

September 1, 2020

DISTRIBUTED DATA COLLECTION (DDC) FOR RISK
ADJUSTMENT (RA) INCLUDING HIGH COST RISK
POOL (HCRP):

BENEFIT YEAR 2020 EDGE BASELINE REPORT
ING PROCESS

EDGE Server Webinar Series X

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Agenda

- Purpose
- External Data Gathering Environment (EDGE) Server Baseline Reporting Overview
- EDGE Server Baseline Reporting: Completing the Web Form
- Creating the CSV File: Using the Job Aid
- Key Dates and Deadlines
- Review and Next Steps
- Question and Answer (Q&A)
- Resources
- Closing Remarks

Purpose

- This EDGE server session will:
 - Provide an overview of EDGE server baseline reporting
 - Identify the data required to complete baseline reporting
 - Prepare issuers for what is expected during the data reporting periods
 - Detail the steps for reporting baselines
 - Outline the steps for creating a CSV file using the job aid
 - Provide key dates and deadlines

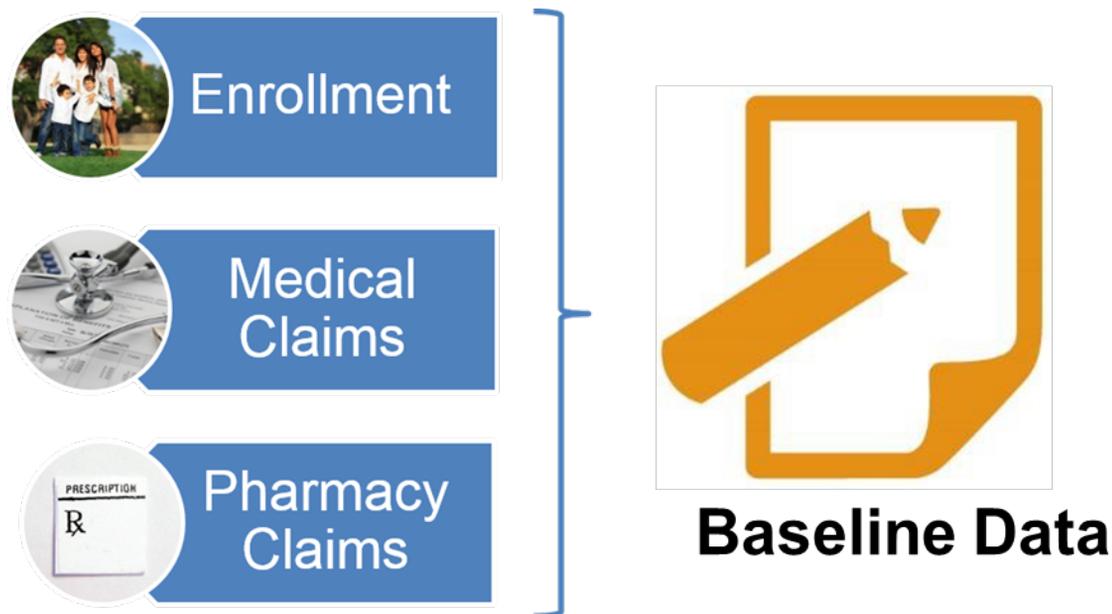
EDGE Server Baseline Reporting Overview

Baseline Reporting Overview

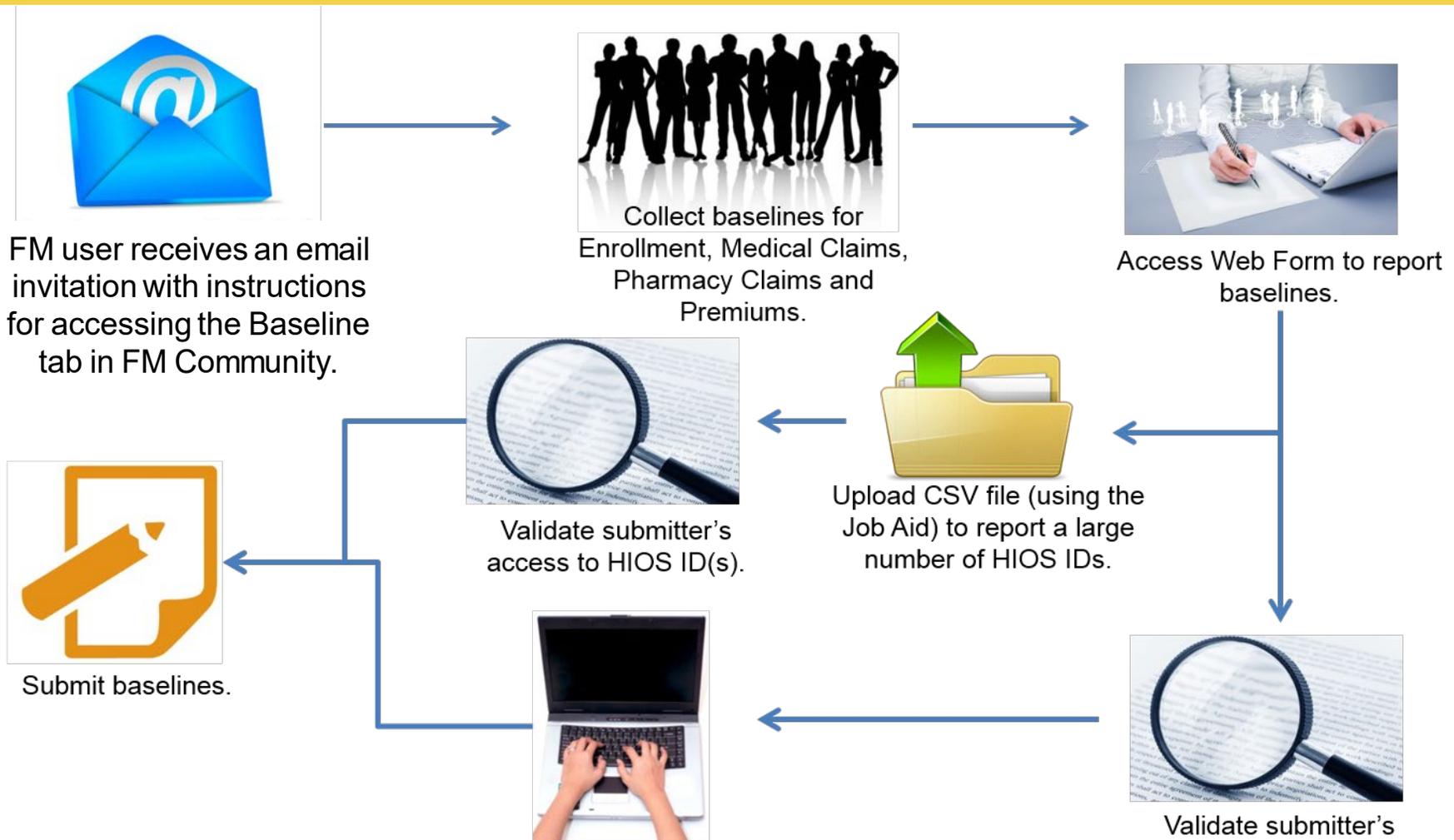
- **What is Baseline Data Submission?**
 - Baseline data submission is the process in which issuers submit their baseline for enrollment, claims, and premium information on a quarterly basis to the Centers for Medicare & Medicaid Services (CMS).
- **Why is Baseline Data Submitted?**
 - All issuers must submit baseline data, which CMS uses to determine if an issuer meets quantity and quality requirements/thresholds.
- **How is Baseline Data Submitted?**
 - For benefit year (BY) 2020, CMS is collecting baseline data through the Financial Management (FM) Community.
- **When is Baseline Data Submitted?**
 - Baseline data is submitted three times for the current benefit year. The first baseline data submission window is September 8, 2020 through September 21, 2020.

