2016 Benefit Year HHS-RADV Coordinator Designation & Maintenance Forms

RETIRED

June 28, 2017

Health Insurance Marketplace Program
Training Series

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

WWW.REGTAP.INFO

Session Agenda

- Session Guidelines
- Intended Audience
- Session Purpose
- Announcements
- HHS-RADV Timeline
- Issuer RADV Coordinator Designation & Maintenance Process
- IVA Entity RADV Coordinator Designation & Maintenance Process
- Form Demo
- Resources
- Closing Remarks

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

Session Guidelines

- This is a 60-minute webinar session
- For questions regarding logistics and registration, please contact the Registrar at: (800) 257-9520

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

WWW.REGTAP.INFO

Intended Audience

- Issuers of on-Exchange* and off-Exchange individual and small group plans, in states where the Department of Health and Human Services (HHS) operates the Risk Adjustment (RA) program under the Patient Protection and Affordable Care Act (PPACA)
- Prospective and contracted Initial Validation Audit (IVA) Entities
- Third Party Administrators (TPA) and support vendors
- Second Validation Audit (SVA) Entity

* This includes state-based, Federally-facilitated, and Small Business Health Options Programs (SHOP).

Session Purpose

This session will provide an:

- Introduction to the RADV Issuer Coordinator designation & maintenance process
- Introduction to the RADV IVA Entity Coordinator designation & maintenance process

Announcements

Announcements

- CMS plans on releasing ICD/XML/XSD August 1, 2017 (date subject to change).
- This release is intended for the IVA submission format, required for this 2016 HHS-RADV.
- Please note that during the August 2, 2017 webinar sessions, we will presenting on ICD/XML/XSD. Please make sure to track to this webinar session and that the correct personnel is in attendance.

HHS-RADV Timeline

HHS-RADV Timeline



To access the most current HHS-RADV Timeline for the 2016 Benefit Year, please refer to the REGTAP Library under the HHS-Operated Risk Adjustment Data Validation (RADV) program:
HHS-RADV Timeline for the 2016 Benefit Year

Issuer RADV Coordinator Designation & Maintenance Process

Issuer – RADV Coordinator Designation & Maintenance Form Overview

- Allows issuers to designate, maintain, and update Issuer RADV Coordinator information
- It is the responsibility of the Issuer Senior Official (SO) to ensure the ongoing accuracy of these assignments within the Audit Tool
- Active Issuer SOs may not also hold an active Issuer RADV Coordinator role
- It is optional to have Issuer RADV Coordinators



You must be an active registered Issuer SO or Back-up SO in the Audit Tool to access the form.

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

Issuer – RADV Coordinator Designation & Maintenance Form Availability

The form is available **June 28, 2017**



Issuer SO vs. Issuer RADV Coordinator Level of Access

- An Issuer RADV Coordinator and an Issuer SO have different levels of access within the Audit Tool

Issuer SO

- Upload files
- Designate and maintain SO and RADV Coordinator information
- View and download reports
- Sign off on packages

Issuer RADV Coordinator

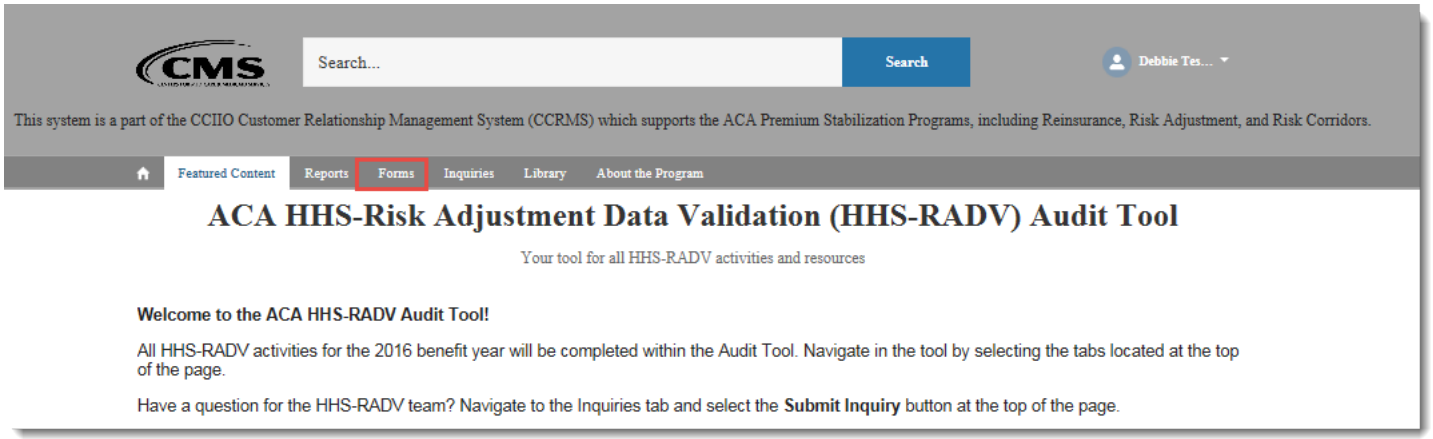
- Upload files
- Maintain his or her own contact information
- View and download reports

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

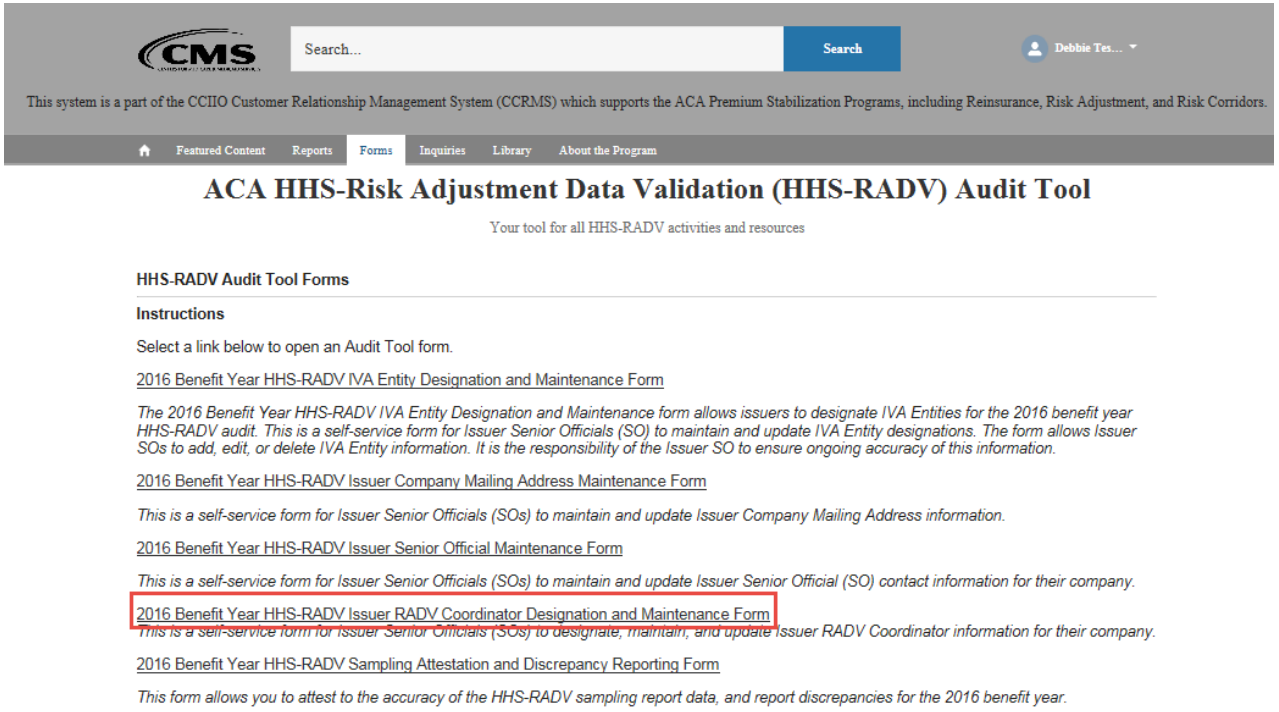
Issuer – Completing the RADV Coordinator Designation Form in the Audit Tool

- In the HHS-RADV Audit Tool, locate and select the Forms tab



Issuer – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- Select the link for the 2016 Benefit Year HHS-RADV Issuer RADV Coordinator Designation and Maintenance Form



