



**Centers for Medicare & Medicaid Services**

## **BY 2019 EDGE Server Status**

### **Web Form Guide**

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**August 2019**



## EDGE Server Status Web Form Guide

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### Resources

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The following EDGE Server Status resources are available for review or download:

- BY 2019 EDGE Server Status Web Form:  
<https://acapaymentoperations.secure.force.com/EDGEServerStatus>
- EDGE Server Contact Database:  
<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>
- EDGE Server Status webinar training materials in the REGTAP Library in the Distributed Data Collection for RI and RA/Edge Server Program Area: <https://www.regtap.info>

### New for the 2019 Benefit Year

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The following updates have been made to the EDGE Server Status Web Form for benefit year (BY) 2019:

- Issuers are required to confirm the Department of Insurance (DOI) reported status for each HIOS ID and market.
- Issuers can view the data-source submission actions their company completed for each HIOS ID market.
- Issuers are required to review small group rollover information (HIOS IDs that offered small group plans in 2018 but did not offer them for new enrollment in 2019) and indicate if there are any additional standard component IDs (SCIDs) for their company's small group rollover plans, if applicable.
- Issuers can manually add Small Group Rollover HIOS IDs, if applicable.

## 1. Introduction

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The Centers for Medicare & Medicaid Services (CMS) requires all issuers offering or providing coverage through PPACA-compliant individual or small group health insurance to provide information related to their active markets and EDGE server participation. This information allows CMS to determine issuers participating for the PPACA Risk Adjustment program.

The BY 2019 EDGE Server Status Web Form is available beginning August 19, 2019 and must be completed by August 30, 2019 at 11:59 PM ET. The web form allows issuers to:

- Report the status of your company's BY 2019 EDGE server participation by market
- Report any new HIOS IDs that are subject to the HHS-operated risk adjustment program for BY 2019
- Review the data submission actions your company has completed for BY 2019

- Review and report on the status of your company's off calendar year policies with carry over coverage (i.e., Small Group Rollover Plans), if applicable

The BY 2019 EDGE Server Status Web Form link will be emailed to company CEO Designates and Alternate CEO Designates. If your company's CEO Designate or Alternate CEO Designate has changed, then you must ensure the contact information is updated in the EDGE Server Contact Database Web Form.

This document is a step-by-step guide to log in, complete, and submit the BY 2019 EDGE Server Status Web Form for the 2019 benefit year.



**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, the system directs to the *Welcome* page. Refer to Table 1: Log In Selection to determine how to proceed in the web form.

Table 1: Log In Selection

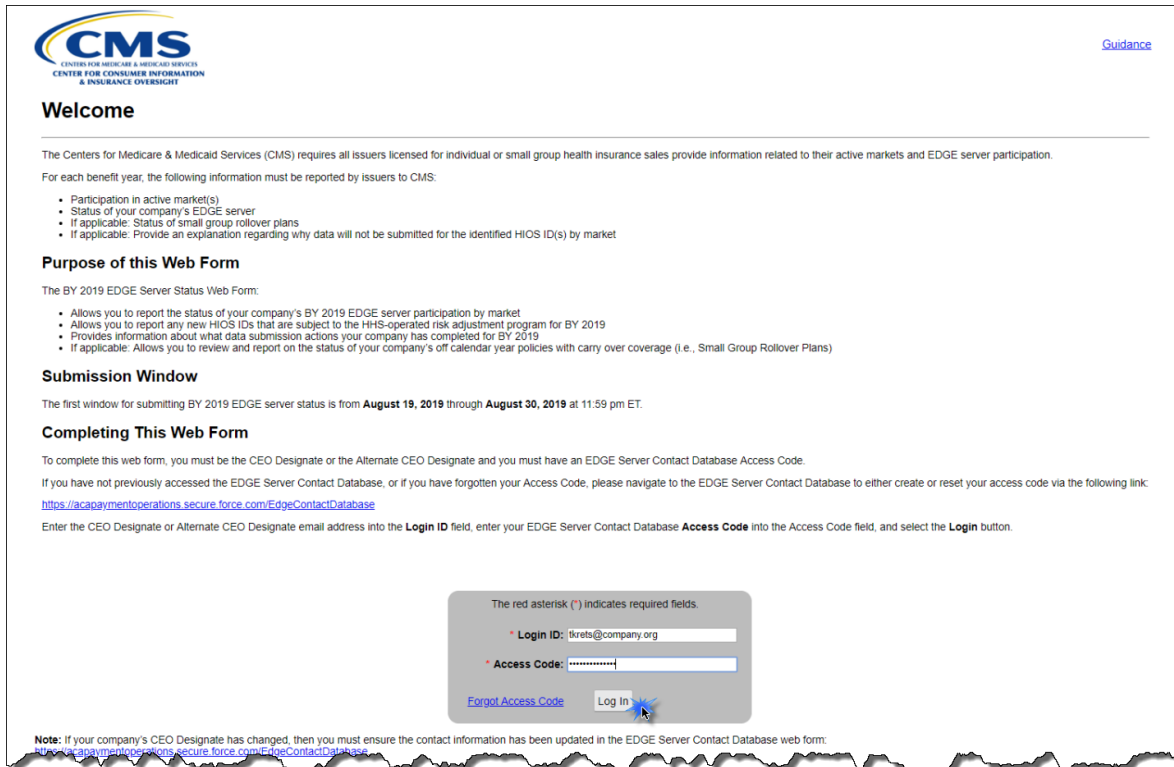
If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to <a href="#">Section 2.1.1</a> to log in with the Access Code.
You have not created an EDGE Server Contact Database Access Code OR you need to reset your Access Code,	Select the EDGE Server Contact Database web form link to create 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.

### 2.1. Log In With Access Code

Follow these steps to log into the web form using your EDGE Server Database Access Code, as shown in Figure 1:

1. Enter the 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 to navigate as indicated in Table 2:

Figure 1: Welcome Page



The screenshot shows the 'Welcome' page of the CMS EDGE Server Status Web Form. It includes the CMS logo, a 'Guidance' link, and a 'Welcome' heading. The page explains that CMS requires all issuers licensed for individual or small group health insurance sales to provide information related to their active markets and EDGE server participation. It lists the information that must be reported by issuers to CMS for each benefit year, including participation in active market(s), status of the company's EDGE server, and status of small group rollover plans. The 'Purpose of this Web Form' section states that the BY 2019 EDGE Server Status Web Form allows users to report their company's BY 2019 EDGE server participation by market, report new HIOS IDs, and provide information about data submission actions. The 'Submission Window' section indicates that the first window for submitting BY 2019 EDGE server status is from August 19, 2019, through August 30, 2019, at 11:59 pm ET. The 'Completing This Web Form' section provides instructions on how to complete the web form, including logging in with a Login ID and Access Code. A login form is shown with fields for Login ID and Access Code, and buttons for 'Forgot Access Code' and 'Log In'. A note at the bottom states that if the company's CEO Designate has changed, the contact information must be updated in the EDGE Server Contact Database web form.

