ACO-MS Tip Sheet

MEDICARE SHARED SAVINGS PROGRAM

ACO Participant Change Requests in ACO-MS

Version 1 | April 2025

Overview

This tip sheet instructs ACOs how to create and manage the ACO Participant List. For more information on ACO Participant Agreements and the ACO Participant List, ACOs should review the *ACO Participant List and Participant Agreement Guidance*.

How to Submit an ACO Participant Change Request 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. Click the “Add ACO Participant” button to create an Add Participant Change Request.
4. Enter the Medicare-enrolled **taxpayer identification number (TIN)** of the ACO participant.
5. Enter the ACO participant’s TIN **Legal Business Name (LBN)**. Do not enter the trade or “doing business as” name. Note that the ACO-MS check of LBN is not case-sensitive and ignores extra spaces and punctuation.
6. Respond to the question “Has this TIN been merged or acquired by another TIN?”
    - Select “Yes” if the TIN has been merged with or acquired by another ACO participant.
    - Select "No" if the TIN has not been legally merged with or acquired by another ACO participant.

IMPORTANT!

If the merged or acquired TIN is already on the ACO Participant List for the upcoming performance year, the ACO will first need to delete the ACO participant record and then submit a change request to re-add the merged or acquired participant for the next performance year.

7. Respond to the question “Is this TIN in joint ventures between ACO professionals and hospitals?”
    - Select “Yes” if the TIN is in a joint venture between ACO professionals and hospitals.
    - Select “No” if the TIN is not in a joint venture between ACO professionals and hospitals.
8. Click the “Verify Information” button to verify that the information entered in the change request matches the information for the ACO participant TIN as it appears in PECOS.

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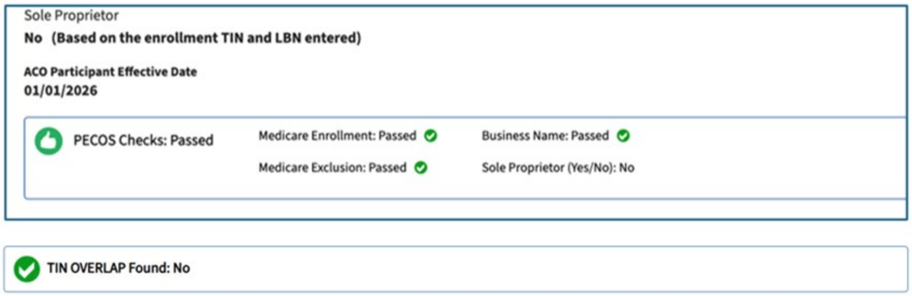
ACO-MS will populate a PECOS Check Pass or Failure Box indicating a pass or failure for the following PECOS checks. ACO-MS will also populate a TIN Overlap Found Box with "Yes" or "No" to indicate whether an ACO participant TIN overlap was identified.



- If an invalid ACO participant TIN and LBN combination is entered, the ACO will be able to enter the ACO participant Provider Transaction Access Number (PTAN). If the ACO participant TIN and PTAN combination matches PECOS, ACO-MS will auto-populate the ACO participant LBN from the record in PECOS. This is only available if a valid TIN but incorrect LBN are entered in the change request.
    - For Medicare Part A services:
        - The PTAN refers to the Online Survey Certification and Reporting Number, also referred to as the CMS Certification Number.
    - For Medicare Part B services:
        - The PTAN refers to the Provider Identification Number.
- If a PECOS failure message populates on the screen for a TIN issue and you wish to edit the digits of the TIN, you will need to submit a new ACO Participant Change Request to change the TIN entered.
- If a PECOS failure message populates for a TIN LBN issue, LBNs can be edited in the change request and re-verified by clicking "Verify Information."

ACO-MS PECOS Check

ACOs can submit a change request that does not initially pass all system checks including PECOS.

9. The Yes or No indicator for if the ACO participant is a sole proprietor will populate after the ACO clicks the "Verify Information" button.
10. The Beneficiary Assignment Estimates will also populate within the change request after the ACO clicks the "Verify Information" button.

IMPORTANT!

CMS provides the ACO with an estimated number of beneficiaries assigned to the ACO participant. These are estimates to be used for informational purposes since they are subject to change and generally overestimate an ACO's assigned beneficiary population.