Baseline Reporting Purpose

- To ensure the completeness of an issuer's EDGE server data, issuers must establish baseline information with CMS.
- CMS compares issuer-reported baselines against the issuer's EDGE server data submissions to determine completeness (quantity) of Enrollment, Medical Claims, and Pharmacy Claims data elements.



Baseline Reporting Process



Baseline Reporting Data Elements: BY2020

- Provide the actual counts and amounts from your internal enrollment and claims systems as of the reporting quarter(s).
- **Enrollment**
 - Enrollment Count
 - 2020 Total Member Months for on-Exchange and off-Exchange Policies
- **Claims**

If a claim has a paid amount equal to zero dollars (\$0.00), then you must only include it in the total count if the claim was submitted to the EDGE server. Do not include a claim in the claims count total if it was denied, voided, or replaced by another claim.

 - Total 2020 Paid Medical Claims **Count** by Market for each HIOS ID
 - Total 2020 Paid Medical Claims **Amounts** by Market for each HIOS ID
 - Total 2020 Paid Pharmacy (Rx) Claims **Count** by Market for each HIOS ID
 - Total 2020 Paid Pharmacy (Rx) Claims **Amount** by Market for each HIOS ID
 - Total 2020 Benefit Year Paid Claims to Date (display only)
 - Estimated 2020 Claims Amount to Date
 - Total Cross-Year Medical Claims Count
 - Total Cross-Year Rx Claims Count

Baseline Reporting Data Elements: BY2020

- **Premiums**
 - Total 2020 Premium Revenue Collected
 - Total 2020 Earned Annualized Premium Revenue
- **Other**
 - 2020 Risk Score Estimate
 - Number of Enrollees Expected to have High Cost Risk Pools (HCRP)
 - Potential Estimated HCRP Payment by Market
 - Submitting Supplemental Diagnosis Files

Baseline Reporting Preparation: BY2020

Enrollment Count	Medical Claims	Pharmacy Claims
<ul style="list-style-type: none"> The actual number of unique covered lives Includes enrollees and their dependents 	<ul style="list-style-type: none"> The actual number of paid medical claims (not claims lines) The total dollar amount of paid medical claims Do not count denied and voided claims or claims replaced by other claims as part of the paid claims amount totals 	<ul style="list-style-type: none"> The actual number of paid pharmacy claims (not claims lines) The total dollar amount of paid Rx claims Do not count denied and voided claims or claims replaced by other claims as part of the paid claims amount totals



Include actual counts and amounts from your internal enrollment and claims systems

Baseline Reporting Preparation: BY2020 (continued)

Member Months	Estimated Claims Amount to Date	Total Premium Revenue Collected
<ul style="list-style-type: none"> For all enrollees/covered lives participating in plans on the Exchange For all enrollees/covered lives participating in plans off the Exchange 	<ul style="list-style-type: none"> The total estimated claims amount to date; i.e., paid and adjudicated claims and Incurred But Not Reported (IBNR) Includes claims estimates of claims qualified for but not yet submitted to the EDGE server 	<ul style="list-style-type: none"> The total premium revenue collected Includes anticipated Advanced Premium Tax Credit (APTC) payments from CMS for all enrollees

Baseline Reporting Preparation: BY2020 *(continued)*

Total Earned Annualized Premium Revenue	Total Cross-Year Medical Claims Count	Total Cross-Year Rx Claims Count
<ul style="list-style-type: none">• Estimated (annualized) premium revenue amounts for subscriber's policies (earned and deferred premium)• Includes APTC amounts	<ul style="list-style-type: none">• The total number of unique paid medical claims with dates of service beginning in BY2019 and ending in BY2020, within each respective quarter as of the current submission	<ul style="list-style-type: none">• The total number of unique paid pharmacy claims count with dates of service beginning in BY2019 and ending in BY2020, within each respective quarter as of the current submission

Baseline Reporting Preparation: BY2020 *(continued)*

Risk Score Estimate	Total High-Cost Risk Pool (HCRP) Enrollees Expected
<ul style="list-style-type: none">• Estimate of your plan's liability risk score (PLRS)• Based on data qualified for submission to EDGE for each respective Market• Only for third collection	<ul style="list-style-type: none">• Total number of anticipated HCRP enrollees (i.e., count of enrollees with combined claims amounts that exceed the HCRP attachment point)

Baseline Reporting Preparation: BY2020 *(continued)*

Potential Estimated HCRP Payment by Market	Submitting Supplemental Diagnosis Files
<ul style="list-style-type: none">• Total estimated dollar amount of high cost risk pool payments	<ul style="list-style-type: none">• Submission of supplemental documentation to support risk adjustment calculations on the EDGE server related to updated Diagnosis Codes for submitted enrollees (Yes or No)

