



Centers for Medicare & Medicaid Services

EDGE RADC Reporting Web Form

User Guide

March 2020



EDGE RADC Reporting Web Form User Guide

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1 Introduction

Issuers, with at least one HIOS ID/market selected to receive a Risk Adjustment Default Charge (RADC) for the current benefit year, are required to complete the BY 2019 EDGE RADC Reporting web form. FM Users will return to the FM Community and report the Billable Member Months for each Rate and Benefits Information System (RBIS) Plan ID in the elected state market risk pool.

The 2019 EDGE RADC Reporting window opens March 9, 2020 and closes March 27, 2020 at 11:59 pm ET. The EDGE RADC Reporting web form requires completion in a single session. CMS suggests collecting all necessary information before initiating the process, since information cannot be saved in the web form



Note: If the Submitter's contact information has changed, update the Maintenance tab in FM Community prior to completing the web form.

This guide describes each section of the BY 2019 EDGE RADC Reporting web form and provides instructions to complete the RADC reporting process.



Note: The FM Community is optimized for use with Google Chrome™ or Firefox®. Some web form features, such as error messaging, may not function properly in Internet Explorer®.

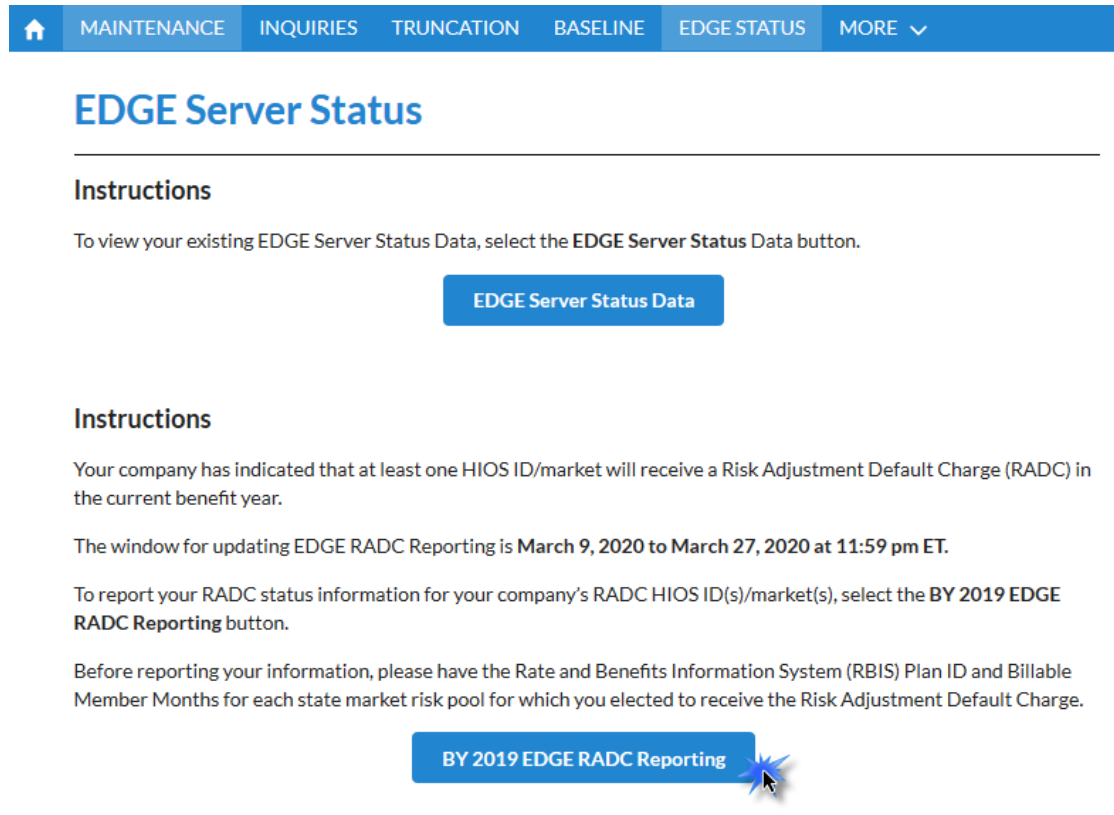
2 EDGE Server Status Tab

To access the BY 2019 EDGE RADC Reporting web form, log into the FM Community and select the *EDGE Server Status* tab. Select the **BY 2019 EDGE RADC Reporting** button in the EDGE RADC Reporting section to navigate to the *Risk Adjustment Default Charge Information* page of the web form (refer to [Section 3](#)).



