DISTRIBUTED DATA COLLECTION (DDC): 2017 EDGE Server Baseline Reporting

September 19, 2017

Health Insurance Marketplace Program Training Series

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

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Agenda

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Purpose

This External Data Gathering Environment (EDGE) server baseline reporting 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

Session Guidelines

- This is a 90-minute webinar session.
- For questions regarding content, please submit inquiries to: raripaymentoperations@cms.hhs.gov.
  - Include EDGE server and the Health Insurance Oversight System (HIOS) ID in the subject line.
- For questions regarding logistics and registration, please contact the Registrar at: (800) 257-9520.

Intended Audience

- Health Insurance Issuers
- Plan Sponsors
- Third Party Administrators (TPAs)

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 is meeting quantity and quality requirements/thresholds.

How is Baseline Data Submitted?

For the 2017 Benefit Year, CMS is collecting baseline data through a web form format.

When is Baseline Data Submitted?

Baseline data is submitted three (3) times for the 2017 Benefit Year. The first baseline data submission is September 25, 2017 through October 10, 2017.

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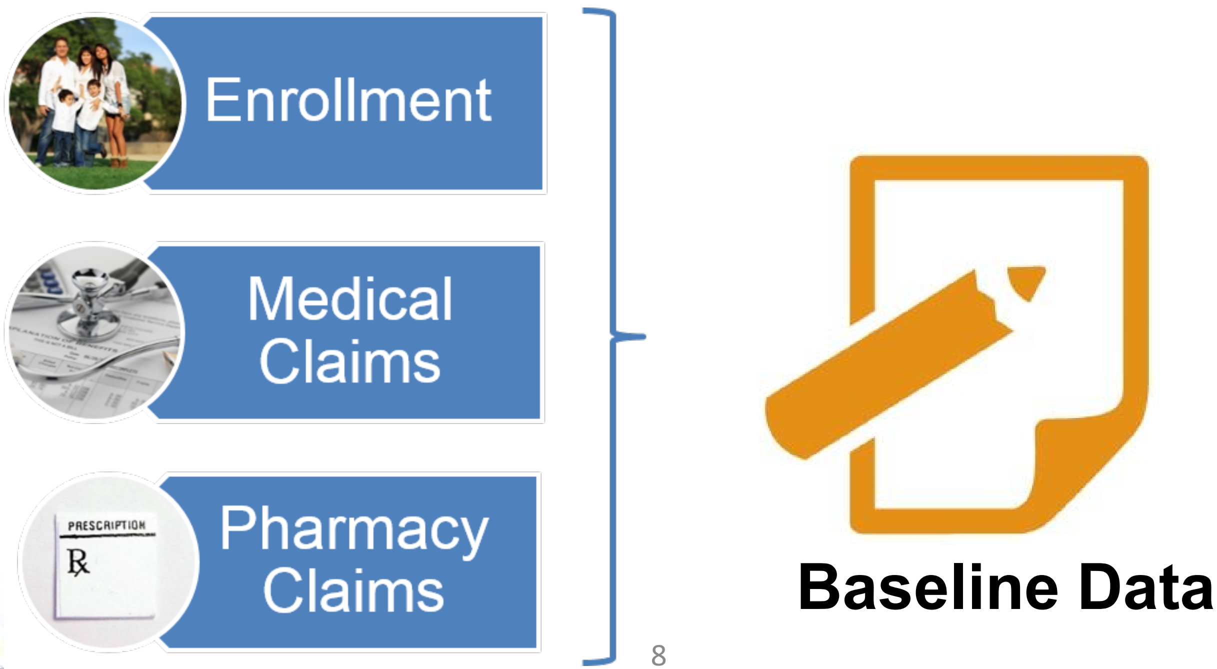
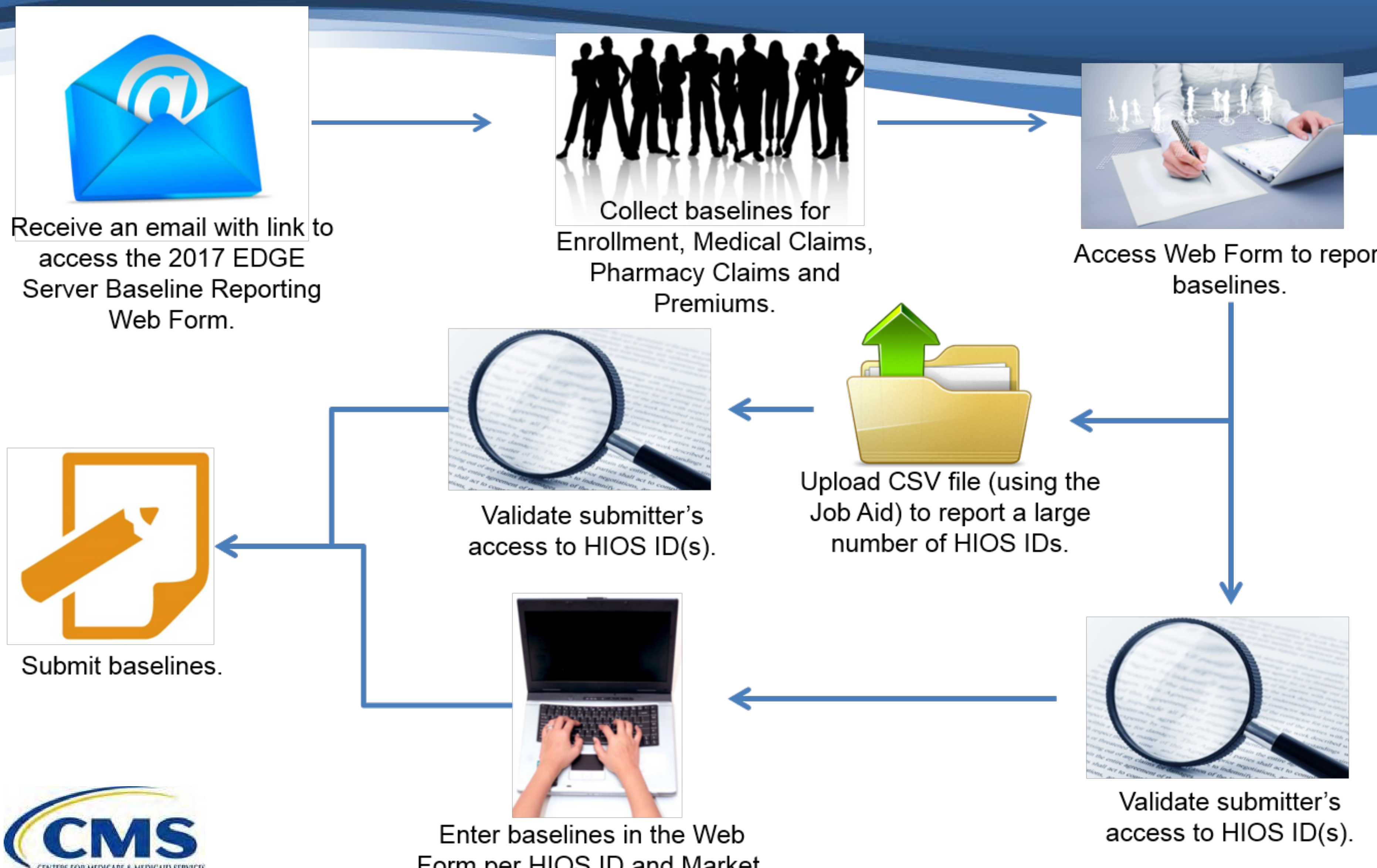
Baseline Reporting Purpose

- To ensure the completeness of an issuer's 2017 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 the below data elements.



