Centers for Medicare & Medicaid Services

EDGE Server Baseline Reporting

Web Form Guide

September 2018

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Resources

The EDGE Server Baseline Reporting web form is available at: https://acapaymentoperations.secure.force.com/BaselineReporting/

The EDGE Server Contact Database web form is available at: https://acapaymentoperations.secure.force.com/EdgeContactDatabase

The following are available for review and download from the REGTAP library https://www.regtap.info:

- EDGE Server Baseline Reporting webinar training materials
- EDGE Server Baseline Reporting Job Aid
- EDGE Server Baseline Reporting Job Aid Guide
- EDGE Server Baseline Reporting Data File Layout

Overview

There will be three separate collection periods to gather baselines for the 2018 benefit year.

Table 1: 2017 Baseline Collection Periods

Collection Period	Notification Date	Deadline	Data Collection
First Collection	September 24, 2018	October 9, 2018 11:59 PM (ET)	Quarters 1 and 2
Second Collection	November 6, 2018	November 20, 2018 11:59 PM (ET)	Quarters 1, 2, and 3
Third Collection	February 5, 2019	February 19, 2019 11:59 PM (ET)	Quarters 1, 2, 3, and 4

Note: If you reported during EDGE Server Status that you planned to have an EDGE Server for the 2018 benefit year but did not have one, you still must complete the EDGE Baseline Reporting Web Form for those HIOS IDs. Enter zero (0) in each of the Totals fields for these HIOS IDs.

1 Introduction

The integrity of payments and charges under the HHS-operated risk adjustment program depend upon the data submitted by issuers to their External Data Gathering Environment (EDGE) servers. The Centers for Medicare & Medicaid Services (CMS) must establish a baseline of the expected total number of Enrollment, Medical, and Pharmacy (Rx) claims counts and amounts that organizations will submit for the 2018 benefit year. Baseline data is used to assess the completion status of issuers' EDGE server data. Additional data elements collected are used for quality analysis.

For the 2018 benefit year, CMS will collect baseline and other data using a web form reporting process. This manual provides step-by-step instructions on how to access, complete, and submit the EDGE Server Baseline Reporting web form.

The EDGE Server Baseline Reporting web form link is emailed to company CEO Designates and Alternate CEO Designates. If your company's CEO Designate or Alternate CEO Designate has changed, you must update the contact information in the EDGE Server Contact Database web form.

The CEO designate email address determines the reporting company and the HIOS IDs associated with that company. Issuers have the option to enter baseline information for each HIOS ID individually within the web form or upload a CSV file with baseline information for multiple HIOS IDs to the web form. If you are reporting on five or more HIOS IDs, it may be more efficient to upload a CSV file rather than enter the information for each HIOS ID in the web form.

Table 2: CSV File and Online Entry Options

If	Then
You are using the CSV file option for multiple HIOS IDs,	Create the CSV file before you begin the EDGE Server Baseline Reporting web form.
You are using the online entry option,	Enter information individually within the web form for each HIOS ID and Market.

Note: The EDGE Server Baseline Reporting web form allows submitters to view, edit, and delete previously submitted information within the collection period. Submitters may also replace the CSV file, and report baselines for another HIOS ID or market.

CMS designed a Job Aid to support issuers in the creation of a CSV file. The EDGE Server Baseline Reporting Job Aid is a macro-enabled Excel file that allows for the entry of baseline data and the creation of a CSV file by selecting a button within the tool. The EDGE Server Baseline Reporting Job Aid Guide is a step-by-step guide for using the Job Aid.

> **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®.**

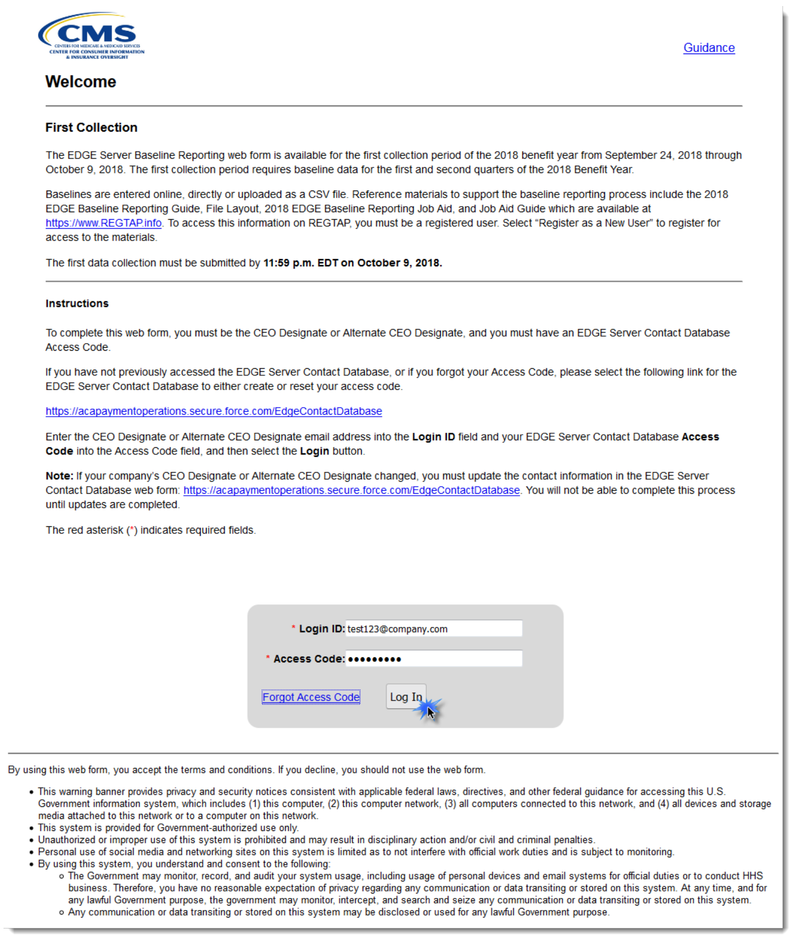
2 Welcome Page

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 3 to determine how to proceed in the web form.

Table 3: 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



Guidance

Welcome

First Collection

The EDGE Server Baseline Reporting web form is available for the first collection period of the 2018 benefit year from September 24, 2018 through October 9, 2018. The first collection period requires baseline data for the first and second quarters of the 2018 Benefit Year.

Baselines are entered online, directly or uploaded as a CSV file. Reference materials to support the baseline reporting process include the 2018 EDGE Baseline Reporting Guide, File Layout, 2018 EDGE Baseline Reporting Job Aid, and Job Aid Guide which are available at https://www.REGTAP.info. To access this information on REGTAP, you must be a registered user. Select "Register as a New User" to register for access to the materials.

The first data collection must be submitted by **11:59 p.m. EDT on October 9, 2018.**

Instructions

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

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

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

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

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

The red asterisk (*) indicates required fields.

* Login ID: test123@company.com

* Access Code: ●●●●●●●●●

Forgot Access Code Log In

By using this web form, you accept the terms and conditions. If you decline, you should not use the web form.

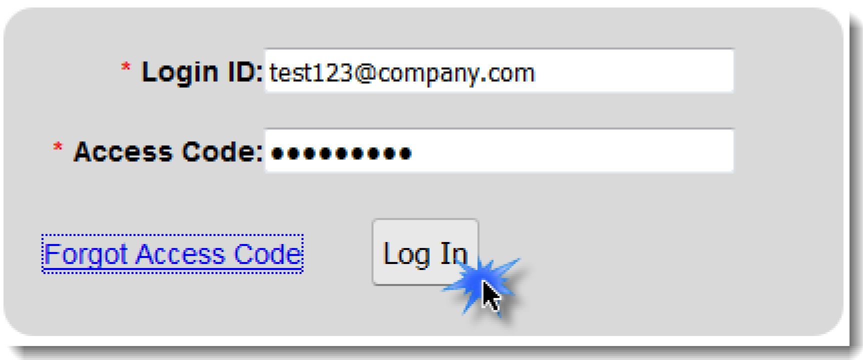
- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
  - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

2.1 Log In With Access Code

Follow the steps below to log into the web form using your EDGE Server 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



3 Contact Information Page

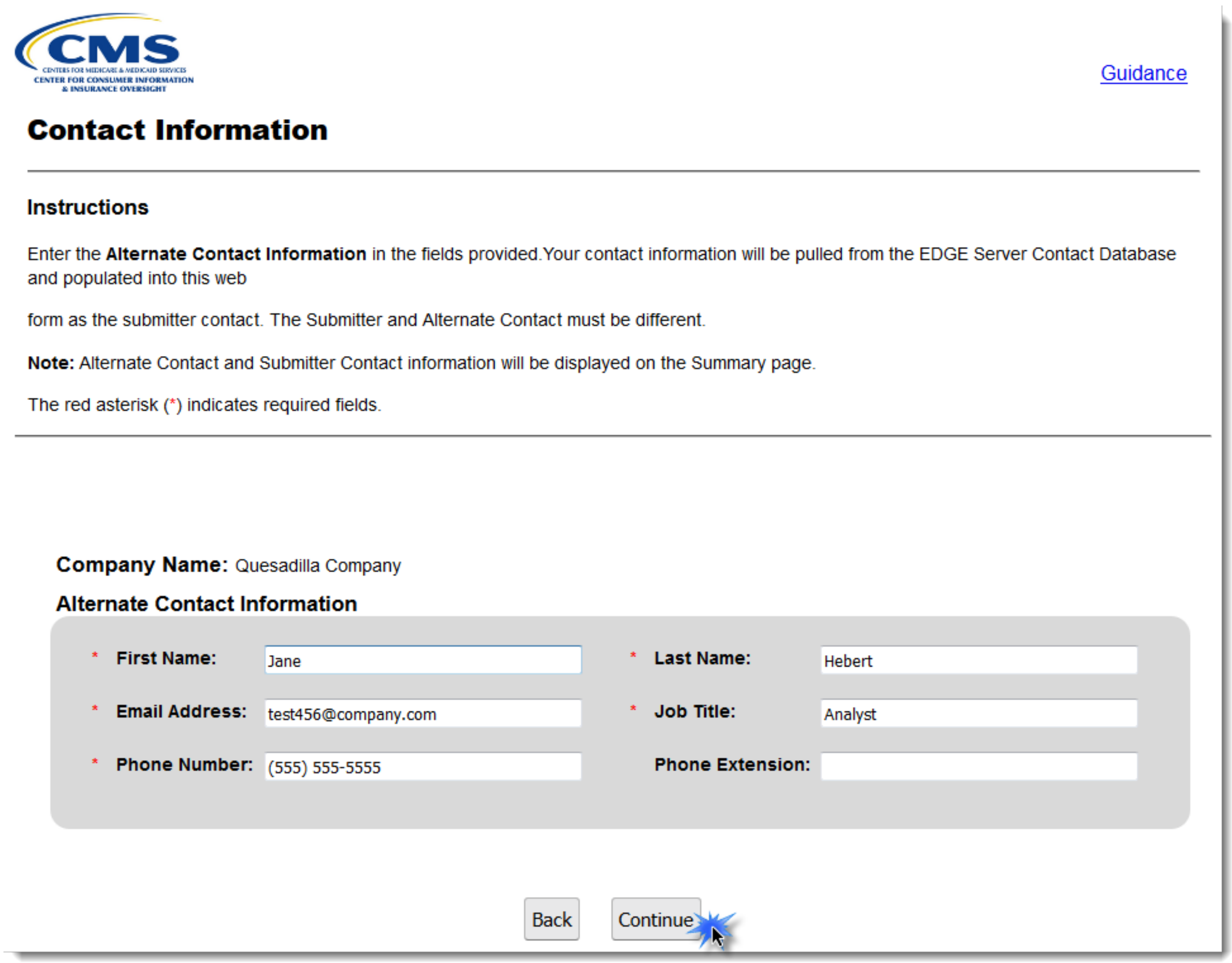
The **Contact Information** page collects Alternate Contact Information, as shown in Figure 3. The Submitter contact information is pulled from the EDGE Server Contact Database and will be displayed with the Alternate Contact information on the **Summary** page.

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. Select the **Continue** button. The web form navigates to the **EDGE Server Baseline Submission Method** page.

Figure 3: Contact Information Page



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Contact Information

Instructions

Enter the **Alternate Contact Information** in the fields provided.Your contact information will be pulled from the EDGE Server Contact Database and populated into this web

form as the submitter contact. The Submitter and Alternate Contact must be different.

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

The red asterisk (*) indicates required fields.