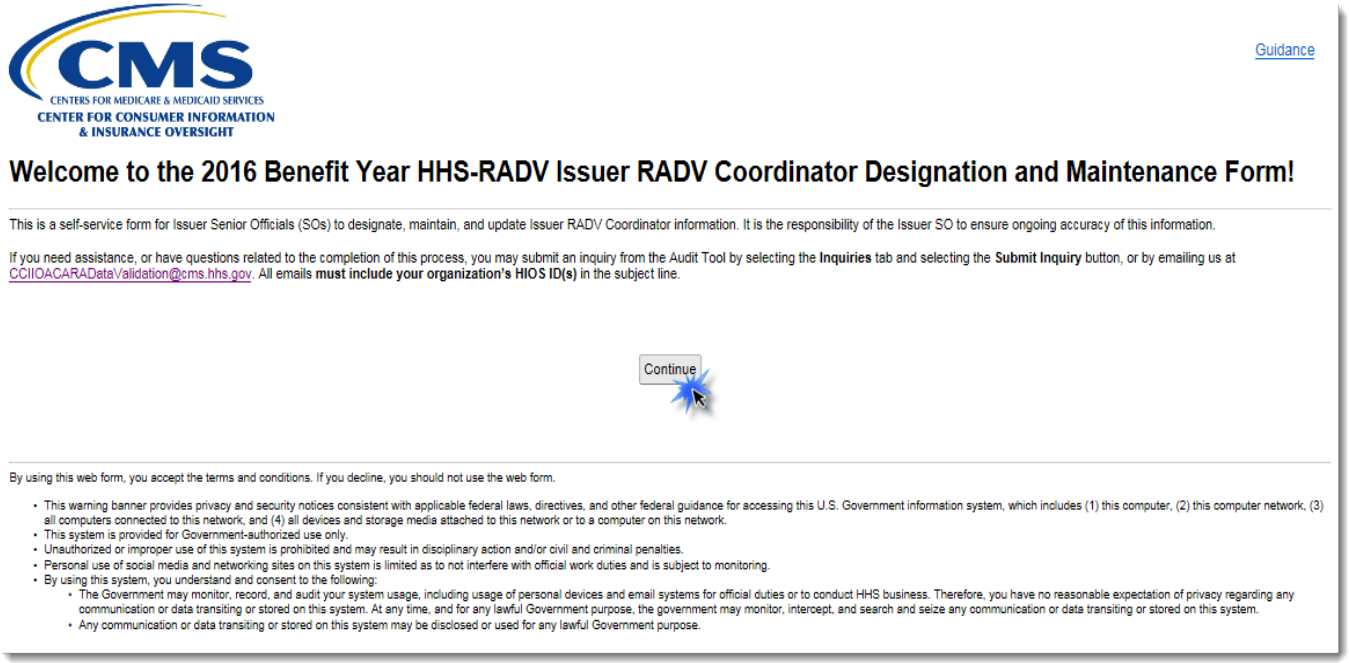
CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

WWW.REGTAP.INFO

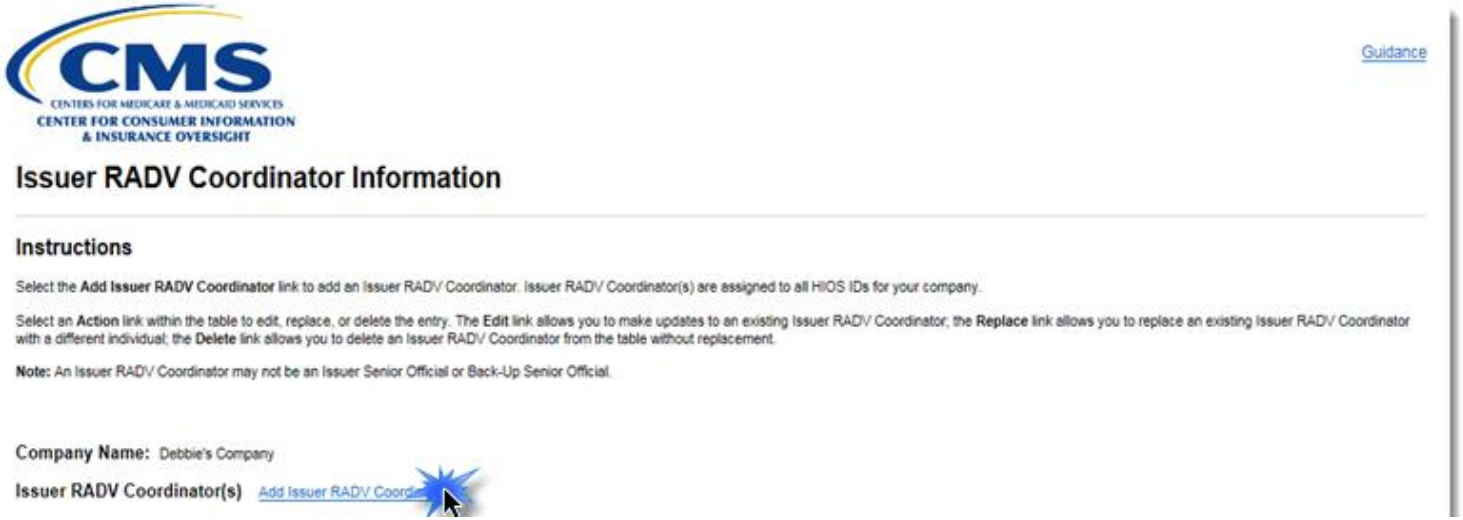
Issuer – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- On the Welcome Page, select the **Continue** button



Issuer – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- Select the **Add Issuer RADV Coordinator** link to designate an Issuer RADV Coordinator

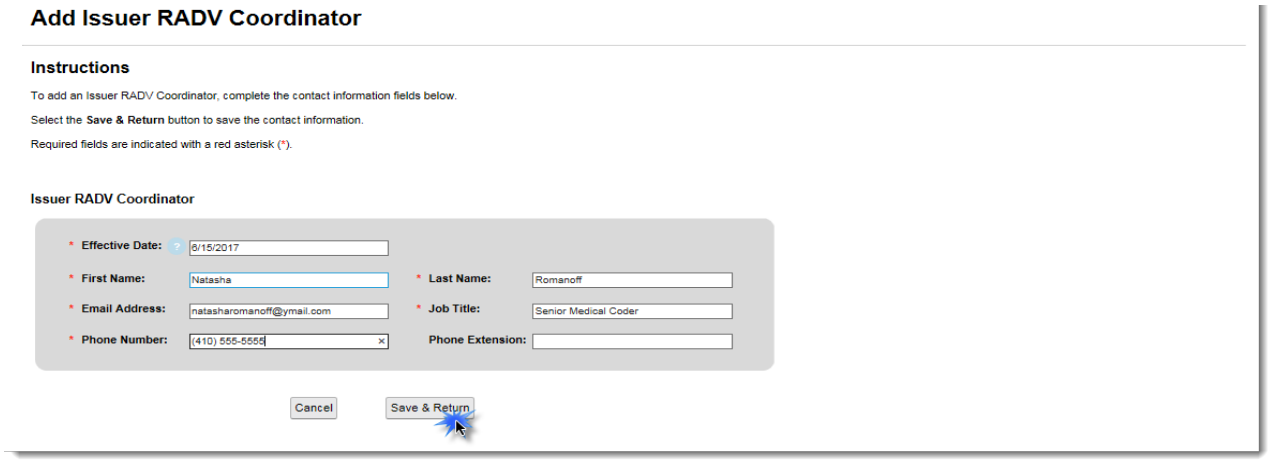


NOTE

Active Issuer RADV Coordinators may not also hold an Issuer Senior Official or Back-up Senior Official role.

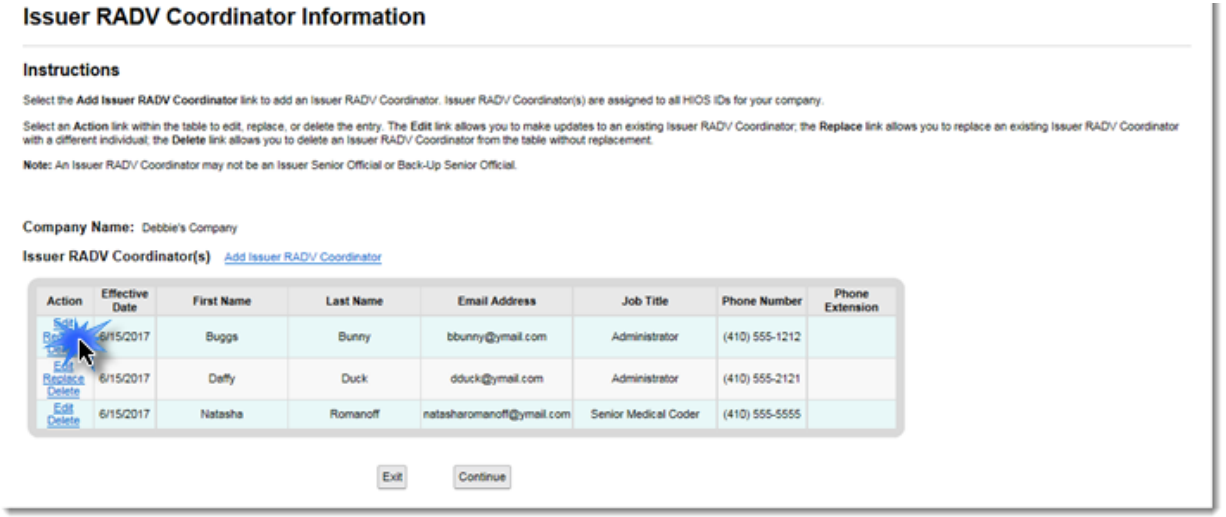
Issuer – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- The form will navigate to the **Add Issuer RADV Coordinator** page to enter the Issuer RADV Coordinator contact information, then select **Save & Return**



