

HHS-Operated Risk Adjustment Data Validation (HHS-RADV) IVA Entity Designation

April 11, 2018

Health Insurance Marketplace Program
Training Series

Session Agenda

- Session Guidelines
- New Webinar Platform
- Intended Audience
- Session Purpose
- HHS-RADV Timeline
- Initial Validation Audit (IVA) Entity Designation
- Question & Answer (Q&A)
- Next Steps
- Resources
- Closing Remarks

Session Guidelines

- This is a 90-minute webinar session
- For questions regarding content, please submit questions to the RADV team at the following email:
 - CCIIOACARADatavalidation@cms.hhs.gov
- For questions regarding logistics and registration, contact the Registrar at: (800) 257-9520

New Webinar Platform

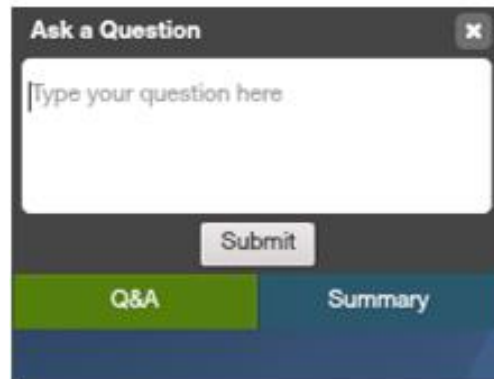
- CMS has implemented a new, user-friendly webinar platform to broadcast Registration for Technical Assistance Portal (REGTAP) training events
- Training events will be seen and heard through your device and are now also accessible on mobile devices

New Webinar Platform (continued)

- Use Internet Explorer (IE) when accessing the new web platform
- Test your system's compatibility, use the following link:
http://engage.vevent.com/microsite/ext/self_test.jsp?eid=140
- If you cannot hear today's audio or having other technical issues, please contact the Registrar Support Team at registrar@regtap.info or 1 (800) 257-9520

New Webinar Platform (continued)

- To submit questions, use the Q&A panel
- CMS Subject Matter Experts will respond to submitted questions during the webinar, as time allows
- If your question does not receive a response, please send your question to CCIIOACARADDataValidation@cms.hhs.gov

A screenshot of a web interface titled "Ask a Question" with a close button (X) in the top right corner. Below the title is a large text input field with the placeholder text "Type your question here". Below the input field is a "Submit" button. At the bottom of the interface are two tabs: "Q&A" (highlighted in green) and "Summary".

New Webinar Platform (continued)

- **Can I still use a landline phone to listen?**

No, the audio for the webcast will stream via your computer or smart device (Apple or Android), so you will need speakers or headphones to listen

- **Can I call from a cell phone to listen?**

No, you may access the event from a smart device, such as an Apple or Android cell phone, using the web browser on your device.

- **How do I adjust the volume for the event?**

Please adjust your volume to the desired setting using the volume settings on your device. You may also adjust the volume in the lower right corner of the webcast. Please ensure the volume button is not muted in the platform

- **Can I make the picture larger on my screen?**

Yes, you may maximize your screen by selecting the full-screen icon located in the lower right corner of your screen



Intended Audience

- Issuers subject to the HHS-RADV Audit:
 - Issuers offering non-grandfathered Affordable Care Act-compliant individual and/or small group health plans both inside and outside the Exchange
- Potential Initial Validation Audit (IVA) Entities
- Second Validation Audit (SVA) Entities
- Third Party Administrators (TPA) and support vendors



This includes State-based Exchange (SBE) Issuers, Federally-facilitated Exchange (FFE) Issuers, and Small Business Health Options Programs (SHOP)

Session Purpose

- Provide the 2017 benefit year HHS-RADV timeline
- Provide an overview of IVA Entity designation
- Provide next steps and upcoming trainings