Note: The EDGE RADC Reporting button displays only if your company has indicated that at least one HIOS ID/market will receive a RADC for the current benefit year.

Figure 1: EDGE Server Status Tab



EDGE Server Status

Instructions

To view your existing EDGE Server Status Data, select the **EDGE Server Status Data** button.

EDGE Server Status Data

Instructions

Your company has indicated that at least one HIOS ID/market will receive a Risk Adjustment Default Charge (RADC) in the current benefit year.

The window for updating EDGE RADC Reporting is **March 9, 2020 to March 27, 2020 at 11:59 pm ET.**

To report your RADC status information for your company's RADC HIOS ID(s)/market(s), select the **BY 2019 EDGE RADC Reporting** button.

Before reporting your information, please have the Rate and Benefits Information System (RBIS) Plan ID and Billable Member Months for each state market risk pool for which you elected to receive the Risk Adjustment Default Charge.

BY 2019 EDGE RADC Reporting

3 Risk Adjustment Default Charge Information Page

The *Risk Adjustment Default Charge Information* page ([Figure 2](#)) contains the company's RADC-elected HIOS ID(s) and market(s). The company responded to receive a RADC for these HIOS ID(s) and market(s) for one of the following reasons:

- It has, or will have, 500 or fewer Billable Member Months statewide and will be assessed a lower RADC.
- It has, or will have, more than 500 Billable Member Months and will be assessed a RADC.

The *Risk Adjustment Default Charge Information* page allows FM users to enter Billable Member Months for each RBIS Plan ID. Information about how to calculate billable member months can be found in the Risk Score CBT available in the REGTAP Library (Part 1 of the Risk Score CBT is available at

http://cbt.regtap.info/cbt/regtap/RA_RiskScores_Part1_5CR_101019/story_html5.html?lms=1;



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and Part 2 of the Risk Score CBT is available at

http://cbt.regtap.info/cbt/regtap/RA_RiskScores_Part2_v2_5CR_101119/story_html5.html?lms=1).

FM users may also add a missing RBIS Plan ID, if needed (refer to [Section 3.1](#)).

Figure 2: Risk Adjustment Default Charge Information Page

Risk Adjustment Default Charge Information

[Guidance](#)

Instructions

Your company has indicated that it does not intend to submit EDGE data in at least one state market risk pool for benefit year 2019 and therefore elects to receive the Risk Adjustment Default Charge (RADC) for the HIOS ID(s) and market(s) in the table below for one of the following reasons:

- It has, or will have 500 or fewer billable member months statewide in 2019 and will be assessed a lower RADC.
- It has, or will have, more than 500 billable member months and will be assessed a RADC.

Company Name: ABC Company

Billable Member Month Information

Enter the **Billable Member Months** for each Rate and Benefits Information System (RBIS) Plan ID listed by HIOS ID and market. If there are no Billable Member Months for the RBIS Plan ID, enter zero.

To add a missing RBIS Plan ID to the table below, select the **Add Plan ID** button. After adding an RBIS Plan ID, you can select the **Delete** link in the Action column to delete that RBIS Plan ID row.

Note: If an RBIS Plan ID in the table is incorrect, please contact raripaymentoperations@cms.hhs.gov.

The red asterisk (*) indicates required fields.

Add Plan ID

HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID	*Billable Member Months	Action
12100	FL	Individual Non-Catastrophic	12100FL3456789		
12100	FL	Small Group	12100FL3456782		
12101	VT	Merged	12101VT3456771		

Form Navigation

Select the **Exit** button to close the web form. All information entered up to this point will be lost.

Select the **Continue** button to advance to the next page of the web form. This button is selected when you finish entering your Billable Member Months on this page and if you have no additional Plan IDs to add.

Exit

Continue

Follow these steps to report Billable Member Month information on the *Risk Adjustment Default Charge Information* page:

1. Review the information in the Billable Member Month Information table.



Note: If an RBIS Plan ID in the table is incorrect, please contact raripaymentoperations@cms.hhs.gov.

2. Enter the Billable Member Months for each HIOS RBIS Plan ID listed in each market. If there are no Billable Member Months for the RBIS Plan ID, enter zero.

Figure 3: Billable Member Month Column

HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID	* Billable Member Months	Action
12100	FL	Individual Non-Catastrophic	12100FL3456789	535	
12100	FL	Small Group	12100FL3456782	0	
12101	VT	Merged	12101VT3456771	272	

3. Upon completion, review the Billable Member Month Information table. Select the **Delete** link to delete any Issuer-added RBIS Plan ID, if necessary.