Baseline Reporting Timelines: BY2020

First Collection

- Quarter 1
- Quarter 2

**9/8/20 – 9/21/20
by 11:59 p.m. ET**

Second Collection

- Quarter 1*
- Quarter 2*
- Quarter 3

*update previously
submitted quarters
as necessary

**11/9/20 – 11/20/20
by 11:59 p.m. ET**

Third Collection

- Quarter 1*
- Quarter 2*
- Quarter 3*
- Quarter 4

*update previously
submitted quarters
as necessary

**2/1/21 – 2/12/21
by 11:59 p.m. ET**

EDGE Server Baseline Reporting: Completing the Web Form

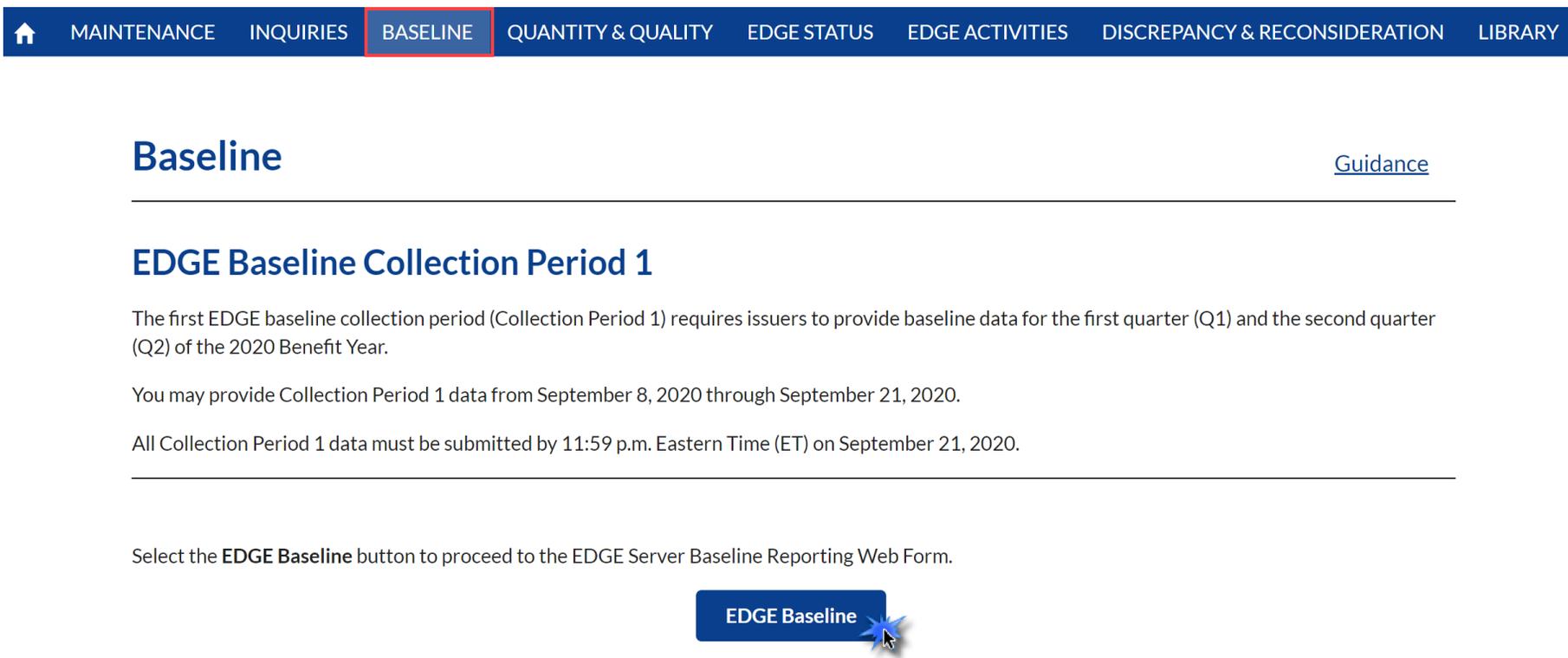
Baseline Reporting Form: Access

- After collecting all necessary information, refer to the baseline invitation email with instructions for accessing the form in the FM Community using the **Baseline** tab.



Baseline Reporting Form: Baseline Tab

- Select the **EDGE Baseline** button to access the web form.



The screenshot shows a dark blue navigation bar at the top with the following menu items: HOME, MAINTENANCE, INQUIRIES, **BASELINE** (highlighted with a red border), QUANTITY & QUALITY, EDGE STATUS, EDGE ACTIVITIES, DISCREPANCY & RECONSIDERATION, and LIBRARY. Below the navigation bar, the page title is "Baseline" with a "Guidance" link to its right. The main content area is titled "EDGE Baseline Collection Period 1" and contains the following text:

The first EDGE baseline collection period (Collection Period 1) requires issuers to provide baseline data for the first quarter (Q1) and the second quarter (Q2) of the 2020 Benefit Year.

You may provide Collection Period 1 data from September 8, 2020 through September 21, 2020.

All Collection Period 1 data must be submitted by 11:59 p.m. Eastern Time (ET) on September 21, 2020.

Select the **EDGE Baseline** button to proceed to the EDGE Server Baseline Reporting Web Form.

At the bottom of the content area, there is a blue button labeled "EDGE Baseline" with a mouse cursor hovering over it.

Baseline Reporting Form: EDGE Baseline Page

EDGE Baseline

[Guidance](#)

ABC Company - 2020

This web form allows users to submit EDGE Server Baseline data in accordance with CMS timelines, and to view already submitted EDGE Server Baseline data.

Baselines are entered directly online or uploaded as a CSV file created by the EDGE Baseline Reporting Job Aid. If you require assistance, please refer to the **Guidance** link. Additional reference materials, including the 2020 EDGE Baseline File Layout, EDGE Baseline Reporting Job Aid, and EDGE Baseline Job Aid Guide are available on the *Library* tab.

Upload CSV File

If your company has 10 or more HIOS IDs, CMS recommends that you streamline the baseline reporting process by utilizing the 2020 EDGE Baseline File Layout and submitting a CSV file. Instructions for creating this are available in the 2020 EDGE Baseline Reporting Job Aid.

Once your CSV file has been uploaded, the data contained within will be populated in the web form for your review including making any updates.

Select the **Upload CSV File** button below to upload a CSV file.

Upload CSV File



For Massachusetts (MA) and Vermont (VT) issuers, each metric should be reported for the entire merged market. Market type will be pre-populated so issuers in merged market states will only see 'Merged'.

Baseline Reporting Form: EDGE Baseline Page (continued)

EDGE Baseline Status

The table below displays the EDGE Baseline submission status for each HIOS ID and market.

If any of your HIOS ID(s)/Market(s) are missing from the table, please submit an inquiry through the **Inquiry** tab or by emailing raripaymentoperations@cms.hhs.gov.

To enter EDGE Baseline data, select the **Edit** link in the Action column of each HIOS ID/market. To view or edit EDGE Baseline data, select the **View** or the **Edit** links for a given HIOS ID/market. Select the **History** link to review the data submitted for previous Collection Periods.

Select the **Exit** button to close the web form.

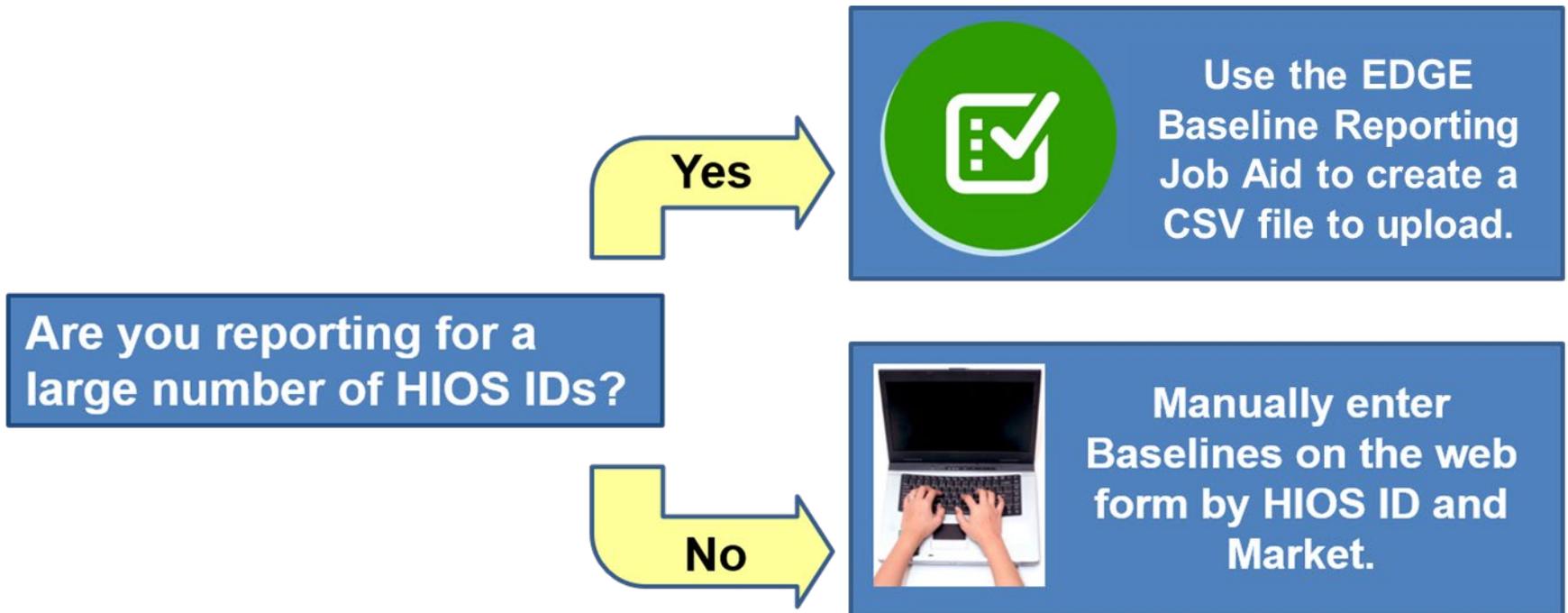
Exit

Action	HIOS ID ▲	Market ◆	Submission Status ◆
Edit View History	11010	Individual Catastrophic	Collection 1 Pending
Edit View History	11010	Individual Non-Catastrophic	Collection 1 Pending
Edit View History	11011	Small Group	Collection 1 Pending
Edit View History	11012	Merged	Collection 1 Pending

Exit

Baseline Reporting Form: Submission Method

- How are you going to submit your 2020 EDGE Server Baseline Counts?