Company Name: Quesadilla Company

Alternate Contact Information

* **First Name:**	Jane	* **Last Name:**	Hebert
* **Email Address:**	test456@company.com	* **Job Title:**	Analyst
* **Phone Number:**	(555) 555-5555	**Phone Extension:**	

Back Continue

4 EDGE Server Baseline Submission Method Page

The **EDGE Server Baseline Submission Method** page, as shown in Figure 4, allows issuers to select whether to enter baseline information for each HIOS ID individually within the web form or upload a CSV file for multiple HIOS IDs.

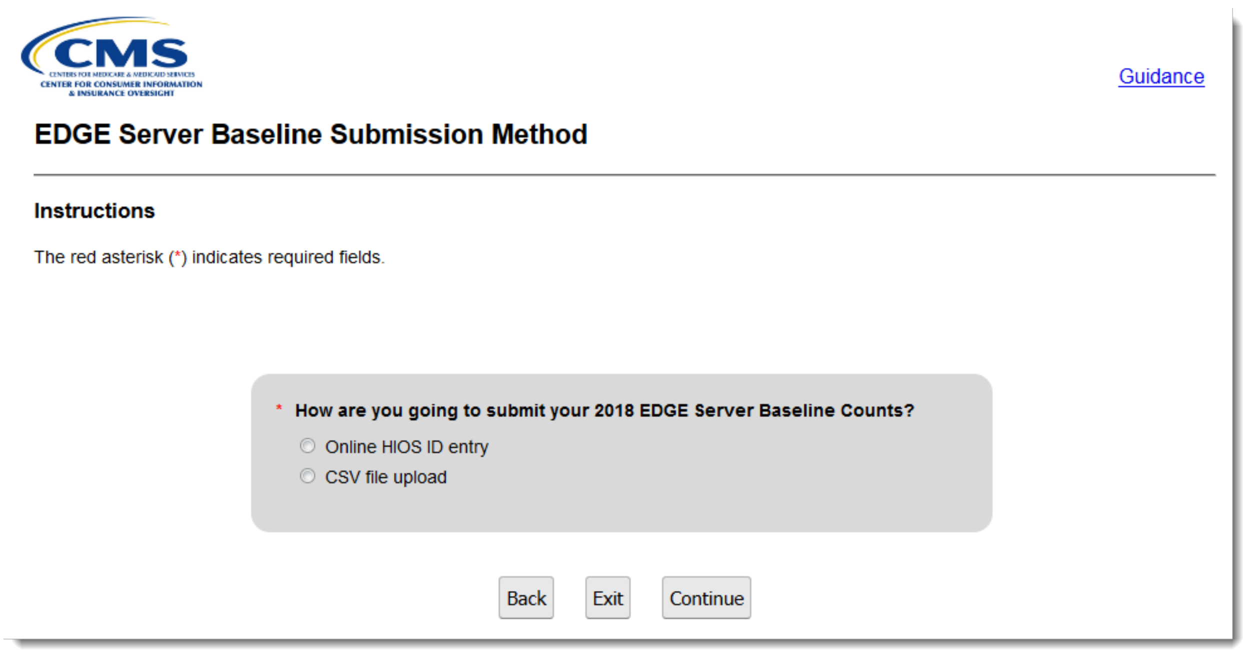
> **Note: Issuers reporting for multiple HIOS IDs at one time should select to upload a CSV file.**

1. Select the radio button next to Online HIOS ID entry or CSV file upload to answer the question ***How are you going to submit your 2018 EDGE Server Baseline Counts?***
2. Select the **Continue** button. The web form navigates as defined in Table 4.

Table 4: Submission Method Selection

If	Then
CSV file upload was selected,	The web form will navigate to the **CSV File Upload** page. Proceed to Section 5.
Online HIOS ID entry was selected,	The web form will navigate to the **Online HIOS ID Entry** page. Proceed to Section 6.

Figure 4: EDGE Server Baseline Submission Method Page



5 CSV File Upload Submission Method

After CSV file upload is selected on the **EDGE Server Baseline Submission Method** page, the **CSV File Upload** page opens and a CSV file must be uploaded to proceed in the web form.

> **Note: The maximum file size for the CSV file is 10 MB.**

If you have not created a CSV file, use the EDGE Server Baseline Reporting Job Aid to create a CSV file for upload. The Job Aid, Job Aid Guide, and File Layout documents are available in the REGTAP library.

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 Baseline count.

5.1 CSV File Upload Page

Once the CSV file has been created, follow these steps on the **CSV File Upload** page, as shown in Figure 5.

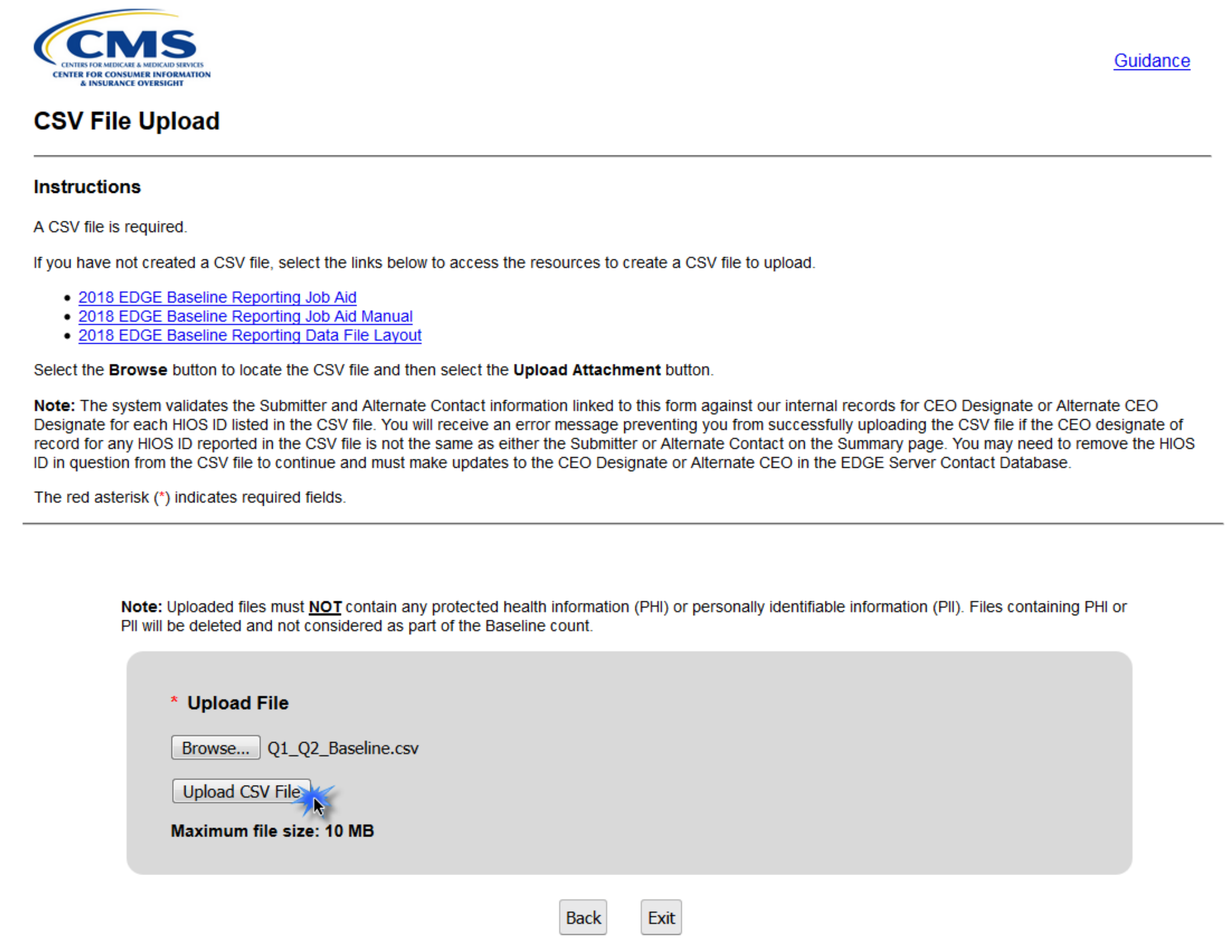
1. Select the **Browse** button to locate the CSV file.
2. Locate and select the CSV file using the Choose File to Upload dialogue box.
3. Select the **Open** button.
4. Select the **Upload CSV File** button.

   If an error is detected in the uploaded CSV file, a message identifying the field name for the CSV file error displays. The CSV file must be corrected before you can proceed with the web form.

   Note: You will receive an error message preventing you from successfully uploading the CSV file if the CEO Designate of record for any HIOS ID reported in the CSV file is not the same as either the Submitter or Alternate Contact on the Summary page. You must update to the CEO Designate or Alternate CEO Designate in the EDGE Server Contact Database, and may need to remove the HIOS ID in question from the CSV file to continue.

5. The web form navigates to the **Summary** page.

Figure 5: CSV File Upload Page



Guidance

CSV File Upload

Instructions

A CSV file is required.

If you have not created a CSV file, select the links below to access the resources to create a CSV file to upload.

- 2018 EDGE Baseline Reporting Job Aid
- 2018 EDGE Baseline Reporting Job Aid Manual
- 2018 EDGE Baseline Reporting Data File Layout

Select the **Browse** button to locate the CSV file and then select the **Upload Attachment** button.

Note: The system validates the Submitter and Alternate Contact information linked to this form against our internal records for CEO Designate or Alternate CEO Designate for each HIOS ID listed in the CSV file. You will receive an error message preventing you from successfully uploading the CSV file if the CEO designate of record for any HIOS ID reported in the CSV file is not the same as either the Submitter or Alternate Contact on the Summary page. You may need to remove the HIOS ID in question from the CSV file to continue and must make updates to the CEO Designate or Alternate CEO in the EDGE Server Contact Database.

The red asterisk (*) indicates required fields.

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 Baseline count.

* **Upload File**

Browse... Q1_Q2_Baseline.csv

Upload CSV File

Maximum file size: 10 MB

Back Exit

5.2 Summary Page

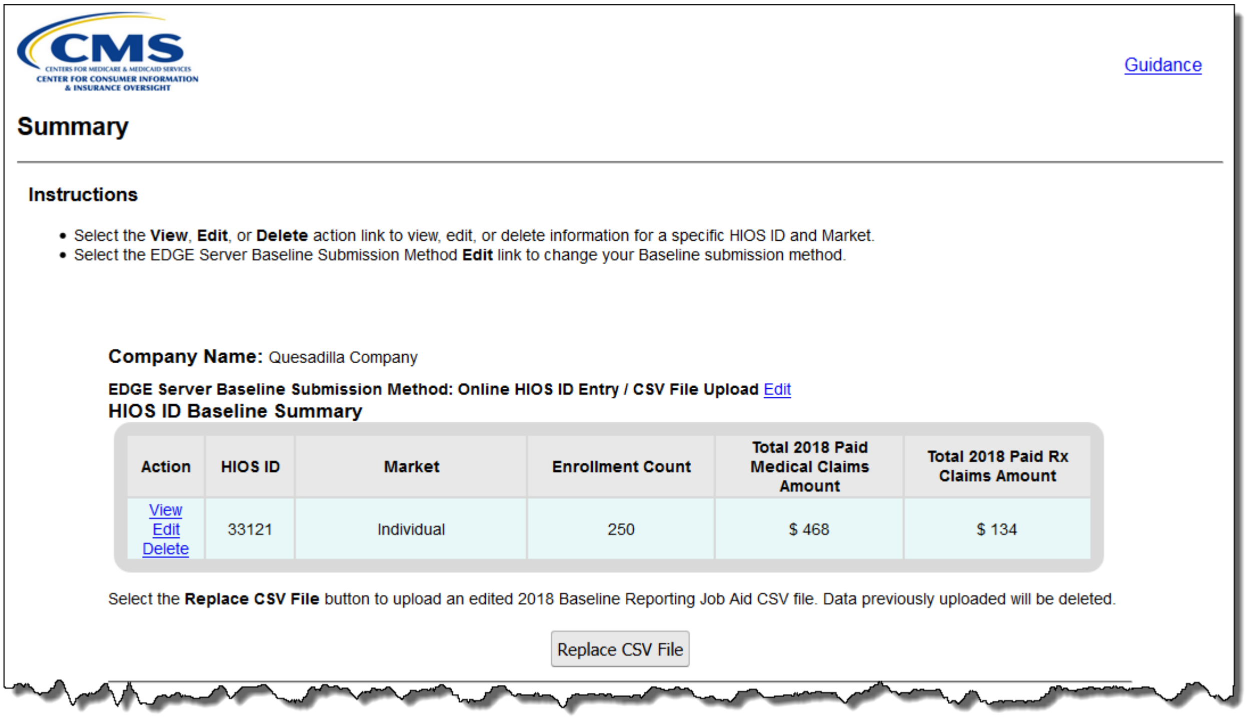
Follow these steps to complete the **Summary** page.