Table 2: Web Form Navigation

If	Then	Proceed to
Your company has small group rollover plans	The web form navigates to the <i>Small Group Rollover SCIDs/HIOS IDs</i> page.	<a href="#">Section 3</a>
Your company does not have small group rollover plans	The web form navigates to the <i>Contact Information</i> page.	<a href="#">Section 4</a>

## 3. Small Group Rollover SCIDs/HIOS IDs Page

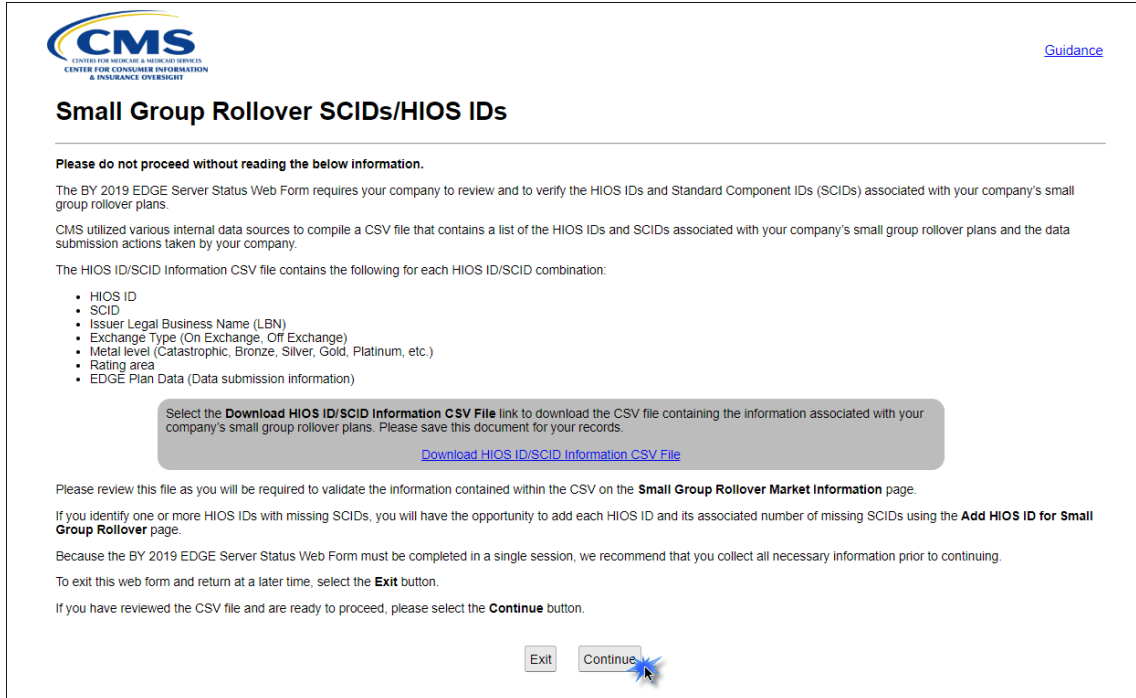
The *Small Group Rollover SCIDs/HIOS IDs* page (Figure 2) provides information associated with your company's small group rollover plans. The CSV file contains information about each HIOS/SCID combination's small group rollover status and the data submission actions taken by your company. Follow these steps to complete the *Small Group Rollover SCIDs/HIOS IDs* page:



**Note:** The Small Group Rollover SCIDs/HIOS IDs page is only available if your company has small group rollover plans.

1. Select the **Download HIOS/SCID Information CSV File** link to download the CSV file.
2. Select the **Continue** button. The system directs to the *Contact Information* page.

Figure 2: Small Group Rollover SCIDs/HIOS IDs Page



The screenshot shows the "Small Group Rollover SCIDs/HIOS IDs" page. At the top left is the CMS logo, and at the top right is a "Guidance" link. The main heading is "Small Group Rollover SCIDs/HIOS IDs". Below this, a bold instruction states: "Please do not proceed without reading the below information." The text explains that the BY 2019 EDGE Server Status Web Form requires a review and verification of HIOS IDs and SCIDs. It mentions that CMS has compiled a CSV file with this information. A bulleted list details the contents of the CSV file: HIOS ID, SCID, Issuer Legal Business Name (LBN), Exchange Type (On Exchange, Off Exchange), Metal level (Catastrophic, Bronze, Silver, Gold, Platinum, etc.), Rating area, and EDGE Plan Data (Data submission information). A grey box contains a prompt to select the "Download HIOS ID/SCID Information CSV File" link to download the CSV file. Below this, it asks the user to review the file as they will be required to validate the information on the "Small Group Rollover Market Information" page. It also provides instructions on how to add missing SCIDs and exit the form. At the bottom, there are "Exit" and "Continue" buttons, with a mouse cursor clicking on the "Continue" button.

## 4. Contact Information Page

The *Contact Information* page (Figure 3) collects Alternate Contact information. 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:

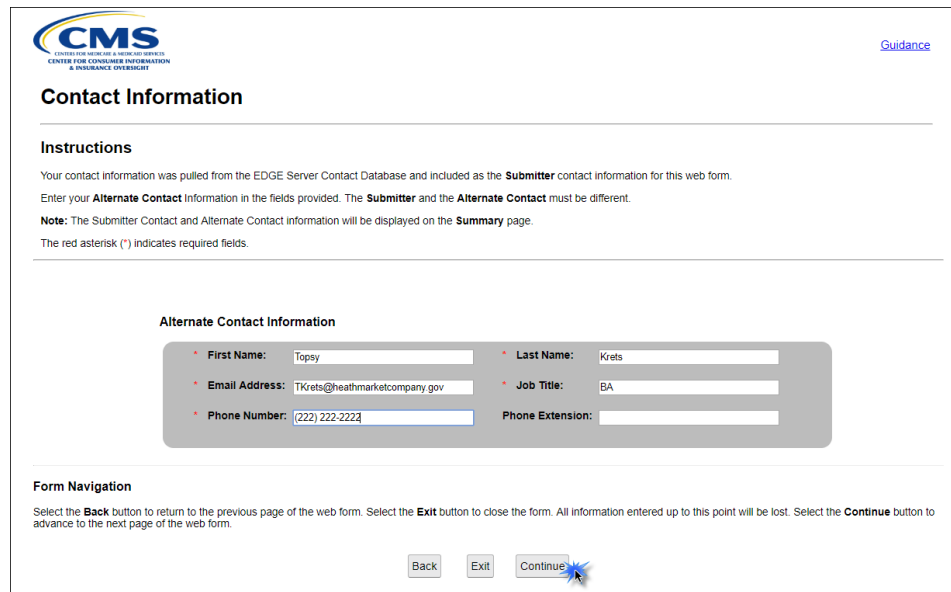
- First Name
- Last Name
- Email Address
- Job Title
- Phone Number
- Phone Extension (optional)