Baseline Reporting Form: Submission Method – Upload CSV File

- Select the **Upload CSV File** button to navigate to the *Upload CSV File* page.

Upload CSV File

If your company has 10 or more HIOS IDs, CMS recommends that you streamline the baseline reporting process by utilizing the 2020 EDGE Baseline File Layout and submitting a CSV file. Instructions for creating this are available in the 2020 EDGE Baseline Reporting Job Aid.

Once your CSV file has been uploaded, the data contained within will be populated in the web form for your review including making any updates.

Select the **Upload CSV File** button below to upload a CSV file.

Upload CSV File

Baseline Reporting Form: Submission Method – Upload CSV File (continued)

- Select the **Choose File** button to locate the CSV file.

Upload CSV File [Guidance](#)

Instructions

This page allows you to upload a Comma Separated Value (CSV) file containing information about your company's HIOS IDs and the baseline data associated with each HIOS ID/market combination.

If you have not already created a CSV file or if you need assistance, please refer to the resources provided in the *Library* tab, including the 2020 EDGE Baseline File Layout, EDGE Baseline Reporting Job Aid, and EDGE Baseline Job Aid Guide.

Upload CSV File

Select the **Browse** button to locate the 2020 EDGE Baseline Reporting CSV file and then select the **Upload CSV File** button to upload the file.

The red asterisk (*) indicates required fields.

Note: Uploaded files must NOT contain any protected health information (PHI) or personally identifiable information (PII). Files containing PHI or PII will be deleted and not considered as part of the baseline count.

Upload File*

Choose File file chosen

Maximum file size is 10MB.

Upload CSV File

Form Navigation

To complete the upload process and continue to the next step of the web form, select the **Upload CSV File** button.

Select the **Back** button to return to the previous page without uploading a CSV file.

Back

Baseline Reporting Form: Submission Method – Upload CSV File (continued)

- Locate and select the **CSV file** and select the **Upload CSV File** button to navigate to the *Summary* page.

Upload CSV File

Select the **Browse** button to locate the 2020 EDGE Baseline Reporting CSV file and then select the **Upload CSV File** button to upload the file.

The red asterisk (*) indicates required fields.

Note: Uploaded files must NOT contain any protected health information (PHI) or personally identifiable information (PII). Files containing PHI or PII will be deleted and not considered as part of the baseline count.

Upload File*

Choose File | ABC_Company_..._Upload.csv

Maximum file size is 10MB.

Upload CSV File 

Baseline Reporting Form: Submission Method - Manual

EDGE Baseline Status

The table below displays the EDGE Baseline submission status for each HIOS ID and market.

If any of your HIOS ID(s)/Market(s) are missing from the table, please submit an inquiry through the **Inquiry** tab or by emailing raripaymentoperations@cms.hhs.gov.

To enter EDGE Baseline data, select the **Edit** link in the Action column of each HIOS ID/market. To view or edit EDGE Baseline data, select the **View** or the **Edit** links for a given HIOS ID/market. Select the **History** link to review the data submitted for previous Collection Periods.

Select the **Exit** button to close the web form.

Exit

Action	HIOSID	Market	Submission Status
Edit View History	11010	Individual Catastrophic	Collection 1 Pending
Edit View History	11010	Individual Non-Catastrophic	Collection 1 Pending
Edit View History	11011	Small Group	Collection 1 Pending
Edit View History	11012	Merged	Collection 1 Pending

Exit

Baseline Reporting Form: Status

- The EDGE Baseline Status table displays the submission status for each HIOS ID and market.
 - Select the **Edit link** in the Action column to enter EDGE Baseline data.
 - Select the **View** or **Edit** links for a given HIOS ID/Market to view or edit previously entered EDGE Baseline data.
 - Select the **History** link to review data submitted for previous Collection Periods.



You will be required to navigate through the form and enter data for each HIOS ID. If you have a large number of HIOS IDs, you may want to use the Baseline Reporting Job Aid.

Baseline Reporting Form: Status (continued)

EDGE Baseline Status

The table below displays the EDGE Baseline submission status for each HIOS ID and market.

If any of your HIOS ID(s)/Market(s) are missing from the table, please submit an inquiry through the **Inquiry** tab or by emailing raripaymentoperations@cms.hhs.gov.

To enter EDGE Baseline data, select the **Edit** link in the Action column of each HIOS ID/market. To view or edit EDGE Baseline data, select the **View** or the **Edit** links for a given HIOS ID/market. Select the **History** link to review the data submitted for previous Collection Periods.

Select the **Exit** button to close the web form.

Exit

Action	HIOS ID	Market	Submission Status
Edit View History	11010	Individual Catastrophic	Collection 2 Pending
Edit View History	11010	Individual Non-Catastrophic	Collection 2 Pending
Edit View History	11011	Small Group	Collection 2 Pending
Edit View History	11012	Merged	Collection 2 Pending

Exit

Baseline Reporting Form: Edit Data Page

- **Enrollment Count**

- Enter positive whole number
- Actual number of unique covered lives including enrollees and their dependents
- For the current benefit year

Edit EDGE Server Baseline Data

[Guidance](#)

Instructions

Complete all required fields for the given HIOS ID/market for the current collection period. If a field is not applicable, then you may enter zero (0).

Note: Use the **start date** of the service to determine whether a claim should be included within a quarter.

The red asterisk (*) indicates required fields.

HIOS ID: 11010

Market: Individual Catastrophic

Enrollment Count

Enter the count of enrollees associated with 11010 - Individual Catastrophic as of today's date.

Enrollment Count*

100

Baseline Reporting Form: Edit Data Page (continued)

- Medical Claims



Total Paid Medical Claims Count

- Provide the total number of unique paid claims (not claims lines) as of each quarter.
- For each quarter, include claims where the beginning Dates of Service fall within that quarter.

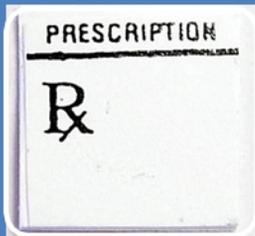


Total Paid Medical Claims Amounts

- Provide the total amount paid as of each quarter.
- For each quarter, include claims amounts for claims where the beginning Dates of Service fall within that quarter.

Baseline Reporting Form: Edit Data Page (continued)

- Pharmacy Claims



Total Paid Rx Claims Count

- Provide the total number of unique paid claims (not claims lines) as of each quarter.
- For each quarter, include claims where the beginning Dates of Service fall within that quarter.



Total Paid Rx Claims Amounts

- Provide the total amount paid as of each quarter.
- For each quarter, include claims amounts for claims where the beginning Dates of Service fall within that quarter.

Baseline Reporting Form: Edit Data Page (continued)

Total 2020 Paid Claims Counts and Amounts

Enter the Total 2020 Paid Medical and Pharmacy (Rx) Claims Counts and Amounts from your internal enrollment and claims systems for the selected HIOS ID and Market for each quarter of the applicable collection period in the table below. You can make adjustments to the data in prior collection periods, as needed.