1. Review the HIOS ID Baseline Summary table to confirm that the HIOS ID information is correct.

> **Note: The HIOS ID Baseline Summary includes all HIOS ID(s) entered manually or uploaded via a CSV file.**

2. To View, Edit, or Delete a HIOS ID's baseline data, select the appropriate action link next to the HIOS ID.

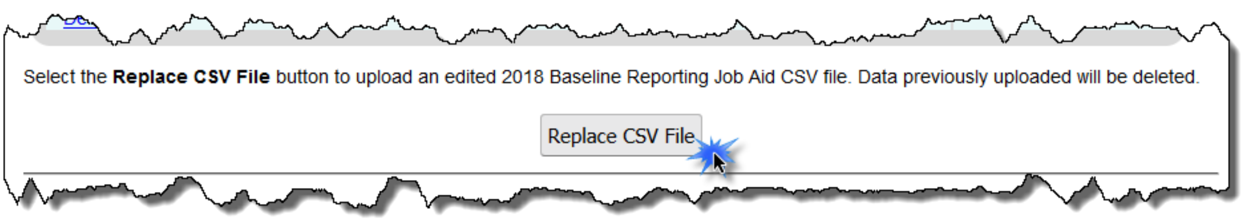
Figure 6: HIOS ID Baseline Summary



Action	HIOS ID	Market	Enrollment Count	Total 2018 Paid Medical Claims Amount	Total 2018 Paid Rx Claims Amount
View Edit Delete	33121	Individual	250	$ 468	$ 134

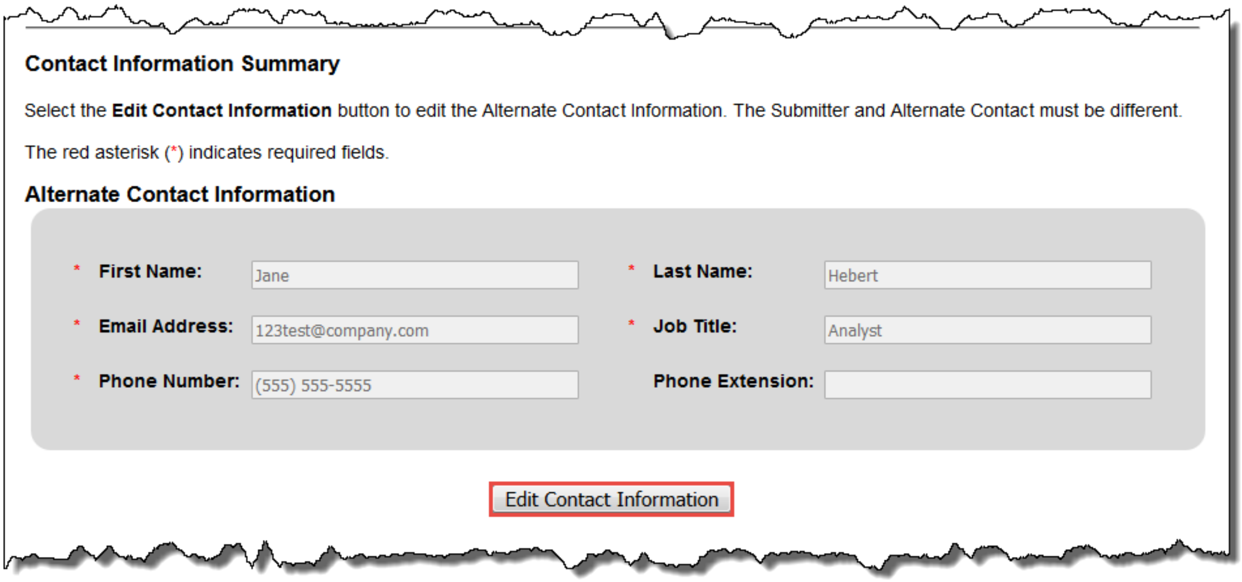
3. To replace the CSV file (if needed), select the **Replace CSV File** button to upload an edited Baseline Reporting Job Aid CSV file. Previously uploaded data will be deleted.

Figure 7: Replace CSV File Button



4. Review the Alternate Contact Information section for accuracy. To edit Alternate Contact Information, select the **Edit Contact Information** button, then select the **Save & Return** button to save changes and continue.

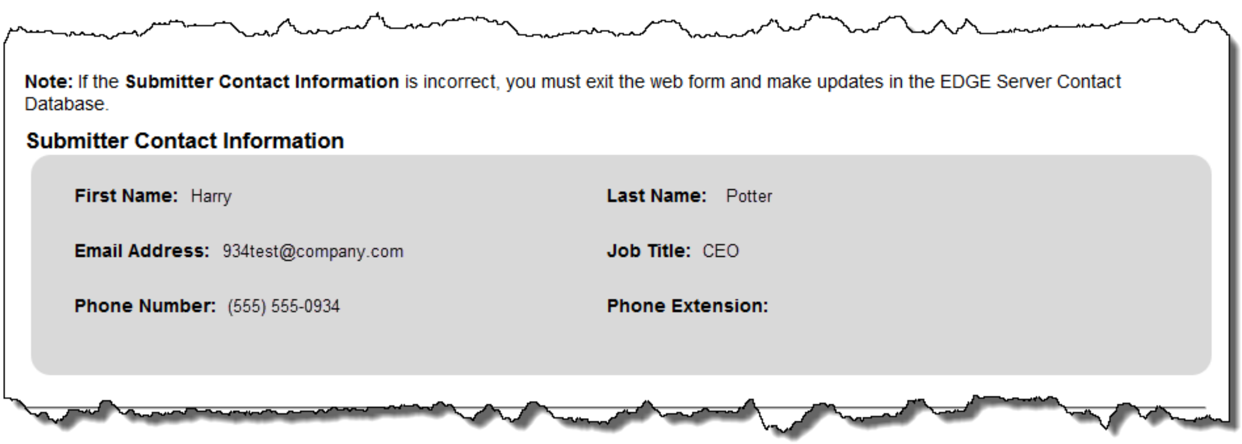
Figure 8: Summary Page Alternate Contact Information Section



5. Review the Submitter Contact Information section for accuracy.

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

Figure 9: Summary Page Submitter Contact Information Section



6. Enter explanation(s) in the appropriate fields, as determined by the criteria in Table 5.

Table 5: Summary Page Explanation Fields

If	Then
You are submitting baseline information outside the collection period,	Enter an explanation for why baseline information was submitted outside the collection period in the appropriate field.
You are submitting multiple responses for at least one HIOS ID/Market,	Enter an explanation for why multiple responses have been received for at least one HIOS ID/Market in the appropriate field.

Note: The Summary page explanation fields are available only if you are submitting baseline information outside the collection period, and/or if you are submitting multiple responses for at least one HIOS ID/Market. Completion of these fields is optional, but can help CMS understand any issues you are experiencing loading data to your EDGE server.

Figure 10: Baseline Information Submission Outside of Collection Explanation Field

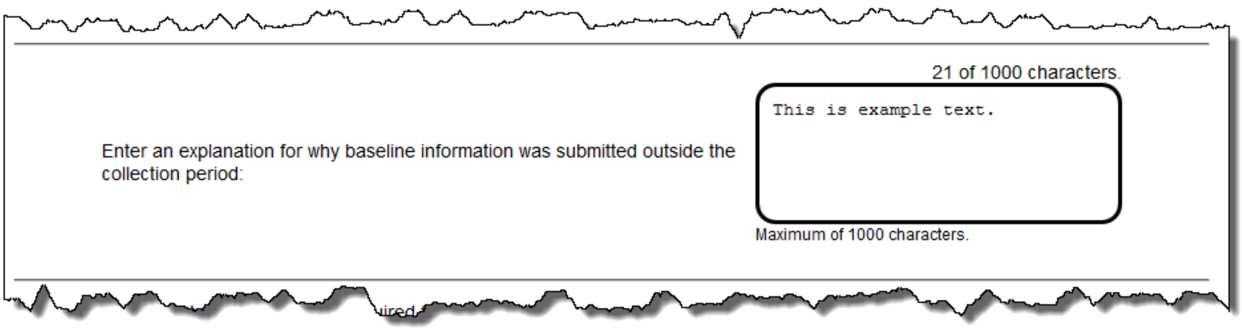


Figure 11: Multiple Response Explanation Field

7. Select Yes or No to the question ***Do you need to report baselines for another HIOS ID or market?***

8. Select the **Continue** button. The web form will navigate as defined in Table 6.

Figure 12: Summary Page Report Baselines for Another HIOS ID or Market

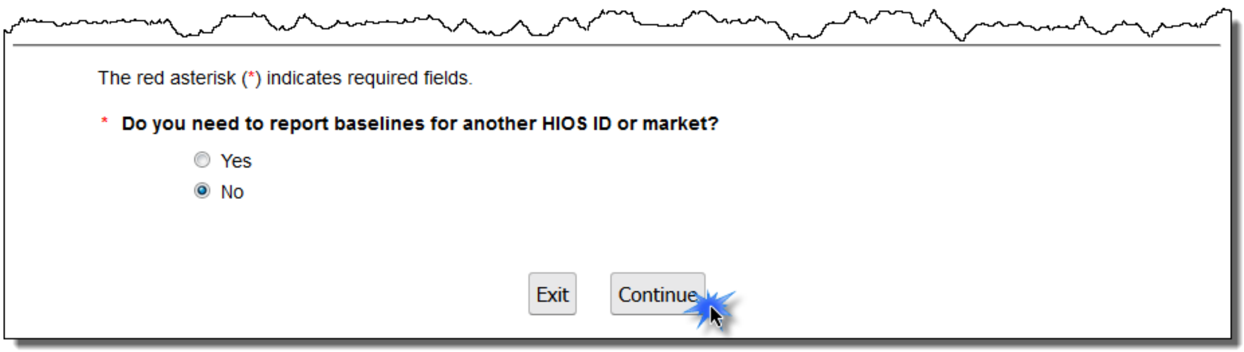


Table 6: Navigation from Summary Page

If	Then
You responded Yes to: ***Do you need to report baselines for another HIOS ID or market?***	The web form navigates to the **Online HIOS ID Entry** page. Proceed to Section 6.
You responded No to: ***Do you need to report baselines for another HIOS ID or market?***	The web form navigates to the **Attestation** page. Proceed to Section 5.4.
You responded No to: ***Do you need to report baselines for another HIOS ID or market?*** AND the Claims to Enrollment ratio exceeds the threshold,	The web form navigates to the **Ratio Variance Explanation** page. Proceed to Section 5.3.

5.3 Ratio Variance Explanation Page

The Ratio Variance Explanation page, as shown in Figure 13, only opens when the claims to enrollment count ratio [(paid medical claims count + paid Rx claims count)/Enrollment Count] is outside the threshold for the collection periods below.

