



Centers for Medicare & Medicaid Services

EDGE Attestation & Discrepancy Reporting

Web Form Guide

May 2018

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Resources

The following EDGE Attestation & Discrepancy Reporting resources are available for review or download:

- EDGE Attestation and Discrepancy Reporting web form:
<https://acapaymentoperations.secure.force.com/EDGEReporting>
- EDGE Attestation and Discrepancy Reporting webinar training materials from the Registration for Technical Assistance Portal (REGTAP) library in the “ACA Financial Appeals” Program Area: <https://www.regtap.info>
- EDGE Server Contact Database:
<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>
- November 3, 2017 EDGE Server Data Bulletin: Evaluation of EDGE Data Submissions for the 2017 Benefit Year, available at: <https://www.cms.gov/CCIIO/Resources/Regulations-and-Guidance/Downloads/EDGE-Submissions-2017.pdf>

1 Introduction

All Issuers of risk adjustment (RA) covered plans are required to provide an attestation to the Centers for Medicare and Medicaid Services (CMS) attesting that the enrollment, claims, and encounter data submitted to the EDGE server by 4:00 p.m. ET on Monday, April 30, 2018 for the 2017 benefit year (BY) is accurate and has been submitted in accordance with the regulatory requirements and operational guidance for the EDGE server and RA program, as applicable.

If Issuers identify a discrepancy between the data they believe should be present on their EDGE server(s) and what is reflected in their final EDGE RA report(s), they should qualify their attestation with a discrepancy.

CMS developed a web form for the 2017 EDGE attestation and discrepancy reporting process. The web form must be completed by the Chief Executive Officer (CEO) Designate or Alternate CEO Designate. The web form uses the CEO Designate’s email address to determine the Health Insurance Oversight System (HIOS) ID(s) for which each organization must provide attestation and if applicable, discrepancy reporting.

This document is a step-by-step guide to log in, complete, and submit the attestation and, if applicable, report any discrepancies within the web form for a company’s HIOS ID(s).



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

2 Welcome Page

Upon selecting the web form link in the invitation email, you are directed to the Welcome page as shown in Figure 1. Refer to Table 1 to determine how to proceed in the web form.

Table 1: Log In Selection

If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to Section 2.1 to log in with the Access Code.
You have not created an EDGE Server Contact Database Access Code OR you need to reset your Access Code,	Select the EDGE Server Contact Database web form link to create or reset your Access Code.
You have forgotten your EDGE Server Contact Database Access Code,	Select the Forgot Access Code link to reset your Access Code.

Figure 1: Welcome Page

Welcome

The EDGE Attestation and Discrepancy Reporting web form allows you to attest to the data submitted to your company's EDGE server(s), report discrepancies, and/or upload additional information requested by CMS for the 2017 benefit year.

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 **Log In** 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.



A screenshot of the login form. It features two input fields: the first is labeled '* Login ID:' and contains the text 'jjones@somewhere.net'; the second is labeled '* Access Code:' and contains ten dots. To the right of the second field is a 'Log In' button. Below the input fields is a link that says 'Forgot Access Code'.



Warning: If your company's CEO Designate or Alternate CEO Designate has changed, you must ensure the contact information has been updated in the EDGE Server Contact Database:

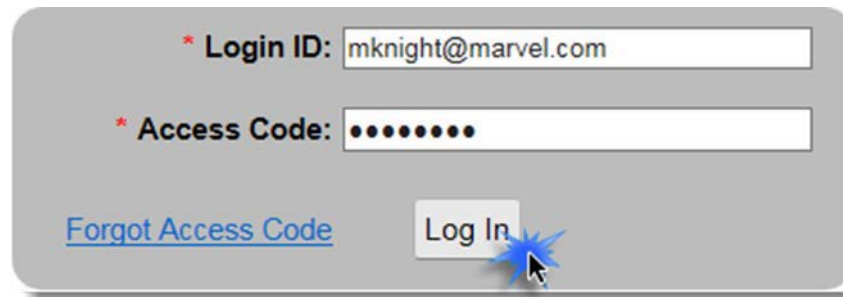
<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>. You cannot complete the attestation and discrepancy reporting process until the contact information is correct.

2.1 Log In With Access Code

Follow these steps to log into the web form using your EDGE Server Contact Database Access Code, as shown in Figure 2:

1. Enter your **CEO Designate** or **Alternate CEO Designate** email address in the Login ID field.
2. Enter your **EDGE Server Contact Database Access Code** in the **Access Code** field.
3. Select the **Log In** button. You will be directed to the Contact Information page of the web form.

Figure 2: Log In with Access Code



The screenshot shows a login form with two input fields. The first field is labeled '* Login ID:' and contains the email address 'mknight@marvel.com'. The second field is labeled '* Access Code:' and contains seven dots. Below the fields are two links: 'Forgot Access Code' and 'Log In'. A mouse cursor is clicking the 'Log In' button.

3 Contact Information Page

The Contact Information page collects Alternate Contact information and company mailing address, as shown in Figure 3. The Submitter contact information is pulled from the EDGE Server Contact Database and will be displayed with the Alternate Contact on the Summary page. Follow these steps to complete the Contact Information page:

1. Enter the Alternate Contact Information:

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



Note: The Alternate Contact and Submitter Contact information must be different.

2. Enter the Company Mailing Address information:

- Company Mailing Address Line 1
- Company Mailing Address Line 2 (optional)
- City

- State
 - Zip Code
3. Select the **Continue** button. You will be directed to the EDGE Outlier Summary page for informational purposes only, if your company has ever received prior notification from CMS of being flagged as having EDGE outlier data. If your company never received notification from CMS of being flagged as having EDGE outlier data, the form will navigate to the EDGE Server Data page (see [Section 3.2](#)).

Figure 3: Contact Information Page

Contact Information

Instructions

Your contact information will be pulled from the EDGE Server Contact Database and included as the submitter contact information for this web form. Enter Alternate Contact Information in the fields provided. The Submitter and Alternate Contact must be different.

Please enter your **Company Mailing Address** in the fields provided.

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

The red asterisk (*) indicates required fields.

Alternate Contact Information

* First Name: Mary	* Last Name: Smith
* Email Address: msmith@somewhere.net	* Job Title: Analyst
* Phone Number: (555) 555-5555	Phone Extension:

Company Mailing Address

* Address Line 1: 123 Blue Street		
Address Line 2: Suite 117		
* City: Baltimore	* State: MD	* Zip Code: 12345

Exit

3.1 EDGE Outlier Summary Page – Informational Purposes Only

The EDGE Outlier Summary page (see Figure 4) displays the HIOS ID(s) previously identified by CMS as being flagged as having EDGE outlier data during the EDGE Data Quality assessment for the 2017 benefit year for RA and the Issuer Justification Response Status (that is, whether CMS has accepted your justification in response to the outlier notification). This page is

informational only and will not affect the submission of an attestation or an attestation qualified by a discrepancy; however, CMS will not provide any formal response to your justification responses, therefore, we recommend you download this page as a PDF for your records. Follow these steps to proceed to the next page of the web form:

1. Review the information in the Outlier Response Summary table.
2. Select the **Generate PDF** button for a printable version of the page.
3. Select the **Continue** button. You will be directed to the EDGE Server Data page.

Figure 4: EDGE Outlier Summary Page

EDGE Outlier Summary

The information contained on this page is for informational purposes only and will not affect your submission of an attestation or an attestation qualified by a discrepancy.

The EDGE Outlier Summary table below displays the HIOS ID(s) identified by CMS as outlier(s) during the EDGE Data Quality assessment for Risk Adjustment and the Issuer Justification Response Status. See <https://www.cms.gov/CCIIO/Resources/Regulations-and-Guidance/Downloads/EDGE-Submissions-2017.pdf> for more information regarding the EDGE Data Quality assessment.

Review the information in the table and select the **Continue** button to proceed.

Select the **Generate PDF** button for a printable version of this page.