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

2. Select the **Continue** button. The system navigates to the *BY 2019 Market Participation/EDGE Server Status* page.

Figure 3: Contact Information Page



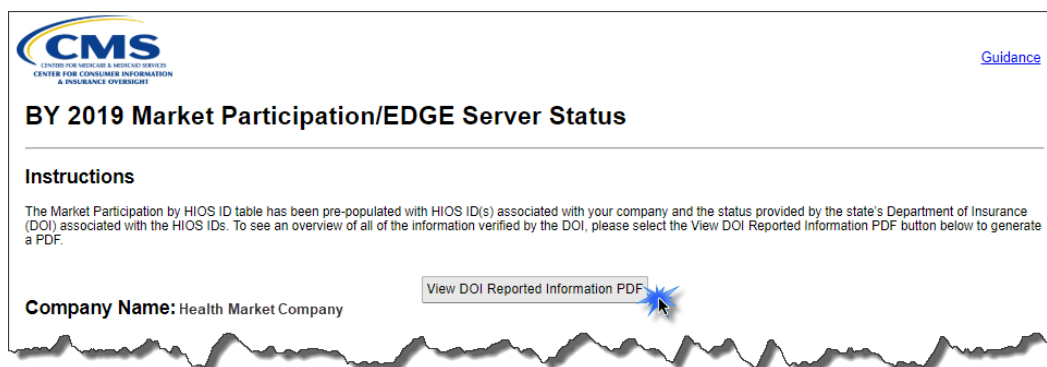
The screenshot shows the 'Contact Information' page of the CMS EDGE Server Status web form. At the top left is the CMS logo, and at the top right is a 'Guidance' link. The page title is 'Contact Information'. Below this is an 'Instructions' section with the following text: 'Your contact information was pulled from the EDGE Server Contact Database and included as the **Submitter** contact information for this web form. Enter your **Alternate Contact** information in the fields provided. The **Submitter** and the **Alternate Contact** must be different. **Note:** The Submitter Contact and Alternate Contact information will be displayed on the **Summary** page. The red asterisk (\*) indicates required fields.' Below the instructions is a section titled 'Alternate Contact Information' containing a form with the following fields: 'First Name' (Topsy), 'Last Name' (Krets), 'Email Address' (TKrets@healthmarketcompany.gov), 'Job Title' (BA), 'Phone Number' ((222) 222-2222), and 'Phone Extension'. At the bottom of the form is a 'Form Navigation' section with the text: 'Select the **Back** button to return to the previous page of the web form. Select the **Exit** button to close the form. All information entered up to this point will be lost. Select the **Continue** button to advance to the next page of the web form.' Below this text are three buttons: 'Back', 'Exit', and 'Continue'. A mouse cursor is hovering over the 'Continue' button.

## 5. BY 2019 EDGE Market Participation/EDGE Server Status Page

The *2019 EDGE Market Participation/EDGE Server Status* page contains the Market Participation by HIOS ID table, which has been pre-populated with HIOS ID(s) associated with your company and the BY 2019 market participation status provided by the state's Department of Insurance (DOI) associated with the HIOS IDs. The page also allows you to download a PDF containing an overview of all the information verified by the DOI. Follow these steps to complete the BY 2019 Market Participation/EDGE Server Status page:

1. Select the **View DOI Reported Information PDF** button to generate a PDF (optional).

Figure 4: DOI Reported Information PDF Button



The screenshot shows the 'BY 2019 Market Participation/EDGE Server Status' page of the CMS EDGE Server Status web form. At the top left is the CMS logo, and at the top right is a 'Guidance' link. The page title is 'BY 2019 Market Participation/EDGE Server Status'. Below this is an 'Instructions' section with the following text: 'The Market Participation by HIOS ID table has been pre-populated with HIOS ID(s) associated with your company and the status provided by the state's Department of Insurance (DOI) associated with the HIOS IDs. To see an overview of all of the information verified by the DOI, please select the View DOI Reported Information PDF button below to generate a PDF.' Below the instructions is a section titled 'Company Name: Health Market Company'. To the right of this text is a button labeled 'View DOI Reported Information PDF'. A mouse cursor is hovering over the button. The bottom of the page has a decorative torn paper effect.

2. For each HIOS ID listed, select *Yes* or *No* to indicate whether you agree with the DOI's Market Participation Status. You may also select the **Yes to All** button to populate the entire

column if the DOI Reported Market Participation Status is correct for all HIOS IDs and markets.

**Figure 5: Is the DOI Reported Market Participation Status Correct Column**



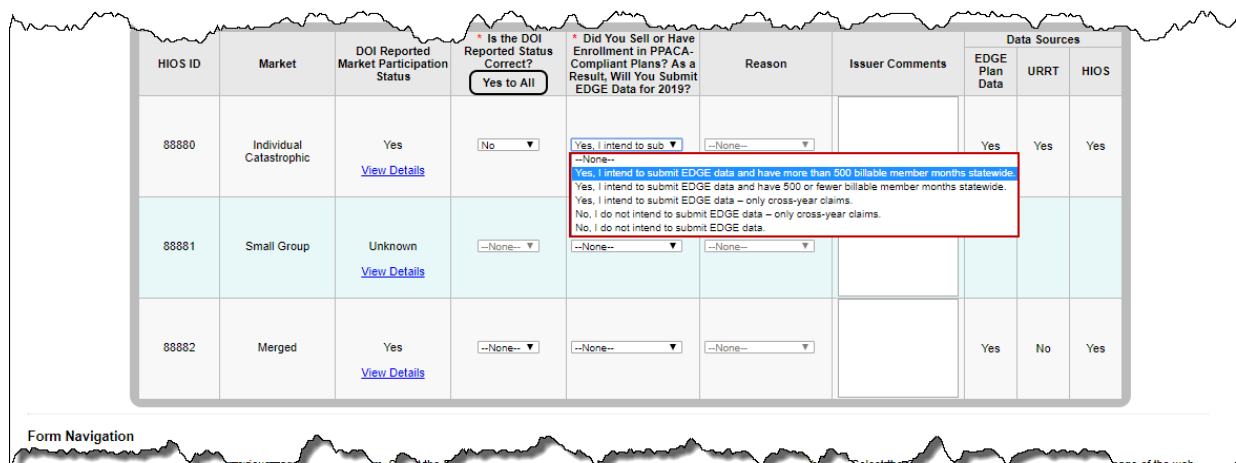
HIOS ID	Market	DOI Reported Market Participation Status	Is the DOI Reported Status Correct?		Reason	Issuer Comments	Data Sources		
			Yes to All	Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?			EDGE Plan Data	URRT	HIOS
88880	Individual Catastrophic	Yes <a href="#">View Details</a>	Yes	Yes, I intend to sub	None		Yes	Yes	Yes
88881	Small Group	Unknown <a href="#">View Details</a>	None	None	None				
88882	Merged	Yes <a href="#">View Details</a>	No	Yes, I intend to sub	None	Issuer comments here	Yes	No	Yes



**Note:** To review the information provided by the DOI for an individual HIOS ID, select the [View Details](#) hyperlink in the DOI Reported Market Participation Status column. Select the back button to return to the HIOS ID table.

