

# How to Complete the PSS Supplemental Information and Spend Plan in ACO-MS

Version 1 | May 2025

This tip sheet instructs ACOs on how to complete the Prepaid Shared Savings (PSS) supplemental information and spend plan requirements in the [ACO Management System \(ACO-MS\)](#). Eligibility to receive prepaid shared savings can be found in the [Prepaid Shared Savings Guidance](#).

## Electing PSS and Navigating to Supplemental Information

### PY 2026 Renewal Applicants:

1. Select “Yes” to Question 6 within the Phase 2 Shared Savings Program Application task if your ACO would like to receive prepaid shared savings (only eligible PSS ACOs will see this question). Select “No” if you do not wish to receive prepaid shared savings.
2. Navigate to your Dashboard and select the PSS Supplemental Information task.

### PY 2025 Renewal ACOs:

1. Navigate to the My ACOs tab in [ACO-MS](#).
2. For eligible PSS PY 2025 Renewal ACOs, a yellow banner will appear at the top of the page. If your ACO wishes to receive prepaid shared savings, select “Elect to receive prepaid shared savings” to open a new window.
3. Select “Yes” in the new window if your ACO would like to receive prepaid shared savings. Select “No” if you do not wish to receive prepaid shared savings.
4. Navigate to your Dashboard and select the PSS Supplemental Information task.

## Completing Section 1 - Spend Plan

1. ACO-MS will automatically populate your ACO’s projected maximum quarterly prepaid shared savings amount based on the information in your ACO’s Participation Options Report.
2. Select the quarterly prepaid shared savings amount that your ACO would like to receive during the upcoming performance year.
  - Click the first check box if your ACO would like to receive quarterly prepaid shared savings payments equal to the maximum quarterly payment amount your ACO is eligible for.
  - Click the second check box if your ACO would like to select a lesser quarterly payment amount and enter the lesser amount in the free text field.
3. Enter the specific use of prepaid shared savings as free text in the “Payment Use” column. Add and complete a new row for each of your distinct payment uses.
  - Select one of the three categories using the dropdown in the “General Spend Categories” column.
    - **For Direct Beneficiary Services:** Identify the population that will benefit from the direct beneficiary service as free text in the “Beneficiary Group” column (e.g. Dually Eligible Beneficiaries).

## How to Complete the PSS Supplemental Information and Spend Plan in ACO-MS

Version 1 | May 2025

- Select a “General Spend Subcategory” using the dropdown options to further categorize the payment use. If none apply, select “Other.” (If you select “Other,” make sure to provide a clear description in the free text “Payment Use” column).
    - **For Cost Sharing Support:** Identify the beneficiary population(s) that will benefit from this support and enter the eligible Part B service(s) that will be subsidized using prepaid shared savings. If your ACO is not electing to use prepaid shared savings for cost sharing support, this column will appear but will not be editable.
  - Enter the projected dollar amounts for each corresponding “Payment Use” row and in the “Projected Spending Year 1” column.
4. You may save progress on your spend plan and leave the tab at any time, but you will not be able to submit your PSS supplemental information to CMS until all required fields (including certifications) are complete and compliant with program regulations.
  5. Once your ACO’s selected total projected prepaid shared savings are accounted for in the spend plan projected spending column, the “Remaining Selected Funding to Allocate” field (calculated by ACO-MS) will display as “\$0.” **You will not be able to submit your spend plan for CMS review unless this field is equal to “\$0.”**

### Completing Section 2 - Communication Strategy

Upload your communication strategy in the field provided in the PSS supplemental information.

### Completing Section 3 - Certifications and Attestations

1. Proceed to certify that your ACO will comply with Shared Savings Program regulatory requirements and related requirements for Prepaid Shared Savings by checking "Yes" in the PSS supplemental information.
2. Complete the attestation by checking "Yes" in the PSS supplemental information.

### Completing Section 4 - Certify Your PSS Supplemental Information

Certify your PSS supplemental information by checking “I agree” in the PSS supplemental information.

### Submitting PSS Supplemental Information

Select the “Submit” icon to send your certified PSS supplemental information to CMS for review.

#### IMPORTANT!



- You can **download a copy** of your completed spend plan for your records by selecting the download icon in the bottom right-hand corner below the spend plan in the PSS supplemental information task.
- You will not be able to make edits to the spend plan after submitting it for CMS review, until the **Phase 2 RFI submission window** of the Shared Savings Program application.

## How to Complete the PSS Supplemental Information and Spend Plan in ACO-MS

Version 1 | May 2025

### Sample Completed Spend Plan

<b>Projected Maximum Quarterly Prepaid Shared Savings Amount for Year 1</b>	\$100,000.00
<b>ACO Selected Quarterly Prepaid Shared Savings Amount for Year 1*</b>	<input type="checkbox"/> Check this box to select the maximum quarterly prepaid shared savings amount your ACO is eligible for as calculated prior to each quarter. <input checked="" type="checkbox"/> Check this box to select a lesser quarterly prepaid shared savings amount and enter the selected dollar amount below. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 40px;">\$73,750.00</div>
<b>Projected Total Maximum Prepaid Shared Savings Amount for Year 1</b>	\$400,000.00
<b>ACO Selected Total Prepaid Shared Savings Amount for Year 1*</b>	\$295,000.00
<b>Projected Unselected Prepaid Shared Savings for Year 1</b>	\$105,000.00

\*ACOs will receive up to the maximum amount they are eligible for during each performance year.

Payment Use	General Spend Category	General Spend Subcategory	Beneficiary Group	Cost Sharing Support (Part B Service(s))	Projected Spending Year 1
Housing Director	Increased Staffing	Other (explain in "Payment Use")			\$65,000.00
Housing Support Services	Direct Beneficiary Services	Housing supports that support a healthy environment	Medicare Beneficiaries		\$65,000.00
Telehealth Support	Healthcare Infrastructure	Health IT			\$15,000.00
Social Worker	Increased Staffing	General Staffing			\$65,000.00
Ride share vouchers	Direct Beneficiary Services	Other Services to Promote a Healthy Life	Medicare Beneficiaries		\$5,000.00
Medically tailored meals	Direct Beneficiary Services	Fitness and Nutrition	Medicare Beneficiaries at risk of or with Diabetes		\$20,000.00
Comprehensive assessments	Direct Beneficiary Services	Cost Sharing Support	Medicare Beneficiaries	Eligible Part B Evaluation and Management Services	\$45,000.00
Caregiver counseling support	Direct Beneficiary Services	Other Services to Promote a Healthy Life	Medicare Beneficiaries		\$15,000.00
<b>Subtotals</b>					\$295,000.00
<b>Percentage of Spend on Direct Beneficiary Services (Must Be No Less Than 50%)</b>					51.00%

Spend Plan Summary	
<b>Projected Total Maximum Prepaid Shared Savings Amount</b>	\$400,000.00
<b>ACO Selected Projected Total Prepaid Shared Savings Amount</b>	\$295,000.00
<b>Remaining Selected Funding to Allocate</b>	\$0.00
<b>Prepaid Shared Savings Received</b>	\$0.00