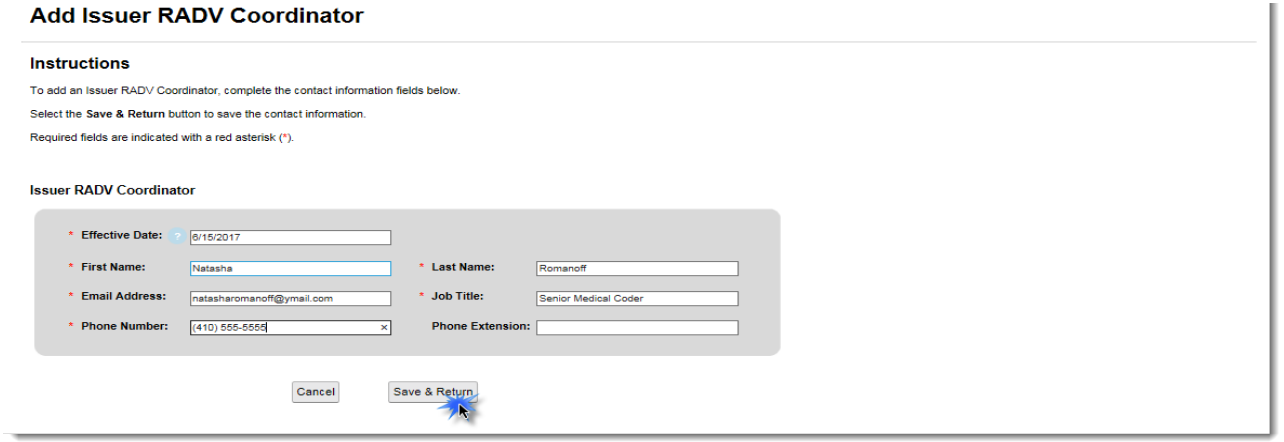
Issuer – Replacing Issuer RADV Coordinator(s)

- When an Issuer SO needs to replace a RADV Coordinator, follow these steps:
  - Select the **Replace** link to replace an existing Issuer RADV Coordinator with a new Issuer RADV Coordinator



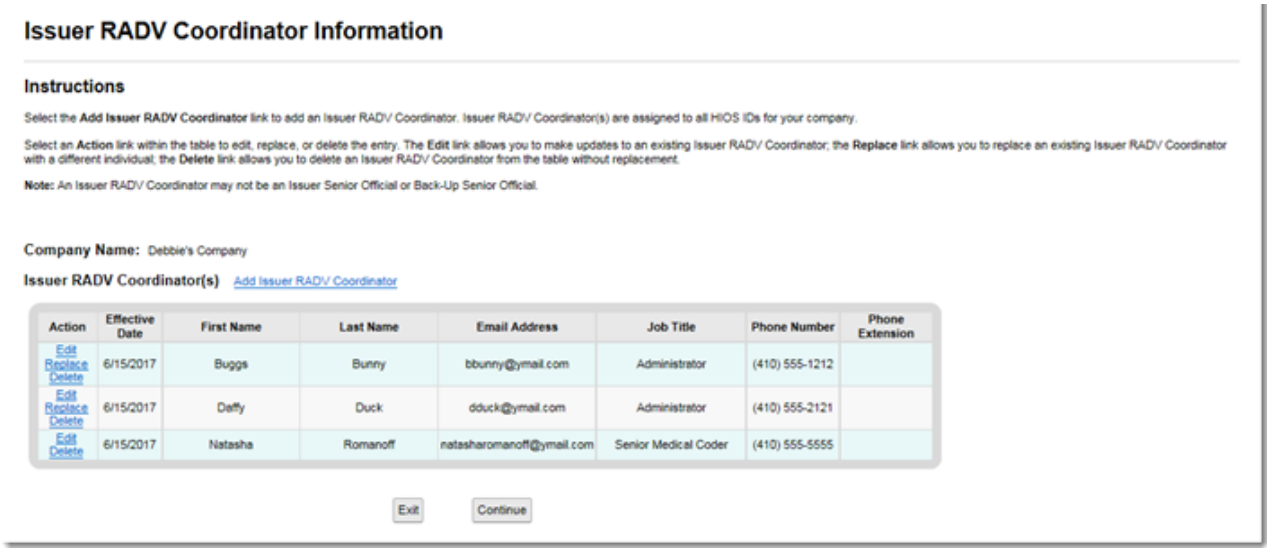
Issuer – Replacing Issuer RADV Coordinator(s) (continued)

- The form will navigate to the **Add Issuer RADV Coordinator** page to replace the Issuer RADV Coordinator contact information
  - Enter the new Issuer RADV Coordinator information, then select **Save & Return**



Issuer – Add, Edit or Delete an Issuer RADV Coordinator

- Select the **Edit** or **Delete** link to change information or delete an existing Issuer RADV Coordinator



Issuer RADV Coordinator Information

Instructions

Select the **Add Issuer RADV Coordinator** link to add an Issuer RADV Coordinator. Issuer RADV Coordinator(s) are assigned to all HIOS IDs for your company.

Select an **Action** link within the table to edit, replace, or delete the entry. The **Edit** link allows you to make updates to an existing Issuer RADV Coordinator; the **Replace** link allows you to replace an existing Issuer RADV Coordinator with a different individual; the **Delete** link allows you to delete an Issuer RADV Coordinator from the table without replacement.

Note: An Issuer RADV Coordinator may not be an Issuer Senior Official or Back-Up Senior Official.

Company Name: Debbie's Company

Issuer RADV Coordinator(s) Add Issuer RADV Coordinator

Action	Effective Date	First Name	Last Name	Email Address	Job Title	Phone Number	Phone Extension
Edit Replace Delete	6/15/2017	Buggs	Bunny	bbunny@ymail.com	Administrator	(410) 555-1212	
Edit Replace Delete	6/15/2017	Daffy	Duck	dduck@ymail.com	Administrator	(410) 555-2121	
Edit Delete	6/15/2017	Natasha	Romanoff	natasharomanoff@ymail.com	Senior Medical Coder	(410) 555-5555	

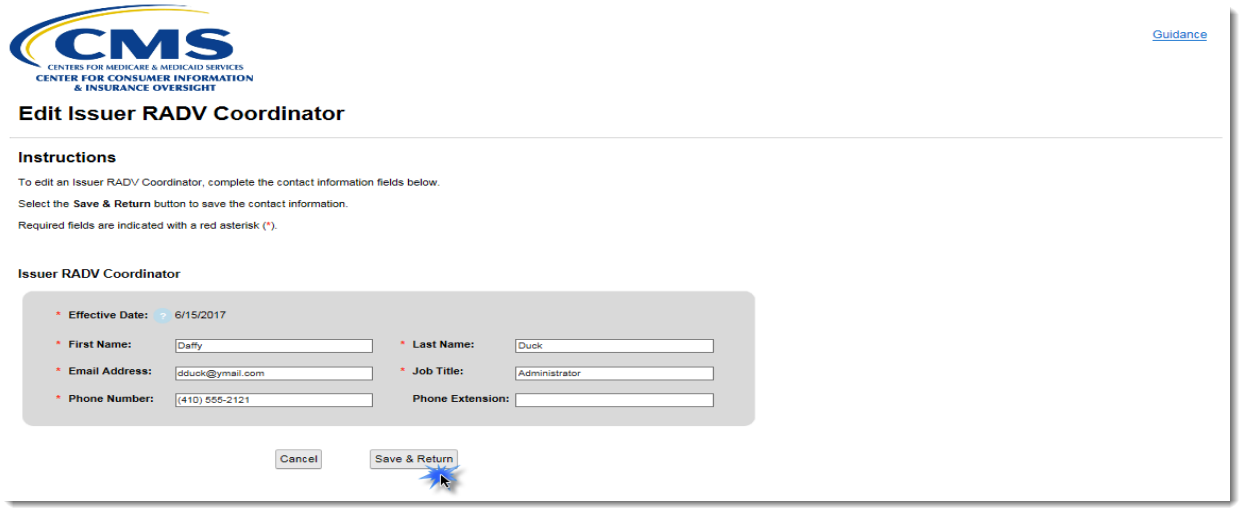
Exit Continue

NOTE

The **Delete** link allows you to delete an Issuer RADV Coordinator from the table without replacement.