Baseline Reporting Process (Continued)



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Baseline Reporting Data Elements

- 2017 enrollment, paid medical and pharmacy claim counts and amounts are reported by Market for each HIOS ID.
  - Provide the actual counts and amounts from your internal enrollment and claims systems as of the reporting quarter.
- 2017 Benefit Year total member months for on and off-Exchange policies.
- Estimated 2017 Benefit Year claims amount to date.
- Total 2017 Benefit Year premium revenue collected.
- Total 2017 Benefit Year annualized premium revenue.
- Report the 2017 risk score estimate *(optional).*
- Indicate if you are submitting supplemental diagnosis files for the 2017 Benefit Year.

Baseline Reporting Preparation

- The submitter of the web form must be either the Chief Executive Officer (CEO) Designate or the Alternate CEO Designate. The Submitter's email address and the EDGE Server Contact Database Access Code will be used to log in to the web form.
- An alternate contact must also be provided. The Submitter and Alternate Contact must be different.

Alternate Contact Information:

- First Name
- Last Name
- Job Title
- Email Address
- Phone Number

NOTE

If your company's CEO Designate or Alternate CEO Designate changed, you must update the contact information in the EDGE Server Contact Database web form

Baseline Reporting Preparation
(Continued)

Enrollment Count	Medical Claims	Pharmacy Claims
• The actual number of unique covered lives. • Includes enrollees and their dependents. • For the 2017 Benefit Year.	• 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.	• The actual number of paid pharmacy claims (not claims lines). • 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.

NOTE

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

Baseline Reporting Preparation
(Continued)

Member Months	Estimated 2017 Benefit Year Claims Amount to Date	Total 2017 Benefit Year Premium Revenue Collected
• For all enrollees/covered lives participating in plans on the Exchange. • For all enrollees/covered lives participating in plans off the Exchange.	• The total estimated 2017 Benefit Year 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.	• Total 2017 Benefit Year premium revenue collected. • Includes anticipated Advanced Premium Tax Credit (APTC) payments from CMS for all enrollees.

Baseline Reporting Preparation (Continued)

Total 2017 Benefit Year Annualized Premium Revenue	2017 Risk Score Estimate *(optional)*	Supplemental Diagnosis Files
• Estimated (annualized) 2017 Benefit Year premium revenue amounts for subscriber's policies (earned and deferred premium). • Includes APTC amounts.	• 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.	• Submission of supplemental documentation to support risk adjustment calculations on the EDGE server related to updated Diagnosis Codes for submitted enrollees.

Baseline Reporting Timelines

First Collection
- Quarter 1
- Quarter 2

09/25/17 – 10/10/17 by 11:59 p.m. ET

Second Collection
- Quarter 1*
- Quarter 2*
- Quarter 3

*update previously submitted quarters as necessary

11/07/17 – 11/21/17 by 11:59 p.m. ET

Third Collection
- Quarter 1*
- Quarter 2*
- Quarter 3*
- Quarter 4

*update previously submitted quarters as necessary

02/06/18 – 02/20/18 by 11:59 p.m. ET

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EDGE Server Baseline Reporting: Completing Web Form

Web Form: Access

After collecting all necessary information, refer to the baseline invitation email with link to access the 2017 EDGE Server Baseline Reporting Web Form.

Web Form: Welcome Page

Do you have an EDGE Server Contact Database Access Code?

YES

1. Enter the CEO Designate or Alternate CEO Designate email address in the **Login ID** field.
2. Enter your **Access Code**.
3. Select the **Log In** button.

NO

1. Select the **EDGE Server Contact Database** link to create an Access Code.
2. Return to the web form to log in.

NOTE

If you forgot your access code, select the **Forgot Access Code** link to reset it.

Web Form: Welcome Page (Continued)

Guidance

Welcome to the 2017 EDGE Server Baseline Reporting Web Form!

First Collection

The first EDGE server baseline collection period for the 2017 benefit year is open from September 25, 2017 through October 10, 2017. The first collection period requires baseline data for the first and second quarters of 2017.

Baselines are entered online, directly or uploaded as a CSV file. Reference materials to support the baseline reporting process, including the 2017 EDGE Baseline Reporting Guide, File Layout, 2017 EDGE Baseline Reporting Job Aid, and Job Aid Guide are available at https://www.REGTAP.info. To access this information on REGTAP, you must be a registered user. Select "Register as a New User" to register for access to the materials.

The first data collection must be submitted by **11:59 p.m. EDT on October 10, 2017**.

Instructions

To complete this web form, you must be the CEO Designate or Alternate CEO Designate, and you must have an EDGE Server Contact Database Access Code.

If you have not previously accessed the EDGE Server Contact Database, or if you forgot your Access Code, please select the following link for the EDGE Server Contact Database to either create or reset your access code.

https://acapaymentoperations.secure.force.com/EdgeContactDatabase

Enter the CEO Designate or Alternate CEO Designate email address into the **Login ID** field and your EDGE Server Contact Database **Access Code** into the Access Code field, and then select the **Login** button.

Note: If your company's CEO Designate or Alternate CEO Designate changed, you must update the contact information in the EDGE Server Contact Database web form: https://acapaymentoperations.secure.force.com/EdgeContactDatabase. You will not be able to complete this process until updates are completed.

The red asterisk (*) indicates required fields.

* **Login ID:** caroldanvers@email.com

* **Access Code:** ••••••••

Forgot Access Code | Log In

HTTPS://WWW.REGTAP.INFO/

Web Form: Contact Information

- You will be directed to the Contact Information page once the Login ID (CEO Designate or Alternate CEO Designate email address) and Access Code fields are validated to match what is on record.
- Your Submitter contact information is pulled from the EDGE Server Contact Database.
- Enter the Alternate Contact information.
  - The Submitter and Alternate Contact information must be different.
- Select the **Continue** button.

Web Form: Contact Information (Continued)

Contact Information

Instructions

Enter the **Alternate Contact Information** in the fields provided. Contact information, pulled from the EDGE Server Contact Database, includes the Submitter contact information for this web form. The Submitter and Alternate Contact must be different.

Note: Alternate Contact and Submitter Contact information will be displayed on the Summary page.

The red asterisk (*) indicates required fields.

Company Name: Brie's Assorted Cheeses

Alternate Contact Information

* First Name:	Bruce	* Last Name:	Banner
* Email Address:	brucebanner@email.com	* Job Title:	Executive Assistant
* Phone Number:	(555) 555-5511	Phone Extension:	

Back Continue

Web Form: EDGE Server Baseline Submission Method

How are you going to submit your 2017 EDGE Server Baseline Counts?

Are you reporting for a large number of HIOS IDs?

Yes

Use the 2017 EDGE Baseline Reporting Job Aid to create a CSV file to upload.