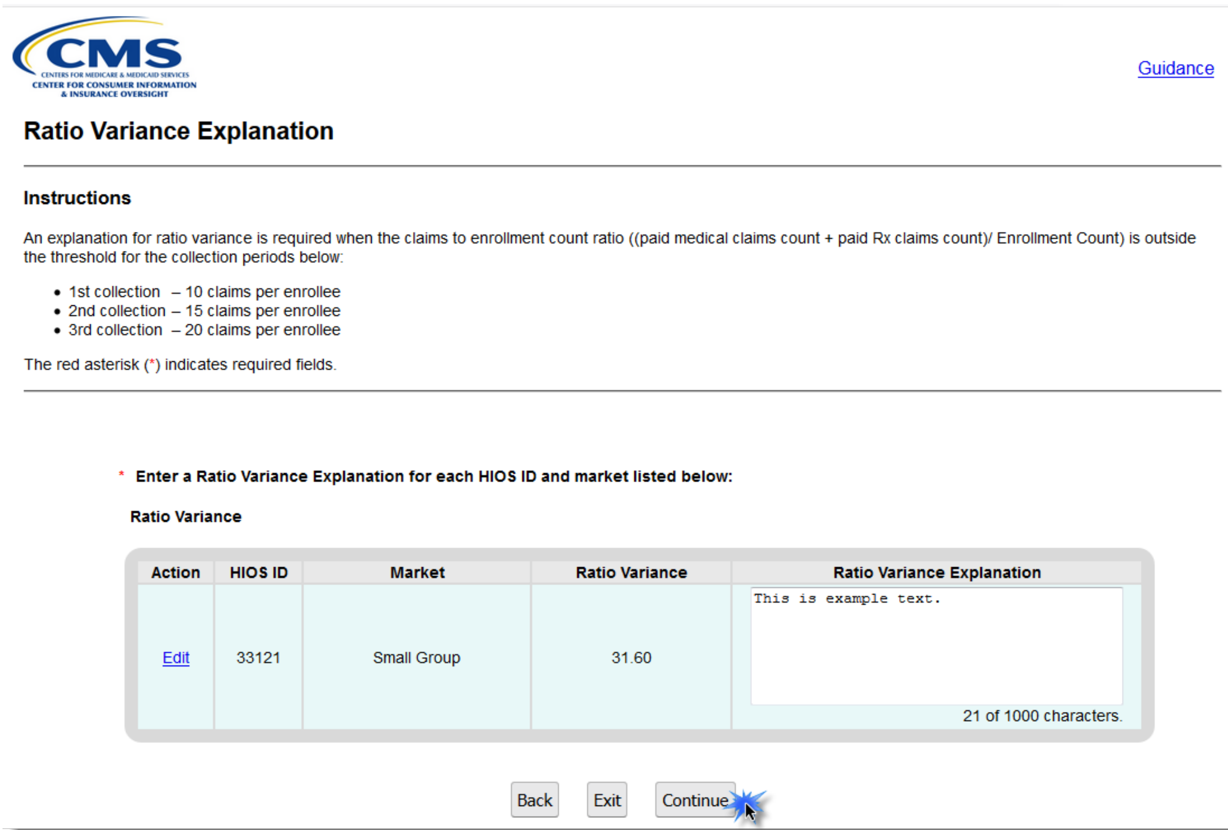
- First collection – ten (10) claims per enrollee
- Second collection – fifteen (15) claims per enrollee
- Third collection – twenty (20) claims per enrollee

An explanation for the ratio variance is required. The baseline data may be edited as necessary.

1. Enter an explanation in the Ratio Variance Explanation column for each HIOS ID and Market in the Ratio Variance table.

2. Select the Edit link next to the HIOS ID to edit baseline data as necessary.
3. Select the **Continue** button.
4. The web form navigates to the **Attestation** page.

Figure 13: Ratio Variance Explanation Page


Guidance

Ratio Variance Explanation

Instructions

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

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

The red asterisk (*) indicates required fields.

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

Ratio Variance

Action	HIOS ID	Market	Ratio Variance	Ratio Variance Explanation
Edit	33121	Small Group	31.60	This is example text. 21 of 1000 characters.

Back Exit Continue

5.4 Attestation Page

Follow these steps to complete the **Attestation** page, as shown in Figure 14.

> **Note: The individual completing the web form does not need to be the attester; however, the attester must be aware of the baseline submission as s/he will be the individual contacted if CMS identifies an issue or has questions.**

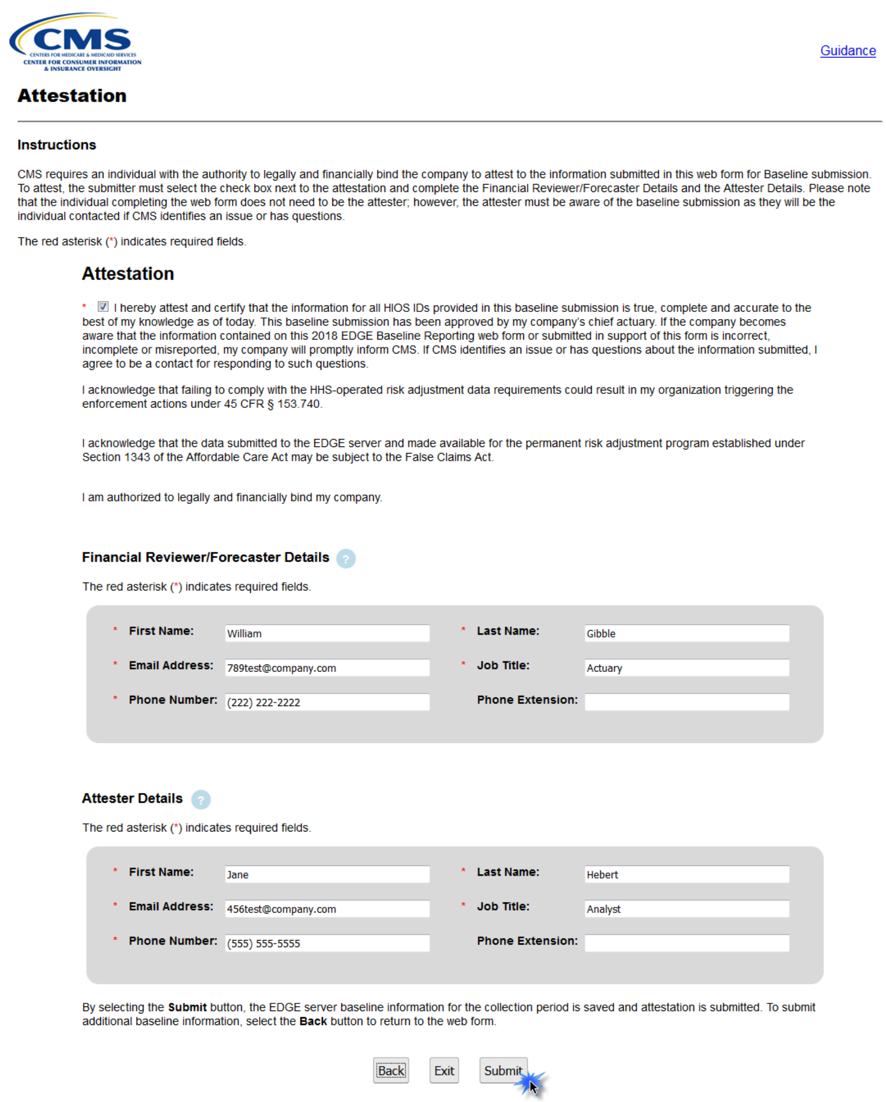
1. Thoroughly review the Attestation instructions and statement.
2. Select the check box next to the Attestation statement to indicate agreement.
3. Complete the Financial Reviewer/Forecaster Details and Attester Details sections with the following information:
   - First Name

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

4. Select the **Submit** button.
5. The web form navigates to the **Confirmation** page.

> **Warning: By selecting the Submit button on the Attestation page, your EDGE baseline data for the reporting period is saved and attestation submitted.**

Figure 14: Attestation Page



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Attestation

Instructions

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

The red asterisk (*) indicates required fields.

Attestation

* ☑ I hereby attest and certify that the information for all HIOS IDs provided in this baseline submission is true, complete and accurate to the best of my knowledge as of today. This baseline submission has been approved by my company's chief actuary. If the company becomes aware that the information contained on this 2018 EDGE Baseline Reporting web form or submitted in support of this form is incorrect, incomplete or misreported, my company will promptly inform CMS. If CMS identifies an issue or has questions about the information submitted, I agree to be a contact for responding to such questions.

I acknowledge that failing to comply with the HHS-operated risk adjustment data requirements could result in my organization triggering the enforcement actions under 45 CFR § 153.740.

I acknowledge that the data submitted to the EDGE server and made available for the permanent risk adjustment program established under Section 1343 of the Affordable Care Act may be subject to the False Claims Act.

I am authorized to legally and financially bind my company.

Financial Reviewer/Forecaster Details

The red asterisk (*) indicates required fields.

* **First Name:**	William	* **Last Name:**	Gibble
* **Email Address:**	789test@company.com	* **Job Title:**	Actuary
* **Phone Number:**	(222) 222-2222	**Phone Extension:**	

Attester Details

The red asterisk (*) indicates required fields.

* **First Name:**	Jane	* **Last Name:**	Hebert
* **Email Address:**	456test@company.com	* **Job Title:**	Analyst
* **Phone Number:**	(555) 555-5555	**Phone Extension:**	

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

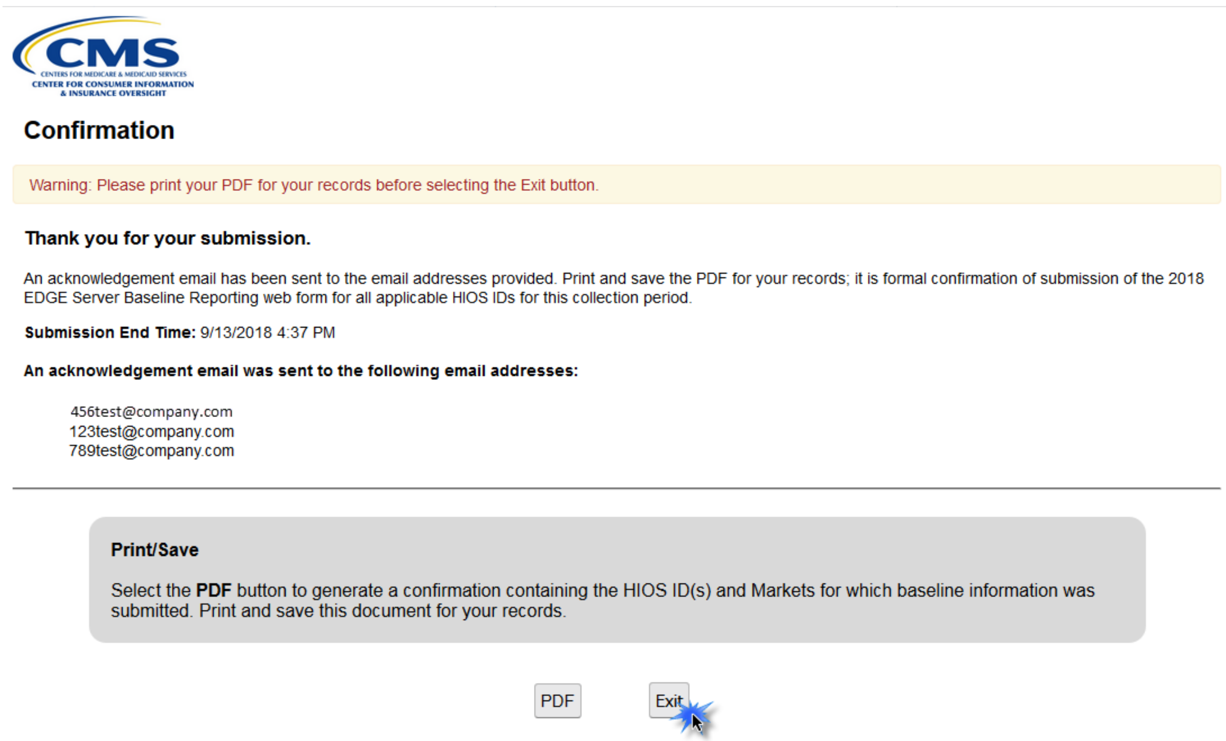
Back Exit Submit

5.5 Confirmation Page

An acknowledgement email will be sent to the CEO Designate, Alternate CEO Designate, Alternate Contact, Financial Reviewer, and Attester email addresses. Please save and print the PDF available on the Confirmation page, as shown in Figure 15, for your records. The PDF will not be included with the email, so it is recommended to print it from this page before closing the browser.

1. Select the **PDF** button to print/save a confirmation for your records.
2. Once the Confirmation is printed and/or saved, select the **Exit** button to exit the web form.

Figure 15: Confirmation Page



6 Online HIOS ID Entry Submission Method

After Online HIOS ID entry is selected on the **EDGE Server Baseline Submission Method** page, the **Online HIOS ID Entry** page opens. The online entry method requires entry of baseline information for each HIOS ID and Market individually.