Note: If a claim has a paid amount equal to zero dollars (\$0.00), then it should be included in the total count only if the claim will be submitted to the EDGE server. Do not include a claim as part of the claims count total if it was denied, voided, or replaced by another claim.

Quarter	Total 2020 Paid Medical Claims Count <small>i *</small>	Total 2020 Paid Medical Claims Amount <small>i *</small>	Total 2020 Paid Rx Claims Count <small>i *</small>	Total 2020 Paid Rx Claims Amount <small>i *</small>
Q1	1500	150000	1500	150098
Q2	2000	200052	2000	200076
Q3	3000	300052	3000	300075

Total 2020 Benefit Year Paid Claims to Date: 1300353

Baseline Reporting Form: Edit Data Page (continued)

- **Enter the Total Member Months for On-Exchange Policies.**
 - Provide the member months for all enrollees/covered lives participating in plans on the Exchange.

- **Enter the Total Member Months for Off-Exchange Policies.**
 - Provide the member months for all enrollees/covered lives participating in plans off the Exchange.

Baseline Reporting Form: Edit Data Page (continued)

- **Estimated Claims Amount to Date**
 - Enter the total estimated dollar amount of claims.
 - Must include those claims qualified for but not yet submitted on the EDGE server.

- **Total Premium Revenue Collected**
 - Enter the total premium revenue actually collected as of the reporting quarter.
 - Must include APTC payments from CMS.

Baseline Reporting Form: Edit Data Page (continued)

- **Total Annualized Premium Revenue**
 - Enter the estimated (annualized) premium revenue amounts for subscriber's policies (earned and deferred premium).
 - Annualized amounts are the Premium Amounts collected plus those anticipated to be collected through the end of the year.
 - Must include the anticipated APTC amounts from CMS.
- **Total Cross-Year Medical Claims Count**
 - Enter the total number of unique paid medical claims with dates of service beginning in the prior benefit year and end dates in the current benefit year, within each respective quarter as of the current submission.

Baseline Reporting Form: Edit Data Page (continued)

- **Total Cross-Year Rx Claims Count**

- Enter the total number of pharmacy claims within a cross-year paid medical claim with a dates of service beginning in the prior benefit year and end dates in the current benefit year within each respective quarter.

- **Risk Score Estimate**

- Estimate of your PLRS
- Based on the data qualified for submission to EDGE for each respective market
- Third collection period only

Baseline Reporting Form: Edit Data Page (continued)

- **Number of Enrollees Expected to Have HCRP**
 - Enter total number of enrollees
- **Potential Estimated HCRP Payment by Market**
 - Enter the estimated HCRP payment
- **Submitting Supplemental Diagnosis Files**
 - Will you be submitting supplemental diagnosis files?
 - Select **Yes** or **No** from the dropdown menu



Selecting **Yes** will not require a company to submit supplemental files.

Baseline Reporting Form: Edit Data Page (continued)

2020 EDGE Baseline Data

Enter the 2020 EDGE Server Baseline data in the appropriate fields.

2020 Baseline Data	
2020 Total Member Months for On Exchange Policies*	11000.00
2020 Total Member Months for Off Exchange Policies*	1000.00
Estimated 2020 Claims Amount to Date*	1500423
Total 2020 Premium Revenue Collected*	230056700.00
Total 2020 Earned Annualized Premium Revenue*	800144.00
Total Cross-Year Medical Claims Count*	56
Total Cross-Year Rx Claims Count*	68
2020 Risk Score Estimate*	
Number of Enrollees Expected to Have High Cost Risk Pools (HCRP)*	75
Potential Estimated HCRP Payment by Market*	867.00
Submitting Supplemental Diagnosis Files*	No <input type="checkbox"/>

Baseline Reporting Form: Edit Data Page (continued)

- **Explanation** - Enter an explanation for why multiple responses were received for the same HIOS ID/market.
- Only required if multiple responses were submitted for a HIOS ID/market
- Text entry field (limit 2,000 characters)

[Replace CSV File](#)

Enter an explanation for why multiple responses have been received for at least one HIOS ID/market.

Explain why you submitted multiple responses for at least one HIOS ID/market here.

Form Navigation

Select the **Continue** button below to navigate to the next page.

[Continue](#)

Baseline Reporting Form: Edit Data Page (continued)

- After you have completed all the fields on this page, select the **Continue** button.
 - The form navigates to the *EDGE Baseline* page, where you can select the next HIOS ID and market.

Form Navigation

Select the **Continue** button to save the EDGE Baseline data and proceed to the next page.

Select the **Cancel** button to discard your changes and return to the previous page.

Cancel

Continue

Baseline Reporting Form: Edit Data Page (continued)

- If you have provided data for all your HIOS IDs and markets, select the **Submit** button on the *EDGE Baseline* page.
 - If the claims-to-enrollment count ratio is outside the threshold for the collection period, the web form will navigate to the *Ratio Variance Explanation* page.
 - If the claims-to-enrollment count ratio is within the collection period threshold, the web form will navigate to the *Attestation* page.

Baseline Reporting Form: Edit Data Page (continued)

EDGE Baseline Status

The table below displays the EDGE Baseline submission status for each HIOS ID and market.

If any of your HIOS ID(s)/Market(s) are missing from the table, please submit an inquiry through the **Inquiry** tab or by emailing raripaymentoperations@cms.hhs.gov.

To enter EDGE Baseline data, select the **Edit** link in the Action column of each HIOS ID/market. To view or edit EDGE Baseline data, select the **View** or the **Edit** links for a given HIOS ID/market. Select the **History** link to review the data submitted for previous Collection Periods.

Select the **Submit** button to submit the EDGE Server Baseline data.

Select the **Exit** button to close the web form.



Action	HIOS ID	Market	Submission Status
Edit View History	11010	Individual Catastrophic	Collection 1 Saved
Edit View History	11010	Individual Non-Catastrophic	Collection 1 Saved
Edit View History	11011	Small Group	Collection 1 Saved
Edit View History	11012	Merged	Collection 1 Saved



Baseline Reporting Form: Ratio Variance Explanation Page

- **Ratio Variance Explanation**
- Required when the claims-to-enrollee ratio is outside the following thresholds:
 - First Collection – 10 claims per enrollee
 - Second Collection – 15 claims per enrollee
 - Third Collection – 20 claims per enrollee
- Select the **Edit** button in the Action column to return to the *Edit EDGE Server Baseline Data* page to make updates, if needed.
- Provide an explanation for each HIOS ID and market listed in the Ratio Variance Explanation column.
- Select the **Continue** button. The web form will navigate to the *Attestation* page.



If there is no ratio variance, the web form will bypass this page.

Baseline Reporting Form: Ratio Variance Explanation Page (continued)

Ratio Variance

The Ratio Variance table lists each HIOS ID/market for which the claims to enrollment ratio exceeded the threshold.

Enter a **Ratio Variance Explanation** for each HIOS ID and market included in the table.

The red asterisk (*) indicates required fields.

Action	HIOS ID	Market	Ratio Variance	Ratio Variance Explanation *
Edit	11010	Individual Catastrophic	70.00	The claims-to-enrollment ratio exceeded the threshold for reason a, reason b, and reason c.
Edit	11010	Individual Non-Catastrophic	70.00	The claims-to-enrollment ratio exceeded the threshold for reason a, reason b, and reason c.
Edit	11011	Small Group	70.00	The claims-to-enrollment ratio exceeded the threshold for reason a, reason b, and reason c.
Edit	11012	Merged	70.00	The claims-to-enrollment ratio exceeded the threshold for reason a, reason b, and reason c.