Company Name: Paper Clip Co

Benefit Year: 2017

Outlier Response Summary

Record	HIOS ID	Outlier Metric	Classification	Issuer Outlier Justification Response Status
	04569	Average number of conditions per enrollee with at least one HCC	High	Pending Issuer Response
	04567	Average number of pharmacy claims per enrollee	Low	Pending Issuer Response
123	04568	Average number of diagnosis codes per medical claim	High	Pending Issuer Response

Generate PDF

Back

Exit

Continue

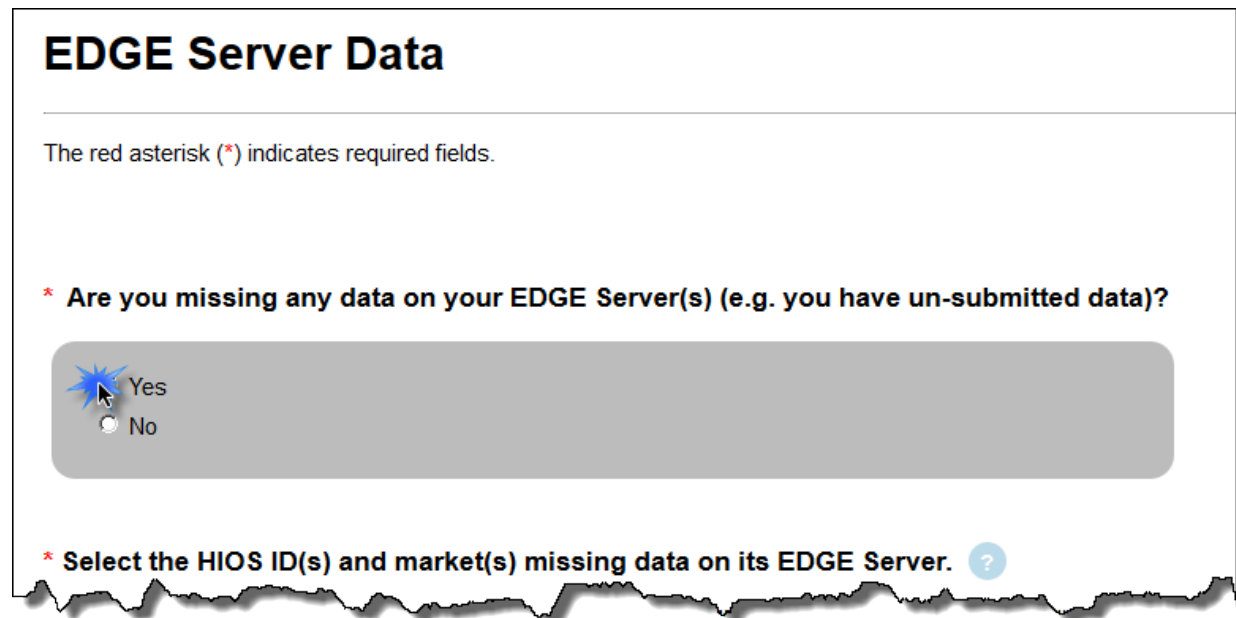
3.2 EDGE Server Data Page

The EDGE Server Data page collects specific information regarding any missing data from your EDGE server(s) (e.g., data you failed to upload successfully before the data submission deadline). The information you provide on this page does not require that you submit a discrepancy; however, it allows CMS to evaluate if there is a potential impact of any data that is

missing from your EDGE Server for purposes of the RA transfer calculation. Follow these steps to complete this page and proceed to the next page of the web form:

1. Select **Yes** or **No** to the question, “Are you missing any data on your EDGE server(s) (e.g. you have un-submitted data)?” If **No** is selected, continue to Step 5.

Figure 5: EDGE Server Missing Data Question



EDGE Server Data

The red asterisk (*) indicates required fields.

*** Are you missing any data on your EDGE Server(s) (e.g. you have un-submitted data)?**

☒ Yes
☐ No

*** Select the HIOS ID(s) and market(s) missing data on its EDGE Server. ?**

2. Select the **HIOS ID(s)** and **market(s)** missing data on the EDGE server from the HIOS ID/market selector.

Figure 6: HIOS ID/Market Selector

* Are you missing any data on your EDGE Server(s) (e.g. you have un-submitted data)?

☒ Yes
☐ No

* Select the HIOS ID(s) and market(s) missing data on its EDGE Server. ?

Select HIOS ID(s) by using the arrows above the **Available HIOS ID(s)** list to move the applicable HIOS ID(s) and market to the **Selected HIOS ID(s)** list. Remove selected HIOS ID(s) by using the arrows above the **Selected HIOS ID(s)** list.

Available HIOS ID(s)	Selected HIOS ID(s)
Showing all 3	Empty list
Filter	Filter
→ → → * 04567 - Small Group - Test Company C 04568 - Merged - Test Company B 04569 - Individual - Test Company A	← ← ←

3. Select the **Create Data Table** button to populate a table to quantify the data missing from the EDGE server for each HIOS ID and market.

Figure 7: Create Data Table Button

Note: Please contact us at rarpaymentoperations@cms.hhs.gov if you are missing market information from the above table.

Data Table Instructions

Select the **Create Data Table** button to create a table to quantify the data missing from the EDGE Server for each HIOS ID and market. If you make updates to the HIOS ID/market selections, select the **Create Data Table** button to update the table information.

Select the **Delete Data Table** button to delete the table.

4. Enter the required information for each HIOS ID and associated market within the Data Table:

- Number of Missing Enrollees
- Member Months Associated with the Missing Enrollees
- Billable Member Months Associated with the Missing Enrollees
- Premium Amount Associated with the Missing Enrollees
- Number of Missing Diagnosis Codes
- Number of Enrollees with Missing Diagnosis Codes



Note: If you make changes to the HIOS ID/market information selections, you must select the **Create Data Table** button to update the Data Table.

Figure 8: Data Table

Note: Please contact us at raripaymentoperations@cms.hhs.gov if you are missing market information from the above table.

Data Table Instructions

Select the **Create Data Table** button to create a table to quantify the data missing from the EDGE Server for each HIOS ID and market. If you make updates to the HIOS ID/market selections, select the **Create Data Table** button to update the table information.

Select the **Delete Data Table** button to delete the table.

*** Enter the required information for each HIOS ID missing data on its EDGE Server:**

HIOS ID	Market	Number of Missing Enrollees	Member Months Associated with the Missing Enrollees	Billable Member Months Associated with the Missing Enrollees	Premium Amount Associated with the Missing Enrollees	Number of Missing Diagnosis Codes	Number of Enrollees with Missing Diagnosis Codes
04568	Merged	25	2	2	5214.58	17	12
04569	Individual	154	7	6	48248.47	125	68

5. Select the **Continue** button. You will be directed to the Attest or Report Discrepancy page.

4 Attest or Report Discrepancy

The EDGE Attestation and Discrepancy Reporting web form provides the opportunity to attest for all HIOS IDs without reporting any discrepancies, or to report at least one discrepancy and submit an attestation. Refer to Table 2 to determine how to proceed in the web form.

Table 2: Attest or Report Discrepancy

If you	Then
Want to attest for all HIOS IDs as I have no discrepancies to report,	Proceed to Section 4.1 .
Want to report at least one discrepancy and submit an attestation,	Proceed to Section 4.2 .

4.1 Attest for All HIOS IDs

Follow these steps to submit attestation for all HIOS IDs with no discrepancies:

1. Select the radio button next to the statement, “**I want to attest for all HIOS IDs as I have no discrepancies to report.**”

Figure 9: Attest for All HIOS IDs Selection

Attest or Report Discrepancy

Instructions

Select the statement that best fits your situation.

The red asterisk (*) indicates required fields.