Issuer – Add, Edit or Delete an Issuer RADV Coordinator (continued)

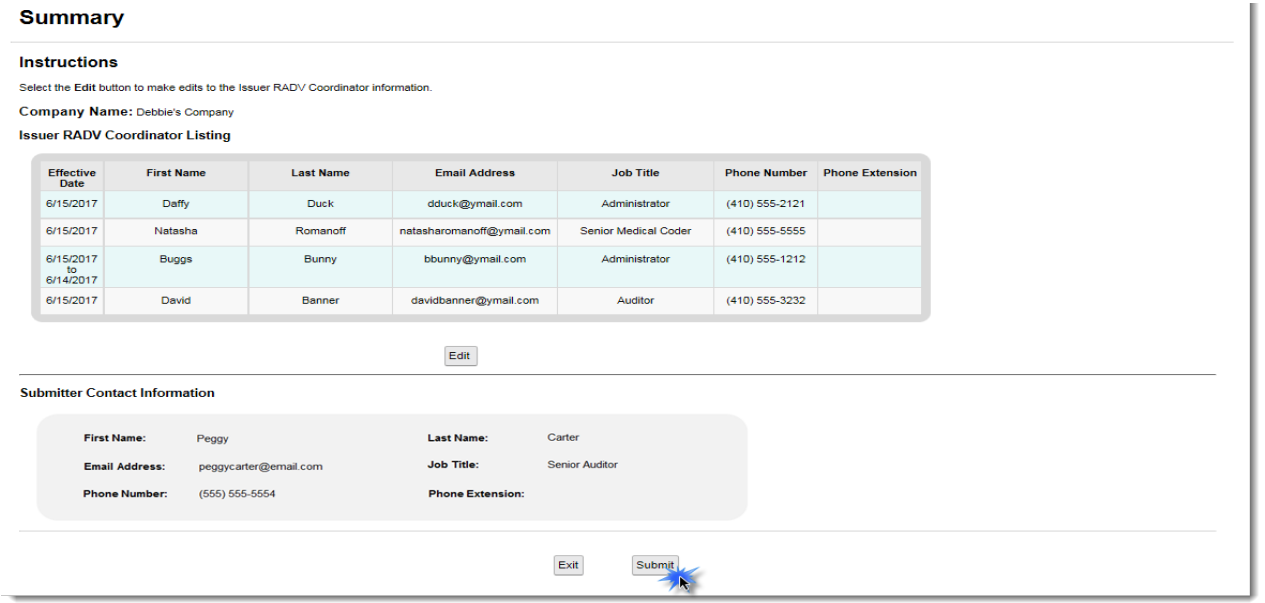
- The form will navigate to the **Edit Issuer RADV Coordinator** page to update the Issuer RADV Coordinator contact information
  - Enter edits, then select **Save & Return**



Issuer – Add, Edit or Delete an Issuer RADV Coordinator (continued)

Summary Page

- After **Adding**, **Editing,** or **Deleting,** a summary page will appear
- Before submitting, review the following information for accuracy:
  - Issuer RADV Coordinator Listing Table
  - Submitter contact information



Summary

Instructions

Select the **Edit** button to make edits to the Issuer RADV Coordinator information.

Company Name: Debbie's Company

Issuer RADV Coordinator Listing

Effective Date	First Name	Last Name	Email Address	Job Title	Phone Number	Phone Extension
6/15/2017	Daffy	Duck	dduck@ymail.com	Administrator	(410) 555-2121	
6/15/2017	Natasha	Romanoff	natasharomanoff@ymail.com	Senior Medical Coder	(410) 555-5555	
6/15/2017 to 6/14/2017	Buggs	Bunny	bbunny@ymail.com	Administrator	(410) 555-1212	
6/15/2017	David	Banner	davidbanner@ymail.com	Auditor	(410) 555-3232	

Edit

Submitter Contact Information

First Name:	Peggy	**Last Name:**	Carter
Email Address:	peggycarter@email.com	**Job Title:**	Senior Auditor
Phone Number:	(555) 555-5554	**Phone Extension:**	

Exit Submit

Issuer – Add, Edit or Delete an Issuer RADV Coordinator (continued)

Summary Page

- To edit an additional Issuer RADV Coordinator, select the **Edit** button
- The form will navigate to the Issuer RADV Coordinator page

Issuer – Add, Edit or Delete an Issuer RADV Coordinator (continued)

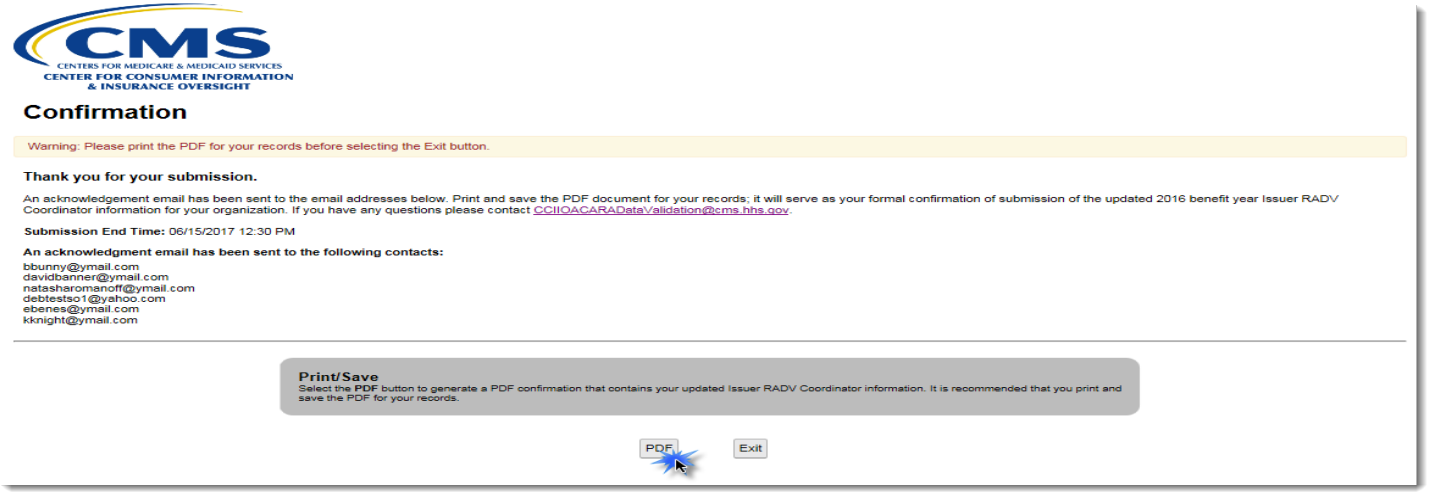
Confirmation Page

- A confirmation page will generate when the submission is complete
- The confirmation page displays the Submission End Time (date and time the updated information was submitted)
- An email acknowledgement of submission is sent to the Issuer SO, Back-Up Issuer SO, and the added/updated Issuer RADV Coordinator(s)

Issuer – Add, Edit or Delete an Issuer RADV Coordinator (continued)

Confirmation Page

- The confirmation page includes a button to generate a PDF containing the information submitted



NOTE

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.

IVA Entity RADV Coordinator Designation & Maintenance Process

IVA Entity - RADV Coordinator Designation & Maintenance Form Overview

- Allows IVA Entity Senior Officials (SOs) to designate, maintain, and update IVA Entity RADV Coordinator information
- It is the responsibility of the IVA Entity SO to ensure the ongoing accuracy of these assignments within the Audit Tool
- Active IVA Entity SOs may not also hold an active IVA Entity RADV Coordinator role
- It is optional to have IVA Entity RADV Coordinators



You must be an active registered IVA Entity SO in the Audit Tool to access the form.

IVA Entity - RADV Coordinator Designation & Maintenance Form Availability

The form is available **June 28, 2017**



CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

RETIRED

WWW.REGTAP.INFO

IVA Entity SO vs. IVA Entity RADV Coordinator Level of Access

- An IVA Entity RADV Coordinator and IVA SO have different levels of access within the Audit Tool

IVA Entity SO

- Upload files
- Designate and maintain SO and RADV Coordinator information
- View and download reports
- Sign off on packages

IVA Entity RADV Coordinator

- Upload files
- Maintain his or her own contact information
- View and download reports

Action for Changing IVA Entity SOs to IVA Entity RADV Coordinators

- To accommodate that the RADV Coordinator role was not yet available in the Audit Tool, CMS allowed IVA Entities to add as many IVA Entity SOs as necessary
- Now that the IVA Entity RADV Coordinator role is available in the Audit Tool, IVA Entity SOs must update how individuals are assigned in the Audit Tool as appropriate
  - IVA Entities must maintain two (2) IVA Entity SOs

Action for Changing IVA Entity SOs to IVA Entity RADV Coordinators (continued)

- In order to make the update, delete the individual assigned as an IVA Entity SO in the Audit Tool using the IVA Entity SO Designation form
  - The individual accessing the form should not delete him or herself because that will disable the ability to access the IVA Entity RADV Coordinator Designation form
- In the same session, access the IVA Entity RADV Coordinator Designation form and add the individual as an IVA Entity RADV Coordinator
  - Ensure that the effective date is the same date as today

Action for Changing IVA Entity SOs to IVA Entity RADV Coordinators (continued)