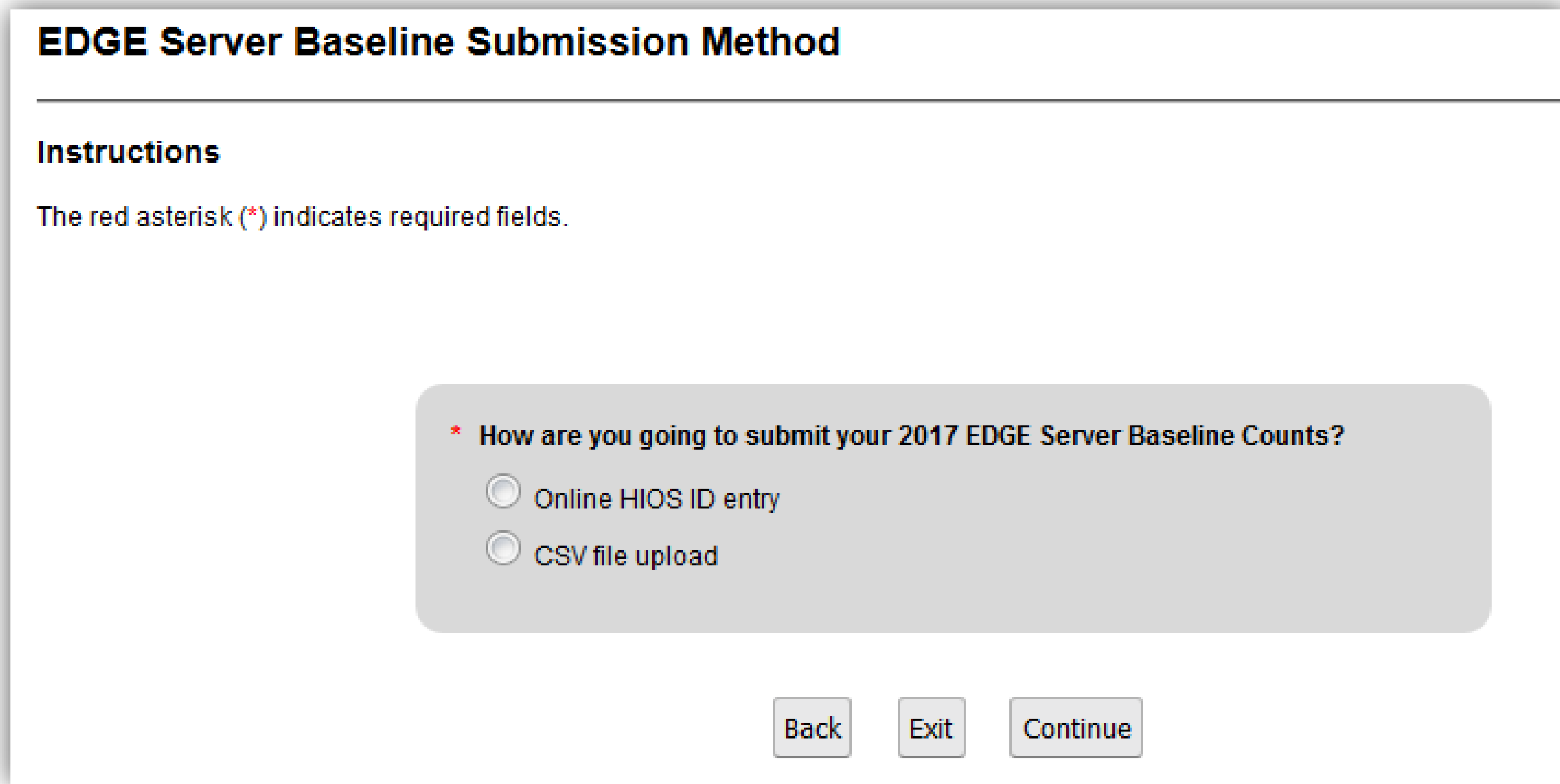
No

Manually enter Baselines on the web form by HIOS ID and Market.

NOTE

You **must** complete the web form in one (1) session for all applicable HIOS IDs/Markets.

Web Form: EDGE Server Baseline Submission Method (Continued)



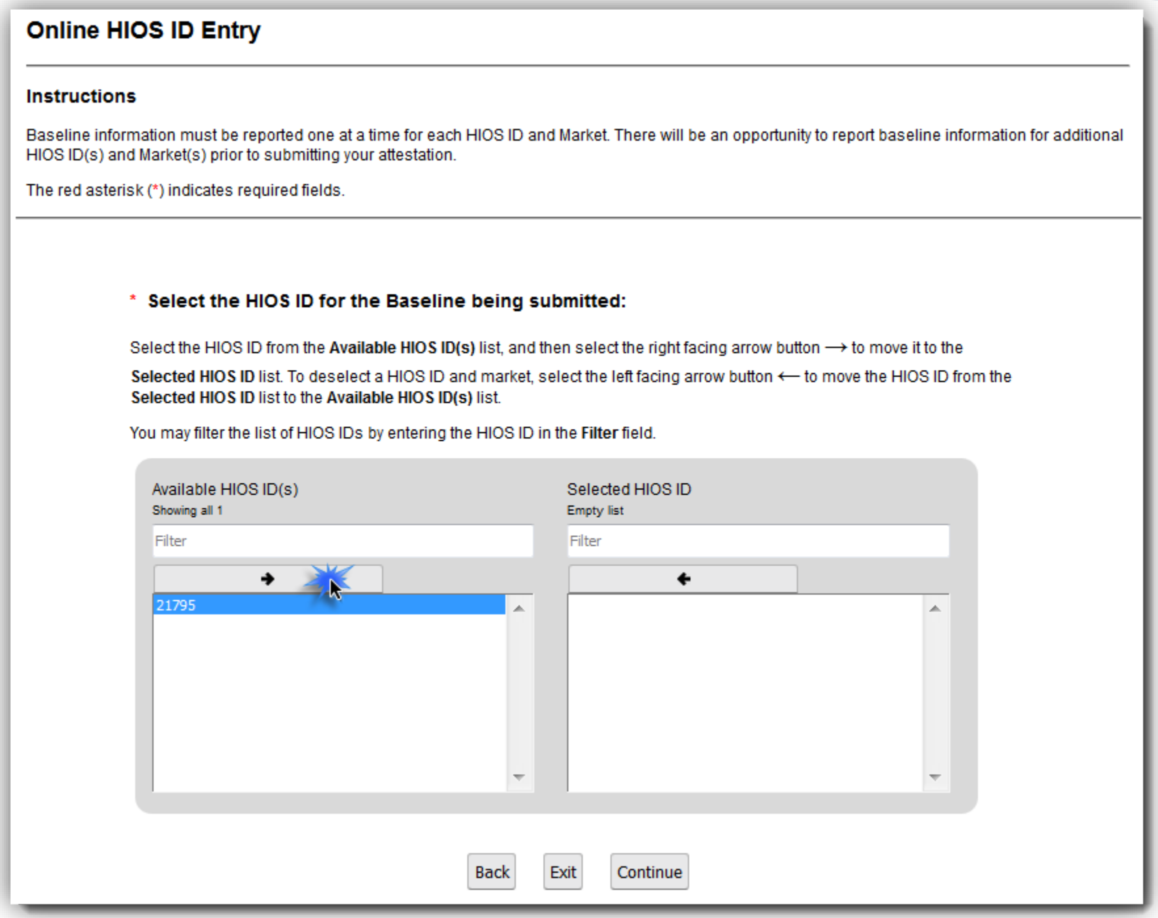
Web Form: Online HIOS ID Entry Page

<u>HIOS ID Page</u>

- Select a HIOS ID for which you will be reporting baselines and select the **Continue** button.