*** What would you like to do?**

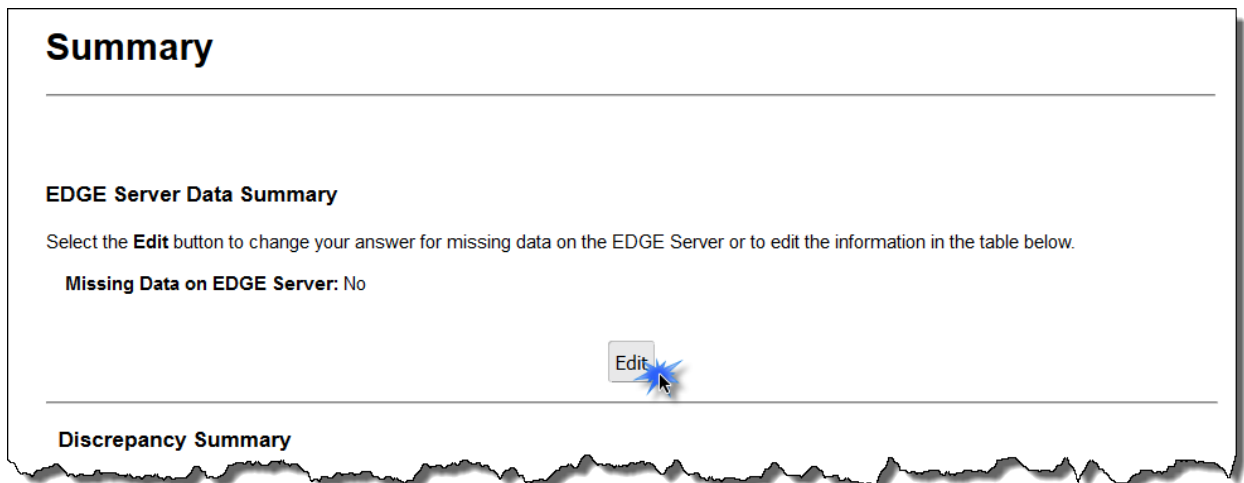
☒ I want to attest for all HIOS IDs as I have no discrepancies to report.
 ☐ I want to report at least one discrepancy and submit an attestation.

2. Select the **Continue** button. The form will navigate to the Summary page.

4.1.1 Summary Page

1. Review the **EDGE Server Data Summary** section. Select the **Edit** button to make changes to the information in the table, if applicable.

Figure 10: EDGE Server Data Summary Section



Summary

EDGE Server Data Summary

Select the **Edit** button to change your answer for missing data on the EDGE Server or to edit the information in the table below.

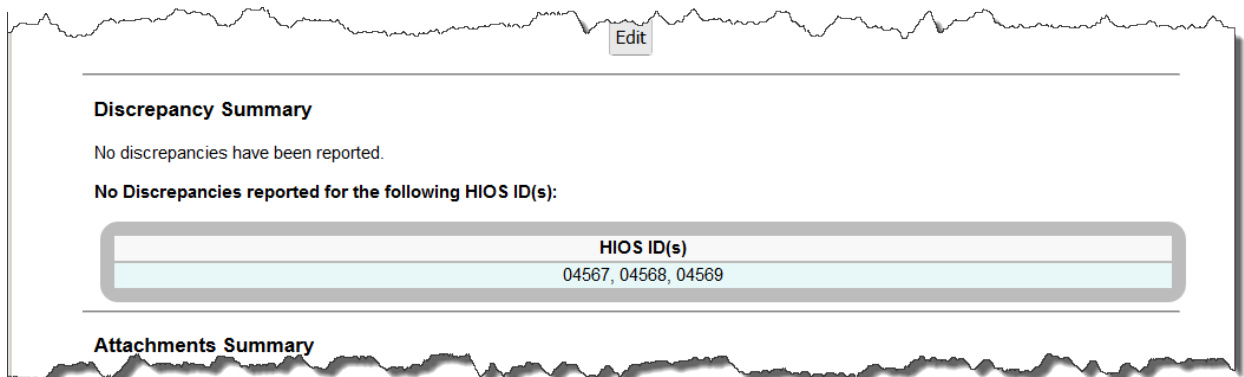
Missing Data on EDGE Server: No

Edit

Discrepancy Summary

2. Review the **Discrepancy Summary** section.

Figure 11: Discrepancy Summary



Edit

Discrepancy Summary

No discrepancies have been reported.

No Discrepancies reported for the following HIOS ID(s):

HIOS ID(s)
04567, 04568, 04569

Attachments Summary

- Review the **Contact Information** section for accuracy. Select the **Edit Contact Information** button to edit the Alternate Contact Information or Company Mailing Address.

Figure 12: Contact Information Section

Contact Information

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

Alternate Contact Information

First Name:	Mary	Last Name:	Smith
Email Address:	msmith@somewhere.net	Job Title:	Analyst
Phone Number:	(555) 555-5555	Phone Extension:	

Company Mailing Address

Address Line 1:	123 Blue Street		
Address Line 2:	Suite 117		
City:	Baltimore	State:	MD
Zip Code:	12345		

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.

Submitter Contact Information

First Name:	John	Last Name:	Jones
Email Address:	jjones@somewhere.net	Job Title:	Analyst
Phone Number:	(333) 555-7789	Phone Extension:	12345

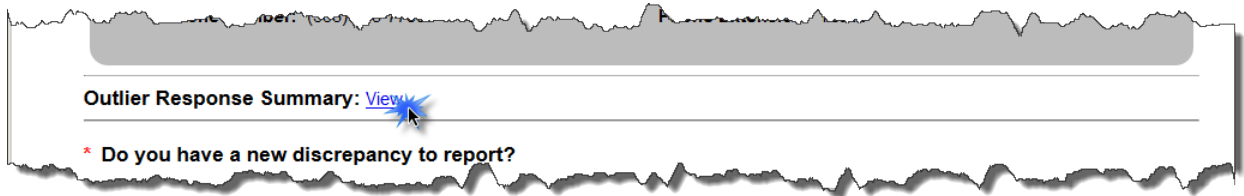
Outlier Response Summary: [View](#)



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

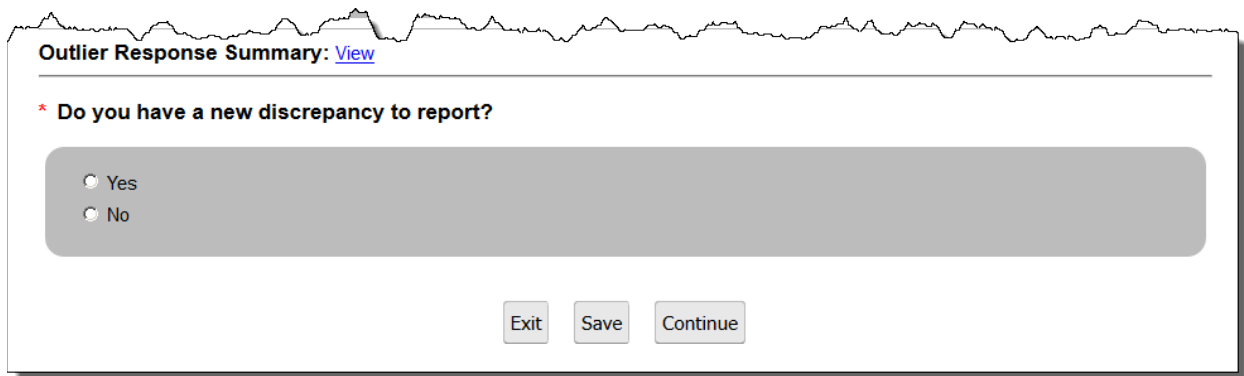
4. Select the **View** link to review the Outlier Response Summary, if applicable.

Figure 13: Outlier Response Summary View Link



5. Select **Yes** or **No** to the question, “Do you have a new discrepancy to report?”

Figure 14: New Discrepancy Selection



6. Select the **Continue** button. Refer to Table 3 to determine navigation from the Summary page based on how you answered the question in Step 5.

Table 3: Navigation from Summary Page

If you answered	Then
Yes to the question, “Do you have a new discrepancy to report?”	The web form navigates to the Discrepancy-Specific Information page (see Section 4.2.1).
No to the question, “Do you have a new discrepancy to report?”	The web form navigates to the Attestation and Discrepancy Reporting Summary page for you to review and submit attestation (see Section 4.1.2).

