

HPMS Automated ACO Application Training March 8, 2012

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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
- 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 !

Contract Management

ACO Management

Plan Bids

Plan Formularies

Monitoring

Quality and Performance

Cost Reports

Data Extract Facility

User Resources

Log Off HPMS

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

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ACO Data

ACO Reports

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

In the News

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

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Internet 100%

HPMS Homepage Content

- To access the online applications, go to ACO Management > ACO Data > Select an Agreement Number.
- The ACO Module User's Manual provides detailed instructions for completing online applications. The manual is located at ACO Management>ACO Data>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 the ACO Application consists of two uploaded zip files
 - Application File: contains all required documents, except the Provider List, zipped into ONE file.
 - Participant List file: contains the Participant List. Note that you must zip the file before completing the upload.
- Each time an applicant reuploads a zipped file, it overwrites the prior uploaded file.
- Applicants must reference Appendix D – Application Reference Guide (part of the Download Application file zip file) for information on required documents and naming conventions.
- If applicants are requested to resubmit one or more documents, they must replace those documents and reupload the entire zipped file again.

ACO Application User's Manual AND Final Submission of Application.

- Please reference the ACO Application User's Manual for assistance with completing the ACO Application.
- This Quick Reference Guide includes step by step instructions for completing the various sections of the ACO module and Application.
- The User's Manual also includes Screen Shots for each page of the module.
- **Final Submission of the ACO Application:** After uploading all files and completing all attestations, do not forget to **Final Submit** your application. You may refer to page 4 of the ACO Application User's Manual for instructions on completing the ACO Application.

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 general HPMS technical assistance, contact the Help Desk:
1-800-220-2028 / hpms@cms.hhs.gov
- For questions related to HPMS user access:
hpms_access@cms.hhs.gov

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