive or Authorized to Sign Contact (primary or secondary)	Must be signed last



## RENEWAL AND EARLY RENEWAL APPLICANTS

The table below shows each document for renewal and early renewal applicants and the order in which documents must be signed. Some documents are only relevant to ACOs that are currently approved for a SNF 3-Day Rule Waiver and/or BIP.

*Table 3. Documents and Signing Order for Renewal and Early Renewal Applicants*

REQUIRED DOCUMENT	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
DUA	Next Performance Year	Must be signed by <b>both</b> the DUA Custodian and DUA Requestor	Must be signed <b>before</b> the DUA Amendment
DUA Amendment	Next Performance Year	DUA Requestor only	Must be signed <b>after</b> the DUA
Medicare Shared Savings Program ACO Compliance and Data Certification	End of each Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Assurance of Compliance	Upcoming Agreement Period	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Participant List Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Provider/Supplier List Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program SNF Affiliate List Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a SNF 3-Day Rule Waiver
Medicare Shared Savings Program ACO CEHRT Certification	End of each Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	
BIP Certification	Next Performance Year	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a BIP
Medicare Shared Savings Program ACO Participation Agreement	Once Per Agreement Period	ACO Executive <b>or</b> Authorized to Sign Contact (primary or secondary)	Must be signed last