Figure 4: Delete Link

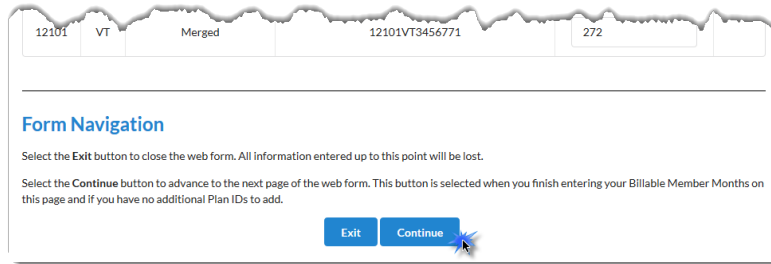
HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID	* Billable Member Months	Action
12100	FL	Individual Non-Catastrophic	12100FL3456789	535.00000000	
12100	FL	Small Group	12100FL3456782	0.00000000	
12100	FL	Small Group	12100FL5674321	232.00000000	Delete
12101	VT	Merged	12101VT3456771	272.00000000	



Note: The Delete link is only applicable to Issuer-added RBIS Plan IDs. Refer to [Section 3.1](#) for instructions on adding a missing RBIS Plan ID.

4. Select the **Continue** button. The system navigates to the *Summary* page.

Figure 5: Continue Button



The screenshot shows a web form with a header containing fields for Plan ID (12101), State (VT), Merged status, and a long alphanumeric string (12101VT3456771). Below the header is a section titled "Form Navigation" with instructions: "Select the Exit button to close the web form. All information entered up to this point will be lost." and "Select the Continue button to advance to the next page of the web form. This button is selected when you finish entering your Billable Member Months on this page and if you have no additional Plan IDs to add." At the bottom of this section are two buttons: "Exit" and "Continue". A mouse cursor is pointing at the "Continue" button.



Warning: Do not select Continue until all Billable Member Months are entered for all RBIS Plan IDs.

3.1 Adding RBIS Plan IDs

If an RBIS Plan ID is missing from the *Risk Adjustment Default Charge Information* page, you can add it to the Billable Member Month Information table one RBIS Plan ID at a time.

Follow these steps to add a missing RBIS Plan ID:



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1. On the *Risk Adjustment Default Charge Information* page, select the **Add Plan ID** button to navigate to the *Add RBIS Plan ID* page.

Figure 6: Add Plan ID Button

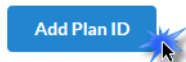
Billable Member Month Information

Enter the **Billable Member Months** for each Rate and Benefits Information System (RBIS) Plan ID listed by HIOS ID and market. If there are no Billable Member Months for the RBIS Plan ID, enter zero.

To add a missing RBIS Plan ID to the table below, select the **Add Plan ID** button. After adding an RBIS Plan ID, you can select the **Delete** link in the Action column to delete that RBIS Plan ID row.

Note: If an RBIS Plan ID in the table is incorrect, please contact rarpaymentoperations@cms.hhs.gov.

The red asterisk (*) indicates required fields.



HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID i	* Billable Member Months	Action
12100	FL	Individual Non-Catastrophic	12100FL3456789	535	
12100	FL	Small Group	12100FL3456782	0	
12101	VT	Merged	12101VT3456771	272	

2. Enter the HIOS ID.

Figure 7: HIOS ID Field

Add RBIS Plan ID

Guidance

Instructions

Add an RBIS Plan ID that was missing from **Risk Adjustment Default Charge Information** page by entering the required fields in the table.

If you have an RBIS Plan ID to report for a HIOS ID and Market that is not listed on the Billable Member Month Information table, it will not be possible to add it here. If you need to add a HIOS ID and Market for reporting RADC Billable Member Months contact raripaymentoperations@cms.hhs.gov. Indicate the HIOS ID and Market that you need to add.

Select the **Continue** button to save and return to the **Risk Adjustment Default Charge Information** page. Select **Cancel** to discard changes and return to the **Risk Adjustment Default Charge Information** page.

Company Name: ABC Company

The red asterisk (*) indicates required fields.

* HIOS ID	* Market	* Rate and Benefits Information System (RBIS) Plan ID ⓘ	* Billable Member Months
12100	--None--		

Form Navigation

Select the **Cancel** button to return to the previous page.