Baseline Reporting Form: Attestation Page

- **Attestation Page**
- An individual with the authority to legally and financially bind the company must attest to the information submitted in the EDGE Server Baseline Reporting Form.
 - Read the attestation statements and select each check box.

Baseline Reporting Form: Attestation Page (continued)

Attestation

[Guidance](#)

CMS requires an individual who has the authority to legally and financially bind the company to attest to the information provided as part of the baseline submission.

To attest, this person must select the checkbox next to the attestation and provide their contact details. The individual completing the web form does not need to be the attester; however, the attester must be aware of the baseline submission.

The red asterisk(s) (*) indicate(s) required fields.

As of 08/19/20, you agree to the following statements:

<input checked="" type="checkbox"/>	I hereby attest and certify that the information for the HIOS ID (or HIOS IDs) provided in this baseline submission is true, complete, and accurate to the best of my knowledge as of 08/19/20.*
<input checked="" type="checkbox"/>	This baseline submission has been approved by my company's chief actuary.*
<input checked="" type="checkbox"/>	If the company becomes aware that the information provided/submitted in support of this return is incorrect, incomplete, or misreported, then my company will promptly inform CMS.*
<input checked="" type="checkbox"/>	If CMS identifies an issue or has questions about the information submitted, then I agree to be a contact for responding to such questions. I acknowledge that failing to comply with the HHS-operated risk adjustment data requirements could result in my organization triggering the enforcement actions under 45 CFR § 153.740.*
<input checked="" type="checkbox"/>	I acknowledge that the data submitted to the EDGE server and made available for the permanent risk adjustment program established under Section 1343 of the Affordable Care Act may be subject to the False Claims Act.*
<input checked="" type="checkbox"/>	I am authorized to legally and financially bind my company.*

Baseline Reporting Form: Attestation Page (continued)

- **Financial Reviewer/Forecaster Details**
- An individual who has reviewed and approved the baseline data.
 - This is the company actuary.
 - Enter all required financial reviewer/forecaster details.
- **Attester Details**
- An individual with the authority to legally and financially bind the company.
 - Enter all required attester details.
 - The attester does not need to be the person submitting the form.
- Select the **Submit** button to submit your data and attestation for EDGE Server Baseline Reporting.

Baseline Reporting Form: Attestation Page (continued)

Financial Reviewer/Forecaster Details

Enter the contact details for the Financial Reviewer/Forecaster. This is the individual who reviewed and approved the baseline data for your company.

The red asterisk (*) indicates required fields.

First Name	Last Name*	Email Address	Job Title	Phone Number*	Phone Extension
<input type="text" value="Shelly"/>	<input type="text" value="NoName"/>	<input type="text" value="ShellyNoName@email"/>	<input type="text" value="CFO"/>	<input type="text" value="(123) 456-7890"/>	<input type="text"/>

Attester Details

Enter the contact details for the Attester. This is an individual who agrees with the information provided, indicates agreement with the attestation statements, and has the authorization to legally and financially bind your company.

First Name	Last Name*	Email Address	Job Title	Phone Number*	Phone Extension
<input type="text" value="Herman"/>	<input type="text" value="NoName"/>	<input type="text" value="HermNoName@email"/>	<input type="text" value="CEO"/>	<input type="text" value="(012) 345-6789"/>	<input type="text"/>

Form Navigation

Select the **Submit** button to submit the EDGE server baseline information and the attestation.

Select the **Cancel** button to discard your changes and return to the *previous* page.

Cancel

Submit 

Web Form: Confirmation Page

- **Confirmation Page**

- Submission End Time – Date and time baselines were submitted.
- Acknowledgement email and submission information sent to email addresses – FM User, Financial Reviewer/Forecaster, and Attester email addresses listed.

Creating the CSV File: Using the Job Aid

Baseline Reporting Job Aid: Overview

- Macro-enabled Excel file that will allow you to enter baseline counts and create a CSV file by selecting a button within the tool.
- 2020 Baseline Reporting Job Aid Guide is available to guide you through the process of using the JobAid.



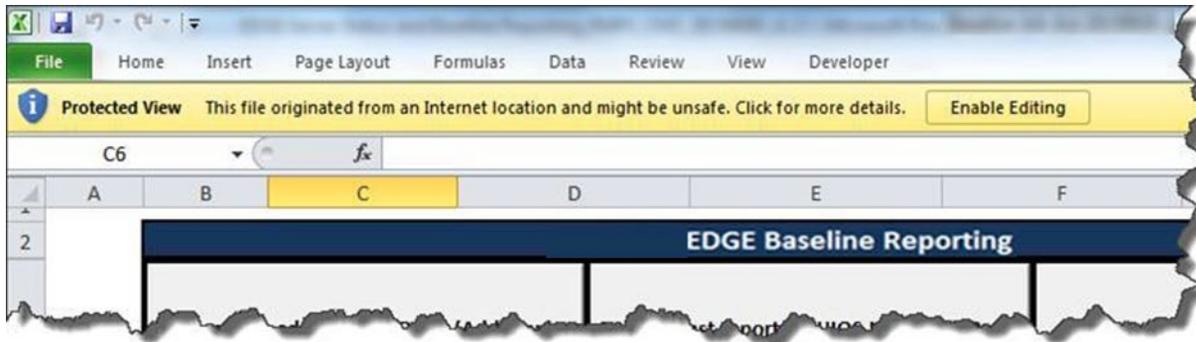
NOTE

Issuers are not required to populate disabled fields in the job aid. Disabled fields will be activated when CMS requires issuers to provide the corresponding data.

Baseline Reporting Job Aid: Overview (continued)

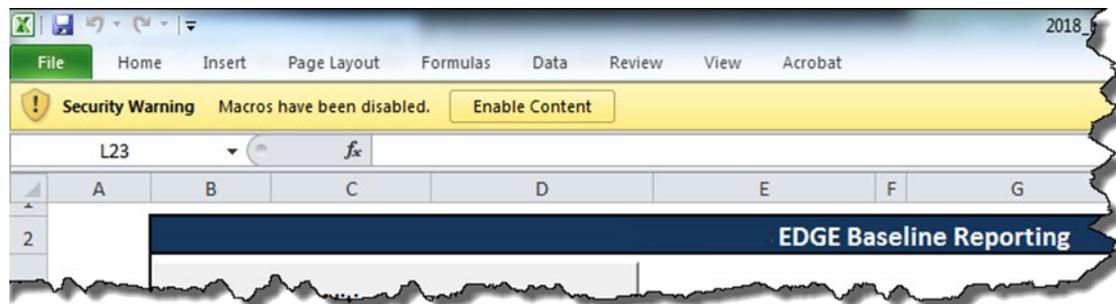
2020 EDGE Baseline Reporting						
Report for additional HIOS ID and market			Create CSV File			
	HIOS ID	Market 1 = Individual Non-Catastrophic 2 = Individual Catastrophic 3 = Small group 4 = Merged	Medical		Rx	
			Total 2020 Paid Claims Count	Total 2020 Paid Claims Amount	Total 2020 Paid Claims Count	Total 2020 Paid Claims Amount
Quarter 1						
Quarter 2						
Quarter 3						
Quarter 4						
Delete Section					Enrollment Count	
					2020 Total Member Months for On-Exchange Policies	
					2020 Total Member Months for Off-Exchange Policies	
					Estimated 2020 Claims Amount to Date	
					Total 2020 Premium Revenue Collected	
					Total 2020 Earned Annualized Premium Revenue	
					Total Cross-Year Medical Claims Count	
					Total Cross-Year Rx Claims Count	
					2020 Risk Score Estimate	
					Number of Enrollees Expected to have High Cost Risk Pools (HCRP)	
				Potential Estimated HCRP Payment by Market		
				Will you be submitting supplemental diagnosis files?		

