

SNF Affiliate Change Requests in ACO-MS

Version 1 | April 2025

Overview

This tip sheet instructs ACOs how to create and manage a Skilled Nursing Facility (SNF) Affiliate List. For more information on the SNF 3-Day Rule Waiver and SNF Affiliate List, ACOs should review the [Skilled Nursing Facility 3-Day Rule Waiver Guidance](#).

How to Submit a SNF Affiliate 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.

Note: ACOs without an approved SNF 3-Day Rule Waiver will need to elect to apply for a SNF 3-Day Rule Waiver before adding SNF Affiliates.

2. Select the SNF Affiliates subtab.
3. Click the “Add SNF Affiliate” button to create an Add SNF Affiliate Change Request.
4. Enter the Medicare-enrolled **taxpayer identification number (TIN)** of the SNF affiliate.
5. Enter the linked Medicare-enrolled SNF affiliate **CMS Certification Number (CCN)**.
 - For a hospital or critical access hospital (CAH) operating under a swing bed agreement, ACOs must enter the swing bed CCN. A swing bed CCN includes a letter in the third position (e.g., “U” or “Z,” such as “12U456”).
6. Click “Verify CCN.” This will run a comparison of the ACO’s entry to the Provider Enrollment, Chain, and Ownership System (PECOS) data and the Care Compare star rating information.
7. Click the “Verify Information” button to verify that the information entered in the change request matches the information for the SNF affiliate TIN as it appears in PECOS. ACO-MS will populate a PECOS Check Pass or Failure Box indicating a pass or failure on PECOS enrollment and star rating of the SNF Affiliate Change Request.
 - If the SNF affiliate TIN and CCN combination matches PECOS, ACO-MS will auto-populate the SNF affiliate legal business name (LBN), associated “doing business as” (DBA) name, and the Specialty Type from the record in PECOS.
 - 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 SNF Affiliate Change Request to change the TIN entered.
 - If a PECOS failure message populates for a CCN issue, CCNs can be edited in the change request and the CCN can be re-verified by clicking “Verify CCN.”

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ACO-MS PECOS and Star Rating Check

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

8. Upload the first page and signature page of the **executed SNF affiliate agreement**.

IMPORTANT!



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

9. Submit the Add SNF Affiliate Change Request by clicking the “Submit for CMS Disposition” button.

How to Carry Forward or Remove a SNF Affiliate for a New Agreement Period

Renewal and early renewal applicants that wish to carry forward SNF affiliates into the new agreement period can do so by completing 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 SNF Affiliates subtab.
3. SNF affiliates are listed under the header “Selection Pending.”

TO CARRY FORWARD SNF AFFILIATES

1. Select the green checkmark for SNF affiliates that your ACO wishes to carry forward into the new agreement period.
2. If the current SNF Affiliate 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 SNF Affiliate Agreement associated with the SNF affiliate into the new agreement period.
3. If your ACO needs to upload a new SNF Affiliate Agreement, do not select the checkbox.
4. Upload a newly executed SNF Affiliate Agreement by clicking “Browse” and uploading an updated executed SNF Affiliate Agreement.
5. Click “Submit for CMS Disposition.”

TO REMOVE SNF AFFILIATES

1. Select the red “X” mark for SNF affiliates 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 SNF affiliate to the new agreement period and to enter the following information:
 - SNF Affiliate Agreement End Date (MM/DD/YYYY): The date entered must be the current day or a future date; dates prior to the current day will not be accepted.
2. Click “Delete SNF Affiliate.”

How to Edit a Submitted SNF Affiliate Change Request in ACO-MS

ACOs can edit certain information for a pending SNF Affiliate 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 SNF Affiliates option from the Change Request Type drop-down menu.
3. Locate the appropriate SNF Affiliate Change Request under the ACO ID.
4. Click the pencil icon if highlighted and available to open the edit screen. In the edit screen, ACOs can update the CCN and upload new documentation while a submission window is open.
5. Click “Save” to save the latest updates to the change request.

IMPORTANT!



ACOs may not edit the SNF affiliate TIN on submitted SNF Affiliate Change Requests. To modify a SNF affiliate TIN, withdraw the SNF Affiliate Change Request and resubmit the change request with the correct SNF affiliate TIN.

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

Following each Phase 1 submission period, CMS will review SNF Affiliate 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 SNF Affiliate Change Request, complete the following steps:

1. Log into [ACO-MS](#) and navigate to the Dashboard tab in ACO-MS 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 or the edit button if accessing via the Change Request Cart.
3. Review the deficiency code(s) populated on the SNF Affiliate 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 SNF Affiliate Change Request. Note that the deadline to submit a new SNF Affiliate Change Request is the Phase 1 RFI-1 deadline. This action will not be available after this time.
- If there is a PECOS deficiency related to an issue with the CCN and the CCN needs to be changed:
 - Edit the CCN field in the SNF Affiliate Change Request and resubmit the SNF Affiliate Change Request.

STAR RATING DEFICIENCIES

- If there is a star rating deficiency:
 - Resubmit the SNF Affiliate Change Request in ACO-MS so that CMS can continue to check the SNF Affiliate Change Request information with Care Compare updates.

SNF AFFILIATE AGREEMENT DEFICIENCIES

- If there is an agreement deficiency:
 - Upload a new agreement by clicking “Browse” and uploading an updated SNF Affiliate Agreement based on the deficiency information.
 - Click “Upload” and resubmit the SNF Affiliate Change Request.

How to Withdraw a SNF Affiliate Change Request in ACO-MS

ACOs can withdraw pending SNF Affiliate Change Requests before the Phase 1 RFI-2 deadline:

1. Log into [ACO-MS](#) and navigate to the Change Request tab on the left side menu.
2. Select SNF Affiliates from the Change Request Type drop-down menu.
3. Locate the appropriate SNF Affiliate 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 CRXXXXXXXXX? This action cannot be undone.”
5. Click the “Confirm” button to withdraw the associated change request.

How to Delete a SNF Affiliate in ACO-MS

To delete an approved SNF Affiliate from a SNF Affiliate List, complete 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 SNF Affiliates 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 SNF Affiliates for the selected program year.
5. Click the red trash can icon in the SNF Affiliate’s record. Your ACO will be prompted to enter the following information:
 - SNF Affiliate Agreement End Date (MM/DD/YYYY): The date entered must be the current day or a future date; dates prior to the current day will not be accepted.
6. After entering the SNF Affiliate Agreement End Date, click “Remove.”
7. Confirm that your ACO wants to delete the identified SNF Affiliate by selecting “Yes” when asked “Are you sure you want to remove [SNF Affiliate – LBN]?”

IMPORTANT!



The deletion of a current SNF Affiliate or the withdrawal of a SNF Affiliate 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.