Select the **Continue** button to add this RBIS Plan ID information.



Note: It is not possible to report an RBIS Plan ID for a HIOS ID and Market that is not listed on the Billable Member Months Information table. Contact raripaymentoperations@cms.hhs.gov to add a HIOS ID and Market for reporting Billable Member Months.

3. Select the market type from the Market dropdown menu.

Figure 8: Market Dropdown Menu

The red asterisk (*) indicates required fields.

* HIOS ID	* Market	* Rate and Benefits Information System (RBIS) Plan ID ⓘ	* Billable Member Months
12100	--None-- --None-- Individual Non-Catastrophic Catastrophic Small Group Merged		

Form Navigation

Select the **Cancel** button to return to the previous page.

Select the **Continue** button to add this RBIS Plan ID information.

Cancel **Continue**

4. Enter the RBIS Plan ID.

Figure 9: RBIS Plan ID Field

The red asterisk (*) indicates required fields.

* HIOS ID	* Market	* Rate and Benefits Information System (RBIS) Plan ID ⓘ	* Billable Member Months
12100	Small Group	12100FL5674321	

Form Navigation

Select the **Cancel** button to return to the previous page.

Select the **Continue** button to add this RBIS Plan ID information.

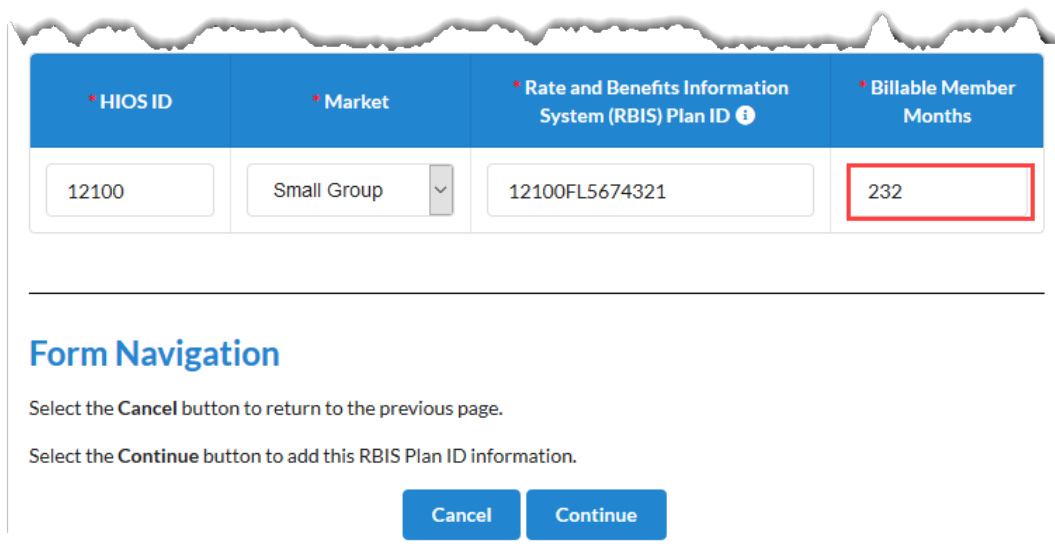
Cancel **Continue**



Note: The RBIS Plan ID is a 14 character alphanumeric code formatted as the 5 digit HIOS ID + 2 letter State + 3 digit Product ID + 4 digit plan ID. For example, 11111MD1234567.

5. Enter the Billable Member Months for the new RBIS Plan ID. Enter zero if there are no Billable Member Months for the RBIS Plan ID.

Figure 10: Billable Member Month Column



* HIOS ID	* Market	* Rate and Benefits Information System (RBIS) Plan ID ⓘ	* Billable Member Months
12100	Small Group ▼	12100FL5674321	232

Form Navigation

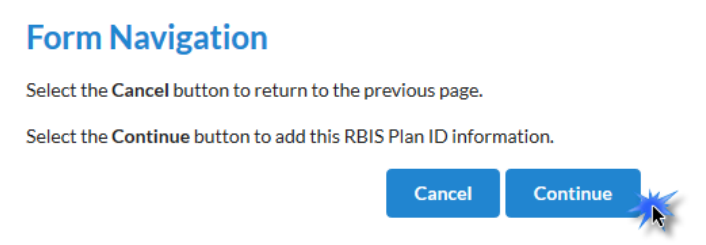
Select the **Cancel** button to return to the previous page.

Select the **Continue** button to add this RBIS Plan ID information.