Baseline Reporting Job Aid: Overview (continued)



Enable Editing:
Select the **Enable Editing** button in the yellow ribbon at the top of the page.

Enable Macros:
Select the **Enable Content** button in the yellow ribbon at the top of the page.



Baseline Reporting Job Aid: Entering HIOS ID Information

- Enter HIOS ID information starting for Quarter 1.
 1. Enter a five (5)-digit HIOS ID. This must be a valid 2020 HIOS ID. The HIOS ID entered for Quarter 1 will be carried through Quarter 4.
 2. Select the Market type from the drop-down menu. The Market type selected for Quarter 1 will be carried through Quarter 4.
 3. Enter the Total Paid Medical Claims Count.
 4. Enter the Total Paid Medical Claims Amount.
 5. Enter the Total Paid Pharmacy Claims Count.
 6. Enter the Total Paid Pharmacy Claims Amount.

	HIOS ID	Market 1 = Individual Non-Catastrophic 2 = Individual Catastrophic 3 = Small group 4 = Merged	Medical		Rx	
			Total 2020 Paid Claims Count	Total 2020 Paid Claims Amount	Total 2020 Paid Claims Count	Total 2020 Paid Claims Amount
Quarter 1	1	2	3	4	5	6
Quarter 2						
Quarter 3						
Quarter 4						

Baseline Reporting Job Aid: Entering HIOS ID Information (continued)

7. Enter the Enrollment Count.
8. Enter the Total Member Months for On-Exchange Policies.
9. Enter the Total Member Months for Off-Exchange Policies.
10. Enter the Estimated Claims Amount to Date.

Enrollment Count	7
2020 Total Member Months for On-Exchange Policies	8
2020 Total Member Months for Off-Exchange Policies	9
Estimated 2020 Claims Amount to Date	10

Baseline Reporting Job Aid: Entering HIOS ID Information (continued)

11. Enter the Total Premium Revenue Collected.
12. Enter the Total Earned Annualized Premium Revenue.
13. Enter the Total Cross-Year Medical Claims Count.
14. Enter the Total Cross-Year Rx Claims Count.

Total 2020 Premium Revenue Collected	11
Total 2020 Earned Annualized Premium Revenue	12
Total Cross-Year Medical Claims Count	13
Total Cross-Year Rx Claims Count	14

Baseline Reporting Job Aid: Entering HIOS ID Information (continued)

- 15. Enter the Risk Score Estimate. This field is available during the third collection period only.
- 16. Enter the Number of Enrollees Expected to Have High-Cost Risk Pool (HCRP).
- 17. Enter the Potential Estimated HCRP Payment by Market.
- 18. Select **Yes** or **No** to indicate if you will be submitting Supplemental Diagnosis Files.

2020 Risk Score Estimate	15
Number of Enrollees Expected to have High Cost Risk Pools (HCRP)	16
Potential Estimated HCRP Payment by Market	17
Will you be submitting supplemental diagnosis files?	18

Yes
No



Reminder

A selection of **Yes** will not require a company to submit supplemental files.

Baseline Reporting Job Aid: Adding HIOS ID and Market Information

Report for additional HIOS ID and market



- Select the **Report for additional HIOS ID and market** button to add as many additional HIOS ID/Markets as necessary.
- A new block within the Excel workbook will be added to enter information for all four quarters.

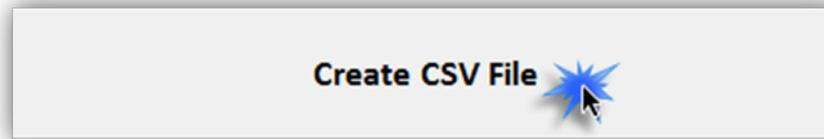
Baseline Reporting Job Aid: Removing HIOS ID/Market Information



- Select the **Delete Section** button to delete an individual block of HIOS ID, market, claims, and additional information fields.
 - The Job Aid will remove a block within the Excel workbook, which will include Quarters 1-4, information, along with the questions.
- Remove as many additional HIOS IDs/markets as necessary.

Baseline Reporting Job Aid: Reviewing and Creating the CSV File

- Review the HIOS ID and market information you have entered into the Job Aid.
- Select the **Create CSV File** button.
 - The workbook will display all relevant records that contain an error.
 - All identified errors must be corrected before the Job Aid will create the CSV file.
 - When saving the CSV file on your computer, you will be prompted to select a location and file name for the CSV file.



Saving the spreadsheet using the CSV file extension will **NOT** create a CSV file. You must select the **Create CSV File** button in the Job Aid to create the CSV file.

Baseline Reporting Job Aid: Saving the Job Aid

- Locate and select the **Save As** command in Excel.
- The **Save As** dialog box will appear. Select the location where you want to save the Job Aid Excel file.

Baseline Reporting Job Aid: CSV File Upload to Form

- Once the CSV file has been created:
 - Navigate to the web form from the **Baseline** tab in the FM Community.
 - Select the **EDGE Baseline** button to open the web form.
 - Select **CSV File Upload** button to open the *Upload CSV File* page.
 - In the CSV File Upload page, select the **Browse** button to locate the completed CSV file to upload.
 - Select the **Upload CSV File** button to validate the CSV file and move forward to complete the form.
 - Select the **Exit** button to close the window and return to the web form.

Baseline Reporting Job Aid: Verification Summary (CSV) in Form

- Summary Page
- Verify the information entered for each of the listed fields is correct.
 - Select the **Action** links to make corrections.
 - To upload a corrected CSV file, select the **Replace CSV File** button (selecting this option will clear the data uploaded from the original CSV file).
- Select the **Continue** button to navigate to the Attestation page where you will attest to and submit your data.

Returning to Form Inputs

- **Returning to the Form (after previous submissions within the collection period):**
- After accessing FM Community, selecting the **Baseline** tab, and selecting the **EDGE Baseline** button, the *EDGE Baseline* page displays. From this page, you can:
 - View, edit, or delete previously submitted information for a HIOS ID and Market
 - Replace your CSV file
 - Report baselines for another HIOS ID or market
- The web form will navigate to the appropriate page depending on your selection. Once your changes are complete, you must repeat your attestation and receive a confirmation.

Returning to Form Inputs (continued)

- **Please Note:** If you return to the form to edit a HIOS/market after attesting and submitting for all HIOS IDs, the EDGE Edit EDGE Server Baseline Data page will also include Attestation and Ratio Variance (if needed) to streamline the editing process.

Key Dates and Deadlines

Key Dates and Deadlines

Collection Period	Notification Date	Deadline	Data Collection
First Collection	September 8, 2020	September 21, 2020	Quarters 1 and 2
Second Collection	November 9, 2020	November 20, 2020	Quarters 1, 2, and 3
Third Collection	February 1, 2021	February 12, 2021	Quarters 1, 2, 3, and 4

Review and Next Steps

Baseline Reporting: BY2020 Review

- You will need to report EDGE baselines for each HIOS ID by market (unless exempt).
- Baseline reporting will be completed through the web form available in the FM Community.
- A job aid for creating a CSV file is available for reporting baselines for a large number of HIOS IDs.
- Send an email to raripaymentoperations@cms.hhs.gov and include **EDGE Server Baseline** and at least one **HIOS ID** in the subject line for questions regarding the EDGE server baseline reporting process.