3. Select a response from the dropdown list to indicate if your company is offering PPACA-compliant plans for the 2019 benefit year and if you will submit EDGE data.

**Figure 6: Dropdown List Responses**



HIOS ID	Market	DOI Reported Market Participation Status	Is the DOI Reported Status Correct?		Reason	Issuer Comments	Data Sources		
			Yes to All	Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?			EDGE Plan Data	URRT	HIOS
88880	Individual Catastrophic	Yes <a href="#">View Details</a>	No	Yes, I intend to sub	None		Yes	Yes	Yes
88881	Small Group	Unknown <a href="#">View Details</a>	None	None	None				
88882	Merged	Yes <a href="#">View Details</a>	None	None	None		Yes	No	Yes

Form Navigation



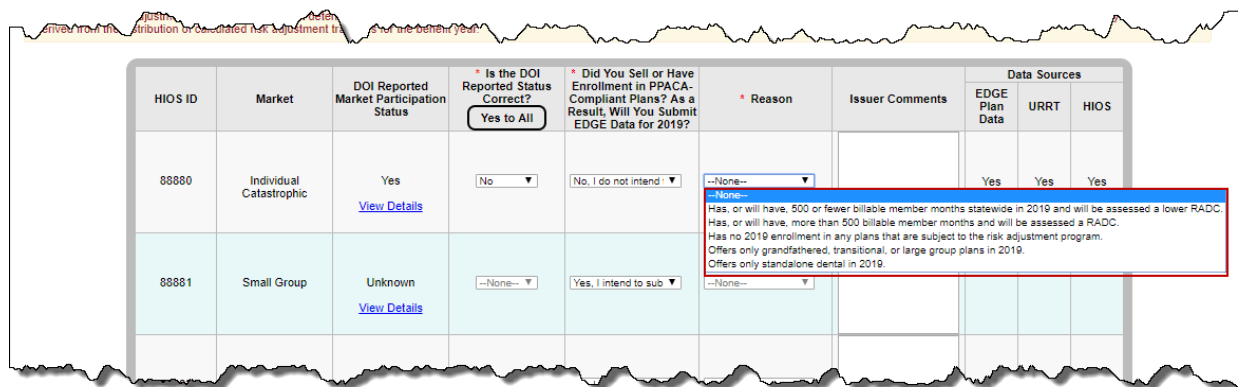
4. If you select *No, I do not intend to submit EDGE Data*, you must select one of the following Reason column dropdown responses:

- Has, or will have, 500 or fewer billable member months statewide in 2018 and will be assessed a lower RADC.
- Has, or will have, more than 500 billable member months and will be assessed a RADC.
- Offers only grandfathered, transitional, or large group plans in 2019.
- Offers only standalone dental in 2019.
- Has no 2019 enrollment in any plans that are subject to the risk adjustment program.



**Note:** The dropdown options vary based on the response to the DOI Reported Market Participation Status. Please see [Appendix A](#) for more detail on the dropdown responses available.

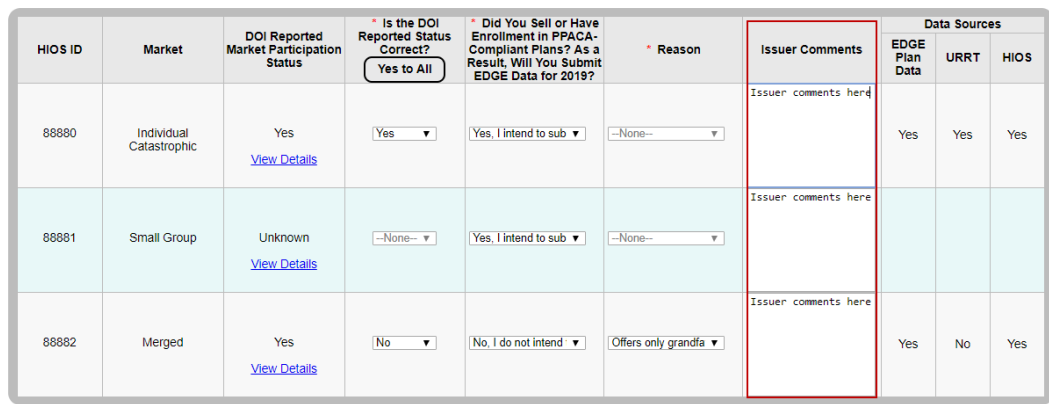
Figure 7: Reason Dropdown



HIOS ID	Market	DOI Reported Market Participation Status	* Is the DOI Reported Status Correct? Yes to All	* Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	* Reason	Issuer Comments	Data Sources		
							EDGE Plan Data	URRT	HIOS
88880	Individual Catastrophic	Yes <a href="#">View Details</a>	No	No, I do not intend to sub	--None--		Yes	Yes	Yes
88881	Small Group	Unknown <a href="#">View Details</a>	--None--	Yes, I intend to sub	--None--				

5. Enter Issuer Comments as needed.

Figure 8: Issuer Comments Field



HIOS ID	Market	DOI Reported Market Participation Status	* Is the DOI Reported Status Correct? Yes to All	* Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	* Reason	Issuer Comments	Data Sources		
							EDGE Plan Data	URRT	HIOS
88880	Individual Catastrophic	Yes <a href="#">View Details</a>	Yes	Yes, I intend to sub	--None--	Issuer comments here	Yes	Yes	Yes
88881	Small Group	Unknown <a href="#">View Details</a>	--None--	Yes, I intend to sub	--None--	Issuer comments here			
88882	Merged	Yes <a href="#">View Details</a>	No	No, I do not intend to sub	Offers only grandfa	Issuer comments here	Yes	No	Yes

- Review the Data Sources columns, which provide information about the data submission actions your company completed. These columns are informational; however, CMS encourages issuers to ensure all data is submitted as required by applicable statutes.

A *Yes* indicates that CMS **does** have data for that data source and a *No* indicates that we **do not** have any data for that data source. For the HIOS data source only, if you have a *Submitted, No Attestation* this indicates that you successfully submitted your off-exchange data to HIOS' Rate and Benefit Information System (RBIS), but did not complete attestation. This means that for EDGE Server purposes, CMS has not received your RBIS data, because the EDGE team only receives data that is attested to. If you have HIOS IDs with *Submitted, No Attestation*, please contact [EDGE\\_Server\\_data@cms.hhs.gov](mailto:EDGE_Server_data@cms.hhs.gov) with the impacted HIOS IDs and next steps.

Figure 9: Data Sources Columns



HIOS ID	Market	DOI Reported Market Participation Status	Is the DOI Reported Status Correct? Yes to All	Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	Reason	Issuer Comments	Data Sources		
							EDGE Plan Data	URRT	HIOS
88880	Individual Catastrophic	Yes <a href="#">View Details</a>	Yes	Yes, I intend to sub	None		Yes	Yes	Yes
88881	Small Group	Unknown <a href="#">View Details</a>	None	None	None				
88882	Merged	Yes <a href="#">View Details</a>	No	Yes, I intend to sub	None	Issuer comments here	Yes	No	Yes

- Select the **Continue** button. The system directs to the *Add HIOS ID* page.