Cancel **Continue**

6. Select the **Continue** button to navigate to the *Risk Adjustment Default Charge Information* page.

Figure 11: Continue Button



Form Navigation

Select the **Cancel** button to return to the previous page.

Select the **Continue** button to add this RBIS Plan ID information.

Cancel **Continue**

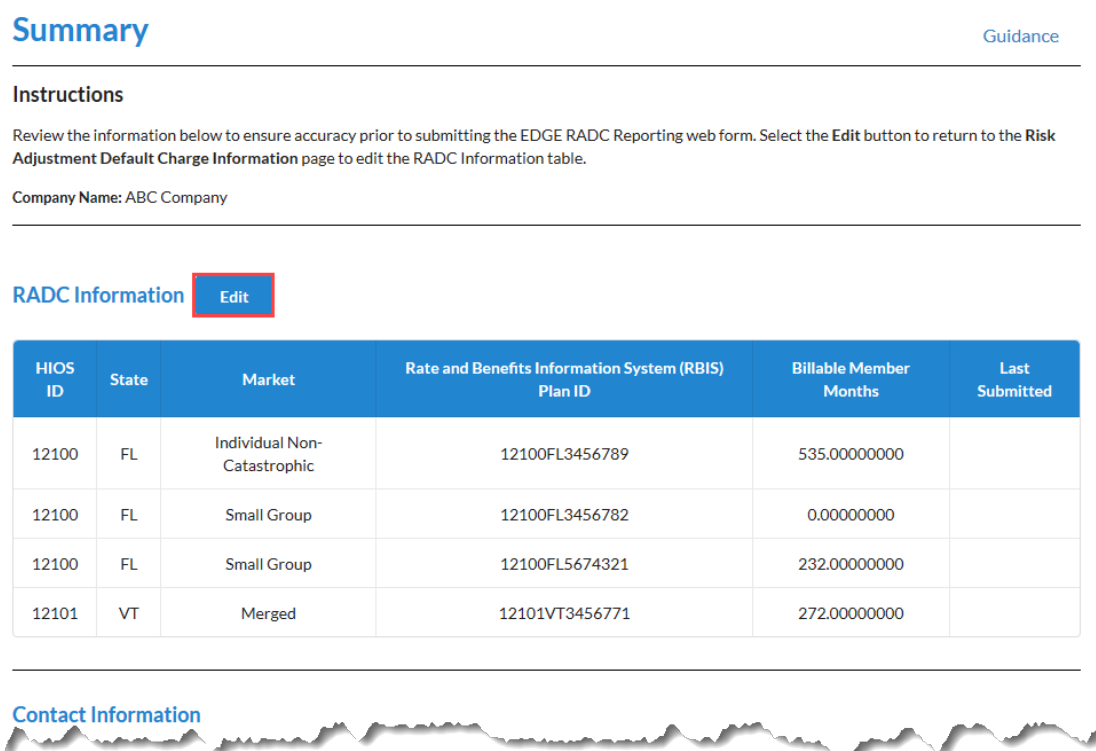
4 Summary Page

The *Summary* page provides an option to edit a record in the RADC Information table. The *Summary* page prepopulates the Submitter contact information from FM Community records.

Follow these steps to review the *Summary* page:

1. Review the RADC Information table to confirm each RBIS Plan ID is correct.
2. Select the **Edit** button, if necessary. Refer to [Section 7](#).

Figure 12: Edit Button



Summary Guidance

Instructions

Review the information below to ensure accuracy prior to submitting the EDGE RADC Reporting web form. Select the **Edit** button to return to the **Risk Adjustment Default Charge Information** page to edit the RADC Information table.

Company Name: ABC Company

RADC Information Edit

HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID	Billable Member Months	Last Submitted
12100	FL	Individual Non-Catastrophic	12100FL3456789	535.00000000	
12100	FL	Small Group	12100FL3456782	0.00000000	
12100	FL	Small Group	12100FL5674321	232.00000000	
12101	VT	Merged	12101VT3456771	272.00000000	

Contact Information

3. Review the Submitter User Information table.

Figure 13: Submitter User Information Table

Contact Information

Submitter User Information

First Name	Last Name	Email Address	Job Title	Phone Number	Phone Extension
Belle	Booker	bbooker@email.com	consultant	(555) 444-3333	342

Note: If the Submitter User Information is incorrect, you must exit the form and make updates in the Maintenance tab.

Form Navigation

Select the **Exit** button to close the web form. All information entered up to this point will be lost.