HHS-RADV Timeline

Benefit Year 2017 HHS-RADV Timeline



To access the most current HHS-RADV Timeline for the 2017 Benefit Year, please refer to the REGTAP Library under the HHS-Operated Risk Adjustment Data Validation (RADV) program:

[2017 Benefit Year HHS-RADV Timeline](https://www.regtap.info)

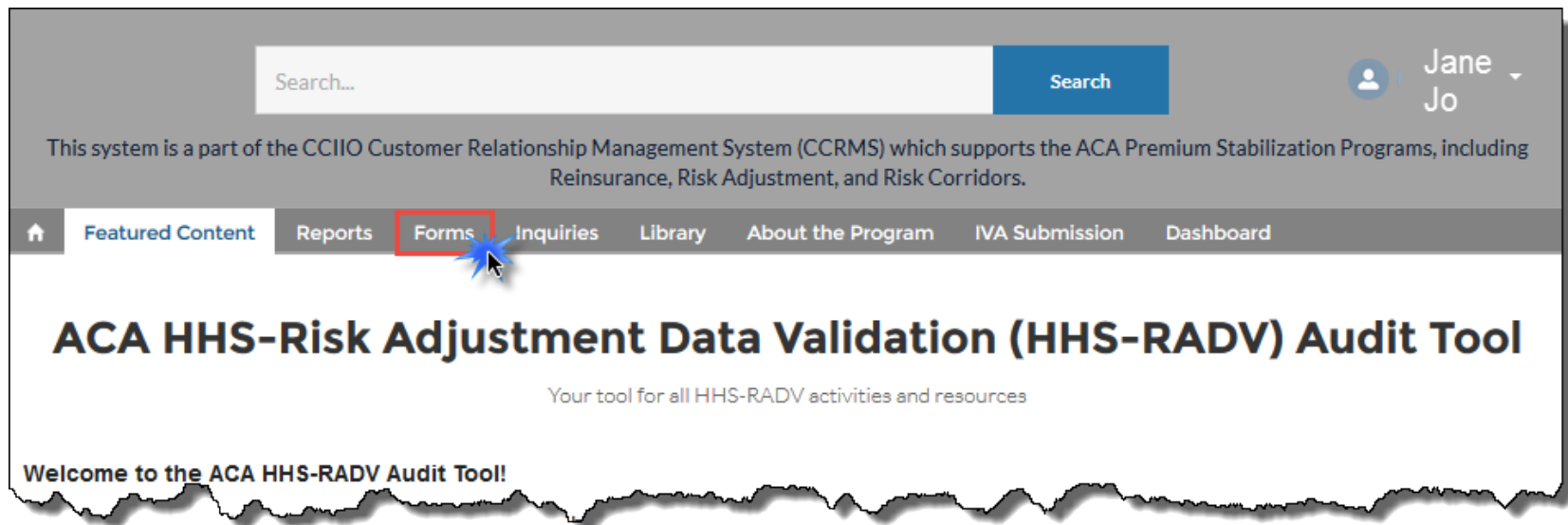
IVA Entity Designation

IVA Entity Designation Overview

- The Issuer SO or Back-Up Issuer SO must complete registration in the HHS-RADV Audit Tool, before they will be able to complete the IVA Entity Designation Form
 - The IVA Entity Designation Form is available in the Audit Tool under the **Forms** tab
- The IVA Entity Designation must be completed and the designation accepted by CMS before an IVA Entity will have access to an issuer's sample reports

Accessing the Form

- Select the Forms tab from the main page of the Audit Tool



Accessing the Form (continued)

HHS-RADV Audit Tool Forms

Instructions

Select a link below to open an Audit Tool form.

[HHS-RADV Issuer RADV Coordinator Designation and Maintenance Form](#)

This is a self-service form for Issuer Senior Officials (SOs) to designate, maintain, and update Issuer RADV Coordinator information for their company.

[HHS-RADV IVA Entity Designation and Maintenance Form](#)

This form allows issuers to designate IVA Entities for the current benefit year's HHS-RADV audit. In addition, issuers can update and maintain IVA Entity designations in this form.