Figure 10: Continue Button



## 6. Add HIOS ID Page

The *Add HIOS ID* page (see Figure 11) allows you to indicate whether there are additional HIOS IDs that offered or have enrollment in any PPACA-compliant plans in the individual, small group, or merged markets that was not included in the Market Participation by HIOS ID table on

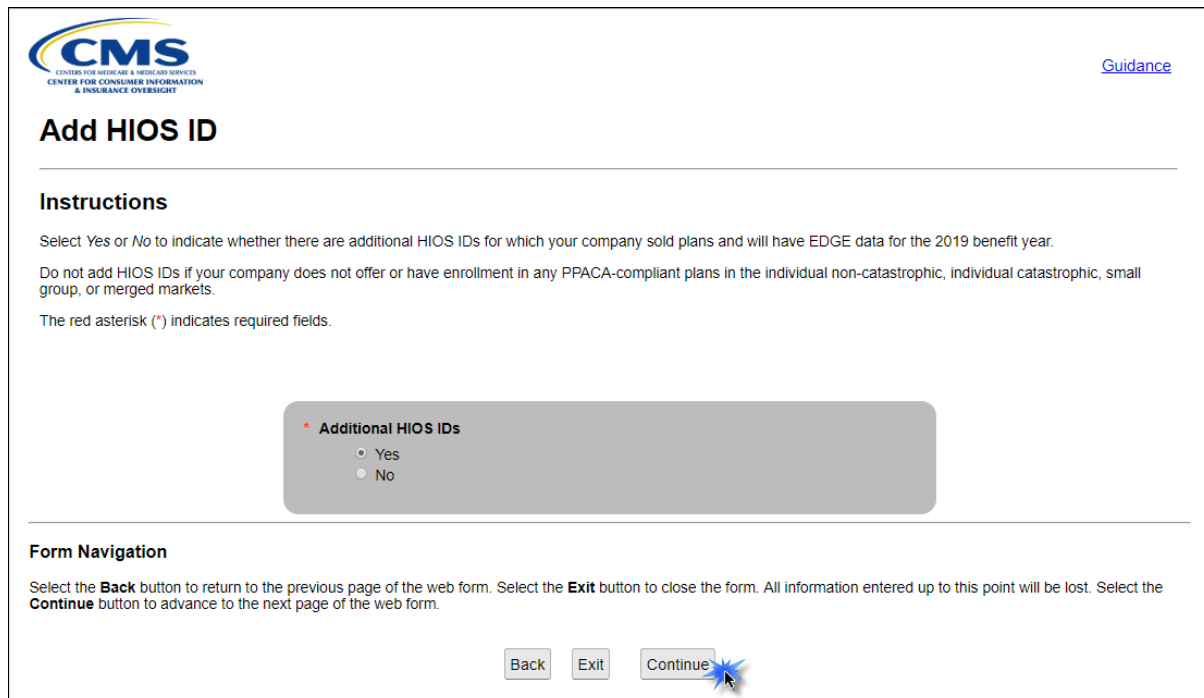
the *BY 2019 EDGE Markets Participation/EDGE Server Status* page. Follow these steps to complete the *Add HIOS ID* page:

1. Select *Yes* or *No* to the question, ***Are there additional HIOS IDs for which your company sold plans and will have EDGE data for the 2019 benefit year?***
2. Select the **Continue** button. See Table 3 for navigation from the *Add HIOS ID* page.

Table 3: Web Form Navigation

If	Then	Proceed to
Yes is selected in Step 1	The system navigates to the <i>Additional HIOS ID</i> page.	<a href="#">Section 7</a>
No is selected in Step 1 AND you have small group rollover	The system navigates to the <i>Small Group Rollover Market Information</i> page.	<a href="#">Section 8</a>
No is selected AND you do not have small group rollover	The system navigates to the <i>Summary</i> page.	<a href="#">Section 11</a>

Figure 11: Add HIOS ID Page



The screenshot shows the 'Add HIOS ID' web form. At the top left is the CMS logo with the text 'CENTER FOR MEDICARE & MEDICAID SERVICES' and 'CENTER FOR CONSUMER INFORMATION & INSURANCE OVERSIGHT'. At the top right is a 'Guidance' link. The main heading is 'Add HIOS ID'. Below it is an 'Instructions' section with the following text: 'Select Yes or No to indicate whether there are additional HIOS IDs for which your company sold plans and will have EDGE data for the 2019 benefit year. Do not add HIOS IDs if your company does not offer or have enrollment in any PPACA-compliant plans in the individual non-catastrophic, individual catastrophic, small group, or merged markets. The red asterisk (\*) indicates required fields.' Below the instructions is a grey box containing the question '\* Additional HIOS IDs' with two radio button options: 'Yes' and 'No'. At the bottom is a 'Form Navigation' section with the text: 'Select the **Back** button to return to the previous page of the web form. Select the **Exit** button to close the form. All information entered up to this point will be lost. Select the **Continue** button to advance to the next page of the web form.' At the bottom right are three buttons: 'Back', 'Exit', and 'Continue'. The 'Continue' button is highlighted with a blue star icon.

## 7. Additional HIOS ID Page

Follow these steps to complete the *Additional HIOS ID* page:




**Note:** The *Additional HIOS IDs* page is only available if you indicated that there are additional HIOS IDs for which your company sold plans and will have EDGE data for the 2019 benefit year on the *Add HIOS ID* page.

1. Enter all required company level HIOS ID information:

- HIOS ID
- Legal Business Name
- State (select from the dropdown list)
- Market (select all that apply)

Figure 12: Additional HIOS ID Company Level Information


[Guidance](#)

## Additional HIOS ID

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### Instructions

Enter all required information in the fields below.

If you offered Individual Catastrophic Market Plans, then Catastrophic Market Participation must be indicated separately from Individual Non-Catastrophic Market.

Do not add HIOS IDs if your company does not offer or have enrollment in any PPACA-compliant plans in the individual non-catastrophic, individual catastrophic, small group, or merged markets.

Select the **Add to Table** button to add the HIOS ID to the Additional HIOS IDs Table.

The red asterisk (\*) indicates required fields.

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**Company Name:** Health Market Company

\* **HIOS ID:**

\* **Issuer Legal Business Name:**

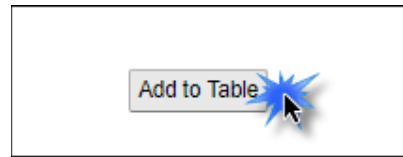
\* **State:**

\* **Market:**

☒ Individual Non-Catastrophic ?  
☐ Individual Catastrophic ?  
☐ Small Group  
☐ Merged

2. Select the **Add to Table** button to populate the table. This action creates a new row in the Additional HIOS ID table.

Figure 13: Add to Table Button



3. Within the Additional HIOS ID table, select an answer to the question ***Did you sell or have enrollment in PPACA-compliant plans? As a result, will you submit EDGE data for 2019?***

Figure 14: Dropdown List Options

**Additional HIOS ID Table**

**Instructions**

In the table below, select the option that best describes your company's EDGE server status for each HIOS ID and associated market.