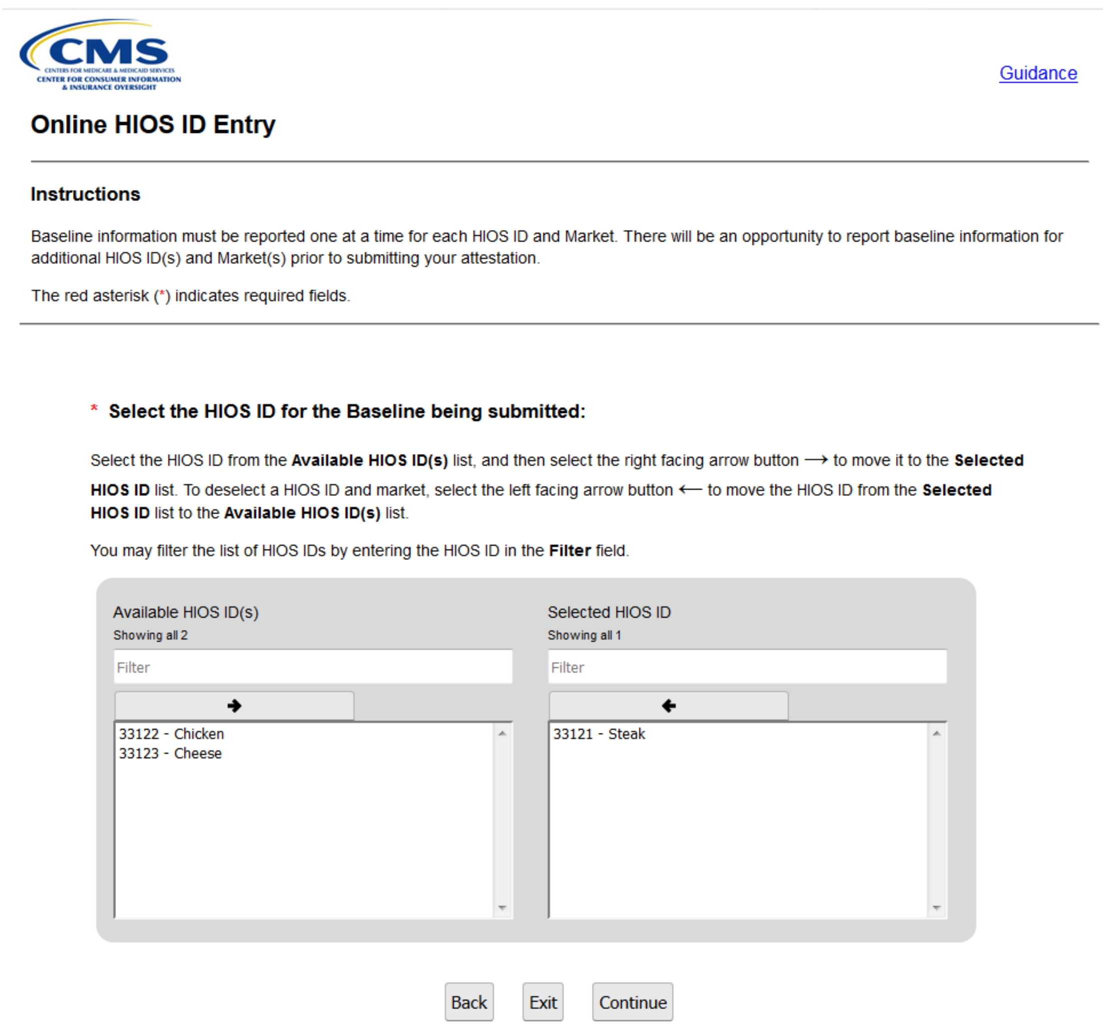
6.1 Online HIOS ID Entry Page

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

1. Select the HIOS ID for the baseline being submitted from the Available HIOS ID(s) list.
2. Select the right facing arrow button → to move it to the Selected HIOS ID list.

   To deselect a HIOS ID, select the left facing arrow button ← to move the HIOS ID from the Selected HIOS ID list to the Available HIOS ID(s) list.

Figure 16: HIOS ID Selection



3. Select the **Continue** button.
4. The web form navigates to the **EDGE Server Baseline Data** page.

6.2 EDGE Server Baseline Data

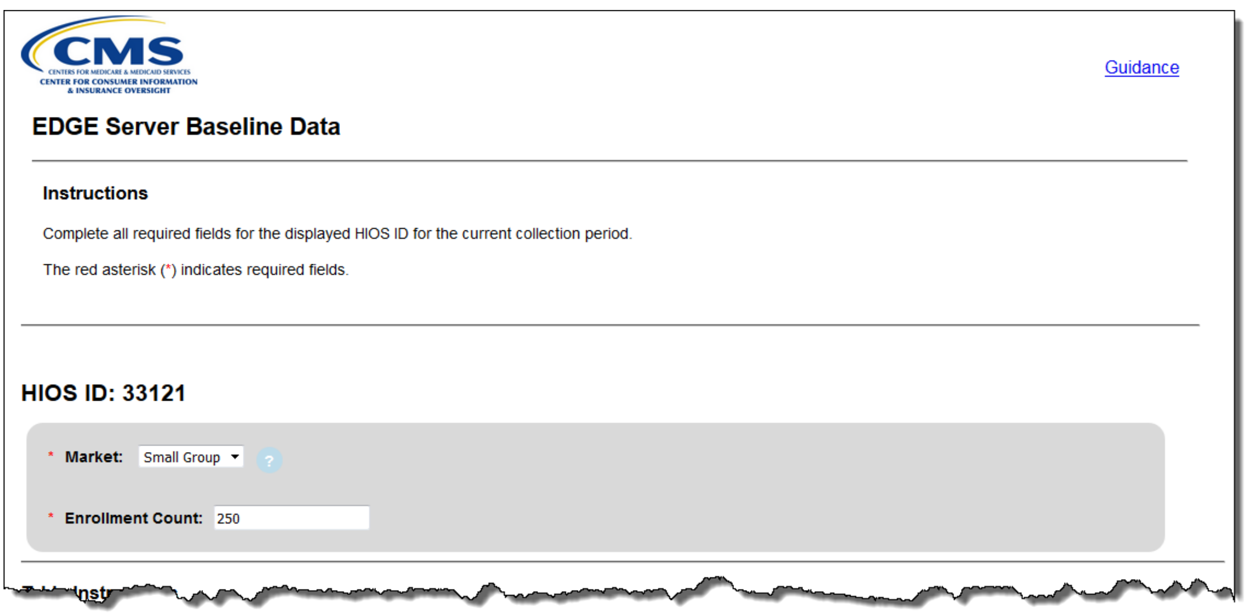
For the HIOS ID selected on the Online HIOS ID Entry page, enrollment, medical claims, and pharmacy (Rx) claims data is collected on the **EDGE Server Baseline Data** page. A description of the information required in each of the data fields is located inAppendix A.

1. Select one of the following markets from the drop-down list for the HIOS ID displayed on the page:
    - Individual (includes Individual Non-Catastrophic and Catastrophic)
    - Small Group
    - Merged

    Note: For Massachusetts (MA) and Vermont (VT) issuers, the Market field is not required; the field will pre-populate with the Merged market type.

2. Enter the **Enrollment Count** for the HIOS ID displayed on the page.

Figure 17: Market and Enrollment Count Fields



3. Use the Total Medical and Rx Claims Counts and Amounts Paid table to enter the following data for each applicable quarter of the collection period for the HIOS ID displayed on the page. Enter zero (0) if not applicable.
    - Enter the Total 2018 Paid Medical Claims Count

- Enter the Total 2018 Paid Medical Claims Amount (do not use decimals)
- Enter the Total 2018 Paid Rx Claims Count
- Enter the Total 2018 Paid Rx Claims Amount (do not use decimals)

Figure 18: Total Medical and Rx Claims Counts and Amounts Paid

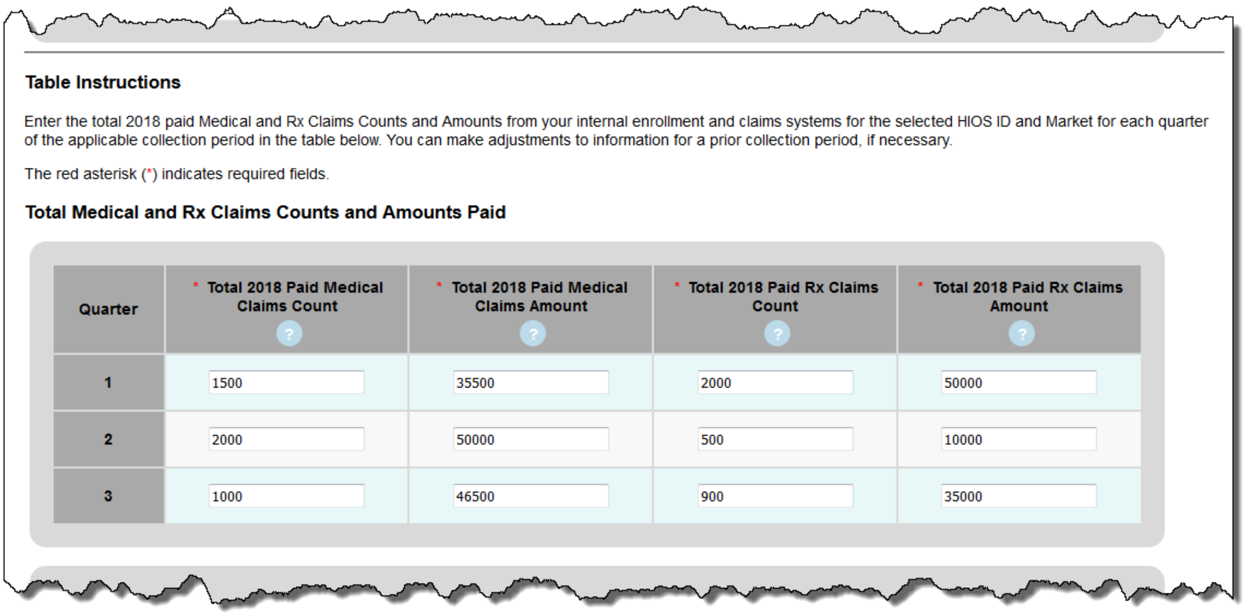


Table Instructions

Enter the total 2018 paid Medical and Rx Claims Counts and Amounts from your internal enrollment and claims systems for the selected HIOS ID and Market for each quarter of the applicable collection period in the table below. You can make adjustments to information for a prior collection period, if necessary.

The red asterisk (*) indicates required fields.

Total Medical and Rx Claims Counts and Amounts Paid

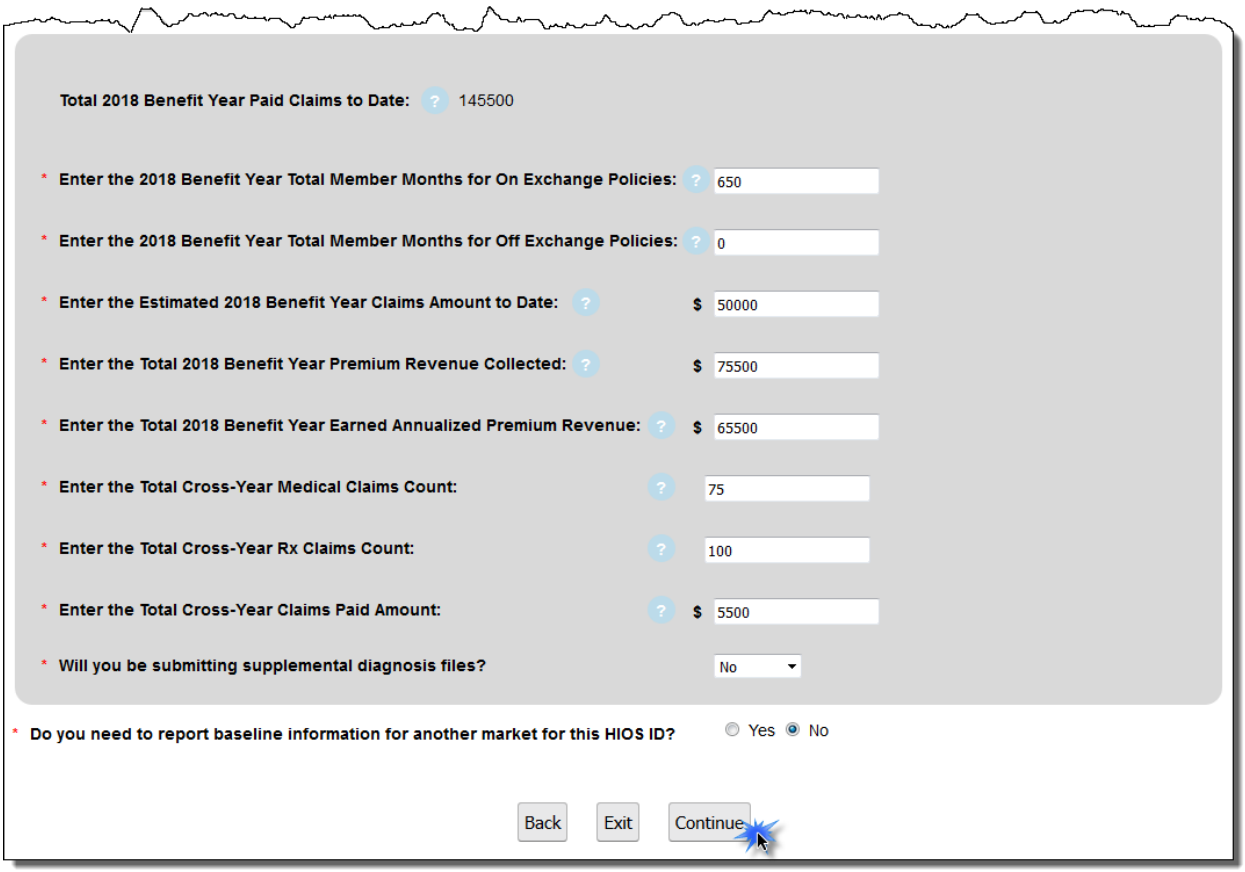
Quarter	* Total 2018 Paid Medical Claims Count	* Total 2018 Paid Medical Claims Amount	* Total 2018 Paid Rx Claims Count	* Total 2018 Paid Rx Claims Amount
1	1500	35500	2000	50000
2	2000	50000	500	10000
3	1000	46500	900	35000

4. Review the Total 2018 Benefit Year Paid Claims to Date field, which displays the sum of the Total 2018 Paid Medical Claims Amount and the Total 2018 Paid Rx Claims Amount after data is entered.