[HHS-RADV Issuer Company Organization Mailing Address Maintenance Form](#)

This is a self-service form for Issuer Senior Officials (SOs) to maintain and update Issuer Company Mailing Address information.

[HHS-RADV Issuer Senior Official Maintenance Form](#)

This is a self-service form for Issuer Senior Officials (SOs) to maintain and update Issuer SO contact information for their company.

Completing IVA Entity Designation



[Guidance](#)

Welcome

The HHS-RADV IVA Entity Designation and Maintenance form allows issuers to designate IVA Entities for the current benefit year's HHS-RADV audit. This is a self-service form for Issuer Senior Officials (SOs) to maintain and update IVA Entity designations. The form allows Issuer SOs to add, edit, or delete IVA Entity information. It is the responsibility of the Issuer SO to ensure ongoing accuracy of this information.

If you need assistance or have questions related to the completion of this process, please contact us at CCIIOACARADDataValidation@cms.hhs.gov. All emails **must include your organization's HIOS ID(s)** in the subject line.

Continue



Completing IVA Entity Designation

(continued)

- On the IVA Entity Designation page, select the **Designate IVA Entity** button
- After selecting the button, the Designate IVA Entity page will display a list of IVA Entities
 - The IVA Entities listed have completed the election process and are registered for the applicable benefit year with CMS
 - If you do not locate an IVA Entity you wish to designate on the list, contact the IVA Entity directly to ensure they have completed the HHS-RADV Initial Validation Audit (IVA) Entity Election web form

Company Name: Kari's RADV Company

Designate IVA Entity



Completing IVA Entity Designation (continued)

Designate IVA Entity

Instructions

Required fields are indicated with a red asterisk (*).

The following is a list of IVA Entities that have elected to participate in the current benefit year's HHS-RADV audit. The IVA Entities listed have been accepted by CMS and are eligible to conduct HHS-RADV audits for the current benefit year. Please note that CMS will review all submissions for conflict of interest before the designation will be accepted.

* **Select an IVA Entity:**

If you do not locate the IVA Entity you have engaged on this list, contact the IVA Entity directly to ensure they have completed the HHS-RADV Initial Validation Audit (IVA) Entity Election web form for the current benefit year. Select the following link for suggested language for your communication with the IVA Entity to request completion of the web form: [Suggested IVA Entity Communication](#).

* **Select the HIOS ID(s) associated with the selected IVA Entity:**

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.

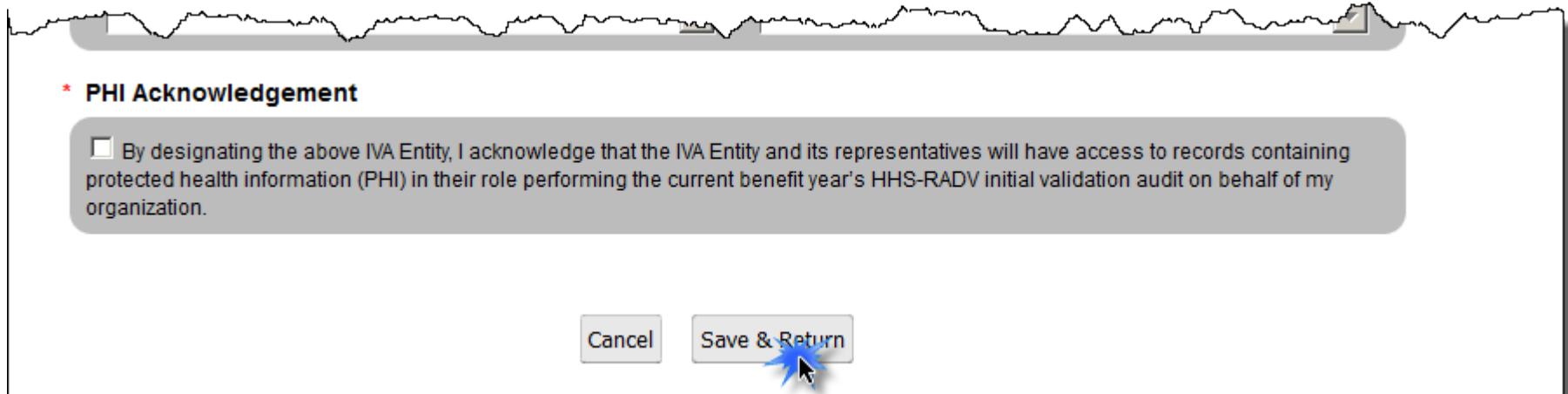
Note: Only un-designated HIOS IDs are shown in the Available HIOS ID(s) list. ?