If you select **No, I do not intend to submit EDGE data**, you must select an option from the Reason column.

**Note:** If you need to edit a record, you must delete the row and create a new entry using the Add Table button.

The red asterisk (\*) indicates required fields.

Action	HIOS ID	Issuer Legal Business Name	State	Market	* Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	Reason	Issuer Comments
<a href="#">Delete</a>	23442	Health Market Company	MD	Individual Non-Catastrophic	<div> None </div>	<div> None </div>	

**Form Navigation**

Select the **Back** button to return to the previous page of the web form. Select the **Exit** button to close the form. All information entered up to this point will be lost. Select the **Continue** button to advance to the next page of the web form.

[Back](#)
[Exit](#)
[Continue](#)

4. If you select *No, I do not intend to submit EDGE Data*, you must select one of the following Reason column dropdown responses:
  - Has, or will have, 500 or fewer billable member months statewide in 2018 and will be assessed a lower RAD.
  - Has, or will have, more than 500 billable member months and will be assessed a RAD.
  - Offers only grandfathered, transitional, or large group plans in 2019.
  - Offers only standalone dental in 2019.
  - Has no 2019 enrollment in any plans that are subject to the risk adjustment program.



**Note:** Depending on whether or not you agreed with the DOI Reported Market Participation Status only certain dropdown options will be available. Please see [Appendix A](#) for more detail on the available dropdown responses.

Figure 15: Reason Column

Action	HIOS ID	Issuer Legal Business Name	State	Market	* Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	* Reason	Issuer Comments
<a href="#">Delete</a>	23442	Health Market Company	MD	Individual Catastrophic	No, I do not inter	--None--	
<a href="#">Delete</a>	23442	Health Market Company	MD	Individual Non-Catastrophic	--None--	--None--	

--None--  
Has, or will have, 500 or fewer billable member months statewide in 2019 and will be assessed a lower RADC.  
Has, or will have, more than 500 billable member months and will be assessed a RADC.  
Has no 2019 enrollment in any plans that are subject to the risk adjustment program.  
Offers only grandfathered, transitional, or large group plans in 2019.  
Offers only stand-alone dental in 2019.

- Repeat steps 1 – 4 as needed to add additional HIOS IDs.
- Select the **Delete** button as needed to remove the HIOS ID from the table.

Figure 16: Delete Button

Action	HIOS ID	Issuer Legal Business Name	State	Market	* Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	Reason	Issuer Comments
<a href="#">Delete</a>	23442	Health Market Company	MD	Individual Catastrophic	Yes, I intend to s	--None--	



**Note:** If you need to edit a record, you must delete the row and create a new entry using the Add Table button.

- Select the **Continue** button. The system navigates as indicated in Table 4.

Figure 17: Continue Button

Back Exit Continue

Table 4: Web Form Navigation

If	Then	Proceed to
Your company has small group rollover plans	The web form navigates to the <i>Small Group Rollover Market Information</i> page.	<a href="#">Section 8</a>
Your company does not have small group rollover plans	The web form navigates to the <i>Summary</i> page.	<a href="#">Section 11</a>

## 8. Small Group Rollover Market Information Page

The *Small Group Rollover Market Information* page (Figure 18) contains the Small Group Rollover Market Information table, which is pre-populated with HIOS ID(s) and the corresponding number of SCIDs associated with your company that offered small group plans in 2018 but did not offer them for new enrollment in 2019. This page also allows you to download a CSV containing a more detailed list that includes exchange type, metal level, and rating area. Follow these steps to complete the *Small Group Rollover Market Information* page:


1. For each HIOS ID, select Yes or No to the question, ***Are there any additional SCIDs not provided in the CSV?***
2. For each HIOS ID, respond to the question, ***How many SCIDs are missing?***



**Note:** The number of SCIDs are the number of unique SCID, exchange type, metal level, and rating area combinations.

3. Enter Issuer Comments as needed.
4. Select the **Continue** button. The system navigates to the *Add HIOS IDs for Small Group Rollover Market* page.

Figure 18: Small Group Rollover Market Information


[Guidance](#)

## Small Group Rollover Market Information

**Instructions**

The HIOS IDs listed in the Small Group Rollover Market Information table below offered small group plans in 2018 but did not offer them for new enrollment in 2019.

The table below has been pre-populated with HIOS ID(s) associated with your company and the total number of unique SCID/variant/rating area combinations that are associated with each HIOS ID. For a more detailed list that includes exchange type and metal level, please refer to the [HIOS ID/SCID Information CSV File](#).

For each HIOS ID, indicate whether you agree with the information.

The red asterisk (\*) indicates required fields.

**Company Name:** Krystienne EDGE Company

**Small Group Rollover Market Information**

HIOS ID	Total Number of Standard Component IDs (SCIDs)	* Are There Any Additional SCIDs Not Provided in the CSV? <span style="border: 1px solid black; padding: 2px;">No to All</span>	* How Many SCIDs Are Missing?	Issuer Comments	EDGE Plan Data
88880	6	Yes ▾	4 <input type="text"/>	Issuer comments here	Yes
88882	4	No ▾	<input type="text"/>		Yes

**Form Navigation**

Select the **Back** button to return to the previous page of the web form. Select the **Exit** button to close the form. All information entered up to this point will be lost. Select the **Continue** button to advance to the next page of the web form.

Back
Exit
Continue

## 9. Add HIOS ID for Small Group Rollover Market Page

The *Add HIOS ID for Small Group Rollover Market* page (Figure 19) allows you to indicate whether there are additional HIOS IDs associated with small group rollover plans. Follow these steps to complete the *Add HIOS ID for Small Group Rollover Market* page:

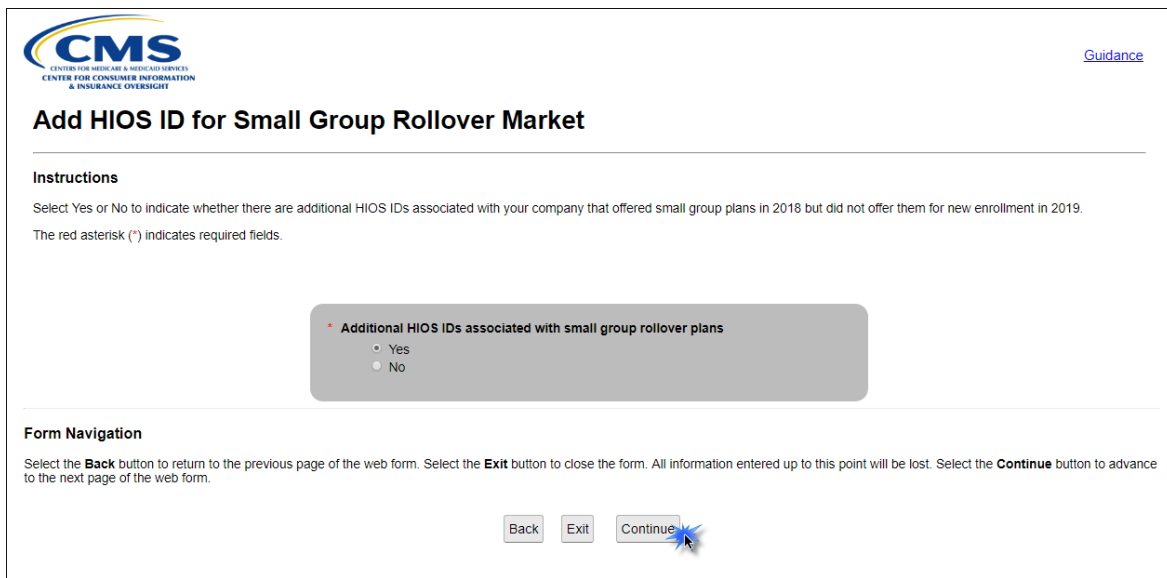
1. Select **Yes** or **No** to indicate whether there are additional HIOS IDs associated with your company that offered small group plans in 2018 but did not offer them for new enrollment in 2019?
2. Select the **Continue** button. See Table 5 for navigation from the *Add HIOS ID* page.