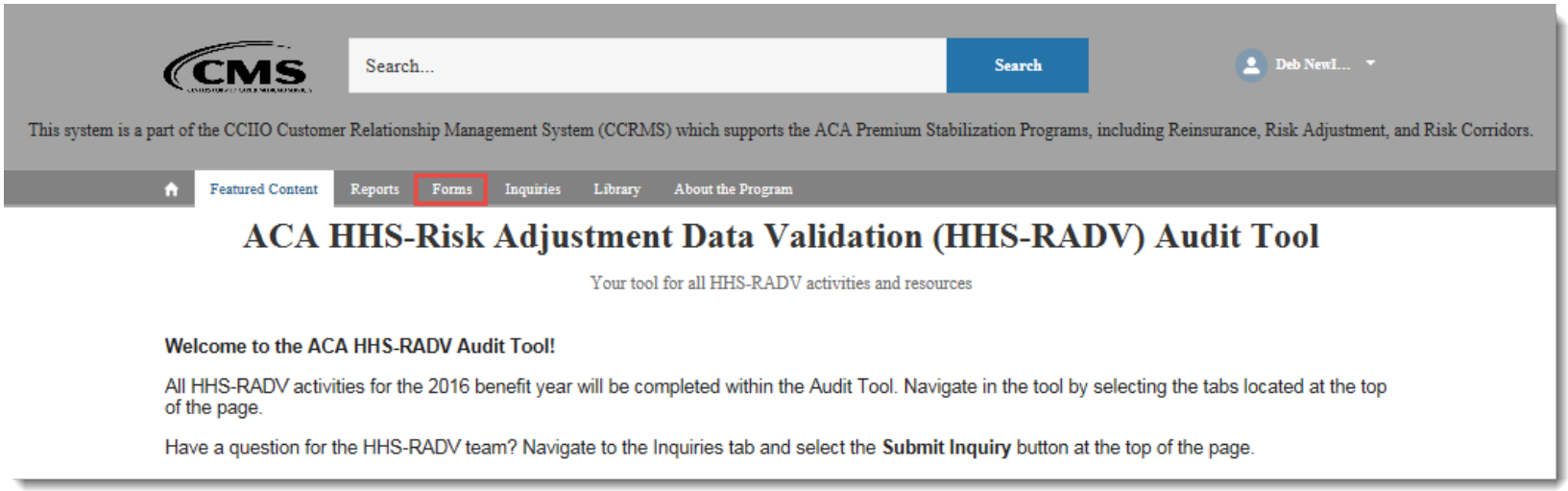
- If you follow the steps as defined, the individual will not have to re-register in the HHS-RADV Audit Tool
  - The individual will lose access to all forms when the IVA Entity SO Designation form is updated, and will regain form access (to only the appropriate forms) the next business day after the change to the IVA Entity RADV Coordinator role is processed

IVA Entity RADV Coordinator Designation & Maintenance Demo

- Now, we will spend a few minutes demonstrating the IVA Entity RADV Coordinator Designation & Maintenance process using the Form in the Audit Tool

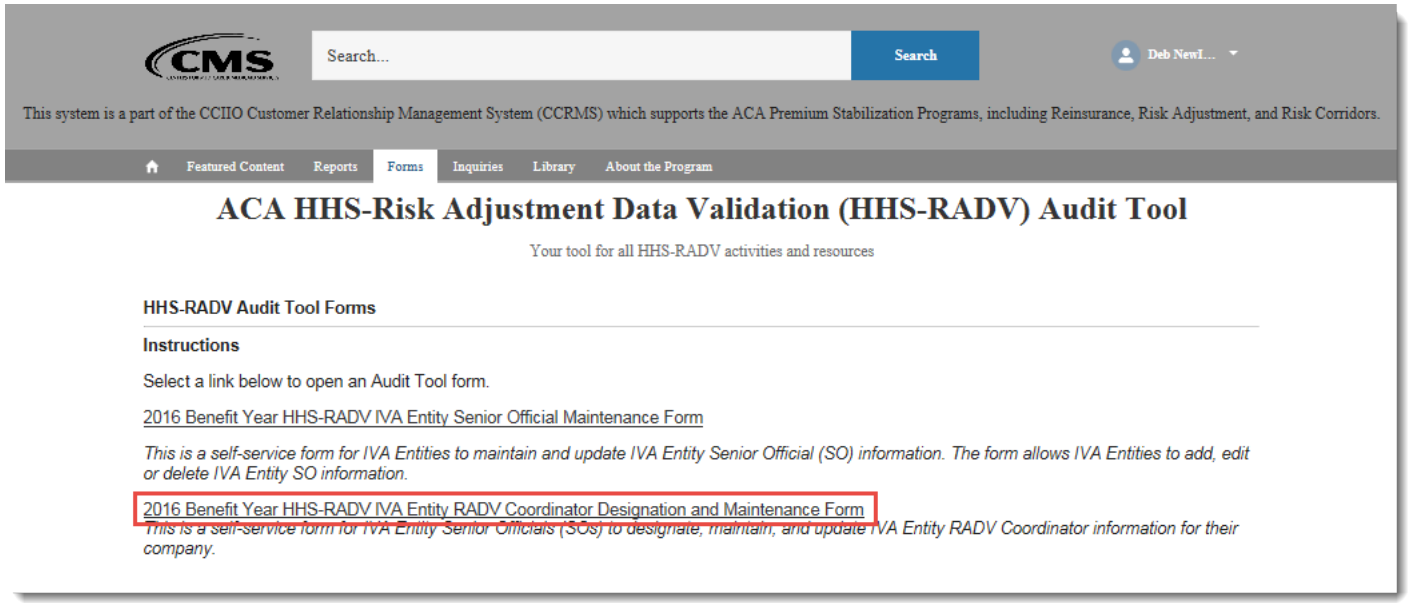
IVA Entity – Completing the RADV Coordinator Designation Form in the Audit Tool

- In the HHS-RADV Audit Tool, locate and select the Forms tab



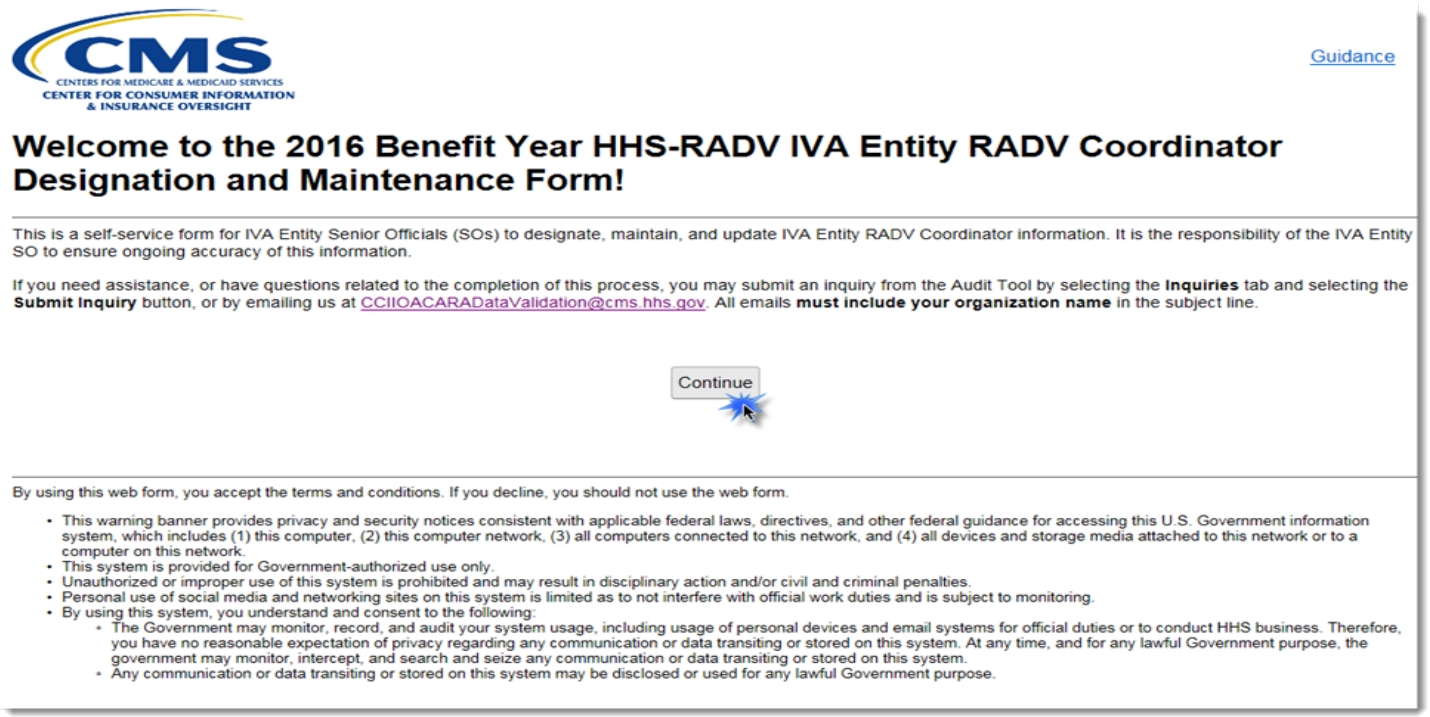
IVA Entity – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- Select the link for the 2016 Benefit Year HHS-RADV IVA Entity RADV Coordinator Designation and Maintenance Form