Available HIOS ID(s)	Selected HIOS ID(s)
Showing all 2	Empty list
Filter	Filter
→ →	← ←
22123 - Test 1	

Completing IVA Entity Designation

(continued)

- After selecting an IVA Entity from the list, review the list of available HIOS IDs and determine which HIOS IDs should be associated with the IVA Entity
- After selecting all applicable the HIOS IDs for your organization, that should be associated with the designated IVA Entity, select the checkbox next to the PHI Acknowledgement statement
- Select the **Save & Return** button



The screenshot shows a web form with a section titled "PHI Acknowledgement" marked with a red asterisk. Below the title is a checkbox that is currently unchecked. The text next to the checkbox states: "By designating the above IVA Entity, I acknowledge that the IVA Entity and its representatives will have access to records containing protected health information (PHI) in their role performing the current benefit year's HHS-RADV initial validation audit on behalf of my organization." At the bottom of the form, there are two buttons: "Cancel" and "Save & Return". A blue mouse cursor is pointing at the "Save & Return" button.

*** PHI Acknowledgement**

☐ By designating the above IVA Entity, I acknowledge that the IVA Entity and its representatives will have access to records containing protected health information (PHI) in their role performing the current benefit year's HHS-RADV initial validation audit on behalf of my organization.

Cancel Save & Return

Completing IVA Entity Designation

(continued)

- After completing the process, you will return to the IVA Entity Designation page
- This page displays a table containing the selected IVA Entity name and associated HIOS IDs
 - If changes need to be made to this selection, you will do so on this page using the Action links in the table

IVA Entity

Action	IVA Entity Name	Associated HIOS ID(s)
Edit Delete	Purple IVA Entity	22123, 22124



Completing IVA Entity Designation

(continued)

- When all HIOS IDs are associated to an IVA Entity, select the **Continue** button to navigate to the Summary page
- You will not be able to submit the form until all HIOS IDs for your organization have been associated with an IVA Entity

IVA Entity

Action	IVA Entity Name	Associated HIOS ID(s)
Edit Delete	Purple IVA Entity	22123, 22124



Summary Page

- Before proceeding, review the following information for accuracy:
 - IVA Entity Name
 - Associated HIOS ID(s)
- Select the **Generate COI Attestation Form** button to generate the form.
 - The Conflict of Interest (COI) Attestation form must be signed by your company's CEO or Chief Financial Officer (CFO), acknowledging the IVA Entity designation
 - The form may be signed physically or electronically
- If you are not able to immediately upload the Attestation Form, select the **Save and Exit** button on this page



NOTE

The **Submitter Contact Information** is the information associated with the Issuer SO or Back-up Issuer SO submitting the form. This information is not editable

Summary Page (continued)

Summary

Instructions

Select the **Edit** button to make edits to the IVA Entity information.