**Note:** The Additional Small Group Rollover HIOS ID page only opens if the option to enter an additional HIOS ID was selected on the Add HIOS ID for Small Group Rollover Market page.



Figure 19: Add HIOS IDs for Small Group Rollover Market



**Add HIOS ID for Small Group Rollover Market**

**Instructions**

Select Yes or No to indicate whether there are additional HIOS IDs associated with your company that offered small group plans in 2018 but did not offer them for new enrollment in 2019.

The red asterisk (\*) indicates required fields.

**\* Additional HIOS IDs associated with small group rollover plans**

☐ Yes

☐ No

**Form Navigation**

Select the **Back** button to return to the previous page of the web form. Select the **Exit** button to close the form. All information entered up to this point will be lost. Select the **Continue** button to advance to the next page of the web form.

[Back](#) [Exit](#) [Continue](#)

Table 5: Web Form Navigation

If	Then	Proceed to
Yes is selected in Step 1	The system navigates to the <i>Additional Small Group Rollover HIOS ID</i> page.	<a href="#">Section 10</a>
No is selected in Step 1	The system navigates to the <i>Summary</i> page.	<a href="#">Section 11</a>

## 10. Additional Small Group Rollover HIOS ID Page

Follow these steps to complete the *Additional Small Group Rollover HIOS ID* page:

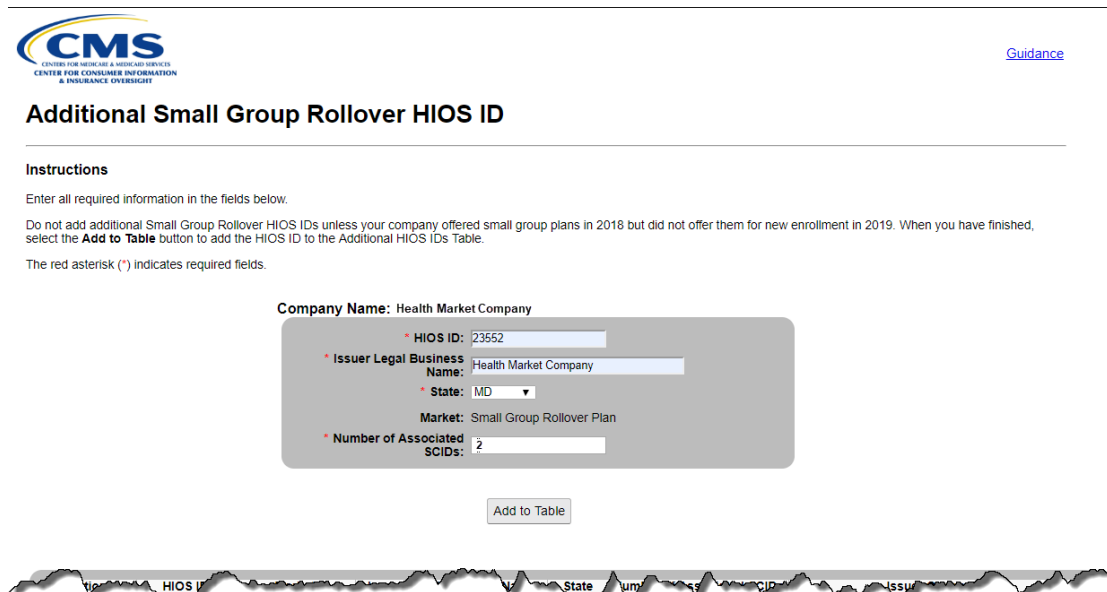
1. Enter all required company level HIOS ID information:

- HIOS ID
- Legal Business Name
- State (select from the list)
- Number of Associated SCIDs



**Note:** The number of SCIDs are the number of unique SCID, exchange type, metal level, and rating area combinations.

Figure 20: Required Small Group HIOS ID Fields



**Additional Small Group Rollover HIOS ID**

**Instructions**

Enter all required information in the fields below.

Do not add additional Small Group Rollover HIOS IDs unless your company offered small group plans in 2018 but did not offer them for new enrollment in 2019. When you have finished, select the **Add to Table** button to add the HIOS ID to the Additional HIOS IDs Table.

The red asterisk (\*) indicates required fields.

Company Name: Health Market Company

\* HIOS ID: 23552

\* Issuer Legal Business Name: Health Market Company

\* State: MD

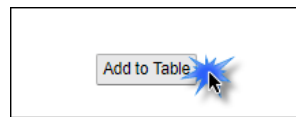
Market: Small Group Rollover Plan

\* Number of Associated SCIDs: 2

Add to Table

2. Select the **Add to Table** button to populate the table.

Figure 21: Add to Table Button



3. Repeat steps 1 – 3 as needed to add additional HIOS IDs.
4. To edit a HIOS ID and Number of Associated SCIDs, select the **Edit** button in the table. Select the **Delete** button to remove a specific HIOS ID.

Figure 22: Additional Small Group Rollover HIOS ID Table



Action	HIOS ID	Market	Issuer Legal Business Name	State	Number of Associated SCIDs	Issuer Comments
Edit Delete	23552	Small Group Rollover	Health Market Company	MD	2	Issuer comments here
Edit Delete	43231	Small Group Rollover	Health Market Company	MD	3	Issuer comments here

5. Select the **Continue** button. The system navigates to the *Summary* page.

Figure 23: Continue Button



## 11. Summary Page

Review the *Summary* page in its entirety. The option to edit Market Participation by HIOS ID, Additional HIOS ID(s), Small Group Rollover Market Information, and Contact Information sections is available.