Next Steps

- **NOW**

- Collect baseline counts for Enrollment, Medical Claims, Medical Claims Amounts, Pharmacy Claims, and Pharmacy Claims Amounts for Quarter 1 and Quarter 2.
- Consult with your Financial Reviewer/Forecaster.
- Determine the person from your organization who will submit the EDGE Server Baseline Reporting Web Form.

- **LATER**

- Complete the baseline reporting process.

Questions?

- To submit or withdraw questions by phone:
 - Dial “**star(*)**, **pound (#)**” on your phone’s keypad to ask a question.
 - Dial “**star(*)**, **pound (#)**” on your phone’s keypad to withdraw your question.
- Please Note: If you are listening to today’s session through your computer speakers and wish to ask a question, please take a moment to dial 1-866-408-4912 and enter your unique six-digit PIN.
 - Then dial “**star(*)**, **pound (#)**” on your phone’s keypad.

Upcoming Series X Webinar

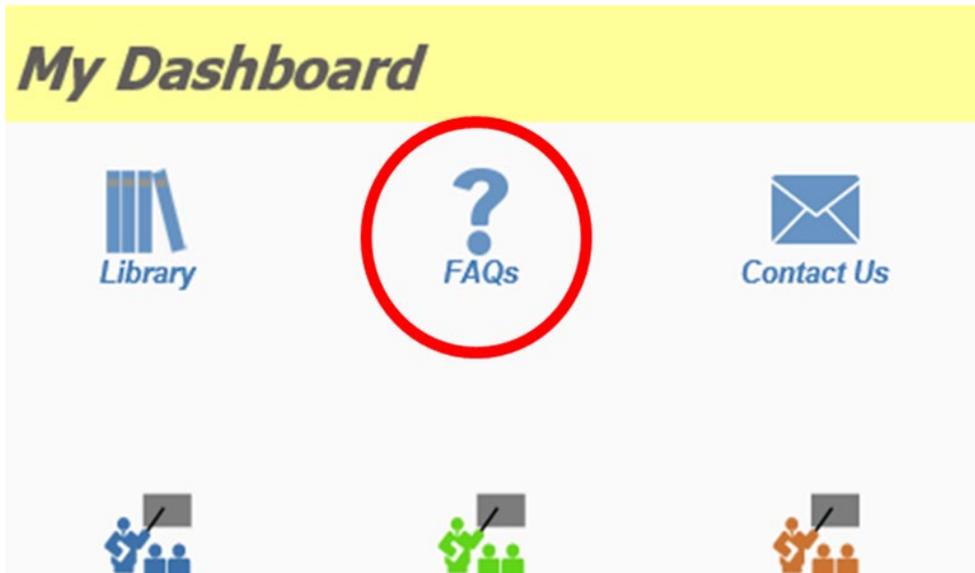
Webinar	Scheduled Event Date
EDGE Server Truncation Requests and EDGE Server Software Stack Web Form	September 8, 2020

Resources

Resources

Resource	Link/Contact Information
Center for Consumer Information and Insurance Oversight (CCIIO)	http://cms.gov/ccio/
Registration for Technical Assistance Portal (REGTAP) <ul style="list-style-type: none">• Registration• Inquiry Tracking and Management System (ITMS)• Resource Library• Frequently Asked Questions (FAQs)	https://www.REGTAP.info/

FAQ Database on REGTAP



The FAQ Database is available at <https://www.regtap.info/>.

- The FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary categories, Benefit Year, and Publish Date.

FAQ Search

FAQ ID Enter single FAQ ID or multiple IDs (1-10 or 15,18,87)

Keyword/Phrase

Program Area
Select All
ACA Financial Appeals
Agent Broker
Distributed Data Collection (DDC) for RA Including HCRP/EDGE Server
Enhanced Direct Enrollment
Enrollment and Eligibility
Event Registration and Logistics
HHS-Operated Risk Adjustment Data Validation (RADV)
High Cost Risk Pool (HCRP)

Primary Category

Secondary Category

Benefit Year

Publish Date
Start Date End Date

FAQs to Display: Current FAQs Only
 Retired FAQs Only
 All FAQs (Current and Retired)

DDC/EDGE Server Resource Page

- The DDC/EDGE Server Resource Page provides central access to job aids, announcements, documentation, FAQs, deadlines, and other resources.
- To access the DDC/EDGE Server Resource Page, click on the Program Area Pages icon on 'My Dashboard' or access the page at <https://www.REGTAP.info/ddc.php>.



Distributed Data Collection (DDC) for Risk Adjustment (RA) Including High Cost Risk Pool (HCRP)/EDGE Server [Get Adobe Reader](#)

2018 RA Default Charge Data Submission
 March 5 - April 12, 2019 (Deadline - 11:59 p.m. ET)

Days Left
28

EDGE 30.0 Released to Test and Production Zones

MARCH
29

EDGE SERVER TIMELINE
 click image to enlarge

Welcome to the Distributed Data Collection (DDC) for Risk Adjustment (RA) Including High Cost Risk Pool (HCRP)/EDGE Server page designed to assist you with locating accurate and valuable information regarding External Data Gathering Environment (EDGE) server data submission.

CMS conducts the EDGE Server Webinar Series training sessions with the purpose of providing issuers with additional information related to data submission, testing, timelines, submission scenarios, and any additional guidance related to the data submission or blackout periods.

Please visit [CCIO's Regulation and Guidance Page](#) for further guidance.

TOPICS OF INTEREST

[REFERENCE TABLE UPDATES](#) [BASELINE SUBMISSION](#)
[DATA SUBMISSION](#) [ENROLLMENT SUBMISSION](#)
[MEDICAL SUBMISSION](#) [PHARMACY SUBMISSION](#)
[SUPPLEMENTAL SUBMISSION](#)

EDGE Core Resources

[EDGE Server Operations & Maintenance Manual \(O&MM\) V 4.0](#) [EDGE Server Business Rules \(ESBR\) V 11.0](#) [Interface Control Document \(ICD\) V 02.01.15](#) [EDGE Server Mailbox Assistance](#)

[View More](#)

DDC/EDGE Server Resource Page

(continued)

TOPICS OF INTEREST

[REFERENCE TABLE UPDATES](#) [BASELINE SUBMISSION](#)
[DATA SUBMISSION](#) [ENROLLMENT SUBMISSION](#)
[MEDICAL SUBMISSION](#) [PHARMACY SUBMISSION](#)
[SUPPLEMENTAL SUBMISSION](#)

EDGE Core Resources

<p>EDGE Server Operations & Maintenance Manual (O&MM) V 3.0</p> 	<p>EDGE Server Business Rules (ESBR) V 10.0</p> 	<p>Interface Control Document (ICD) V 02.01.15</p> 	<p>EDGE Server Mailbox Assistance</p> 
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[View More](#)

- For quick access to related documentation, users can find resources organized by Topics of Interest, such as ‘Medical Submission’ or ‘Registration’.
- Users can also register for active EDGE Server training series, contact CMS, provide feedback, and more.

NEW TO REGISTRATION?
click the button below

REGISTER
for next event session 

DO YOU HAVE FEEDBACK?
click the button below

PROVIDE FEEDBACK
to DDC 

Closing Remarks

Closing Remarks

- Immediately following this session you will be directed to complete a survey.
 - Please take a moment to submit any ideas, suggestions, or feedback you may have regarding DDC EDGE Server Series X.