5. Enter information in the designated fields for the HIOS ID displayed on the page. Enter zero (0) if not applicable.

   - Enter the 2018 Benefit Year Total Member Months for On Exchange Policies
   - Enter the 2018 Benefit Year Total Member Months for Off Exchange Policies
   - Enter the Estimated 2018 Benefit Year Claims Amount to Date
   - Enter the Total 2018 Benefit Year Premium Revenue Collected
   - Enter the Total 2018 Benefit Year Earned Annualized Premium Revenue
   - Enter the Total Cross-Year Medical Claims Count
   - Enter the Total Cross-Year Rx Claims Count
   - Enter the Total Cross-Year Claims Paid Amount

Figure 19: 2018 Benefit Year Totals



Total 2018 Benefit Year Paid Claims to Date: 145500

* Enter the 2018 Benefit Year Total Member Months for On Exchange Policies: 650

* Enter the 2018 Benefit Year Total Member Months for Off Exchange Policies: 0

* Enter the Estimated 2018 Benefit Year Claims Amount to Date: $ 50000

* Enter the Total 2018 Benefit Year Premium Revenue Collected: $ 75500

* Enter the Total 2018 Benefit Year Earned Annualized Premium Revenue: $ 65500

* Enter the Total Cross-Year Medical Claims Count: 75

* Enter the Total Cross-Year Rx Claims Count: 100

* Enter the Total Cross-Year Claims Paid Amount: $ 5500

* Will you be submitting supplemental diagnosis files? No

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

Back Exit Continue

6. Enter Your 2018 Risk Score Estimate, rounded to the nearest thousandth (three decimal places).

> **Note: This is an optional field only available during the third collection period.**

7. Select Yes or No to the question ***Will you be submitting supplemental diagnosis files?***
8. Select Yes or No to the question ***Do you need to report baseline information for another market for this HIOS ID?***

> **Note: This question is not displayed for Massachusetts or Vermont issuers or if all markets have been reported for the HIOS ID during the session.**

9. Select the **Continue** button. The web form will navigate as defined in Table 7.

Table 7: Navigation from EDGE Server Baseline Data Page

If	Then
Yes, you need to report baseline information for another market for this HIOS ID,	The web form will refresh the **EDGE Server Baseline Data** page for new data input.
No, you do not need to report baseline information for another market for this HIOS ID,	The web form navigates to the **Summary** page.

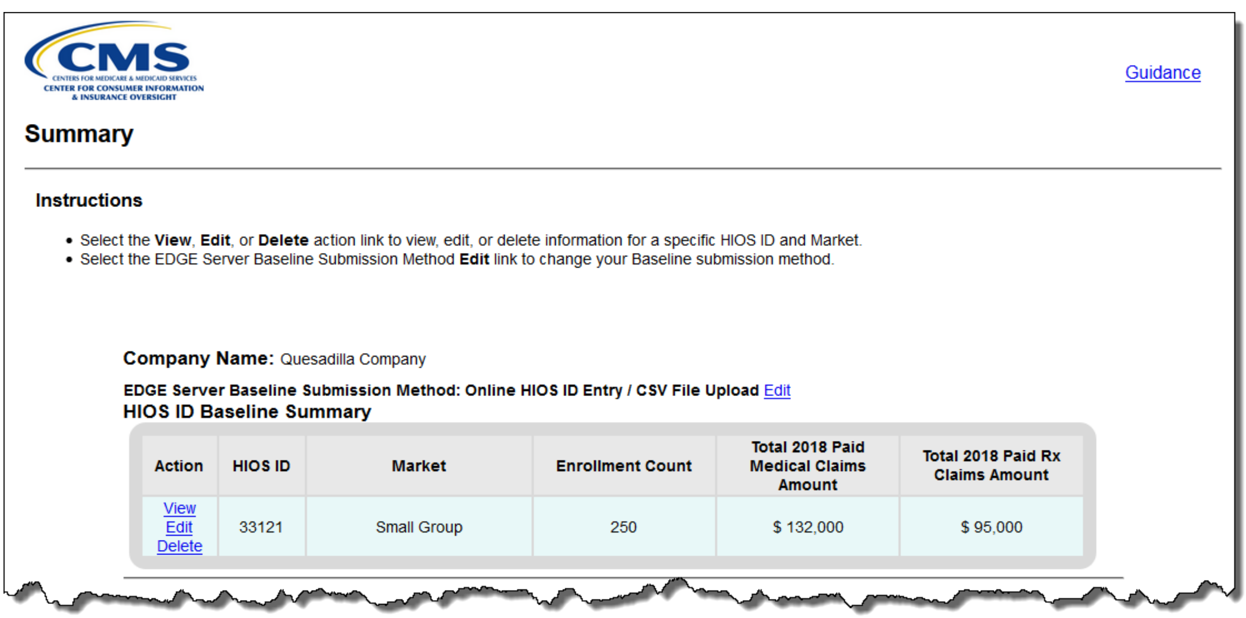
Note: The option to return to this page to report baseline information for a different HIOS ID is available on the Summary page.

6.3 Summary Page

Follow these steps to complete the **Summary** page.

1. Review the HIOS ID Baseline Summary table to confirm that the HIOS ID information is correct.
2. To View, Edit, or Delete a HIOS ID's baseline data, select the appropriate action link next to the HIOS ID.

Figure 20: HIOS ID Baseline Summary



CMS CENTERS FOR MEDICARE & MEDICAID SERVICES CENTER FOR CONSUMER INFORMATION & INSURANCE OVERSIGHT

Guidance

Summary

Instructions

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

Company Name: Quesadilla Company

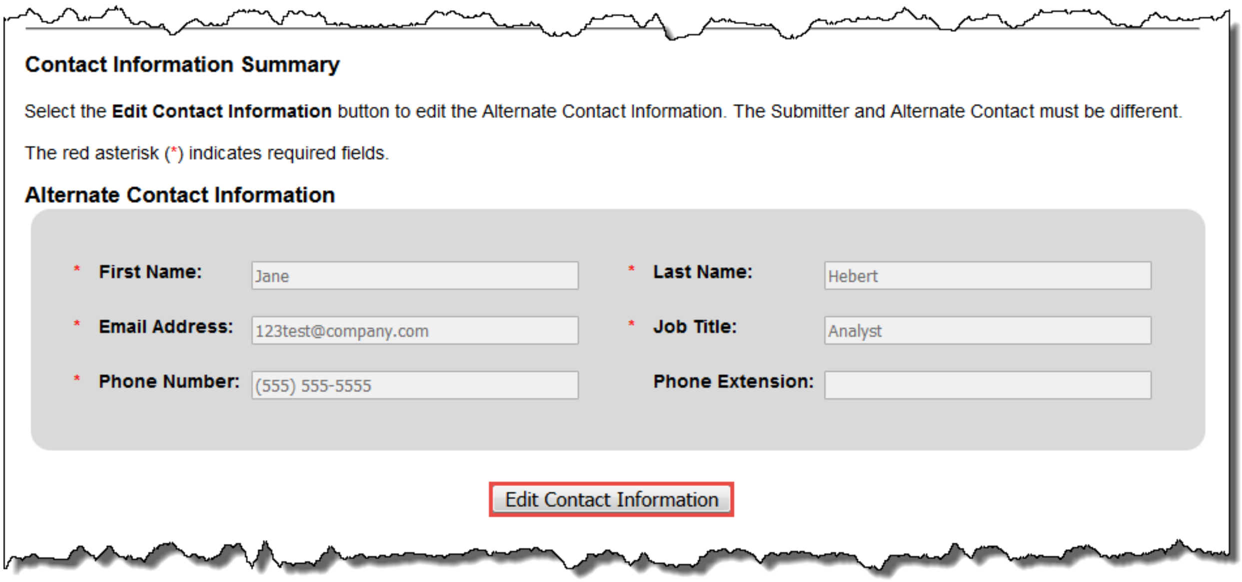
EDGE Server Baseline Submission Method: Online HIOS ID Entry / CSV File Upload Edit

HIOS ID Baseline Summary

Action	HIOS ID	Market	Enrollment Count	Total 2018 Paid Medical Claims Amount	Total 2018 Paid Rx Claims Amount
View Edit Delete	33121	Small Group	250	$ 132,000	$ 95,000

3. Review the Alternate Contact Information section for accuracy. To edit Alternate Contact Information, select the **Edit Contact Information** button, then select the **Save & Return** button to save changes and continue.

Figure 21: Summary Page Alternate Contact Information Section



Contact Information Summary

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

The red asterisk (*) indicates required fields.

Alternate Contact Information

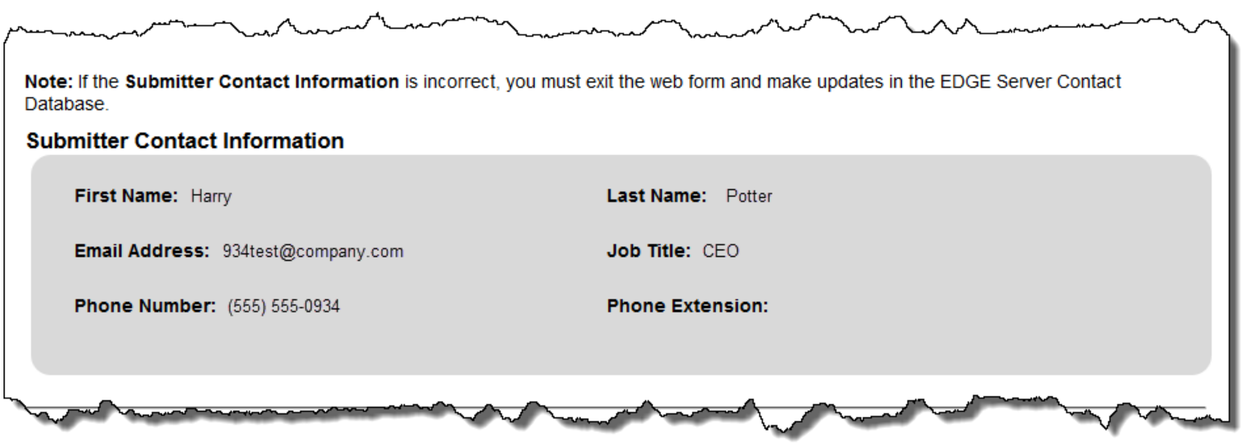
* **First Name:**	Jane	* **Last Name:**	Hebert
* **Email Address:**	123test@company.com	* **Job Title:**	Analyst
* **Phone Number:**	(555) 555-5555	**Phone Extension:**	

Edit Contact Information

4. Review the Submitter Contact Information section for accuracy.

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

Figure 22: Summary Page Submitter Contact Information Section



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:	Harry	**Last Name:**	Potter
Email Address:	934test@company.com	**Job Title:**	CEO
Phone Number:	(555) 555-0934	**Phone Extension:**	

5. Enter explanation(s) in the appropriate fields, as determined by the criteria in Table 8.

Table 8: Summary Page Explanation Fields

If	Then
You are submitting baseline information outside the collection period,	Enter an explanation for why baseline information was submitted outside the collection period in the appropriate field.
You are submitting multiple responses for at least one HIOS ID/Market,	Enter an explanation for why multiple responses have been received for at least one HIOS ID/Market in the appropriate field.