Select the **Continue** button to advance to the next page of the web form.

Exit

Continue



Note: If the Submitter contact information is incorrect, you must exit the form and make updates in the Maintenance tab of the FM Community.

- Select the **Continue** button to navigate to the *Attestation* page.

Figure 14: Continue Button

Form Navigation

Select the **Exit** button to close the web form. All information entered up to this point will be lost.

Select the **Continue** button to advance to the next page of the web form.

Exit

Continue

5 Attestation Page

The *Attestation* page requires an individual with the authority to legally and financially bind the company attest to the information submitted in the web form.

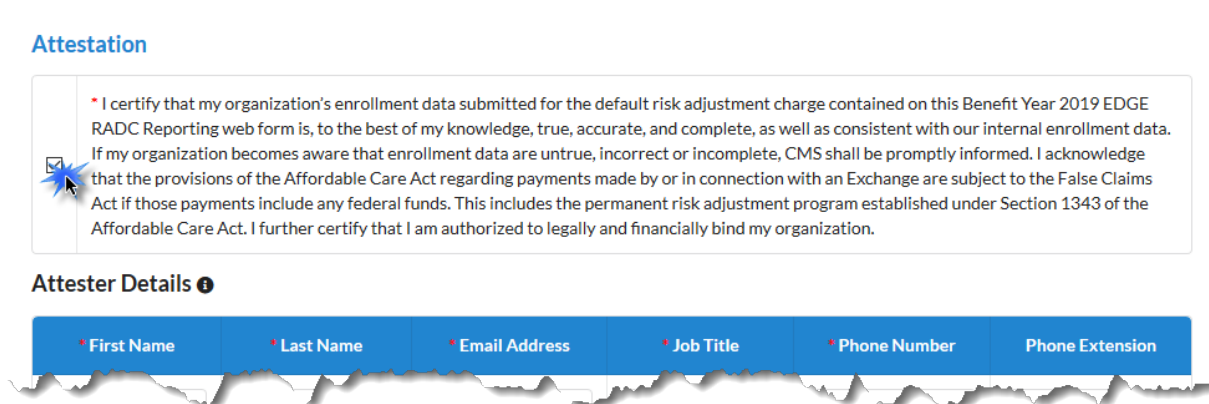


Note: The individual completing the web form does not need to be the attester; however, the attester must be aware of the EDGE RADC Reporting filing prior to the submission of this form.

Follow these steps to complete the *Attestation* page:

1. Thoroughly review the Attestation instructions and statement.
2. Select the check box next to the Attestation statement.

Figure 15: Attestation Statement Checkbox



Attestation

☒ I certify that my organization's enrollment data submitted for the default risk adjustment charge contained on this Benefit Year 2019 EDGE RADC Reporting web form is, to the best of my knowledge, true, accurate, and complete, as well as consistent with our internal enrollment data. If my organization becomes aware that enrollment data are untrue, incorrect or incomplete, CMS shall be promptly informed. I acknowledge that the provisions of the Affordable Care Act regarding payments made by or in connection with an Exchange are subject to the False Claims Act if those payments include any federal funds. This includes the permanent risk adjustment program established under Section 1343 of the Affordable Care Act. I further certify that I am authorized to legally and financially bind my organization.

Attester Details ⓘ

* First Name	* Last Name	* Email Address	* Job Title	* Phone Number	Phone Extension

3. Complete the Attester Details fields with the following information:

- First Name
- Last Name
- Email Address
- Job Title
- Phone Number
- Phone Extension (as necessary)



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4. Select the **Submit** button to complete the web form and navigate to the *Confirmation* page.

Figure 16: Submit Button

☒ * I certify that my organization's enrollment data submitted for the default risk adjustment charge contained on this Benefit Year 2019 EDGE RADC Reporting web form is, to the best of my knowledge, true, accurate, and complete, as well as consistent with our internal enrollment data. If my organization becomes aware that enrollment data are untrue, incorrect or incomplete, CMS shall be promptly informed. I acknowledge that the provisions of the Affordable Care Act regarding payments made by or in connection with an Exchange are subject to the False Claims Act if those payments include any federal funds. This includes the permanent risk adjustment program established under Section 1343 of the Affordable Care Act. I further certify that I am authorized to legally and financially bind my organization.

Attester Details ⓘ

* First Name	* Last Name	* Email Address	* Job Title	* Phone Number	Phone Extension
Ariel	Fishman	aman@email.com	Analyst	(333) 333-3333	

Form Navigation

Select the **Back** button to discard your changes and return to the Summary page.