Company Name: Brie's RADV Company

IVA Entity

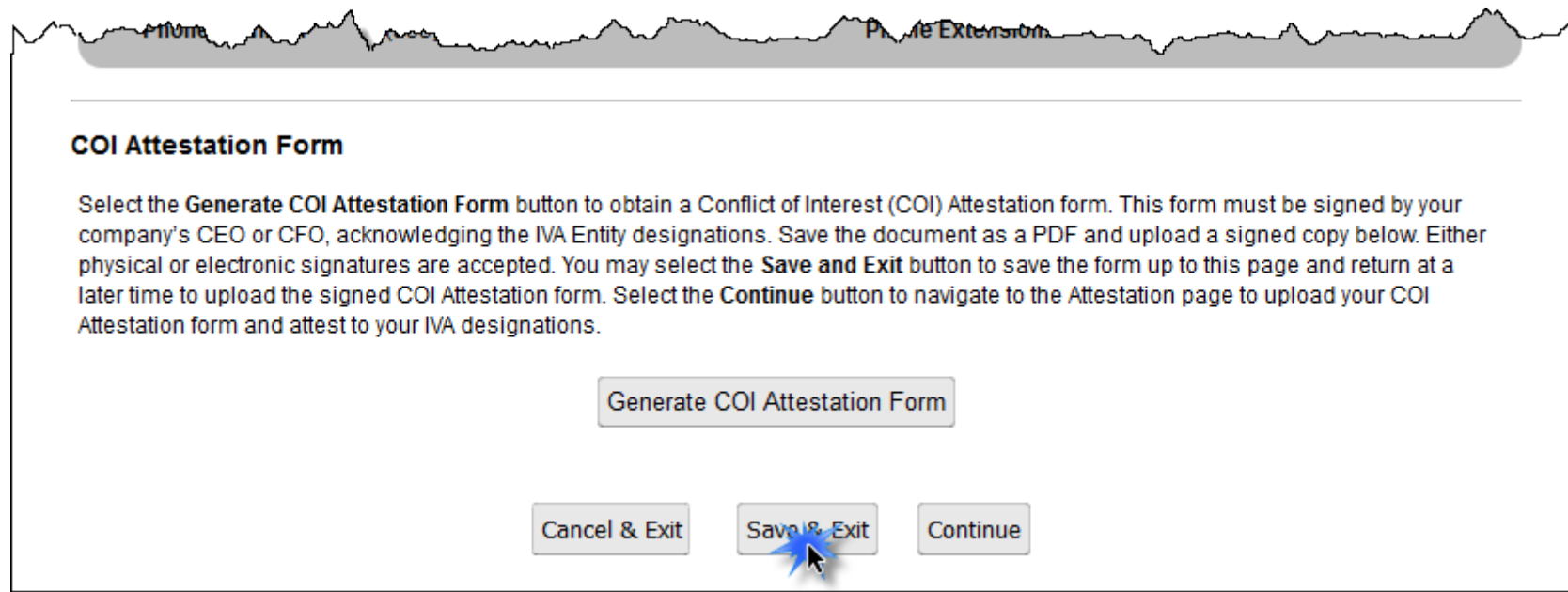
IVA Entity Name	Associated HIOS ID(s)
Purple IVA Entity	22123, 22124

Edit

Submitter Contact Information

First Name:	John	Last Name:	Jones
Email Address:	sampleuser78@gmail.com	Job Title:	Analyst
Phone Number:	(555) 555-5555	Phone Extension:	

Summary Page (continued)



COI Attestation Form

Select the **Generate COI Attestation Form** button to obtain a Conflict of Interest (COI) Attestation form. This form must be signed by your company's CEO or CFO, acknowledging the IVA Entity designations. Save the document as a PDF and upload a signed copy below. Either physical or electronic signatures are accepted. You may select the **Save and Exit** button to save the form up to this page and return at a later time to upload the signed COI Attestation form. Select the **Continue** button to navigate to the Attestation page to upload your COI Attestation form and attest to your IVA designations.