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

Web Form: Online HIOS ID Entry Page (Continued)



Online HIOS ID Entry

Instructions

Baseline information must be reported one at a time for each HIOS ID and Market. There will be an opportunity to report baseline information for additional HIOS ID(s) and Market(s) prior to submitting your attestation.

The red asterisk (*) indicates required fields.

* **Select the HIOS ID for the Baseline being submitted:**

Select the HIOS ID from the **Available HIOS ID(s)** list, and then select the right facing arrow button ⟶ to move it to the **Selected HIOS ID** list. To deselect a HIOS ID and market, select the left facing arrow button ⟵ to move the HIOS ID from the **Selected HIOS ID** list to the **Available HIOS ID(s)** list.

You may filter the list of HIOS IDs by entering the HIOS ID in the **Filter** field.

Available HIOS ID(s)
Showing all 1
Filter
21795

Selected HIOS ID
Empty list
Filter

Back | Exit | Continue

Web Form: EDGE Server Baseline Data Page

Confirm HIOS ID

- Review and confirm the accuracy of the HIOS ID.

Market Type

- Select from the drop down menu:
  - Individual
  - Small Group
  - Merged (only for VT and MA)

Enrollment Count

- Enter positive whole number.
- Actual number of unique covered lives including enrollees and their dependents.
- For the 2017 Benefit Year.

Web Form: EDGE Server Baseline Data Page (Continued)

Medical Claims

Total 2017 Paid Medical Claims Count

- Provide the total number of unique paid (paid and adjudicated) claims (not claims lines) as of each quarter.
- For each quarter, include claims where the beginning Dates of Service fall within that quarter.
- Include cross-year claims paid from prior benefit years in the first quarter count.

Total 2017 Paid Medical Claims Amounts

- Provide the total amount of 2017 paid (paid and adjudicated) as of each quarter.
- For each quarter, include claims amounts for claims where the beginning Dates of Service fall within that quarter.
- Include cross-year claims paid from prior benefit years in the first quarter amount.

Web Form: EDGE Server Baseline Data Page (Continued)

Pharmacy Claims

Total 2017 Paid Rx Claims Count

- Provide the total number of unique paid (paid and adjudicated) claims (not claims lines) as of each quarter.
- For each quarter, include claims where the beginning Dates of Service fall within that quarter.
- Include cross-year claims paid from prior benefit years in the first quarter count.

Total 2017 Paid Rx Claims Amounts

- Provide the total amount of 2017 paid (paid and adjudicated) as of each quarter.
- For each quarter, include claims amounts for claims where the beginning Dates of Service fall within that quarter.
- Include cross-year claims paid from prior benefit years in the first quarter amount.

Web Form: EDGE Server Baseline Data Page (Continued)

EDGE Server Baseline Data

Instructions

Complete all required fields for the displayed HIOS ID for the current collection period.

The red asterisk (*) indicates required fields.

HIOS ID: 21795

* Market: Individual ?

* Enrollment Count: 250

Tab

Web Form: EDGE Server Baseline Data Page (Continued)

Table Instructions

Enter the total 2017 paid Medical and Rx Claims Counts and Amounts from your internal enrollment and claims systems for each quarter of the applicable collection period in the table below. You can make adjustments to information for a prior collection period, if necessary.

The red asterisk (*) indicates required fields.

Total Medical and Rx Claims Counts and Amounts Paid

Quarter	Total 2017 Paid Medical Claims Count	Total 2017 Paid Medical Claims Amount	Total 2017 Paid Rx Claims Count	Total 2017 Paid Rx Claims Amount
1	1500	35500	2000	50000
2	2000	50000	500	10000

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Web Form: EDGE Server Baseline Data Page (Continued)

Enter the 2017 Benefit Year Total Member Months for On-Exchange Policies.

- Provide the member months for all enrollees/covered lives participating in plans on the Exchange.

Enter the 2017 Benefit Year Total Member Months for Off-Exchange Policies.

- Provide the member months for all enrollees/covered lives participating in plans off the Exchange.

Web Form: EDGE Server Baseline Data Page (Continued)

Estimated 2017 Benefit Year Claims Amount to Date

- Enter the total estimated dollar amount of 2017 Benefit Year claims.
- Must include those claims qualified for but not yet submitted on the EDGE server.

Total 2017 Benefit Year Premium Revenue Collected

- Enter the total 2017 Benefit Year premium revenue actually collected as of the reporting quarter.
- Must include APTC payments from CMS.

Web Form: EDGE Server Baseline Data Page (Continued)

Total 2017 Benefit Year Annualized Premium Revenue

- Enter the estimated (annualized) 2017 Benefit Year premium revenue amounts for subscriber's polices (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 ATPC amounts from CMS.

Web Form: EDGE Server Baseline Data Page (Continued)

2017 Risk Score Estimate *(optional)*

- Estimate of your plan's liability risk score (PLRS) for the 2017 Benefit Year.
- Based on the data qualified for submission to EDGE for each respective market.
- Third collection period only.

Supplemental Diagnosis File

- **Will you be submitting supplemental diagnosis files?**
  - Select the **Yes** or **No** radio button.

Reminder

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

Web Form: EDGE Server Baseline Data Page (Continued)

Do you need to report baseline information for another market for this HIOS ID?

Select the **Yes** or **No** radio button.

Yes

Form navigates to the HIOS ID page to select a HIOS ID.

No

Form navigates to the Summary page.

Select the **Continue** button.

Web Form: EDGE Server Baseline Data Page (Continued)

Total 2017 Benefit Year Paid Claims to Date: 145500

* Enter the 2017 Benefit Year Total Member Months for On Exchange Policies: 650

* Enter the 2017 Benefit Year Total Member Months for Off Exchange Policies: 0

* Enter the Estimated 2017 Benefit Year Claims Amount to Date: $ 50000

* Enter the Total 2017 Benefit Year Premium Revenue Collected: $ 75500

* Enter the Total 2017 Benefit Year Earned Annualized Premium Revenue: $ 65500

* Will you be submitting supplemental diagnosis files? No

* Do you need to report baseline information for another market for this HIOS ID? Yes No

Back Exit Continue

Web Form: Summary Page

HIOS ID Baseline Summary

- Verify the information entered for each of the listed fields is correct.
- Select the Action links to **View**, **Edit**, or **Delete**.

Summary

Instructions

- Select the **View**, **Edit**, or **Delete** action link to view, edit, or delete information for a specific HIOS ID and Market.
- Select the EDGE Server Baseline Submission Method **Edit** link to change your Baseline submission method.