Select the **Exit** button to exit the web form. All information entered up to this point will be lost.

Select the **Submit** button to submit the EDGE RADC Reporting web form.

Back **Exit** **Submit**



6 Confirmation Page

An acknowledgement email is sent to the Submitter, Attester, and FM User email addresses. The PDF generated *Confirmation* page is the formal documentation of your submission and will not be attached to the acknowledgment email. This is the only opportunity to print or save a copy for your records.

Select the **PDF** button to print and/or save the confirmation for your records.

Figure 17: PDF Button

Confirmation

Warning: Please print the PDF for your records before selecting the Exit button.

Thank you for your submission.

Print and save the PDF document for your records; it is formal confirmation of attestation and submission of the BY 2019 EDGE RADC Reporting for all applicable HIOS IDs. Please direct any questions to raripaymentoperations@cms.hhs.gov.

Submission End Time: 2/17/2020 6:18 PM

An acknowledgement email has been sent to the following email addresses:

afishman@email.com
bbooker@email.com

Print/Save

Select the **PDF** button to generate a PDF confirmation that contains your EDGE RADC Reporting information. Please print and save this document for your records.



Form Navigation

Select the **Exit** button to close the browser tab and return to the **EDGE Status** tab.

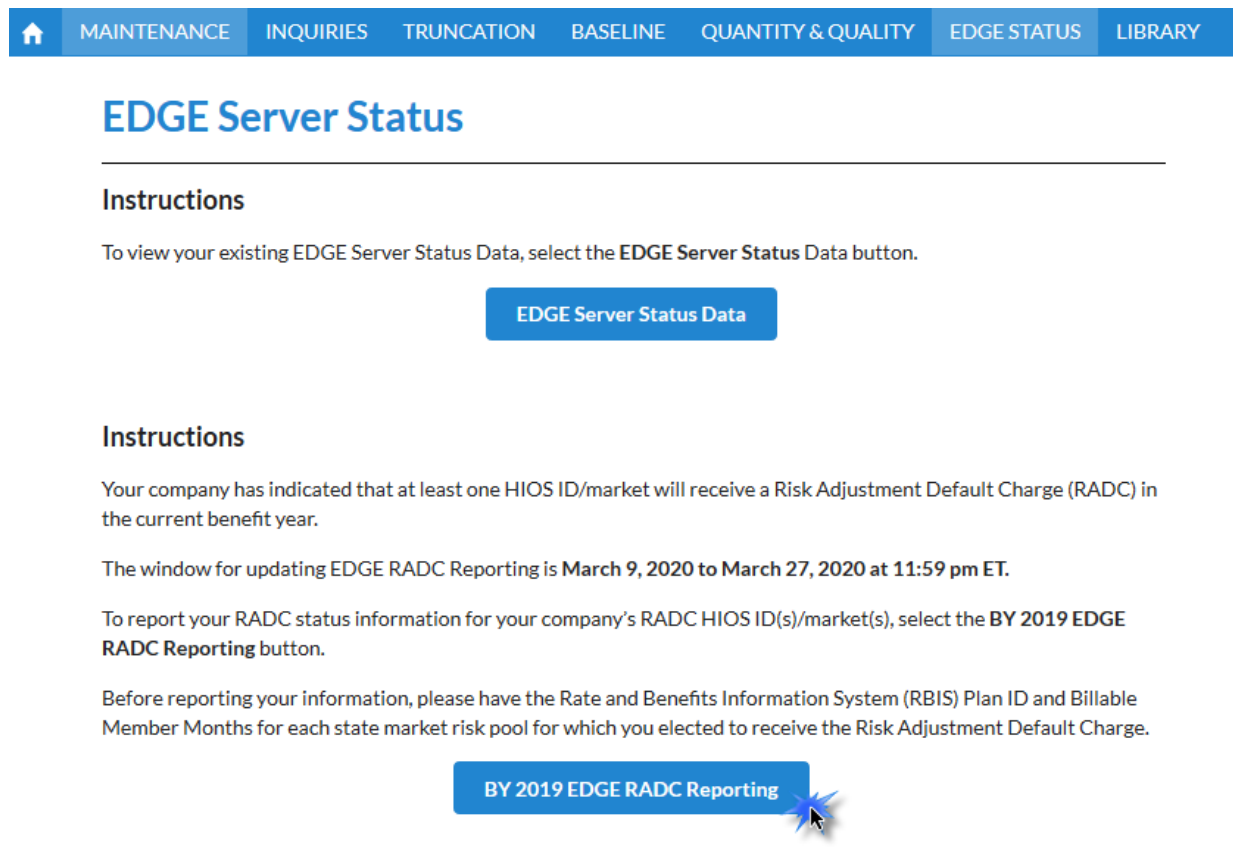


7 Edit an RBIS Plan ID

You may edit a previously submitted EDGE RADC Reporting web form while the submission window is open. Follow these steps to edit a previously submitted EDGE RADC Reporting web form:

1. Select the **BY 2019 EDGE RADC Reporting** button on the EDGE Server Status tab to navigate to the *Summary* page.

Figure 18: EDGE Server Status Tab



The screenshot shows the 'EDGE Server Status' web form. At the top is a navigation bar with tabs: MAINTENANCE, INQUIRIES, TRUNCATION, BASELINE, QUANTITY & QUALITY, EDGE STATUS (selected), and LIBRARY. Below the navigation bar is the title 'EDGE Server Status'. Underneath is an 'Instructions' section with the text: 'To view your existing EDGE Server Status Data, select the **EDGE Server Status Data** button.' Below this text is a blue button labeled 'EDGE Server Status Data'. Further down is another 'Instructions' section with the text: 'Your company has indicated that at least one HIOS ID/market will receive a Risk Adjustment Default Charge (RADC) in the current benefit year. The window for updating EDGE RADC Reporting is **March 9, 2020 to March 27, 2020 at 11:59 pm ET.** To report your RADC status information for your company's RADC HIOS ID(s)/market(s), select the **BY 2019 EDGE RADC Reporting** button. Before reporting your information, please have the Rate and Benefits Information System (RBIS) Plan ID and Billable Member Months for each state market risk pool for which you elected to receive the Risk Adjustment Default Charge.' Below this text is a blue button labeled 'BY 2019 EDGE RADC Reporting' with a mouse cursor clicking on it.

- On the *Summary* page, select the **Edit** button to navigate to the *Risk Adjustment Default Charge Information* page.

Figure 19: Edit Button

Summary

[Guidance](#)

Instructions

Review the information below to ensure accuracy prior to submitting the EDGE RADC Reporting web form. Select the **Edit** button to return to the *Risk Adjustment Default Charge Information* page to edit the RADC Information table.

Company Name: ABC Company

RADC Information

Edit

HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID	Billable Member Months	Last Submitted
12100	FL	Individual Non-Catastrophic	12100FL3456789	535.00000000	02/17/2020
12100	FL	Small Group	12100FL3456782	0.00000000	02/17/2020
12100	FL	Small Group	12100FL5674321	232.00000000	02/17/2020
12101	VT	Merged	12101VT3456771	272.00000000	02/17/2020

- Review the information in the Billable Member Month Information table.



Note: If an RBIS Plan ID in the table is incorrect, please contact rarpaymentoperations@cms.hhs.gov.

- Enter the Billable Member Months for each HIOS RBIS Plan ID in each market. If there are no Billable Member Months for the RBIS Plan ID, enter zero.

Figure 20: Billable Member Month Column

HIOS ID	State	Market	Rate and Benefits Information System (RBIS) Plan ID ⓘ	* Billable Member Months	Action
12100	FL	Individual Non-Catastrophic	12100FL3456789	535.000000C	
12100	FL	Small Group	12100FL3456782	353	
12100	FL	Small Group	12100FL5674321	232.000000C	Delete
12101	VT	Merged	12101VT3456771	272.000000C	



Note: The Delete Link is only applicable to Issuer-added RBIS Plan IDs. Refer to [Section 3.1](#) for instructions on adding a missing RBIS Plan ID.

- Select the **Continue** button to navigate to the *Summary* page ([Section 4](#)). After reviewing the *Summary* page, navigate to the *Attestation* page ([Section 5](#)) to complete the Attestation again, and then the *Confirmation* page ([Section 6](#)).

Figure 21: Continue Button

12101

VT

Merged

12101VT3456771

272.000000C

Form Navigation

Select the **Cancel** button to return to the previous page.

Select the **Exit** button to close the web form. All information entered up to this point will be lost.

Select the **Continue** button to advance to the next page of the web form. This button is selected when you finish entering your Billable Member Months on this page and if you have no additional Plan IDs to add.

Cancel

Exit

Continue



Appendix: Record of Changes

Version Number	Date	Description of Change
1.0	03/05/2020	Updated for BY 2019