4.1.2 Review and Submit Attestation

The Attestation and Discrepancy Reporting Summary page displays a list of all HIOS IDs for which you will be providing attestation on the Attestation page. Follow these steps to submit attestation and complete the web form:

1. Thoroughly review the **HIOS ID(s)** shown on the Attestation and Discrepancy Reporting Summary page.

Figure 15: Attestation and Discrepancy Reporting Summary Page

Attestation and Discrepancy Reporting Summary

Instructions

Thoroughly review the below HIOS ID(s) as you will be required to provide an attestation for the HIOS ID(s) on the following page of this web form.

You are providing an attestation for the following HIOS ID(s):

04567, 04568, 04569

You reported NO discrepancies for the following HIOS ID(s):

04567, 04568, 04569

Back

Exit

Save

Continue

2. Select the **Continue** button. The web form will navigate to the Attestation page.
3. Thoroughly review the **Attestation** statements.

- Select the **check box** next to each Attestation statement to indicate agreement for the HIOS ID(s) listed on the Attestation and Discrepancy Reporting Summary page.

Figure 16: Attestation Statement

Attestation

Instructions

Select the check box next to each statement to attest for the HIOS ID(s) listed on the Attestation and Discrepancy Reporting Summary page of this web form.

The red asterisk (*) indicates required fields.

* As of 4/17/2018, I certify that, for the HIOS ID(s) listed on the Attestation and Discrepancy Reporting Summary page, to the best of my information, knowledge, and belief:

☒	Qualified by any discrepancy reported for the 2017 benefit year set forth herein, the final dedicated distributed data environment (EDGE server) reports accurately reflect the enrollment, claims and encounter data submitted to the EDGE server by 4:00 p.m. ET on April 30, 2018 for the 2017 benefit year.
☒	The enrollment, claims and encounter data submitted to the EDGE server by 4:00 p.m. ET on April 30, 2018 for the 2017 benefit year is accurate and has been submitted in accordance with the regulatory and operational guidance for the EDGE server and risk adjustment program, as applicable.
☒	The final self-reported baseline information for the 2017 benefit year is accurate.
☒	The EDGE server data submitted by the 4:00 p.m. ET April 30, 2018 data submission deadline for the 2017 benefit year has been backed-up and moved to a secure location to comply with the 10-year maintenance of records regulatory requirements under and 45 CFR §153.620(b) and attest that you will comply with the data retention requirement to maintain data on your EDGE server for three (3) years.
☒	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, upon which final risk adjustment transfers are calculated, may be subject to the False Claims Act.
☒	If my organization becomes aware that any of the data loaded to the EDGE server are untrue, inaccurate, or incomplete, my organization will promptly inform CMS.
☒	I am authorized to legally and financially bind my organization.

Attester Details

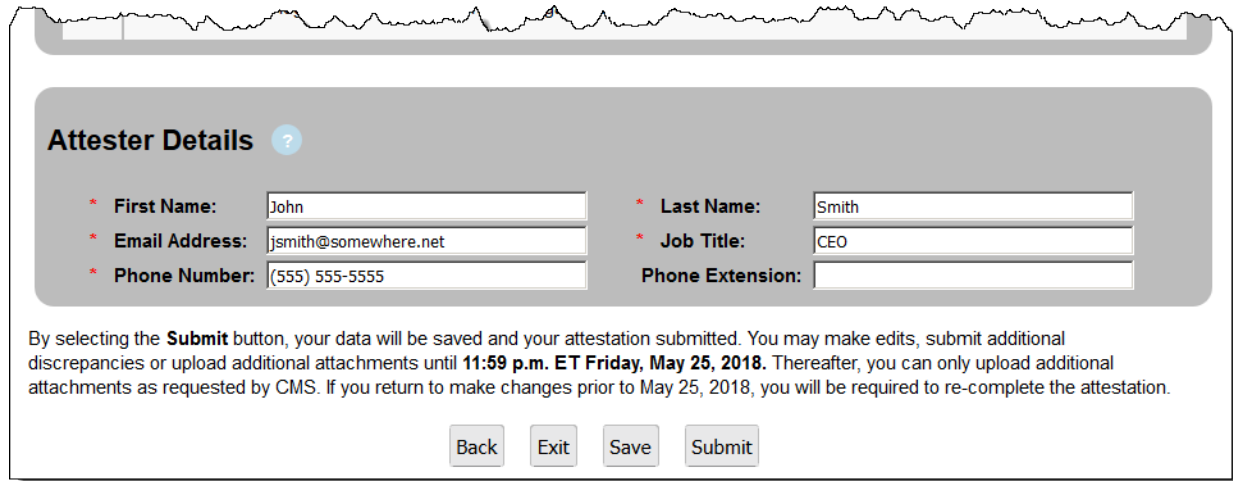
- Complete the **Attester Details** section with the following information:

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



Note: The individual providing the attestation must be someone who can legally and financially bind the company. This person is not required to be the Submitter, Alternate Contact, or CEO.

Figure 17: Attester Details



The screenshot shows a web form titled "Attester Details" with a help icon. It contains several input fields for personal and contact information. Below the fields is a paragraph of instructions and a row of four buttons: Back, Exit, Save, and Submit.

Attester Details ?	
* First Name:	John
* Last Name:	Smith
* Email Address:	jsmith@somewhere.net
* Job Title:	CEO
* Phone Number:	(555) 555-5555
Phone Extension:	

By selecting the **Submit** button, your data will be saved and your attestation submitted. You may make edits, submit additional discrepancies or upload additional attachments until **11:59 p.m. ET Friday, May 25, 2018**. Thereafter, you can only upload additional attachments as requested by CMS. If you return to make changes prior to May 25, 2018, you will be required to re-complete the attestation.

6. Select the **Submit** button. The web form will navigate to the Confirmation page.



Note: By selecting the Submit button on the Attestation page, your data will be saved and your attestation will be submitted and deemed complete by CMS. CMS may request that you provide additional information; however, you will not be able to edit your attestation and discrepancy report after 11:59 p.m. ET Friday, May 25, 2018.

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



Note: The PDF will not be emailed to you.

8. Once the confirmation has been saved and/or printed, select the **Exit** button to close the web form.

Figure 18: Confirmation Page

Confirmation

Thank you for your submission.

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

An acknowledgement email has been sent to the email addresses provided. Print and save the PDF document for your records; it is formal confirmation of attestation and submitted discrepancies, if applicable. Please direct any questions to raripaymentoperations@cms.hhs.gov.

Submission End Time: 4/17/2018 2:55 PM

An acknowledgement email was sent to the following email addresses:

jjones@somewhere.net
msmith@somewhere.net
jsmith@somewhere.net

Print/Save

Select the **PDF** button to generate a PDF confirmation that contains the HIOS ID(s) for which you submitted an attestation and if applicable, reported discrepancies. Please print and save this document for your records.

PDF Exit

4.2 Report Discrepancy and Attest

You may only report one discrepancy at a time using the web form. However, if the same discrepancy applies to multiple HIOS IDs, you will only have to submit that discrepancy once. If you have multiple discrepancies to report, you will indicate this on the Summary page and follow these steps for each discrepancy:

1. Select the radio button next to the statement, **“I want to report at least one discrepancy and submit an attestation.”**

Figure 19: Report a Discrepancy Selection

Attest or Report Discrepancy

Instructions

Select the statement that best fits your situation.

The red asterisk (*) indicates required fields.

*** What would you like to do?**

- ☐ I want to attest for all HIOS IDs as I have no discrepancies to report.
- ☒ I want to report at least one discrepancy and submit an attestation.

Back

Exit

Continue

2. Select the **Continue** button. The web form navigates to the Discrepancy-Specific Information page.

4.2.1 Discrepancy-Specific Information Page

On the Discrepancy-Specific Information page, you will report each discrepancy and select the applicable HIOS ID(s) and markets impacted by the discrepancy. You are required to report one discrepancy at a time. You will have the opportunity to report additional discrepancies within the web form prior to submitting your attestation. Follow these steps to complete the page:

1. Enter a **nickname** for the discrepancy you are reporting in the **Create a nickname for this discrepancy** field. Choose a descriptive nickname (e.g. “diagnosis code error”), as this will make it easier for CMS staff to communicate with you about your discrepancy. In addition,

the discrepancy nickname will allow you to identify the specific discrepancy on the summary page of the web form.