Company Name: Brie's Assorted Cheeses

EDGE Server Baseline Submission Method: Online HIOS ID Entry / CSV File Upload Edit

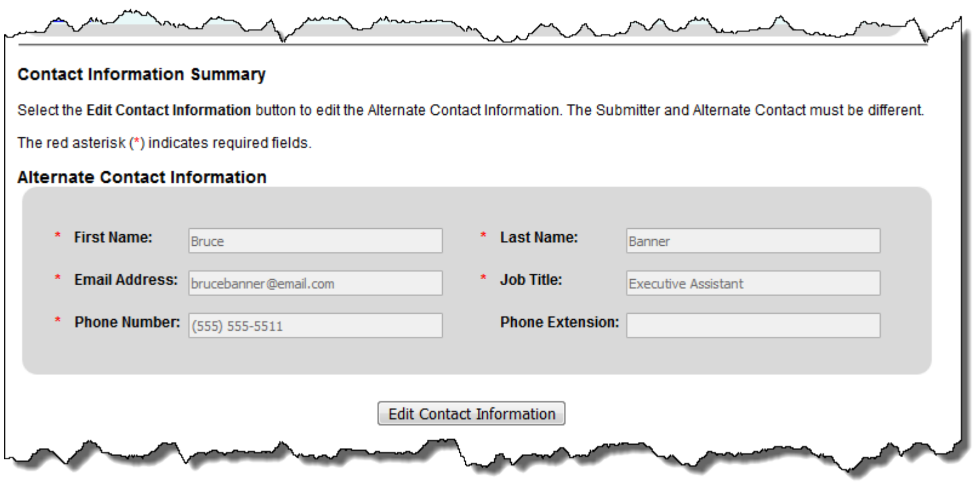
HIOS ID Baseline Summary

Action	HIOS ID	Market	Enrollment Count	Total 2017 Paid Medical Claims Amount	Total 2017 Paid Rx Claims Amount
View Edit Delete	21795	Individual	250	$ 85,500	$ 60,000

Web Form: Summary Page (Continued)

Contact Information

- Verify the information entered for each of the listed fields is correct.
- Select the **Edit Contact Information** button to make corrections to the Alternate Contact Information.


Contact Information Summary

Select the **Edit Contact Information** button to edit the Alternate Contact Information. The Submitter and Alternate Contact must be different.

The red asterisk (*) indicates required fields.

Alternate Contact Information

* **First Name:**	Bruce	* **Last Name:**	Banner
* **Email Address:**	brucebanner@email.com	* **Job Title:**	Executive Assistant
* **Phone Number:**	(555) 555-5511	**Phone Extension:**	

Edit Contact Information

NOTE

If the Submitter Contact Information is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Web Form: Summary Page (Continued)

Response Outside Collection Period Explanation

- Requires entering an explanation for why baseline information was submitted outside the collection period.
- Text entry field (limit 2000 characters).

Multiple Response Explanation

- Requires entering an explanation for why multiple responses have been received for at least one (1) HIOS ID/market.
- Text entry field (limit 2000 characters).

Web Form: Summary Page (Continued)

Do you need to report baselines for another HIOS ID or market?

Yes

Form navigates to the HIOS ID page to select a HIOS ID.

No

Form navigates to the Attestation page if no ratio variance detected.

Select the **Continue** button.

Web Form: Ratio Variance Explanation

Ratio Variance Explanation

- Required when 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.
- Provide an explanation for each HIOS ID and market listed.
- Text entry field (limit 2000 characters).
- Select the **Continue** button.

Web Form: Ratio Variance Explanation (Continued)

Ratio Variance Explanation

Instructions

An explanation for ratio variance is required when the claims to enrollment count ratio ((paid medical claims count + paid Rx claims count)/ Enrollment Count) is outside the threshold for the collection periods below:

- 1st collection – 10 claims per enrollee
- 2nd collection– 15 claims per enrollee
- 3rd collection – 20 claims per enrollee

The red asterisk (*) indicates required fields.

* **Enter a Ratio Variance Explanation for each HIOS ID and market listed below:**

Ratio Variance

Action	HIOS ID	Market	Ratio Variance	Ratio Variance Explanation
Edit	21795	Individual	24.00	Ratio variance explanation. 27 of 1000 characters.

Back | Exit | Continue

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Web 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 Web Form.

- Read the attestation statement and select the check box.

Attestation

Instructions

CMS requires an individual with the authority to legally and financially bind the company to attest to the information submitted in this web form for Baseline submission. To attest, the submitter must select the check box next to the attestation and complete the Financial Reviewer/Forecaster Details and the Attester Details. Please note that the individual completing the web form does not need to be the attester; however, the attester must be aware of the baseline submission as they will be the individual contacted if CMS identifies an issue or has questions.

The red asterisk (*) indicates required fields.

Attestation

* ☑ I hereby attest and certify that the information for all HIOS IDs provided in this baseline submission is true, complete and accurate to the best of my knowledge as of today. This baseline submission has been approved by my company's chief actuary. If the company becomes aware that the information contained on this 2017 EDGE Baseline Reporting web form or submitted in support of this form is incorrect, incomplete or misreported, my company will promptly inform CMS. If CMS identifies an issue or has questions about the information submitted, 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.

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.

I am authorized to legally and financially bind my company.

Web Form: Attestation Page (Continued)

Financial Reviewer/Forecaster Details

An individual who has reviewed and approved the baseline data.

- 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.
- 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.

Web Form: Attestation Page (Continued)

Financial Reviewer/Forecaster Detai

The red asterisk (*) indicates required fields.

* First Name:	Jessica	* Last Name:	Jones
* Email Address:	jessicajones@email.com	* Job Title:	CFO
* Phone Number:	(555) 555-5544	Phone Extension:	

Attester Details

The red asterisk (*) indicates required fields.

* First Name:	Carol	* Last Name:	Danvers
* Email Address:	caroldanvers@email.com	* Job Title:	CEO
* Phone Number:	(555) 555-5577	Phone Extension:	

By selecting the **Submit** button, the EDGE server baseline information for the collection period is saved and attestation is submitted. To submit additional baseline information, select the Back button to return to the web form.

Back Exit 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 – CEO designate, Alternate CEO designate, Alternate Contact, Financial Reviewer and Attester email addresses listed.
- PDF Button – generates a PDF containing all the HIOS ID numbers associated with the submitted baseline counts.