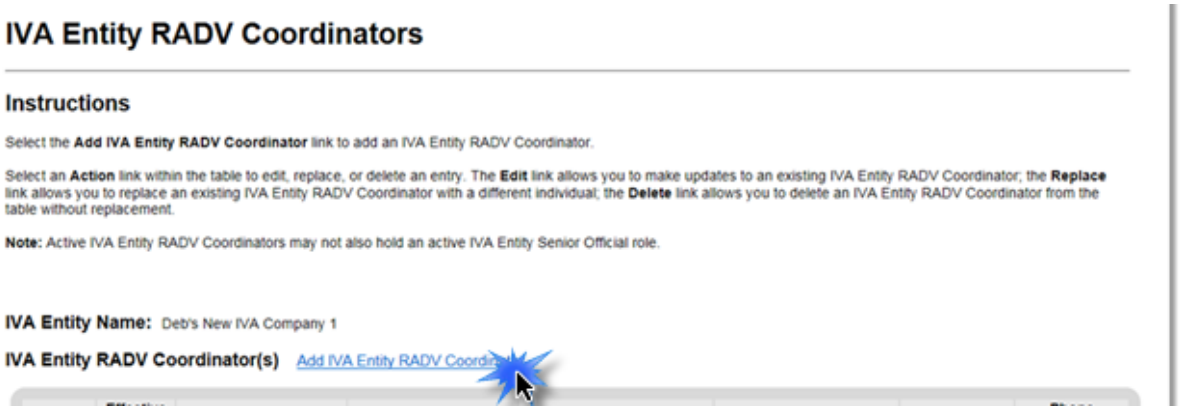
IVA Entity – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- On the Welcome Page, select the **Continue** button



IVA Entity – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- Select the **Add IVA Entity RADV Coordinator** link to designate an IVA Entity RADV Coordinator

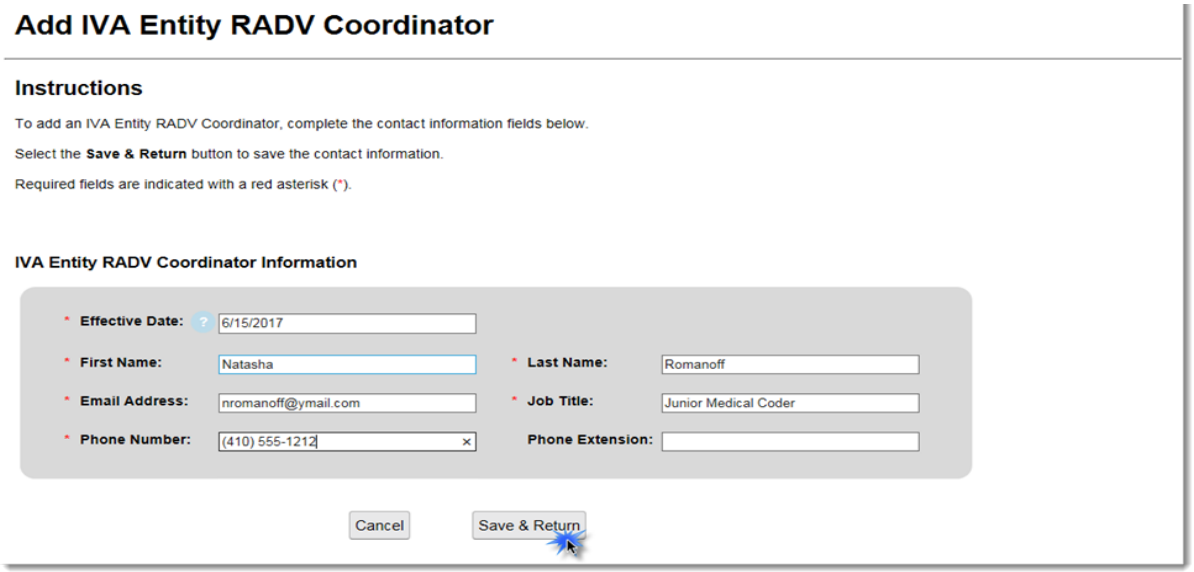


NOTE

Active IVA Entity RADV Coordinators may not also hold an active IVA Entity SO role.

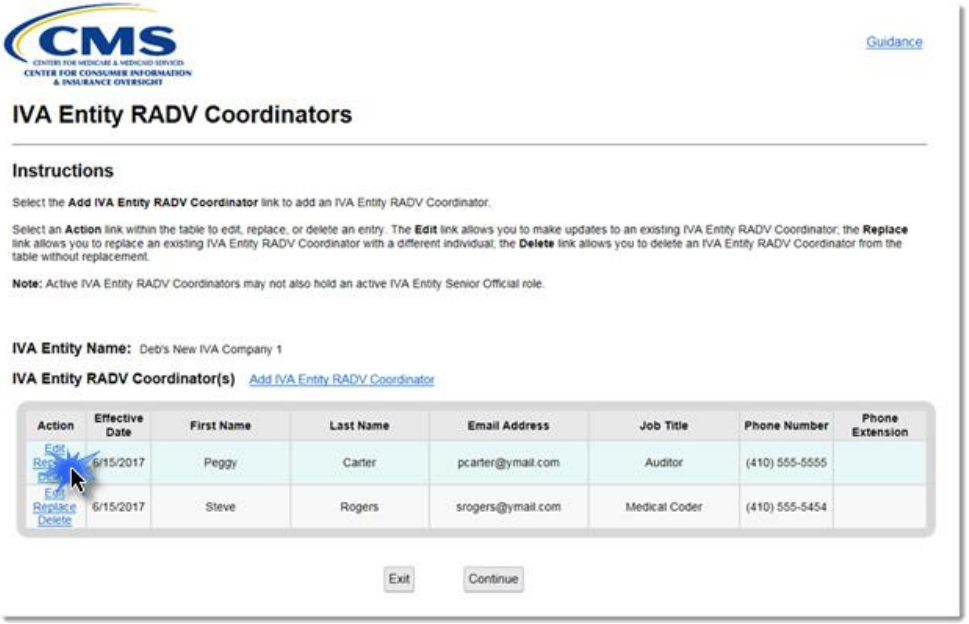
IVA Entity – Completing the RADV Coordinator Designation Form in the Audit Tool (continued)

- The form will navigate to the **Add IVA Entity RADV Coordinator** page to enter the IVA Entity RADV Coordinator contact information, then select **Save & Return**



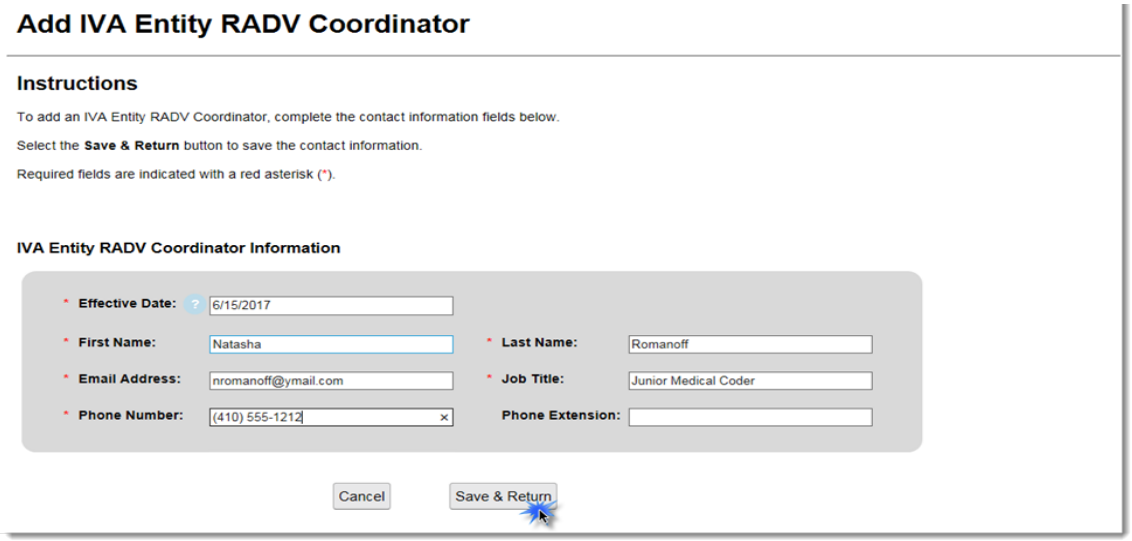
IVA Entity – Replacing IVA Entity RADV Coordinator(s)

- When an IVA Entity SO needs to replace a RADV Coordinator, follow these steps:
  - Select the **Replace** link to replace an existing IVA Entity RADV Coordinator with a new IVA Entity RADV Coordinator