Attestation Page

- Before submitting the IVA Entity Designation Form, the CEO must review and complete the COI Attestation Form (printed on the Summary page)
- If you saved and exited the form (in order to get the COI Attestation Form signed), when you return, you will be automatically directed to the Summary page
 - After reviewing the Summary of the previously entered information, you may continue to the Attestation page
- The COI Attestation Form must be saved as a PDF and uploaded on this page

Attestation Page (continued)

- Enter the CEO/CFO Attester details in the appropriate fields
 - This information must align with the CEO/CFO who signs the COI Attestation Form
- In the Upload File section, select the **Browse** button
 - Locate the signed Attestation and select the file
 - Select the **Upload Attachment** button
 - Confirm that the appropriate attachment is uploaded
- Select the **Submit** button to submit the IVA Entity Designation and COI Attestation

Attestation Page (continued)

Attestation

Instructions

Prior to completing the IVA Entity Designation process, your company's CEO/CFO must attest to the information submitted in this form. To attest, complete the CEO/CFO Attester Details and upload a signed copy of the Conflict of Interest (COI) Attestation form.

Required fields are indicated with a red asterisk (*).

CEO/CFO Attester Details ?

* First Name:

* Last Name:

* Email Address:

* Job Title:

* Phone Number:

Phone Extension:

Upload COI Attestation Form

Attestation Page (continued)

Upload COI Attestation Form

Note: Once the COI Attestation form has been submitted, future changes to the IVA Entity/Entities require a new COI Attestation form submission.

Upload a File

No file selected.

(Only one file is allowed. File must be a PDF and cannot exceed 5 MB)

Attestation form has not been uploaded.

Attachment Summary

By selecting the **Submit** button, the IVA Entity designation information and attestation for your company are submitted. Select the **Save and Exit** button to save all information entered prior to this page and return at a later time. You will be required to log into the ACA HHS-RADV Audit Tool to complete this process.

The IVA Entity designation process is not complete until the COI Attestation form has been uploaded and the **Submit** button is selected.

Confirmation Page

- Displays the Submission End Time, the date and time when the IVA Entity Designation information was submitted
- An email acknowledgement of the submission will be sent to the Issuer SO, Back-Up Issuer SO, and CEO/CFO Attester
 - This acknowledgement does not constitute a CMS acceptance
- Includes a button to generate a PDF containing the information submitted



It is recommended that you print and save a copy of the PDF for your records, as it is not included in the acknowledgement email.

Confirmation Page (continued)



Confirmation

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

Thank you for your submission.

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 the attestation and submission of the current benefit year's HHS-RADV IVA Entity designation information for your company. If you have any questions please contact CCIIOACARADDataValidation@cms.hhs.gov.

Submission End Time: 4/5/2018 3:30 PM

An acknowledgment email has been sent to the following contacts:

sampleuser78@gmail.com
sampleuser78+1@gmail.com
sampleuser78+2@gmail.com

Print/Save

Select the **PDF** button to generate a PDF confirmation that contains your IVA Entity/Entities designation information. It is recommended that you print and save this document for your records.

PDF

Exit

IVA Entity Designation Activity

The IVA Entity Designation Form will be available April 16, 2018



CMS Review

- After completing the IVA Entity Designation Form, CMS will review the submission to verify the IVA Entity is qualified to perform the audit and that there are no actual or apparent conflicts of interest
- The issuer will receive an email with the outcome of CMS's review
- If CMS accepts the IVA Entity Designation, the IVA Entity SOs will also receive a notification email, letting them know that the issuer has designated them – the IVA Entity should consider this their notification of the designation and should retain the email for their records
- If CMS accepts the IVA Entity Designation, the IVA Entity SOs will receive a registration email, if they are not currently registered Audit Tool users



The IVA Entity SO will NOT receive a registration email until the IVA Entity is designated by an issuer and the designation is accepted by CMS

Web Form Questions

To contact the RADV Team with questions about the web form, email:

CCIIOACARADDataValidation@cms.hhs.gov

Questions?