Tips for Success

Once the change request is submitted, this information can be seen by clicking the Beneficiary Assignment Estimates view from within the ACO Participants subtab until Phase 1 Dispositions are issued.

11. Upload the first page and signature page of the **executed ACO Participant Agreement**.

IMPORTANT!

To avoid common errors, check that all executed agreements clearly state the correct ACO legal entity name and ACO participant LBN as indicated in PECOS. Do NOT enter the trade or DBA name.

12. Submit the Add Participant Change Request by clicking the "Submit for CMS Disposition" button.

How to Carry Forward or Remove an ACO Participant for a New Agreement Period

Renewal and early renewal applicants who wish to carry forward ACO participants into the new agreement period can do so by taking the following steps:

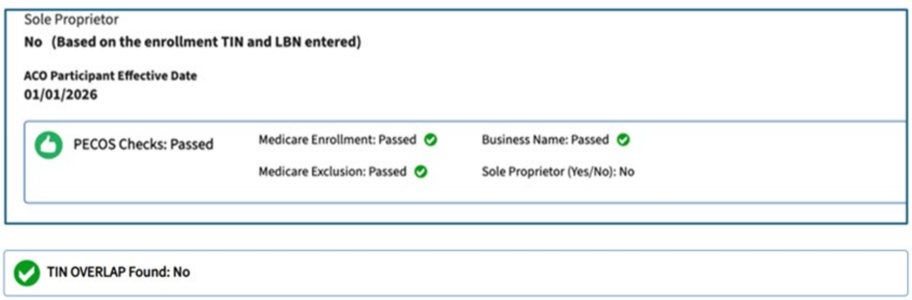
1. Log into ACO-MS, navigate to the My ACOs tab on the left side menu, and select the applicable ACO.
2. Select the ACO Participants subtab.
3. ACO participants are listed under the header "Selection Pending."

TO CARRY FORWARD ACO PARTICIPANTS

1. Select the green checkmark for ACO participants that your ACO wishes to carry forward into the new agreement period.
2. Respond to the question "Is this TIN in joint ventures between ACO professionals and hospitals?"
    - Select "Yes" if the TIN is in a joint venture between ACO professionals and hospitals.

- Select “No” if the TIN is not in a joint venture between ACO professionals and hospitals.

3. **If the current ACO Participant Agreement meets program requirements** and your ACO does not wish to upload a new agreement, select the checkbox confirming that your ACO would like to have ACO-MS carry forward the previously submitted executed ACO Participant Agreement associated with the ACO participant into the new agreement.
4. **If your ACO needs to upload a new ACO Participant Agreement**, do not select the checkbox. Instead, upload a newly executed ACO Participant Agreement by clicking “Browse” and uploading an updated executed ACO Participant Agreement.
5. Click the “Verify Information” button to verify that the information carried forward in the change request matches the information for the ACO participant TIN as it appears in PECOS. ACO-MS will populate a PECOS Check Pass or Failure Box indicating a pass or failure for the following PECOS checks. ACO-MS will also populate a TIN Overlap Found Box indicating yes or no if an ACO participant TIN overlap was identified.



6. Click “Submit for CMS Disposition.”

TO REMOVE ACO PARTICIPANTS

1. Select the red “X” mark for ACO participants that your ACO does not want to carry forward into the new agreement period. Your ACO will be prompted to confirm that the ACO does not want to carry this ACO participant into the new agreement period and to enter the following information:
   - The Termination Date (MM/DD/YYYY) will auto-populate to 12/31/YYYY of the current calendar year.
   - Participant Agreement End Date (MM/DD/YYYY): The entered date must be the current date, the same as the termination date, or a date before the termination date. Past dates will not be accepted.
2. Click “Delete ACO Participant.”