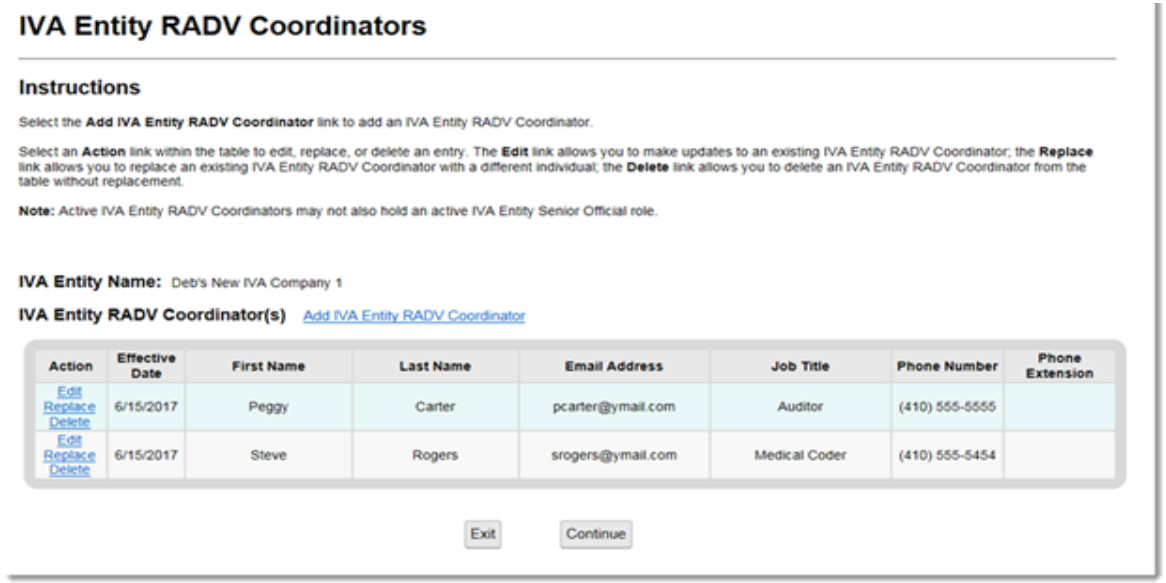
IVA Entity – Replacing IVA Entity RADV Coordinator(s) (continued)

- The form will navigate to the **Add IVA Entity RADV Coordinator** page to replace the IVA Entity RADV Coordinator contact information
  - Enter the new IVA Entity RADV Coordinator information, then select **Save & Return**



IVA Entity – Edit or Delete IVA Entity RADV Coordinators

- Select the **Edit** or **Delete** link to change information or delete an existing IVA Entity RADV Coordinator



IVA Entity RADV Coordinators

Instructions

Select the **Add IVA Entity RADV Coordinator** link to add an IVA Entity RADV Coordinator.

Select an **Action** link within the table to edit, replace, or delete an entry. The **Edit** link allows you to make updates to an existing IVA Entity RADV Coordinator; the **Replace** link allows you to replace an existing IVA Entity RADV Coordinator with a different individual; the **Delete** link allows you to delete an IVA Entity RADV Coordinator from the table without replacement.

Note: Active IVA Entity RADV Coordinators may not also hold an active IVA Entity Senior Official role.

IVA Entity Name: Deb's New IVA Company 1

IVA Entity RADV Coordinator(s) Add IVA Entity RADV Coordinator

Action	Effective Date	First Name	Last Name	Email Address	Job Title	Phone Number	Phone Extension
Edit Replace Delete	6/15/2017	Peggy	Carter	pcarter@ymail.com	Auditor	(410) 555-5555	
Edit Replace Delete	6/15/2017	Steve	Rogers	srogers@ymail.com	Medical Coder	(410) 555-5454	

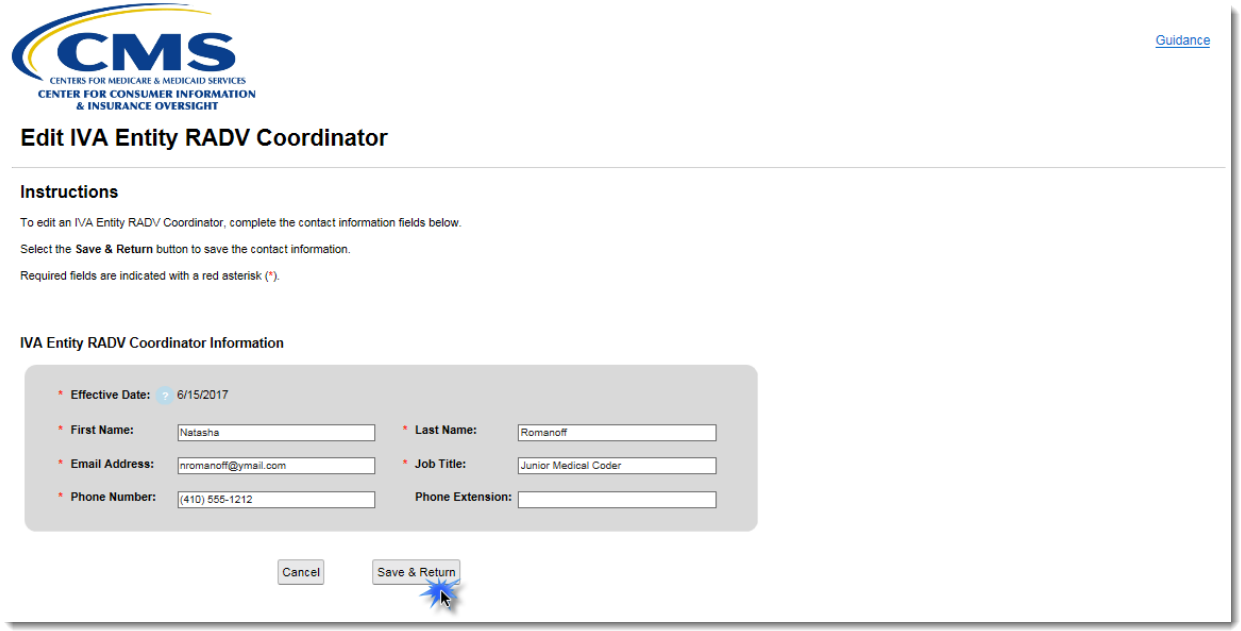
Exit Continue

NOTE

The **Delete** link allows you to delete an IVA Entity RADV Coordinator from the table without replacement.

IVA Entity – Edit or Delete IVA Entity RADV Coordinators (continued)

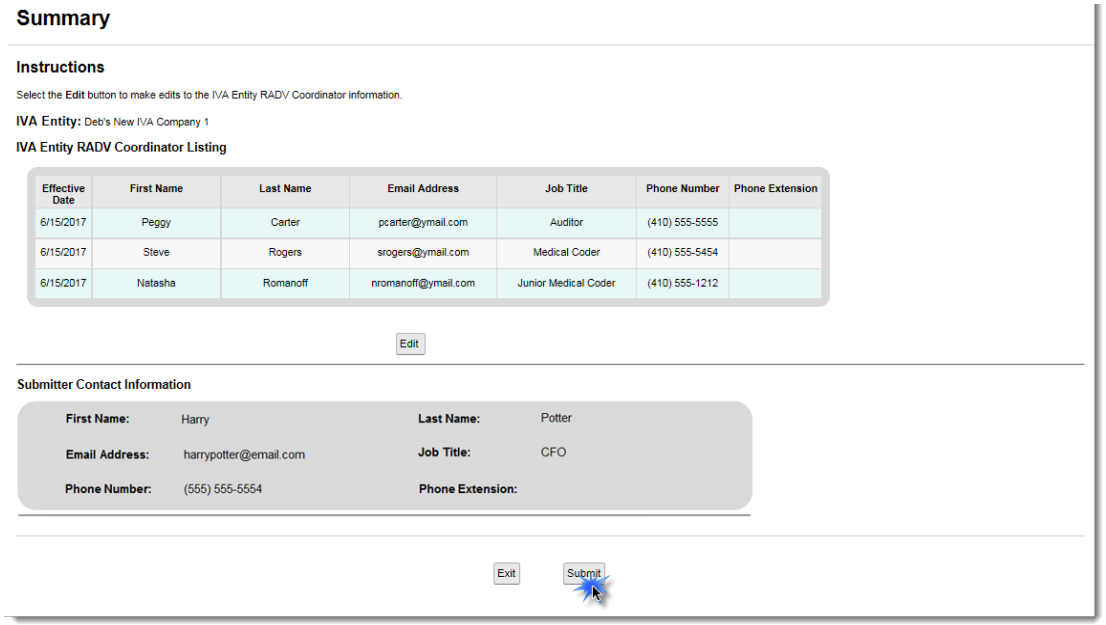
- The form will navigate to the **Edit IVA Entity RADV Coordinator** page to update the IVA Entity RADV Coordinator contact information
  - Update information, then select **Save & Return**



IVA Entity – Add, Edit, or Delete an IVA Entity RADV Coordinator

Summary Page

- After **Adding**, **Editing,** or **Deleting,** a summary page will appear
- Before submitting, review the following information for accuracy:
  - IVA Entity RADV Coordinator Listing Table
  - Submitter contact information