Figure 20: Discrepancy Nickname Field

Discrepancy-Specific Information

Instructions

You may only report one discrepancy at a time. You can select all HIOS IDs that apply to a specific discrepancy and will have the opportunity to report additional discrepancies prior to submitting your attestation.

The red asterisk (*) indicates required fields.

* Create a nickname for this discrepancy:

* This discrepancy is being reported for the following HIOS ID(s) and market(s) ? :

2. Select the **HIOS ID(s) and market(s)** for which the discrepancy is being reported from the HIOS ID/market selector.

Figure 21: HIOS ID/Market Selector

* This discrepancy is being reported for the following HIOS ID(s) and market(s) ? :

Select HIOS ID(s) by using the arrows above the **Available HIOS ID(s)** list to move the applicable HIOS ID(s) and market to the **Selected HIOS ID(s)** list. Remove selected HIOS ID(s) by using the arrows above the **Selected HIOS ID(s)** list.

Available HIOS ID(s)	Selected HIOS ID(s)
Showing all 3	Empty list
Filter	Filter
→→ → 04567 - Small Group - Test Company C 04568 - Merged - Test Company B 04569 - Individual - Test Company A	← ←←

EDGE Attestation & Discrepancy Reporting

3. Select **Yes** or **No** from the drop-down menu for each final risk adjustment report name to in response to the statement, “The information in the final risk adjustment reports listed below accurately reflects the data submitted to the EDGE server(s) by 4:00 p.m. ET on April 30, 2018.” Enter the Batch ID for each **No** selection.

Figure 22: Final Risk Adjustment Reports

*** The information in the final risk adjustment reports listed below accurately reflect the data submitted to the EDGE server(s) by 4:00 p.m. ET on April 30, 2018.**

Select **Yes** or **No** for each of the final risk adjustment reports. If you select **No**, provide the **Batch ID** of the final risk adjustment report that does not accurately reflect the data submitted to your EDGE server(s) by 4:00 p.m. ET on April 30, 2018.

Final Risk Adjustment Report Name	Answer	If No, provide Batch ID
RA Transfer Elements Extract Report (RATEE)	No	ABC-2017-12345
Enrollee (With and Without) Claims – Detail (ECD)	Yes	
Enrollee (With and Without) Claims – Summary (ECS)	Yes	

4. Select **Yes** or **No** to the statement, “Is this discrepancy related to any of your EDGE reports?”
5. Select the check box next to each applicable EDGE report related to the discrepancy and enter the **Batch ID**.

Figure 23: EDGE Reports

*** Is this discrepancy related to any of your EDGE reports?**

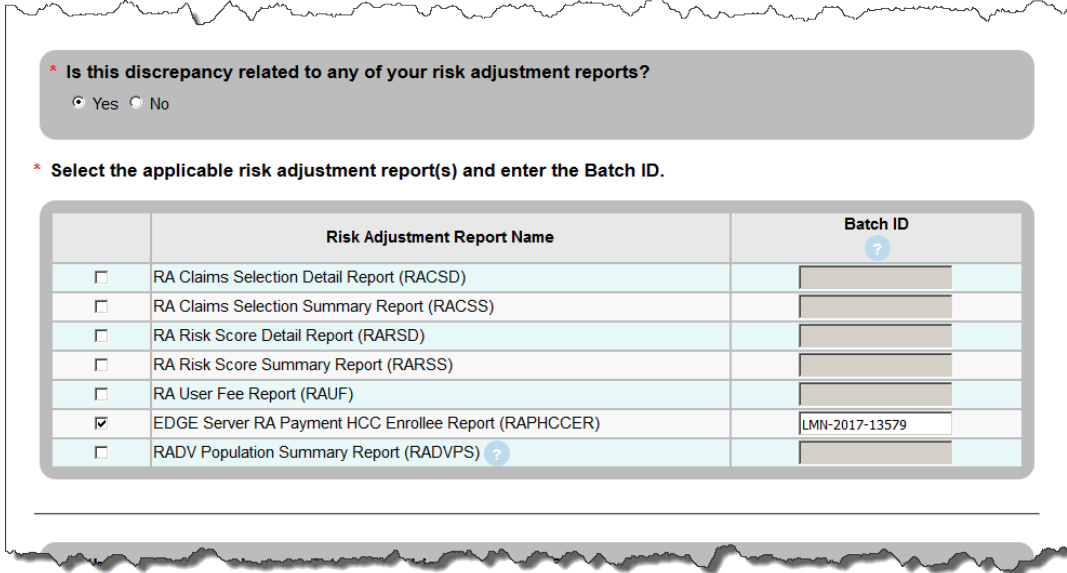
☒ Yes ☐ No

*** Select the applicable EDGE report(s) that describe your discrepancy and enter the Batch ID.**

	EDGE Report Name	Batch ID
☐	EDGE Server File Accept-Reject (ESFAR) report for enrollee, medical, pharmacy and supplemental	
☒	EDGE Server Detail Medical Claim Error Report (ESDMCE)	XYZ-2017-98765
☐	EDGE Server Detail Pharmacy Claim Error Report (ESDPCE)	
☐	EDGE Server Detail Enrollment Error Report (ESDEE)	
☐	EDGE Server Detail Supplemental Diagnosis File Error Report (ESDSFE)	
☐	EDGE Server Summary Supplemental Diagnosis File Accept – Reject Error Report (ESSSFE)	
☐	EDGE Server Summary Pharmacy Claim File Accept – Reject Error Report (ESSPFE)	
☐	EDGE Server Summary Medical Claim File Accept – Reject Error Report (ESSMFE)	
☐	EDGE Server Summary Enrollment Accept – Reject Error Report (ESSEFE)	

6. Select **Yes** or **No** to the statement, “Is this discrepancy related to any of your risk adjustment reports?”
7. Select the check box next to each applicable risk adjustment report in the Risk Adjustment Report table and enter the **Batch ID**.

Figure 24: Risk Adjustment Reports



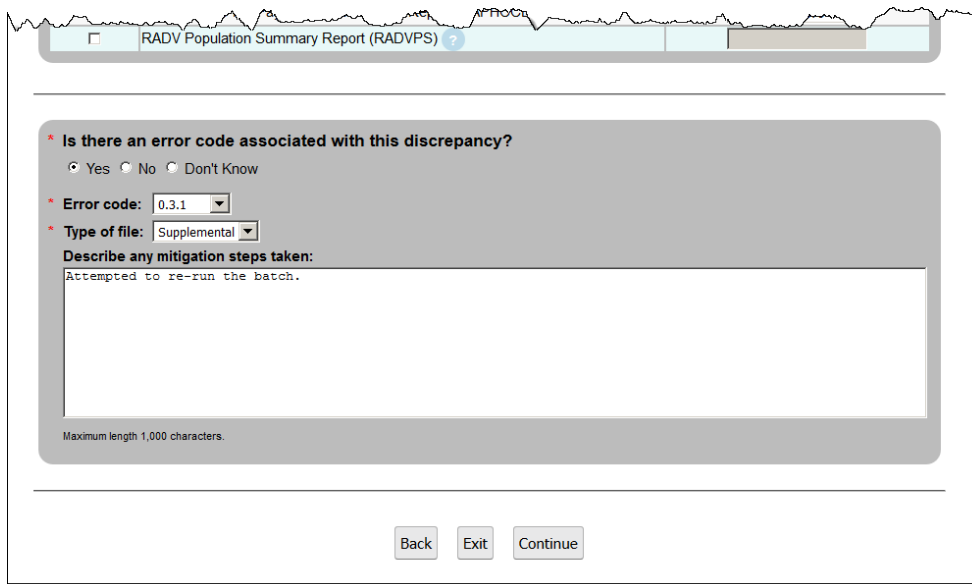
*** Is this discrepancy related to any of your risk adjustment reports?**
☒ Yes ☐ No

*** Select the applicable risk adjustment report(s) and enter the Batch ID.**

	Risk Adjustment Report Name	Batch ID
☐	RA Claims Selection Detail Report (RACSD)	
☐	RA Claims Selection Summary Report (RACSS)	
☐	RA Risk Score Detail Report (RARSD)	
☐	RA Risk Score Summary Report (RARSS)	
☐	RA User Fee Report (RAUF)	
☒	EDGE Server RA Payment HCC Enrollee Report (RAPHCCER)	LMN-2017-13579
☐	RADV Population Summary Report (RADVPS) ?	