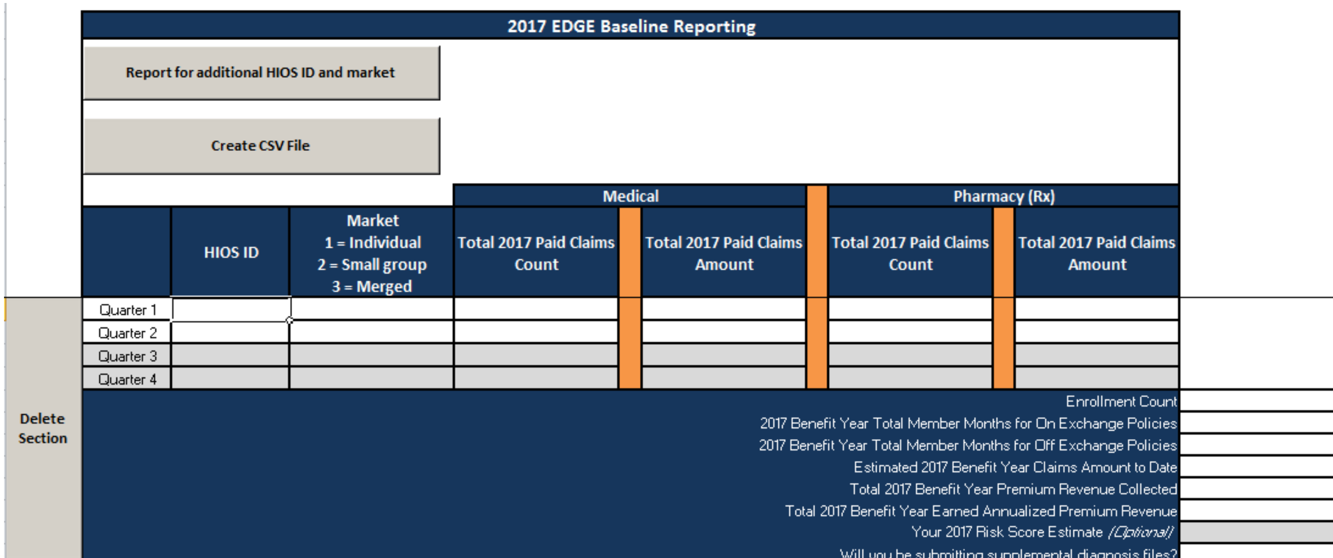
NOTE

CMS recommends that you print and save a copy of the web form information for your records.

Creating the CSV File Using the Job Aid

2017 EDGE Baseline Reporting Job Aid

- Macro-enabled Excel file that will allow you to enter baseline counts and create a CSV file by selecting a button within the tool.
- 2017 Baseline Reporting Job Aid Manual is a tool available to guide you through the process of using the Job Aid.



2017 EDGE Baseline Reporting

Report for additional HIOS ID and market

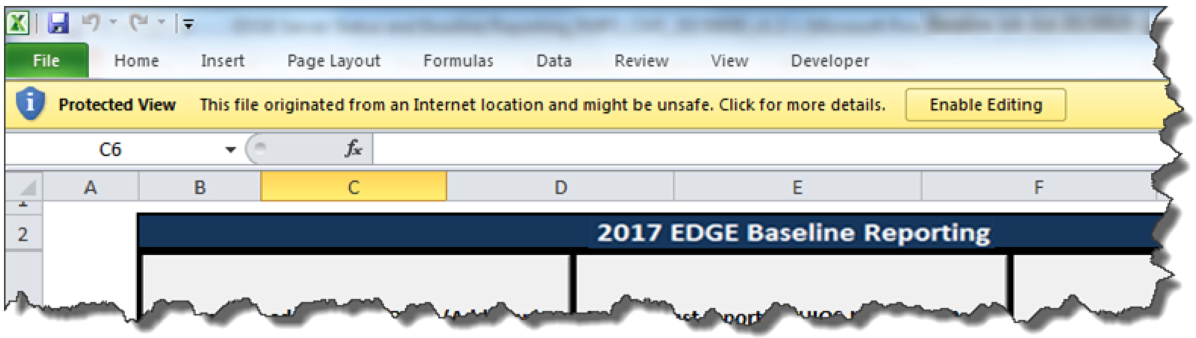
Create CSV File

			Medical		Pharmacy (Rx)	
	HIOS ID	Market 1 = Individual 2 = Small group 3 = Merged	Total 2017 Paid Claims Count	Total 2017 Paid Claims Amount	Total 2017 Paid Claims Count	Total 2017 Paid Claims Amount
Quarter 1						
Quarter 2						
Quarter 3						
Quarter 4						

Delete Section

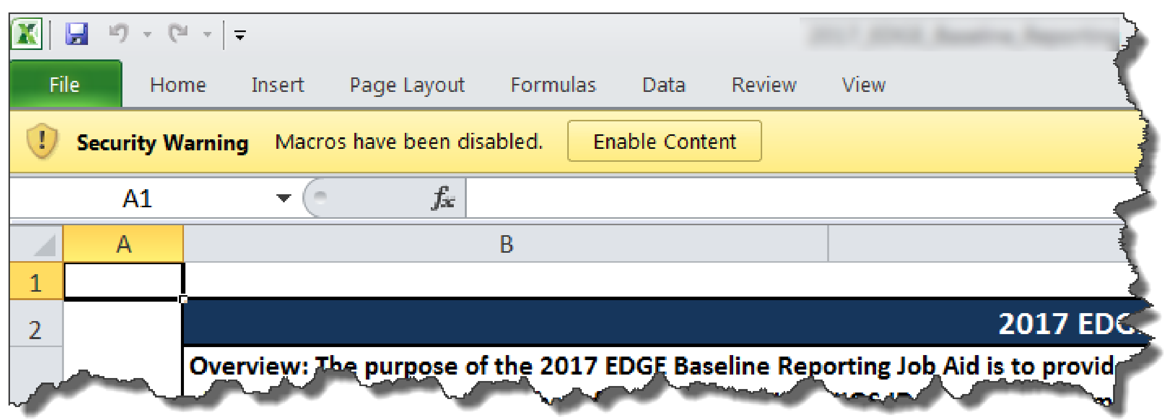
Enrollment Count	
2017 Benefit Year Total Member Months for On Exchange Policies	
2017 Benefit Year Total Member Months for Off Exchange Policies	
Estimated 2017 Benefit Year Claims Amount to Date	
Total 2017 Benefit Year Premium Revenue Collected	
Total 2017 Benefit Year Earned Annualized Premium Revenue	
Your 2017 Risk Score Estimate *(Optional)*	
Will you be submitting supplemental diagnosis files?	

2017 Baseline Reporting Job Aid Enablement



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.



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 2017 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 2017 Paid Medical Claims Count.
4. Enter the Total 2017 Paid Medical Claims Amounts.
5. Enter the Total 2017 Paid Pharmacy Claims Count.
6. Enter the Total 2017 Paid Pharmacy Claims Amounts.

			Medical		Pharmacy (Rx)	
	HIOS ID 1	Market 1 = Individual 2 = Small group 3 = Merged	Total 2017 Paid Claims Count 3	Total 2017 Paid Claims Amount 4	Total 2017 Paid Claims Count 5	Total 2017 Paid Claims Amount 6
Quarter 1		2				
Quarter 2						
Quarter 3						
Quarter 4						

Entering HIOS ID Information (Continued)

7. Enter the Enrollment Count.
8. Enter the 2017 Benefit Year Total Member Months for On Exchange Policies.
9. Enter the 2017 Benefit Year Total Member Months for Off Exchange Policies.
10. Enter the Estimated 2017 Benefit Year Claims Amount to Date.

Enrollment Count	7	
2017 Benefit Year Total Member Months for On Exchange Policies	8	
2017 Benefit Year Total Member Months for Off Exchange Policies	9	
Estimated 2017 Benefit Year Claims Amount to Date	10	

Entering HIOS ID Information (Continued)

11. Enter the Total 2017 Benefit Year Premium Revenue Collected.
12. Enter the Total 2017 Benefit Year Annualized Premium Amount.
13. Enter the 2017 Risk Score Estimate. This is an optional field available during the third collection period only.
14. Select **Yes** or **No** to indicate if you will be submitting supplemental diagnosis files.