Note: The Summary page explanation fields are available only if you are submitting baseline information outside the collection period, and/or if you are submitting multiple responses for at least one HIOS ID/Market. Completion of these fields is optional, but can help CMS understand any issues you are experiencing loading data to your EDGE server.

Figure 23: Baseline Information Submission Outside of Collection Explanation Field

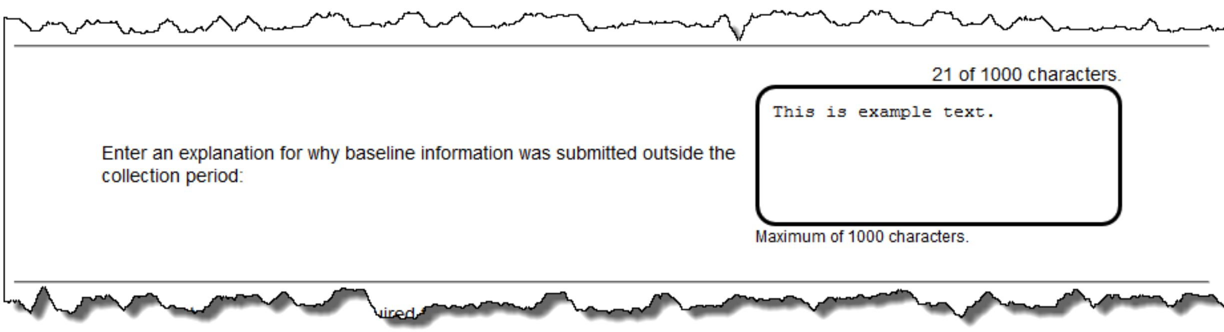


Figure 24: Multiple Response Explanation Field

6. Select Yes or No to the question ***Do you need to report baselines for another HIOS ID or market?***

7. Select the **Continue** button. The web form will navigate as defined in Table 9.

Figure 25: Summary Page Report Baselines for Another HIOS ID or Market

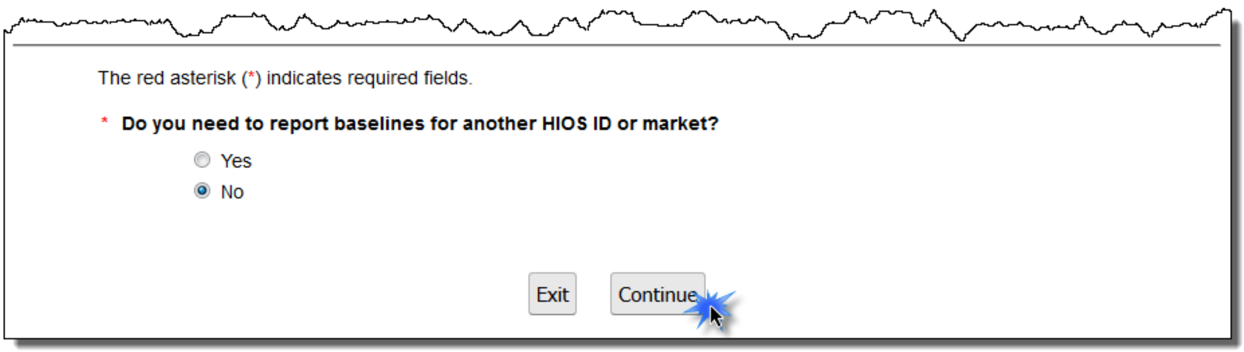


Table 9: Navigation from Summary Page

If	Then
You responded Yes to: ***Do you need to report baselines for another HIOS ID or market?***	The web form navigates to the **Online HIOS ID Entry** page. Proceed to Section 6.
You responded No to: ***Do you need to report baselines for another HIOS ID or market?***	The web form navigates to the **Attestation** page. Proceed to Section 6.5.
You responded No to: ***Do you need to report baselines for another HIOS ID or market?*** AND the Claims to Enrollment ratio exceeds the threshold,	The web form navigates to the **Ratio Variance Explanatio**n page. Proceed to Section 6.4.

6.4 Ratio Variance Explanation Page

The **Ratio Variance Explanation** page, as shown in Figure 26, only opens when the claims to enrollment count ratio [(paid medical claims count + paid Rx claims count)/Enrollment Count] is outside the threshold for the collection periods below.

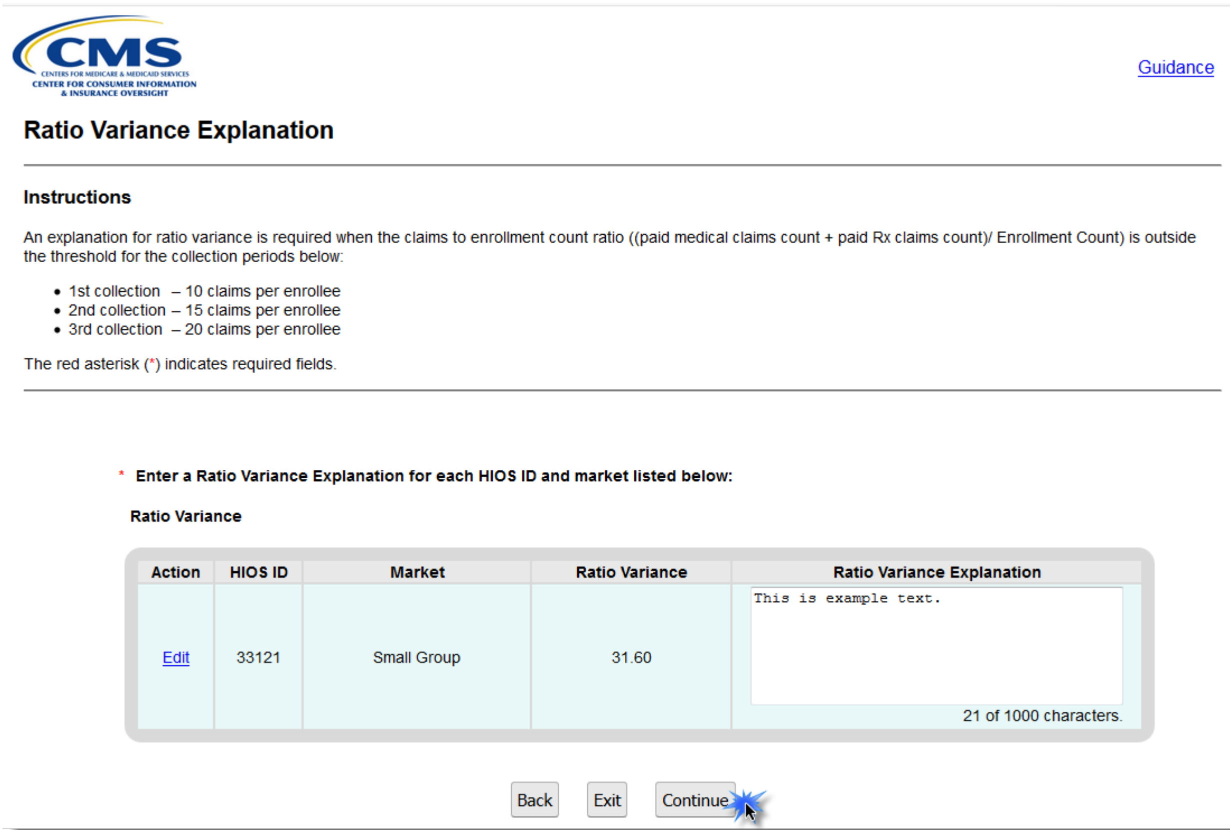
- First collection – ten (10) claims per enrollee
- Second collection – fifteen (15) claims per enrollee
- Third collection – twenty (20) claims per enrollee

An explanation for the ratio variance is required. The baseline data may be edited as necessary.

1. Enter an explanation in the Ratio Variance Explanation column for each HIOS ID and Market in the Ratio Variance table.

2. Select the Edit link next to the HIOS ID to edit baseline data as necessary.
3. Select the **Continue** button.
4. The web form navigates to the **Attestation** page.

Figure 26: Ratio Variance Explanation Page



6.5 Attestation Page

Follow these steps to complete the **Attestation** page, as shown in Figure 27.

> **Note: The individual completing the web form does not need to be the attester; however, the attester must be aware of the baseline submission as s/he will be the individual contacted if CMS identifies an issue or has questions.**

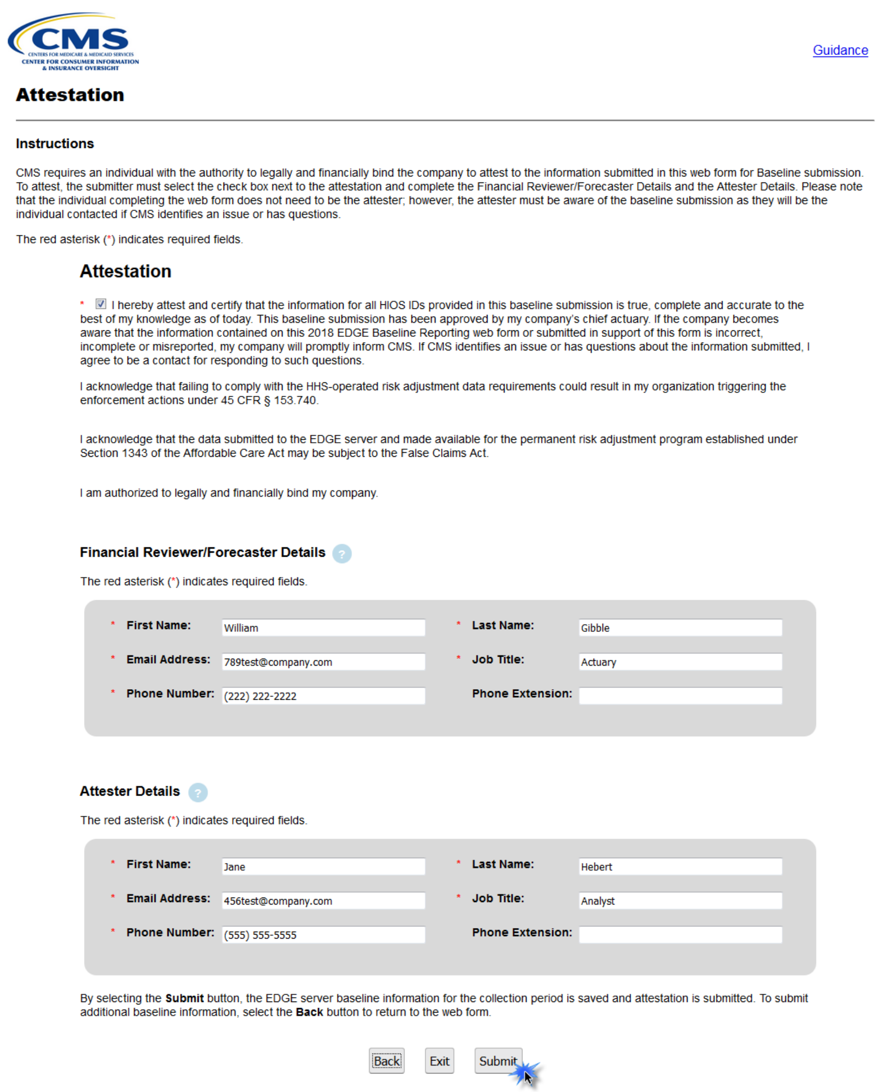
1. Thoroughly review the Attestation instructions and statement.
2. Select the check box next to the Attestation statement to indicate agreement.
3. Complete the Financial Reviewer/Forecaster Details and Attester Details sections with the following information:
   - First Name

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

4. Select the **Submit** button.
5. The web form navigates to the **Confirmation** page.

Warning: By selecting the Submit button on the Attestation page, your EDGE baseline data for the reporting period is saved and attestation submitted.

Figure 27: Attestation Page



Guidance

Attestation

Instructions

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

The red asterisk (*) indicates required fields.