How to Edit a Submitted ACO Participant Change Request in ACO-MS

ACOs can edit certain information for a pending Participant Change Request by completing the following steps:

1. Log into ACO-MS and navigate to the Change Request Cart tab on the left side menu during Phase 1 submission periods.
2. Select the ACO Participants option from the Change Request Type drop-down menu.
3. Locate the appropriate ACO Participant change request under the ACO ID.
4. Click the pencil icon if highlighted and available to open the edit screen.
5. In the edit screen, ACOs can update or resubmit the following information:

For an Add Participant Change Request:

- ACO participant LBN
- ACO participant PTAN (if applicable)
- Response to the question “Is this TIN in joint ventures between ACO professionals and hospitals?”
- Executed ACO Participant Agreement or Attestation and Supporting Documentation

For a Renewal Participant Change Request:

- Response to the question "Is this TIN in joint ventures between ACO professionals and hospitals?"
- Executed ACO Participant Agreement or Merged/Acquired Attestation and Supporting Documentation

IMPORTANT!

ACOs may not edit the ACO participant TIN on submitted Participant Change Requests. To modify an ACO participant TIN, withdraw the Participant Change Request and resubmit the Change Request with the correct ACO participant TIN.

6. Click “Save” to save the latest updates to the change request.

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

Following each Phase 1 submission period, CMS will review Participant Change Requests. Any change request with outstanding deficiencies will be issued a request for information (RFI). There are two RFI periods during the application cycle: Phase 1 RFI-1 and Phase 1 RFI-2. To respond to each RFI Participant change request, 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(s) populated on the Participant Change Request. A change request can have more than one deficiency.

PECOS DEFICIENCIES

- If there is a PECOS deficiency related to an issue with the TIN and the TIN needs to be changed:
  - Submit a new Participant Change Request. Note that the deadline to submit a new Participant Change Request is the Phase 1 RFI-1 deadline. The action will not be available after this time.
- If there is a PECOS deficiency related to an issue with the LBN and the LBN needs to be changed:
  - Edit the LBN field in the Participant Change Request and resubmit the Participant Change Request.

OVERLAP DEFICIENCIES

- Review Section 5.3: "Overlap Policy and Precedent Between Models" of the *ACO Participant List and Participant Agreement Guidance* for detailed information on how to address overlap deficiencies.

PARTICIPANT AGREEMENT DEFICIENCIES

- If there is an agreement deficiency, an updated executed ACO participant agreement must be uploaded.
  - Upload a new agreement by clicking "Browse" and uploading an updated executed ACO participant agreement.
  - Click "Upload" and resubmit the Participant Change Request.

How to Withdraw a Participant Change Request in ACO-MS

ACOs can withdraw pending ACO Participant Change Requests before the Phase 1 RFI-2 deadline:

1. Log into ACO-MS and navigate to the Change Request Cart tab on the left side menu.
2. Select "ACO Participants" from the Change Request Type drop-down menu.
3. Locate the appropriate Participant Change Request under your ACO ID.
4. 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."
5. Click the "Confirm" button to withdraw the associated change request. The withdrawal of a Participant Change Request is a final action and cannot be undone.

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How to Delete ACO Participants in ACO-MS

To delete an approved ACO participant from an ACO Participant List:

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. Ensure the current program year is selected from the drop-down menu.
4. Under the header titled "Approved," you will find your ACO's approved ACO Participants for the selected program year.
5. Click the red trash can icon in the ACO participant's record. Your ACO will be prompted to enter the following information:
    - The Termination Date (MM/DD/YYYY) will auto-populate to 12/31/XXXX of the next performance year if participants are deleted after the Phase 1 RFI-2 deadline.
    - Participant Agreement End Date (MM/DD/YYYY): The entered date must be the current date, the same as the termination date, or a date before the termination date. Past dates will not be accepted.
6. After entering the Participant Agreement End Date, click "Remove."
7. Confirm that your ACO wants to delete the identified ACO participant by selecting "Yes" when asked "Are you sure you want to remove [ACO participant – LBN]?"
8. Upon the successful deletion of an ACO participant:
    - Currently participating ACO participants who are deleted **before** the final deadline to delete ACO participants for the next performance year will be listed under the heading titled "Deleted" in the current performance year.
    - Currently participating ACO participants who are deleted **after** the final deadline to delete ACO participants for the next performance year will be listed under the heading titled "Approved" for the current performance year.

IMPORTANT!

The deletion of a current ACO participant or the withdrawal of a Participant Change Request is a final action and cannot be undone.

QUESTIONS?

Click the SSP Helpdesk icon (located within the ACO-MS banner) or email SharedSavingsProgram@cms.hhs.gov.