ACO-MS Tip Sheet

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES | MEDICARE SHARED SAVINGS PROGRAM

# Submitting and Managing Governing Body Documentation in ACO-MS

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## Overview

This tip sheet serves as a resource for Accountable Care Organizations (ACOs) that are either currently participating in or applying to the Medicare Shared Savings Program (Shared Savings Program) to submit and manage their governing body documentation.

## How to Submit a Governing Body in ACO-MS During Phase 2 of the Application Cycle

1. Log into ACO-MS and open your application, which is available on your dashboard.
2. Click on the Leadership and Governance section in the menu on the left side of your application. You will be directed to the governing body portion.
3. Click the "Add Governing Body Membership" button.
    - Enter First and Last Name, Title/Position, and Voting Power
    - Select the Membership Type from the drop-down menu.
    - Select the approved ACO Participant TIN Legal Business Name from the drop-down menu and select the DBA from the drop-down menu, if applicable.
    - Add a new row in the table for each ACO governing body member.
4. Click the "Save & Close" button once you have entered the information for all governing body members.
5. Indicate "Yes" or "No" if your governing body has at least one Medicare FFS beneficiary identified.
6. If "No" is selected, follow steps to submit a narrative.
7. Click "Next" to submit the governing body for CMS review. Your ACO can download a copy of the governing body table.

## How to Respond to the RFI for Governing Body Application Submissions in ACO-MS

After CMS review of Phase 2 submissions, any governing body templates with deficiencies will be issued a request for information (RFI) at Phase 2 if applicable.

To view and respond, complete the following steps:

1. Log into ACO-MS and navigate to the Dashboard tab.

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2. Locate the appropriate initial or renewal application and click on the task ID hyperlink.
3. Review the deficiency code populated on the governing body submission within the Leadership and Governance section.
4. Update the information within the governing body template (if applicable) or upload a new governing body narrative, then resubmit for CMS disposition.

## How to Submit a Governing Body Change Request in ACO-MS

Currently participating ACOs should notify CMS of any changes to their governing body by submitting a governing body change.

1. Log into ACO-MS, navigate to the My ACO tab on the left side menu, and select your ACO.
2. Locate the appropriate performance year selected in the top right corner.
    - If the change request will be submitted prior to the annual application cycle, ensure the current performance year is selected.
    - If the change request will be submitted during the annual application cycle, ensure the upcoming performance year is selected.
3. Navigate to Agreement Details subtab and select the pencil icon to the right to view, edit, or add members to your ACO's governing body.

## How to Respond to the RFI for Governing Body Change Requests in ACO-MS

After CMS review of governing body change requests, any change request with deficiencies will be issued an RFI.

To view and respond, complete the following steps:

1. Log into ACO-MS and navigate to the Dashboard tab or to the Change Request Cart on the left side menu.
2. Locate the appropriate change request and click on the task ID hyperlink if accessing via the Dashboard tab or the edit button if accessing via the Change Request Cart.
3. Review the deficiency code populated on the Governing Body Change Request.
4. Update the information within the Governing Body template (if applicable) or upload a new Governing Body narrative, then resubmit for CMS disposition.

# How to Withdraw a Governing Body Change Request in ACO-MS

1. Log into ACO-MS; navigate to the change request in the Pending subtab.
2. Locate the appropriate performance year and select “Governing Body” from the change request type drop-down.
3. Click the “Withdraw” icon if highlighted and available to open the edit screen. A pop-up message will appear, stating “Are you sure you want to withdraw Change Request CRXXXXXXXX? This action cannot be undone.”
4. Select the “Confirm" button to withdraw your governing body change request.

**QUESTIONS?**

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