To submit questions by computer:

- Type your question in the text box under the “Q&A” tab located to the left hand panel of your screen
 - To submit the question, click “Submit”



If your question did not receive a response during this webinar session, please submit your question to the RADV team at CCIIOACARADDataValidation@cms.hhs.gov

Next Steps

Next Steps: Training Sessions

- CMS will continue to support Stakeholders through the HHS-RADV process by hosting periodic webinars

Next Steps: Training Sessions (continued)

Upcoming Webinars

Date	Time	Topic
Wednesday, April 25, 2018	2:00 p.m. – 3:30 p.m. ET	HHS-RADV Reports

Resources

Locating HHS-RADV Documents in REGTAP

Stakeholders can access additional documents at <https://www.REGTAP.info> in the REGTAP Library.

Under Program Area, select “HHS-Operated Risk Adjustment Data Validation”

The screenshot shows the REGTAP Library interface. The header includes the REGTAP logo and navigation links: Registration, Technical Assistance Portal, My Dashboard, Training Events, Inquiry Tracking, Library, FAQs, Contact Us, About REGTAP, and Log Out. The main content area is titled 'Library' and features a 'Filter by:' dropdown menu. A red arrow points to the 'HHS-Operated Risk Adjustment Data Validation (RADV)' option in the dropdown. To the right of the dropdown is a 'Training Event' dropdown menu and a 'Search' button. Below the dropdown is a table with columns 'Program Area', 'Resource Type', and 'Download'. The table lists various documents, including 'User Fees', 'Supporting Documents', 'Presentation Slides', and 'FAQ'. A 'Complete Library Inventory Report' button is located in the top right corner.

Program Area	Resource Type	Download
User Fees	Supporting Documents	Download
User Fees	Supporting Documents	Download
User Fees	Presentation Slides	Download
User Fees	FAQ	Download
User Fees	Supporting Documents	Download
Distributed Data Collection for RI and RA/Edge Server	CBT	Play CBT Transcript
Distributed Data Collection for RI and RA/Edge Server	Presentation Slides	Download

Resources: Contact Information

Resource	Contact Information
CCIIO PPACA RA Data Validation Email Address. For RADV policy questions, contact the RADV Team	CCIIOACARADDataValidation@cms.hhs.gov
EDGE server questions, please contact your Financial Management (FM) Service Representative directly and copy the Centers for Medicare & Medicaid Services (CMS) Help Desk	EDGE_server_data@cms.hhs.gov and copy CMS_FEPS@cms.hhs.gov

Resources: Links

Resource	Resource Link
U.S. Department of Health & Human Services (HHS)	http://www.hhs.gov/
Centers for Medicare & Medicaid Services (CMS)	http://www.cms.gov/
The Center for Consumer Information & Insurance Oversight (CCIIO) web page	http://www.cms.gov/ccio
Consumer website on Health Reform	http://www.healthcare.gov/
Registration for Technical Assistance Portal (REGTAP) - presentations, FAQs	https://www.REGTAP.info
Patient Protection and Affordable Care Act (PPACA)	http://www.gpo.gov/fdsys/pkg/PLAW-111publ148/content-detail.html

Resources: Links (continued)

Resource	Resource Link
HHS Notice of Benefit and Payment Parameters for 2014	http://www.gpo.gov/fdsys/pkg/FR-2013-03-11/pdf/2013-04902.pdf
HHS Notice of Benefit and Payment Parameters for 2015	http://www.gpo.gov/fdsys/pkg/FR-2014-03-11/pdf/2014-05052.pdf
HHS Notice of Benefit and Payment Parameters for 2016	http://www.gpo.gov/fdsys/pkg/FR-2015-02-27/pdf/2015-03751.pdf
HHS Notice of Benefit and Payment Parameters for 2017	https://www.gpo.gov/fdsys/pkg/FR-2016-03-08/pdf/2016-04439.pdf
HHS Notice of Benefit and Payment Parameters for 2018	https://www.gpo.gov/fdsys/pkg/FR-2016-12-22/pdf/2016-30433.pdf

Closing Remarks