8. Select **Yes**, **No**, or **Don't Know** to the question, “Is there an error code associated with this discrepancy?” If **Yes** is selected, select the **Error Code** and **Type of File**, and enter any mitigation steps taken.

Figure 25: Error Code



☐ RADV Population Summary Report (RADVPS) ?

*** Is there an error code associated with this discrepancy?**
☒ Yes ☐ No ☐ Don't Know

*** Error code:** 0.3.1

*** Type of file:** Supplemental

Describe any mitigation steps taken:
 Attempted to re-run the batch.

Maximum length 1,000 characters.

Back Exit Continue

9. Select the **Continue** button. The web form navigates to the Discrepancy Description page.

4.2.2 Discrepancy Description Page

1. Enter a **description** of the discrepancy.

Figure 26: Discrepancy Description Field

Discrepancy Description

Instructions

The red asterisk (*) indicates required fields.

*** Please describe this discrepancy:**

Discrepancy description text goes here. Discrepancy description text goes here. Discrepancy description text goes here. Discrepancy description text goes here. Discrepancy description text goes here. Discrepancy description text goes here. Discrepancy description text goes here.

Maximum length 1,000 characters.

Note: You will be given the option to upload a file in support of this discrepancy (or for multiple discrepancies) on the Summary page.

*** Enter the approximate percentages of claims and enrollment impacted by this discrepancy, and the expected difference in risk score for each HIOS ID/market in the table below:**

2. Enter the approximate percentages of claims and enrollment impacted by this discrepancy. In other words, what percentage of your overall claims and/or enrollment data was impacted by this discrepancy? Then, enter the expected **difference** in risk score for each HIOS ID/market in the table provided, rather than what you estimate the risk score would have been without the discrepancy.

Figure 27: Discrepancy Details Table

Maximum length 1,000 characters.

Note: You will be given the option to upload a file in support of this discrepancy (or for multiple discrepancies) on the Summary page.

*** Enter the approximate percentages of claims and enrollment, and the expected difference in risk score for each HIOS ID/market in the table below:**

HIOS ID	Market	Approximate Percentage of Claims Impacted	Approximate Percentage of Enrollment Records Impacted	Expected Difference in Risk Score
04569	Individual	25	25	5.2

Back

Exit

Continue

3. Select the **Continue** button. The web form navigates to the Summary page. If you need to add an attachment, you may do so on the Summary page. Possible attachments to include would be your calculations for the error impact, or relevant de-identified screenshots.

4.2.3 Summary Page

1. Review the **EDGE Server Data Summary** section to ensure accurate responses have been entered. Select the **Edit** or **Delete** button to make changes to the information in the table, if applicable.

Figure 28: EDGE Server Data Summary

EDGE Server Data Summary

Select the **Edit** button to change your answer for missing data on the EDGE Server or to edit the information in the table below.

Missing Data on EDGE Server: Yes

HIOS ID	Market	Number of Missing Enrollees	Member Months Associated with the Missing Enrollees	Billable Member Months Associated with the Missing Enrollees	Premium Amount Associated with the Missing Enrollees	Number of Missing Diagnosis Codes	Number of Enrollees with Missing Diagnosis Codes
04568	Merged	25	2.00	2.00	5214.58	17	12
04569	Individual	154	7.00	6.00	48848.47	125	68

[Edit](#) [Delete](#)

Discrepancy Summary

2. Review the **Discrepancy Summary** to ensure the following:
 - Discrepancy(ies) listed are linked to the appropriate HIOS ID(s)
 - When applicable, files have been uploaded (See [Section 5](#) for information regarding uploading attachments).
3. Select the **Action** link (**View**, **Edit**, or **Delete**) next to the discrepancy you would like to view, edit, or delete.

Figure 29: Discrepancy Summary

Discrepancy Summary

Select the Action link next to the discrepancy to view, edit, or delete the selected discrepancy.

Action	Discrepancy Nickname	HIOS ID(s)	File(s) Uploaded
View Edit Delete	Discrepancy A	04569	×
View Edit Delete	Discrepancy B	04568	×

No Discrepancies reported for the following HIOS ID(s):

HIOS ID(s)
04567

4. Review the **No Discrepancies Reported for the Following HIOS ID(s)** section.
5. Review the **Attachments Summary** section to ensure the following:
 - Appropriate named file(s) have been uploaded
 - Uploaded file(s) linked to the appropriate discrepancy(ies)
6. Select the **Action** link (**View**, **Edit**, or **Delete**) next to the file name you would like to view, edit, or delete. To upload attachments, see [Section 5](#).

Figure 30: Attachments Summary

Attachments Summary

Select the Action link next to the attachment to view, edit, or delete the selected attachment. To upload an attachment, select the **Upload Attachment** button.

Action	File Name	File Size	Associated Discrepancies
View Edit Delete	Sample Attachment.pdf	0.0050 MB	Discrepancy A Discrepancy B

Contact Information

- Review the **Contact Information** section for accuracy. Select the **Edit Contact Information** button to update the Alternate Contact Information or Company Mailing Address.

Figure 31: Contact Information Section

Contact Information

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

Alternate Contact Information

First Name:	Mary	Last Name:	Smith
Email Address:	msmith@somewhere.net	Job Title:	Analyst
Phone Number:	(555) 555-5555	Phone Extension:	

Company Mailing Address

Address Line 1:	123 Blue Street		
Address Line 2:	Suite 117		
City:	Baltimore	State:	MD
Zip Code:	12345		

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.

Submitter Contact Information

First Name:	John	Last Name:	Jones
Email Address:	jjones@somewhere.net	Job Title:	Analyst
Phone Number:	(333) 555-7789	Phone Extension:	12345

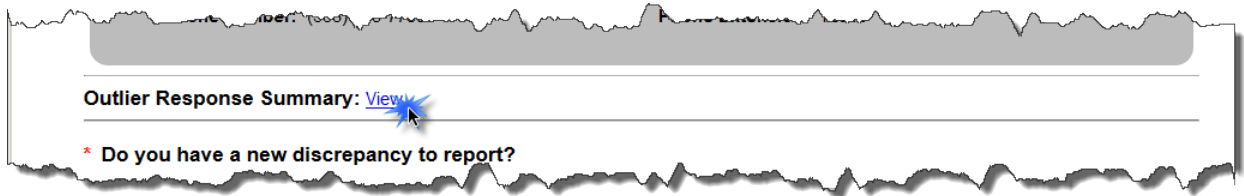
Outlier Response Summary: [View](#)



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

8. Select the **View** link to review the Outlier Response Summary, if applicable.

Figure 32: Outlier Response Summary Link



Outlier Response Summary: [View](#)

* Do you have a new discrepancy to report?

9. Select **Yes** or **No** to the question, “Do you have a new discrepancy to report?”

Figure 33: New Discrepancy Selection



Outlier Response Summary: [View](#)

* Do you have a new discrepancy to report?

☐ Yes

☐ No

Exit Save Continue

10. Select the **Continue** button. Refer to Table 4 to determine navigation from the Summary page based on how you answered the question in Step 10.

Table 4: Navigation from Summary Page

If you answered	Then
Yes to the question, “Do you have a new discrepancy to report?”	The web form navigates to the Discrepancy-Specific Information page (see Section 4.2.1).
No to the question, “Do you have a new discrepancy to report?”	The web form navigates to the Attestation and Discrepancy Reporting Summary page (see Section 4.2.4).