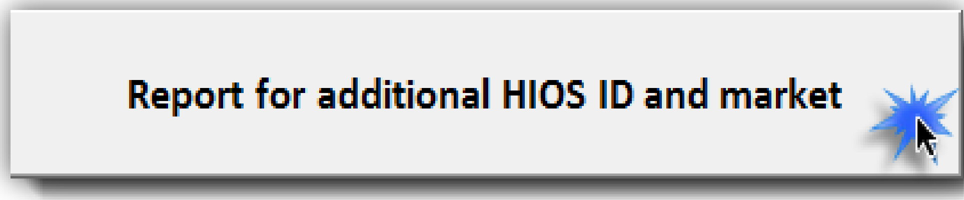
Total 2017 Benefit Year Premium Revenue Collected	11
Total 2017 Benefit Year Earned Annualized Premium Revenue	12
Your 2017 Risk Score Estimate *(Optional)*	13
Will you be submitting supplemental diagnosis files?	14

Yes
No

Reminder

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

Adding HIOS ID and Market Information



- A new block within the Excel workbook will be added to enter information for all four (4) quarters.
- Add as many additional HIOS IDs/Markets as necessary.

Removing HIOS ID/Market Information

- 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.

NOTE

The **Delete Section** button is found next to each additional HIOS ID and Market added. HIOS ID and Market information can be deleted by selecting the button next to the block of data you want deleted.

Reviewing and Creating the CSV File

1. Review the HIOS ID and market information you have entered into the Job Aid.
2. 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.

NOTE

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.

Saving the Job Aid

NOTE

You are encouraged to use the same Job Aid to report baselines for the first, second, and third collections.

- 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.
- When reporting baselines for a new collection period, open the saved job aid Excel file and enter the new required data.

Web Form: CSV File Upload

Once the CSV file has been created:

1. Navigate to the web form from the link in the invitation email.
2. Complete the Contact Information page.
3. Select **CSV file upload** on the EDGE Server Baseline Submission Method page.
4. In the CSV File Upload page, select the **Browse** button to locate the completed CSV file to upload.
5. Select the **Upload CSV File** button to validate the CSV file and move forward to complete the web form.

NOTE

The web form will validate all HIOS IDs in the CSV file against the company's CEO Designate. All errors must be corrected before you may complete the web form.

Web Form: Verification Summary (CSV)

Summary Page

- Verify the information entered for each of the listed fields is correct.
  - Select the **Action** links or buttons 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.

Web Form: Confirmation Page

Confirmation Page

- Submission End Time – date and time baselines were submitted.
- Acknowledgement email and submission information sent to email addresses – submitter and alternate contacts, financial reviewer and attester email addresses listed.
- PDF button – generates a PDF containing all the HIOS ID numbers associated with the submitted baseline counts.

NOTE

CMS recommends that you print and save a copy of the web form information for your records.

Returning to the Web Form

Returning to the Web Form (after previous submissions within the collection period):

After completing the log in on the Welcome page, the web form will navigate to the Summary Page. From here, you are able to:

- **View, Edit**, or **Delete** previously submitted information for a HIOS ID and Market.
- **Replace 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 will repeat your attestation and receive a confirmation.

Key Dates and Deadlines

Key Dates & Deadlines

Collection Period	Notification Date	Deadline
First Collection	September 25, 2017	October 10, 2017 11:59 PM (ET)
Second Collection	November 7, 2017	November 21, 2017 11:59 PM (ET)
Third Collection	February 6, 2018	February 20, 2018 11:59 PM (ET)

Review and Next Steps

EDGE Reporting 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.
- 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** and at least one (1) **HIOS ID** in the subject line for questions regarding the 2017 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 baseline reporting web form and an alternate contact.

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.*

Upcoming Webinar

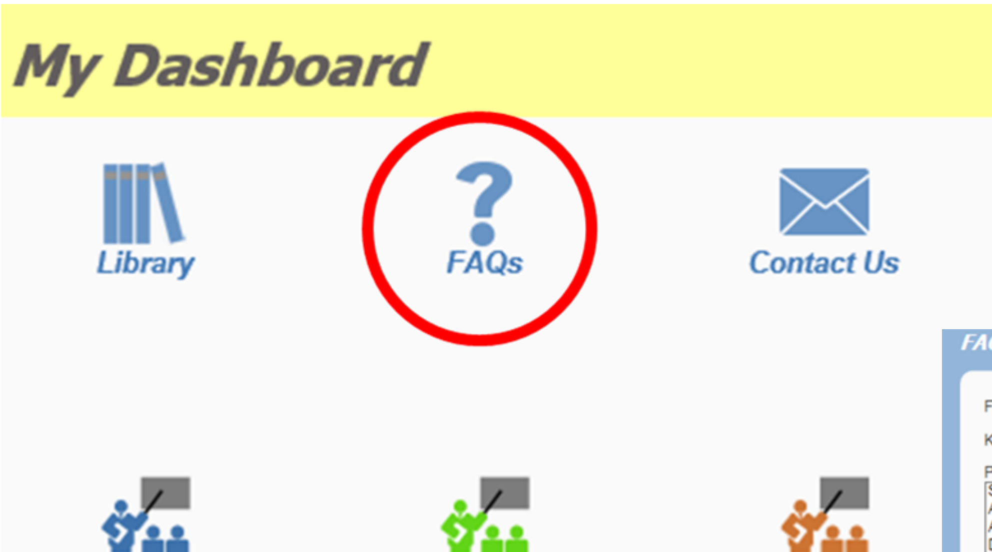
Webinar	Scheduled Event Date
EDGE Server Maintenance Releases	**October 3, 2017**

Resources

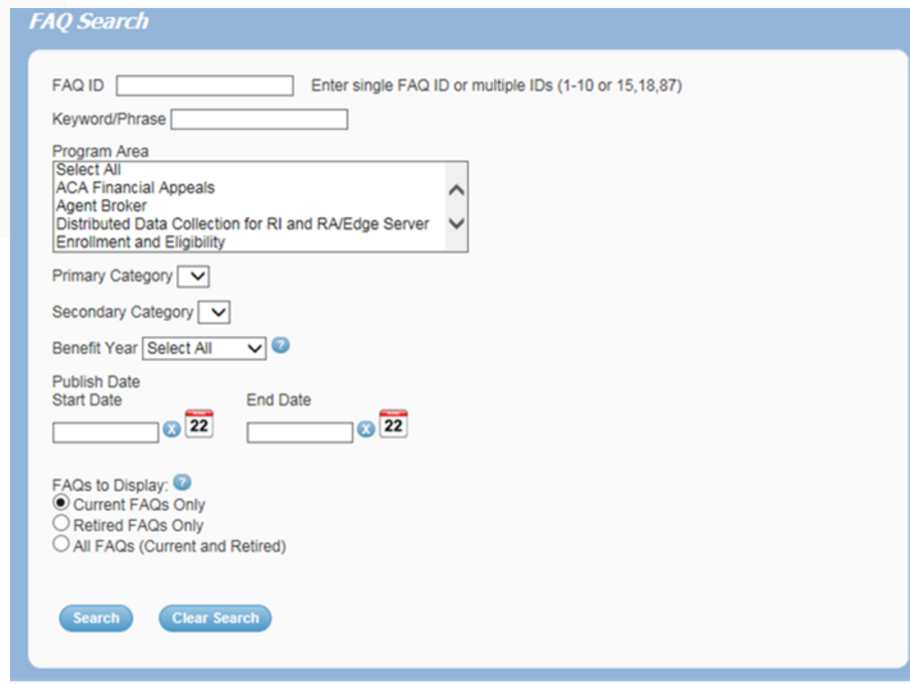
Resources

Resource	Link/Contact Information
Center for Consumer Information and Insurance Oversight (CCIIO)	http://cms.gov/cciio/
Registration for Technical Assistance Portal (REGTAP) • Registration • Resource Library • Frequently Asked Questions (FAQs)	https://www.REGTAP.info/