Summary

Instructions

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

IVA Entity: Deb's New IVA Company 1

IVA Entity RADV Coordinator Listing

Effective Date	First Name	Last Name	Email Address	Job Title	Phone Number	Phone Extension
6/15/2017	Peggy	Carter	pcarter@ymail.com	Auditor	(410) 555-5555	
6/15/2017	Steve	Rogers	srogers@ymail.com	Medical Coder	(410) 555-5454	
6/15/2017	Natasha	Romanoff	nromanoff@ymail.com	Junior Medical Coder	(410) 555-1212	

Edit

Submitter Contact Information

First Name:	Harry	**Last Name:**	Potter
Email Address:	harrypotter@email.com	**Job Title:**	CFO
Phone Number:	(555) 555-5554	**Phone Extension:**	

Exit Submit

IVA Entity – Add, Edit, or Delete an IVA Entity RADV Coordinator (continued)

Summary Page

- To edit an additional IVA Entity RADV Coordinator edits, select the **Edit** button
- The form will navigate to the IVA Entity RADV Coordinators page

IVA Entity – Add, Edit, or Delete an IVA Entity RADV Coordinator (continued)

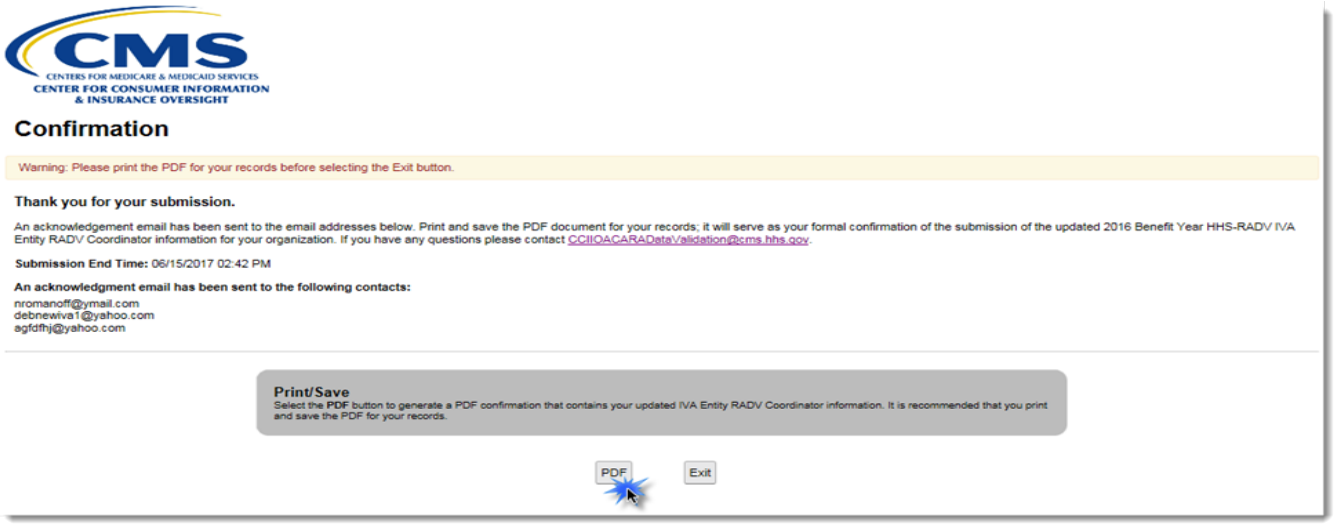
Confirmation Page

- A confirmation page will generate when the submission is complete
- The confirmation page displays the Submission End Time (date and time the updated information was submitted)
- An email acknowledgement of submission is sent to the IVA Entity SOs and the added/updated IVA Entity RADV Coordinator(s)

IVA Entity – Add, Edit, or Delete an IVA Entity RADV Coordinator (continued)

Confirmation Page

- The confirmation page includes a button to generate a PDF containing the information submitted



NOTE

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.

Questions

To contact us with questions, email us at:

CCIIOACARADataValidation@cms.hhs.gov

OR

Contact us within the HHS-RADV Audit Tool using the Inquiries tab and selecting Submit Inquiry

Next Steps

Next Steps: Training Sessions

- CMS will continue to support Stakeholders through the HHS-RADV process by hosting periodic webinars.
- There will be an opportunity for stakeholders to ask HHS-RADV related questions during the webinar sessions.

Next Steps: Training Sessions (continued)

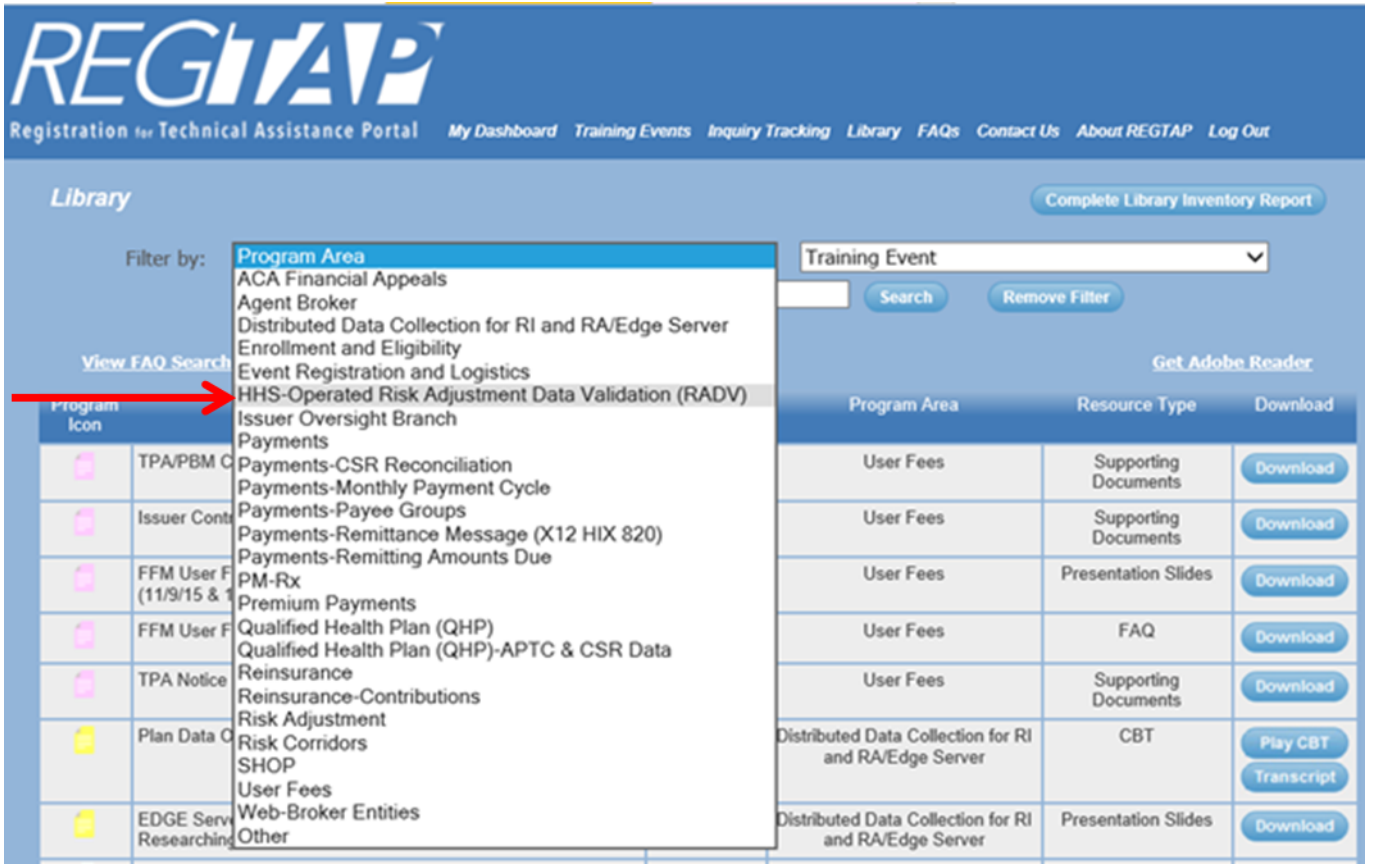
Upcoming Webinars

Date	Time	Topic
July 5, 2017	11:30 a.m. – 12:30 p.m. ET	No Session
July 12, 2017	11:30 a.m. – 12:30 p.m. ET	Question and Answer Session

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"



Questions?

To submit or withdraw questions by phone:

- *Dial ***#** (star-pound) on your phone's keypad to submit your question.*
- *Dial ***#** (star-pound) to withdraw your question.*

Resources

Resources: Contact Information

Resource	Contact Information
For RADV policy questions, contact the RADV Team.	CCIIOACARADataValidation@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/cciio
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 (ACA)	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

Resources: Links (continued)

Resource	Resource Link
Affordable Care Act (ACA) HHS-Operated Risk Adjustment Data Validation (RADV) Process White Paper, June 22, 2013	https://www.regtap.info/uploads/library/ACA_HHS_OperatedRADVWhitePaper_062213_5CR_062213.pdf

Closing Remarks