4.2.4 Review and Submit Discrepancies and Attestation

The Attestation and Discrepancy Reporting Summary page displays a list of all HIOS IDs for which you will be providing attestation on the Attestation page as well as the HIOS ID(s) for which discrepancies were reported. Follow these steps to submit the attestation and discrepancies to complete the web form:

1. Thoroughly review the **HIOS ID(s)** shown on the Attestation and Discrepancy Reporting Summary page.

Figure 34: Attestation and Discrepancy Reporting Summary Page

Attestation and Discrepancy Reporting Summary

Instructions

Thoroughly review the below HIOS ID(s) as you will be required to provide an attestation for the HIOS ID(s) on the following page of this web form.

You are providing an attestation for the following HIOS ID(s):

04567, 04568, 04569

You reported discrepancies for the following HIOS ID(s):

Discrepancy Nickname	HIOS ID(s)
Discrepancy A	04569
Discrepancy B	04568

You reported NO discrepancies for the following HIOS ID(s):

04567

Back

Exit

Save

Continue

2. Select the **Continue** button. The web form will navigate to the Attestation page.
3. Thoroughly review each **Attestation** statement in its entirety.
4. Select the **check box** next to each section of the Attestation statement to indicate agreement for the HIOS ID(s) listed on the Attestation and Discrepancy Reporting Summary page.

Figure 35: Attestation Statement

Attestation

Instructions

Select the check box next to each statement to attest for the HIOS ID(s) listed on the Attestation and Discrepancy Reporting Summary page of this web form.

The red asterisk (*) indicates required fields.

* As of 4/17/2018, I certify that, for the HIOS ID(s) listed on the Attestation and Discrepancy Reporting Summary page, to the best of my information, knowledge, and belief:

☒	Qualified by any discrepancy reported for the 2017 benefit year set forth herein, the final dedicated distributed data environment (EDGE server) reports accurately reflect the enrollment, claims and encounter data submitted to the EDGE server by 4:00 p.m. ET on April 30, 2018 for the 2017 benefit year.
☒	The enrollment, claims and encounter data submitted to the EDGE server by 4:00 p.m. ET on April 30, 2018 for the 2017 benefit year is accurate and has been submitted in accordance with the regulatory and operational guidance for the EDGE server and risk adjustment program, as applicable.
☒	The final self-reported baseline information for the 2017 benefit year is accurate.
☒	The EDGE server data submitted by the 4:00 p.m. ET April 30, 2018 data submission deadline for the 2017 benefit year has been backed-up and moved to a secure location to comply with the 10-year maintenance of records regulatory requirements under and 45 CFR §153.620(b) and attest that you will comply with the data retention requirement to maintain data on your EDGE server for three (3) years.
☒	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, upon which final risk adjustment transfers are calculated, may be subject to the False Claims Act.
☒	If my organization becomes aware that any of the data loaded to the EDGE server are untrue, inaccurate, or incomplete, my organization will promptly inform CMS.
☒	I am authorized to legally and financially bind my organization.

Attester Details

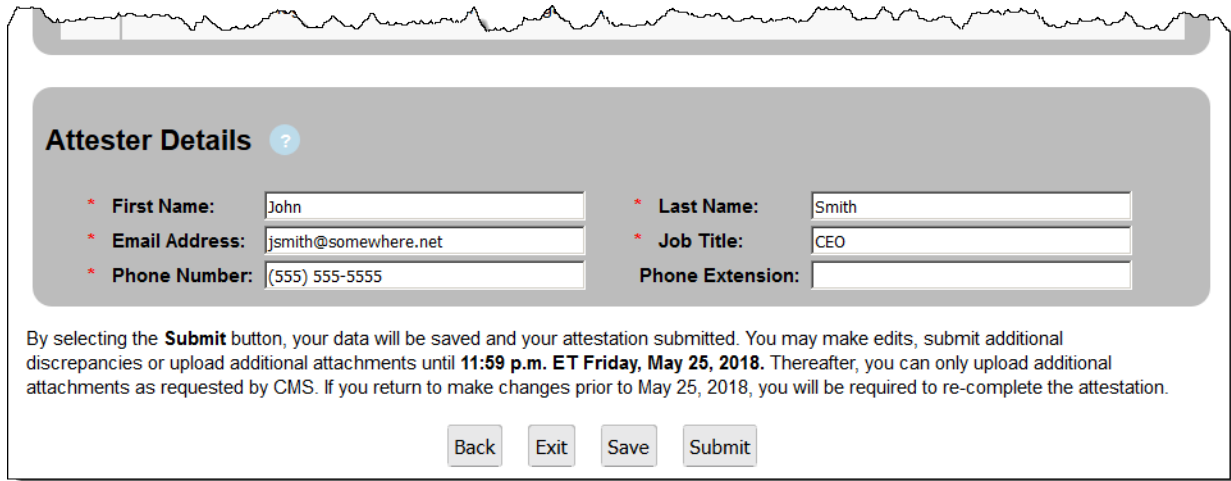
5. Complete the **Attester Details** section with the following information:

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



Note: The individual providing the attestation must be someone who can legally and financially bind the company. This person is not required to be the Submitter, Alternate Contact, or CEO.

Figure 36: Attester Details



The screenshot shows a web form titled "Attester Details" with a help icon. It contains several input fields for personal and contact information. Below the form is a paragraph of instructions and a row of four buttons: Back, Exit, Save, and Submit.

Attester Details ?	
* First Name:	John
* Last Name:	Smith
* Email Address:	jsmith@somewhere.net
* Job Title:	CEO
* Phone Number:	(555) 555-5555
Phone Extension:	

By selecting the **Submit** button, your data will be saved and your attestation submitted. You may make edits, submit additional discrepancies or upload additional attachments until **11:59 p.m. ET Friday, May 25, 2018**. Thereafter, you can only upload additional attachments as requested by CMS. If you return to make changes prior to May 25, 2018, you will be required to re-complete the attestation.

Back Exit Save Submit

6. Select the **Submit** button. The web form will navigate to the Confirmation page.



Note: By selecting the Submit button on the Attestation page, your data will be saved and your attestation and discrepancies will be submitted and deemed complete by CMS. CMS may request that you provide additional information; however, you will not be able to edit your attestation and discrepancy report after 11:59 p.m. ET Friday, May 25, 2018.

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

- Once the confirmation has been saved and/or printed, select the **Exit** button to close the web form.

Figure 37: Confirmation Page

Confirmation

Thank you for your submission.

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

An acknowledgement email has been sent to the email addresses provided. Print and save the PDF document for your records; it is formal confirmation of attestation and submitted discrepancies, if applicable. Please direct any questions to raripaymentoperations@cms.hhs.gov.

Submission End Time: 4/17/2018 2:55 PM

An acknowledgement email was sent to the following email addresses:

jjones@somewhere.net
msmith@somewhere.net
jsmith@somewhere.net

Print/Save

Select the **PDF** button to generate a PDF confirmation that contains the HIOS ID(s) for which you submitted an attestation and if applicable, reported discrepancies. Please print and save this document for your records.

PDF Exit

5 Upload Attachments

You have the option to upload file(s) in support of reported discrepancies or to provide further information from the Attachments Summary section of the Summary page. Please include information regarding how you arrived at the conclusion that you have a discrepancy, including any calculations, applicable screenshots, etc. The more information you provide at this stage of the process, the faster CMS will be able to process your discrepancy.

You can select one or more discrepancies to link to your uploaded file(s). If you need to submit additional information, please email raripaymentoperations@cms.hhs.gov to request assistance in uploading or sending additional materials.