FAQ Database on REGTAP



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



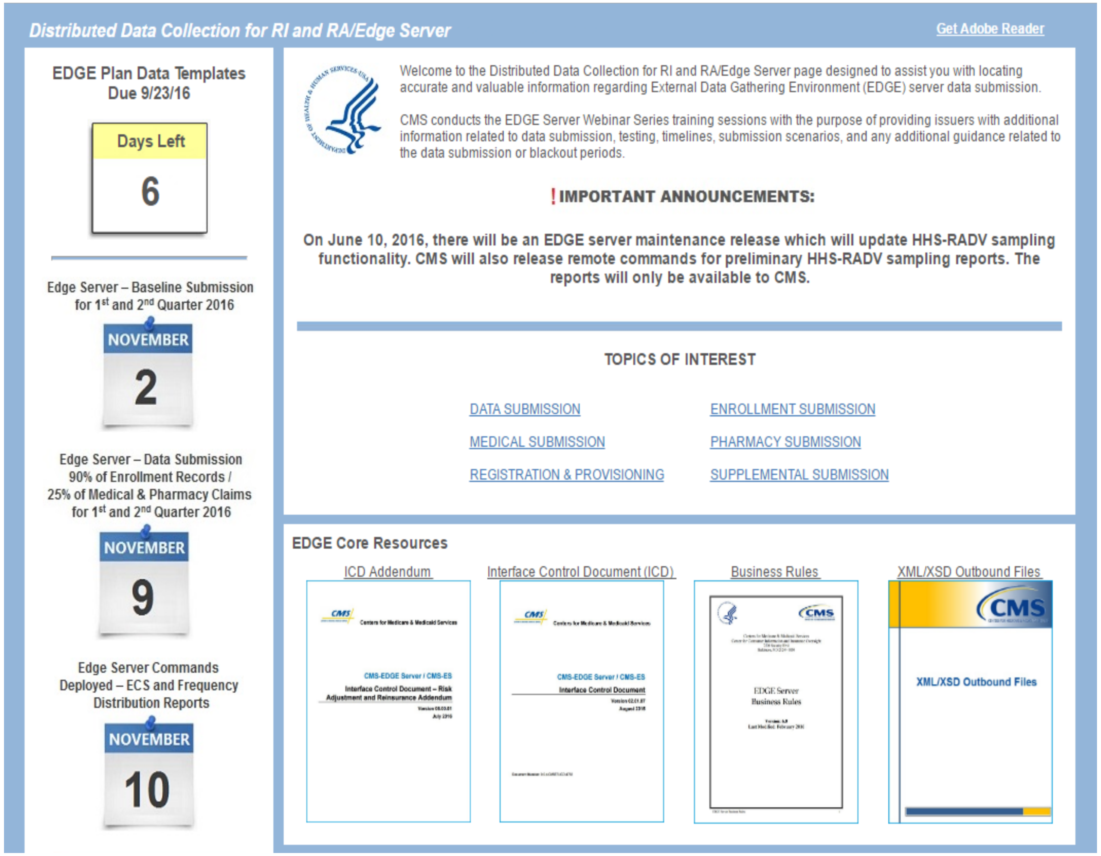
FAQ Database is available at https://www.regtap.info/.

[HTTPS://WWW.REGTAP.INFO/](https://www.regtap.info/)

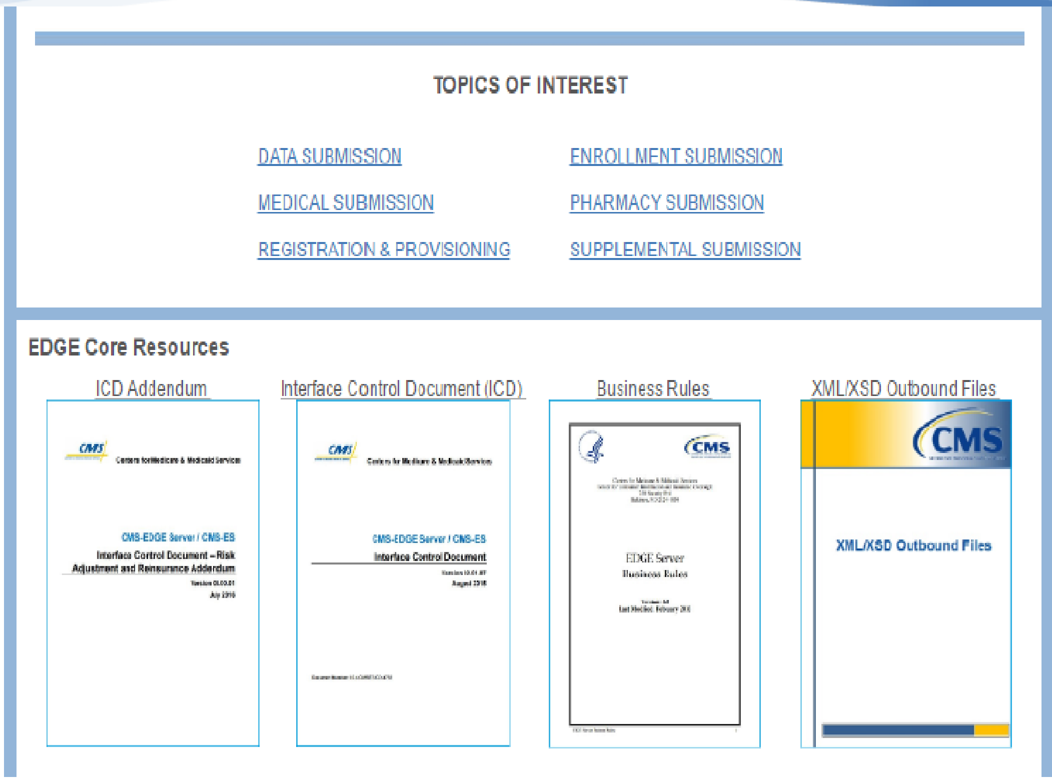
DDC/EDGE Server Resource Page

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.

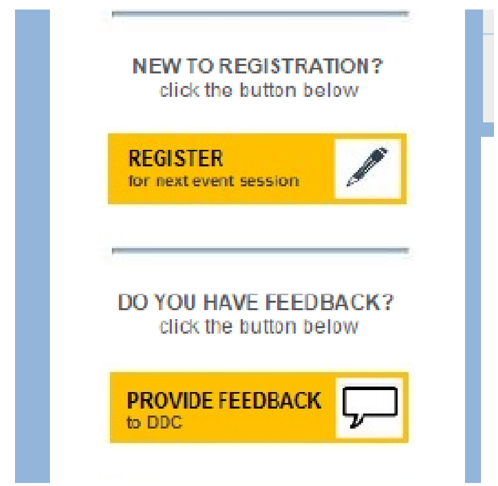


DDC/EDGE Server Resource Page (continued)



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.



HTTPS://WWW.REGTAP.INFO/

Closing Remarks