Attestation

* ☑ I hereby attest and certify that the information for all HIOS IDs provided in this baseline submission is true, complete and accurate to the best of my knowledge as of today. This baseline submission has been approved by my company's chief actuary. If the company becomes aware that the information contained on this 2018 EDGE Baseline Reporting web form or submitted in support of this form is incorrect, incomplete or misreported, my company will promptly inform CMS. If CMS identifies an issue or has questions about the information submitted, I agree to be a contact for responding to such questions.

I acknowledge that failing to comply with the HHS-operated risk adjustment data requirements could result in my organization triggering the enforcement actions under 45 CFR § 153.740.

I acknowledge that the data submitted to the EDGE server and made available for the permanent risk adjustment program established under Section 1343 of the Affordable Care Act may be subject to the False Claims Act.

I am authorized to legally and financially bind my company.

Financial Reviewer/Forecaster Details

The red asterisk (*) indicates required fields.

* First Name:	William	* Last Name:	Gibble
* Email Address:	789test@company.com	* Job Title:	Actuary
* Phone Number:	(222) 222-2222	Phone Extension:	

Attester Details

The red asterisk (*) indicates required fields.

* First Name:	Jane	* Last Name:	Hebert
* Email Address:	456test@company.com	* Job Title:	Analyst
* Phone Number:	(555) 555-5555	Phone Extension:	

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

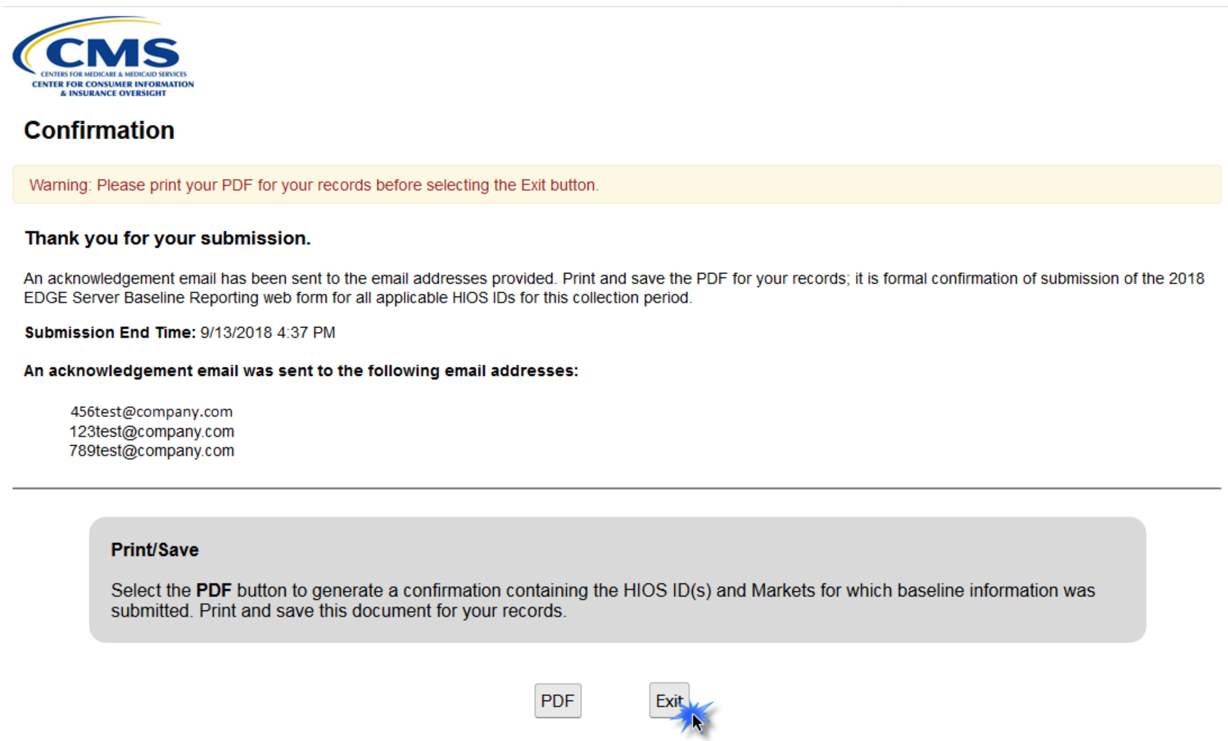
Back Exit Submit

6.6 Confirmation Page

An acknowledgement email will be sent to the CEO Designate, Alternate CEO Designate, Alternate Contact, Financial Reviewer and Attester email addresses. Please save and print the PDF available on the **Confirmation** page, as shown in Figure 28, for your records. The PDF will not be included with the email, so we recommend printing it from this page before closing the browser.

1. Select the **PDF** button to print/save a confirmation for your records.
2. Once the Confirmation is printed and/or saved, select the **Exit** button to exit the web form.

Figure 28: Confirmation Page



7 Returning to the Web Form

Upon returning to the web form after previous submissions within the same collection period, you will log in through the **Welcome** page. The web form will then navigate to the **Summary** page. From the **Summary** page, you are able to:

- View, Edit, or Delete previously submitted information for a HIOS ID and Market.
- Edit a CSV File.
- Report baselines for another HIOS ID or market.

> **Note: When returning to the web form to edit previously submitted information, you do not have to use the same submission method. For example, if you originally submitted a CSV file but only need to update a few HIOS IDs, it may be more efficient to use the Online HIOS ID Entry to complete your updates.**

The web form will navigate to the appropriate page depending on your selection. Once your changes are complete, you will repeat your attestation and receive a confirmation.

Appendix A

Table 10 provides descriptions for the information required for each of the fields located on the EDGE Baseline Reporting Job Aid and the EDGE Server Baseline Reporting Web Form.

Table 10: Data Dictionary

Field	Description
Enrollment Count*	The number of unique covered lives by market, including the enrollees and their dependents for the 2018 benefit year.
Total 2018 Paid Medical Claims Count*	The total 2018 number of unique paid medical claims by quarter and market • Quarter 1 (Jan–Mar), Quarter 2 (Apr–Jun), Quarter 3 (Jul–Sept), and Quarter 4 (Oct–Dec) • Paid means claims amounts paid by the issuer • Use the beginning date of service to determine which claims to include within a quarter • Claims with a zero dollar paid amount are included ***only if*** the claims were submitted to the EDGE Server • Do not include denied and voided claims or claims replaced by another claim as part of the paid claims count totals
Total 2018 Paid Medical Claims Amounts*	The total 2018 paid medical claims amount by quarter and market • Quarter 1 (Jan–Mar), Quarter 2 (Apr–Jun), Quarter 3 (Jul–Sept), and Quarter 4 (Oct–Dec) • Paid means claims amounts paid by the issuer • Use the beginning date of service to determine which claims to include within a quarter • Do not include denied and voided claims or claims replaced by another claim as part of the paid claims amount totals
Total 2018 Paid Rx Claims Count*	The total 2018 number of unique paid pharmacy claims by quarter and market • Quarter 1 (Jan–Mar), Quarter 2 (Apr–Jun), Quarter 3 (Jul–Sept), and Quarter 4 (Oct–Dec) • Paid means claims amounts paid by the issuer • Use the beginning date of service to determine which claims to include within a quarter • Claims with a zero dollar paid amount are included ***only if*** the claims were submitted to the EDGE Server • Do not include denied and voided claims or claims replaced by another claim as part of the paid claims count totals

Field	Description
Total 2018 Paid Rx Claims Amounts*	The total 2018 paid pharmacy claims amount by quarter and market • Quarter 1 (Jan–Mar), Quarter 2 (Apr–Jun), Quarter 3 (Jul–Sept), and Quarter 4 (Oct–Dec) • Paid means claims amounts paid by the issuer • Use the beginning date of service to determine which claims to include within a quarter • Do not include denied and voided claims or claims replaced by another claim as part of the paid claims amount totals
2018 Benefit Year Total Member Months for On Exchange Policies	The 2018 benefit year member months for all enrollees participating in plans on the Exchange as of the baseline reporting period as follows: • 1st Baseline Reporting: provide Quarters 1 and 2 (Jan 1–Jun 30) • 2nd Baseline Reporting: provide Quarters 1, 2, and 3 (Jan 1–Sept 30) • 3rd Baseline Reporting: provide Quarters 1, 2, 3, and 4 (Jan 1–Dec 31) • Partial member months are calculated by multiplying the number of days in a month an enrollee is enrolled and 0.033333 with the result rounded to two decimal points (i.e., nearest hundredth)
2018 Benefit Year Total Member Months for Off Exchange Policies	The 2018 benefit year member months for all enrollees participating in plans off the Exchange as of the baseline reporting period • 1st Baseline Reporting: provide Quarters 1 and 2 (Jan 1–Jun 30) • 2nd Baseline Reporting: provide Quarters 1, 2, and 3 (Jan 1–Sept 30) • 3rd Baseline Reporting: provide Quarters 1, 2, 3, and 4 (Jan 1–Dec 31) • Partial member months are calculated by multiplying the number of days in a month an enrollee is enrolled and 0.033333 with the result rounded to two decimal points (i.e., nearest hundredth)
Total 2018 Benefit Year Paid Claims Amount	*Prepopulated* Sum of the Total 2018 Benefit Year Paid Medical Claims Amounts and Total 2018 Benefit Year Paid Pharmacy Claims Amounts.

Field	Description
Estimated 2018 Benefit Year Claims Amount to Date*	The total estimated (projected) 2018 benefit year claims amount for the entire benefit year • 1st Baseline Reporting: provide 2018 benefit year projection (Jan 1–Dec 31) • 2nd Baseline Reporting: provide 2018 benefit year projection (Jan 1–Dec 31) • 3rd Baseline Reporting: provide 2018 benefit year projection (Jan 1–Dec 31) • Estimated amounts include paid and adjudicated claims amounts, Incurred But Not Reported (IBNR) amounts, and claims amounts projected for the remaining of the year • For paid/adjudicated and IBNR claims amounts, include only qualified claims that are not yet submitted onto the issuer's EDGE server
Total 2018 Benefit Year Premium Revenue Collected	The total 2018 benefit year premium revenue collected as of the baseline reporting period as follows: • 1st Baseline Reporting: provide Quarters 1 and 2 (Jan 1–Jun 30) • 2nd Baseline Reporting: provide Quarters 1, 2, and 3 (Jan 1–Sept 30) • 3rd Baseline Reporting: provide Quarters 1, 2, 3, and 4 (Jan 1–Dec 31) • Include received payments of Advance Premium Tax Credits (APTCs) from CMS for all applicable enrollees (i.e., if an issuer is receiving APTC for an enrollee, the issuer must report the premium to include both the enrollee's paid portion and the CMS's APTC portion of the premium).
Total 2018 Benefit Year Earned Annualized Premium Revenue	The projected total 2018 benefit year earned annualized premium revenue amounts for subscriber's policies (earned and deferred premium) for the benefit year • 1st Baseline Reporting: provide 2018 benefit year projection (Jan 1–Dec 31) • 2nd Baseline Reporting: provide 2018 benefit year projection (Jan 1–Dec 31) • 3rd Baseline Reporting: provide 2018 benefit year projection (Jan 1–Dec 31) • Include received and anticipated payments of the Advanced Premium Tax Credits (APTCs) from CMS for all applicable enrollees for entire benefit year • Annualized amounts are those premium amounts collected, plus anticipated to be collected for entire benefit year

Field	Description
Total Cross-Year Medical Claims Count	The total 2017 number of unique paid medical claims count with the date of service beginning in 2017 and end date in 2018 submitted for the BY 2018 EDGE server data submission.
Total Cross-Year Rx Claims Count	The total 2017 number of HCPCs for pharmacy that are within a cross-year paid medical claim with the date of service beginning in 2017 and end date in 2018 submitted for the BY 2018 EDGE server data submission.
Total Cross-Year Claims Paid Amount	The total cross-year paid claims amount with the date of service beginning in 2017 and end date in 2018 submitted for the BY 2018 EDGE server data submission.
2018 Risk Score Estimate (Optional)	An estimate of your plan's liability risk score (PLRS) for 2018 benefit year based on the data qualified for submission to EDGE by market • Only collected during the 3rd Baseline Reporting period
Supplemental Files	Submit supplemental diagnosis files when appropriate as a result of medical record review and truncated EDI transactions for enrollee risk score calculations on the EDGE server • Indicate Yes or No if you are or planning to submit supplemental diagnosis files

*CMS recommends working with your financial department(s) to obtain the necessary information required for baseline reporting. This reporting is not from the information directly submitted to the EDGE Server.