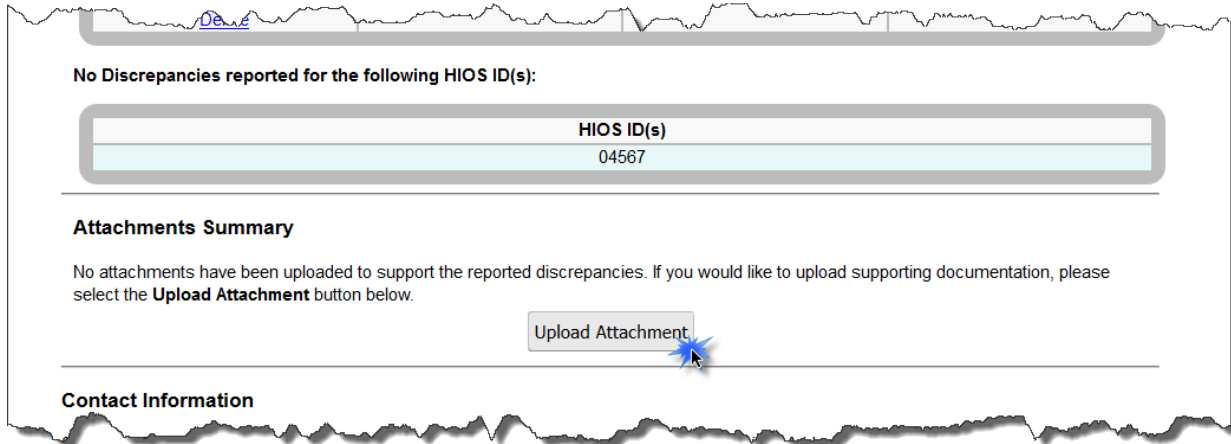


Warning: Uploaded files must NOT contain any protected health information (PHI) or personally identifiable information (PII). Files containing PHI or PII will be deleted and not considered as part of the discrepancy filing.

Follow these steps to upload file(s) in support of reported discrepancies:

1. Select the **Upload Attachment** button located in the Attachments Summary section of the Summary page. The web form will navigate to the Upload Attachments page.

Figure 38: Upload Attachment Button



[Details](#)

No Discrepancies reported for the following HIOS ID(s):

HIOS ID(s)
04567

Attachments Summary

No attachments have been uploaded to support the reported discrepancies. If you would like to upload supporting documentation, please select the **Upload Attachment** button below.

[Upload Attachment](#)

Contact Information

2. Select at least one **discrepancy** to link to the attachment(s).

Figure 39: Upload Attachments Page

Upload Attachments

Instructions

The red asterisk (*) indicates required fields.

* Select at least one discrepancy to link to the attachment(s).

Select	Discrepancy Nickname	HIOS ID(s)	File(s) Uploaded
☐	Discrepancy A	04569	
☐	Discrepancy B	04568	

Please 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 discrepancy filing.

Upload a File

[Browse...](#) No file selected.

[Upload Attachment](#)

Maximum file size: 10 MB
Limit: 10 files per discrepancy

You have uploaded the following file(s). Select the Action link next to the attachment to view, edit, or delete the selected attachment. Once all attachments have been uploaded, select the **Save & Return** button to save your updates and return to the Summary page.

Action	File Name	File Size	Associated Discrepancies
Save & Return			



Note: Maximum file size for uploaded files is 10 MB. You may upload up to 10 files per discrepancy.

3. Select the **Browse/Choose File** button in the Upload a File section.
4. Select the **file** for upload (the file name will appear in the Upload a File field).
5. Select the **Upload Attachment** button. All uploaded files for this discrepancy will appear in a table at the bottom of the page. Select the Action link (**View**, **Edit**, or **Delete**) next to the file name you would like to view, edit, or delete.
6. Repeat Steps 2-5 for each discrepancy for which you want to upload attachments.
7. Select the **Save & Return** button to save your updates and return to the Summary page.

6 Uploading Documentation after the Deadline

Upon review of a reported discrepancy, CMS may request that additional documentation be uploaded to the web form in support of the discrepancy. You should only upload additional documentation at the request of CMS. Follow these steps to upload requested documentation:

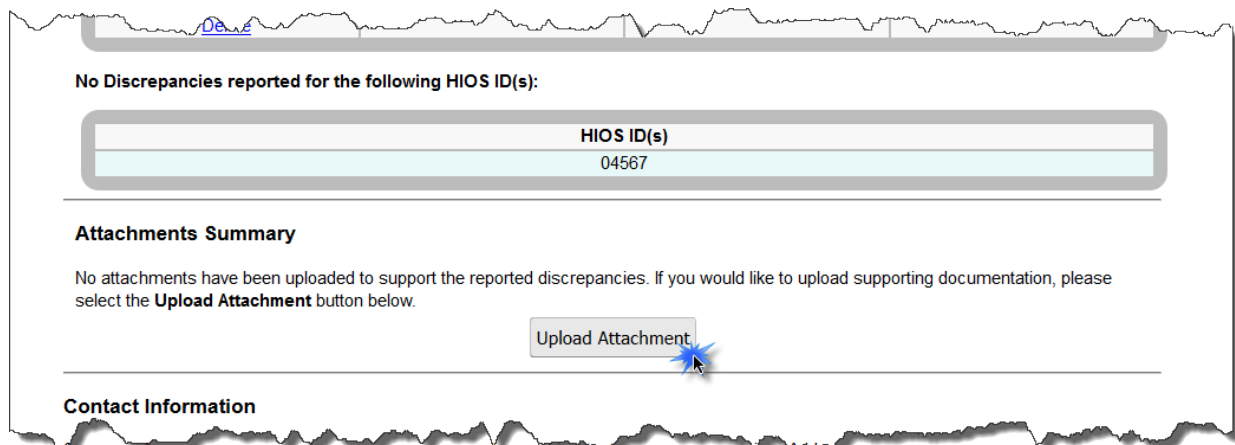
1. Access the web form using the original link.
2. Enter your **CEO Designate** or **Alternate CEO Designate** email address in the Login ID field.
3. Enter your EDGE Server Contact Database **Access Code** in the Access Code field.
4. Select the **Log In** button. The web form will navigate to the Summary page.



Note: Previously uploaded attachments will not be available to edit or delete after the May 25, 2018 deadline.

5. Select the **Upload Attachment** button in the Attachments Summary section of the Summary page. The web form will navigate to the Upload Attachments page.

Figure 40: Summary Page Upload Attachment Button



The screenshot shows a web form interface. At the top, there is a "Delete" link. Below it, a message states "No Discrepancies reported for the following HIOS ID(s):". A table follows with one row containing the HIOS ID "04567". Below the table is the "Attachments Summary" section, which contains the text: "No attachments have been uploaded to support the reported discrepancies. If you would like to upload supporting documentation, please select the **Upload Attachment** button below." A button labeled "Upload Attachment" is visible, with a mouse cursor pointing at it. At the bottom, there is a "Contact Information" section.



Warning: 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 discrepancy filing.

6. Select one or more **discrepancy** to link to the attachment(s) you will be uploading.

Figure 41: Upload Attachments Page

Upload Attachments

Instructions

The red asterisk (*) indicates required fields.

* Select at least one discrepancy to link to the attachment(s).

Select	Discrepancy Nickname	HIOS ID(s)	File(s) Uploaded
☐	Discrepancy A	04569	
☐	Discrepancy B	04568	

Please 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 discrepancy filing.

Upload a File

No file selected.

Maximum file size: 10 MB
Limit: 10 files per discrepancy

You have uploaded the following file(s). Select the Action link next to the attachment to view, edit, or delete the selected attachment. Once all attachments have been uploaded, select the **Save & Return** button to save your updates and return to the Summary page.

Action	File Name	File Size	Associated Discrepancies
--------	-----------	-----------	--------------------------

7. Select the **Browse/Choose File** button.
8. Select the **file** for upload (the file name will appear in the Upload a File field).
9. Select the **Upload Attachment** button. All uploaded files for the selected discrepancy will appear in a table at the bottom of the page. Select the Action link (**View**, **Edit**, or **Delete**) next to the file name you would like to view, edit, or delete.
10. Repeat Steps 6-9 for each discrepancy for which you want to upload additional attachments.
11. Select the **Save & Return** button to save your updates and return to the Summary page.
12. Select the **Continue** button. The web form will navigate to the Confirmation page.



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13. Select the **PDF** button to save/print the confirmation for your records.
14. Once your confirmation has been saved and/or printed, select the **Exit** button to close the web form.