1. Review the Market Participation by HIOS ID table for accuracy. To edit this table, select the **Edit** button.

Figure 24: Summary Page 2019 EDGE Server Status Table

**Market Participation by HIOS ID** [Edit](#)

**Instructions**  
Select the **Edit** button to update the Market Participation by HIOS ID table.

HIOS ID	Market	DOI Reported Market Participation Status	Is the DOI Reported Market Participation Status Correct for 2019?	Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	Reason	Issuer Comments	Data Sources		
							EDGE Plan Data	URRT	HIOS
86880	Individual Catastrophic	Yes	Yes	Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.	N/A		Yes	Yes	Yes
86881	Small Group	Unknown		Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.	N/A				
86882	Merged	Yes	No	No, I do not intend to submit EDGE data.	Offers only grandfathered, transitional, or large group plans in 2019.	Issuer comments here	Yes	No	Yes

**Additional HIOS ID(s)** [Edit/Add](#)

2. Review the Additional HIOS IDs table for accuracy, if applicable. To edit or add an additional HIOS ID, select the **Edit/Add** button. To remove a HIOS ID, select the **Delete** link in the Action column next to the HIOS ID.

Figure 25: Summary Page Additional HIOS ID(s) Table

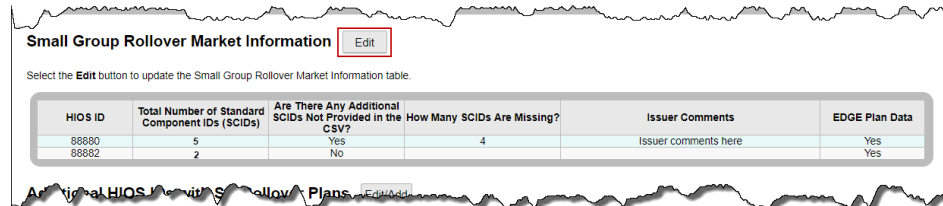
**Additional HIOS ID(s)** [Edit/Add](#)

**Instructions**  
Select the **Edit/Add** button to edit the table or add an additional HIOS ID. Within the table, select the **Delete** link from the Action column to remove the selected row.

Action	HIOS ID	Issuer Legal Business Name	State	Market	Did You Sell or Have Enrollment in PPACA-Compliant Plans? As a Result, Will You Submit EDGE Data for 2019?	Reason	Issuer Comments
<a href="#">Delete</a>	23442	Health Market Company	MD	Individual Catastrophic	Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.	N/A	Issuer comments here
<a href="#">Delete</a>	23442	Health Market Company	MD	Individual Non-Catastrophic	Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.	N/A	

- Review the Small Group Rollover Market Information table for accuracy. To edit, select the **Edit** button to update the Small Group Rollover Market Information table.

Figure 26: Small Group Rollover Market Information Table



**Small Group Rollover Market Information** [Edit](#)

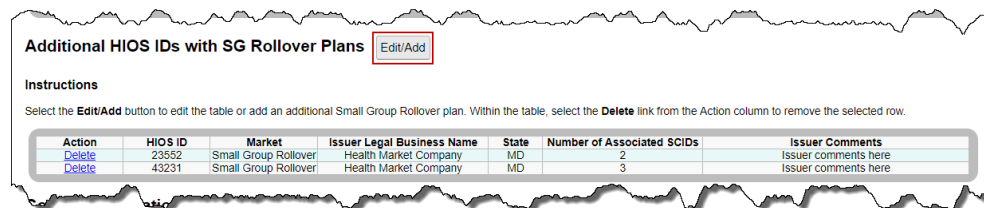
Select the **Edit** button to update the Small Group Rollover Market Information table.

HIOS ID	Total Number of Standard Component IDs (SCIDs)	Are There Any Additional SCIDs Not Provided in the CSV?	How Many SCIDs Are Missing?	Issuer Comments	EDGE Plan Data
88880	5	Yes	4	Issuer comments here	Yes
88882	2	No			Yes

[Additional HIOS IDs with SG Rollover Plans](#) [Edit/Add](#)

- Review the Additional Small Group Rollover Market Plans table for accuracy, if applicable. To edit or add an additional Small Group Rollover plan, select the **Edit/Add** button.

Figure 27: Additional Small Group Rollover Market Plans Table



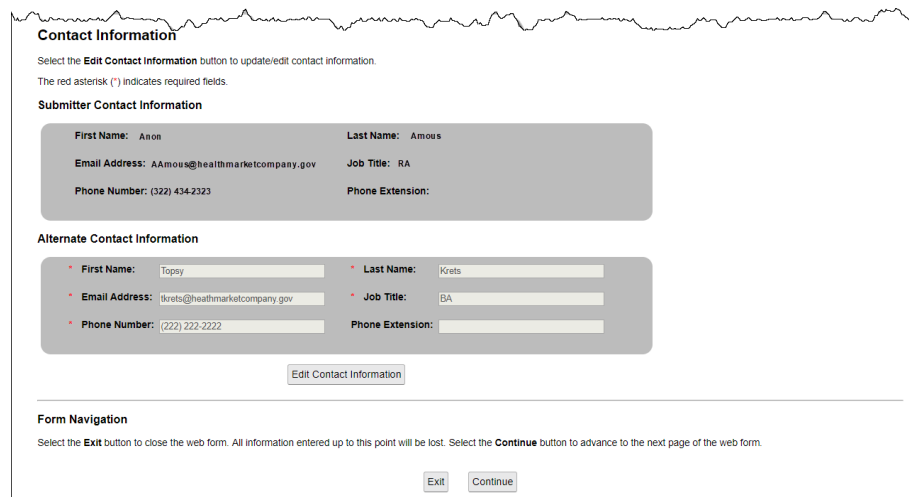
**Additional HIOS IDs with SG Rollover Plans** [Edit/Add](#)

**Instructions**  
Select the **Edit/Add** button to edit the table or add an additional Small Group Rollover plan. Within the table, select the **Delete** link from the Action column to remove the selected row.

Action	HIOS ID	Market	Issuer Legal Business Name	State	Number of Associated SCIDs	Issuer Comments
<a href="#">Delete</a>	23552	Small Group Rollover	Health Market Company	MD	2	Issuer comments here
<a href="#">Delete</a>	43231	Small Group Rollover	Health Market Company	MD	3	Issuer comments here

- Review the Contact Information section for accuracy. Select the **Edit Contact Information** button to edit the Alternate Contact Information. If the Submitter Contact Information is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Figure 28: Summary Page Contact Information Section



**Contact Information**  
Select the **Edit Contact Information** button to update/edit contact information.  
The red asterisk (\*) indicates required fields.

**Submitter Contact Information**

First Name: Anon	Last Name: Amous
Email Address: AAmous@healthmarketcompany.gov	Job Title: RA
Phone Number: (322) 434-2323	Phone Extension:

**Alternate Contact Information**

* First Name: Topsy	* Last Name: Krets
* Email Address: tkrets@healthmarketcompany.gov	* Job Title: BA
* Phone Number: (222) 222-2222	Phone Extension:

[Edit Contact Information](#)

**Form Navigation**  
Select the **Exit** button to close the web form. All information entered up to this point will be lost. Select the **Continue** button to advance to the next page of the web form.

[Exit](#) [Continue](#)

- Select the **Continue** button. The system navigates to the *Attestation* page.

## 12. Attestation Page

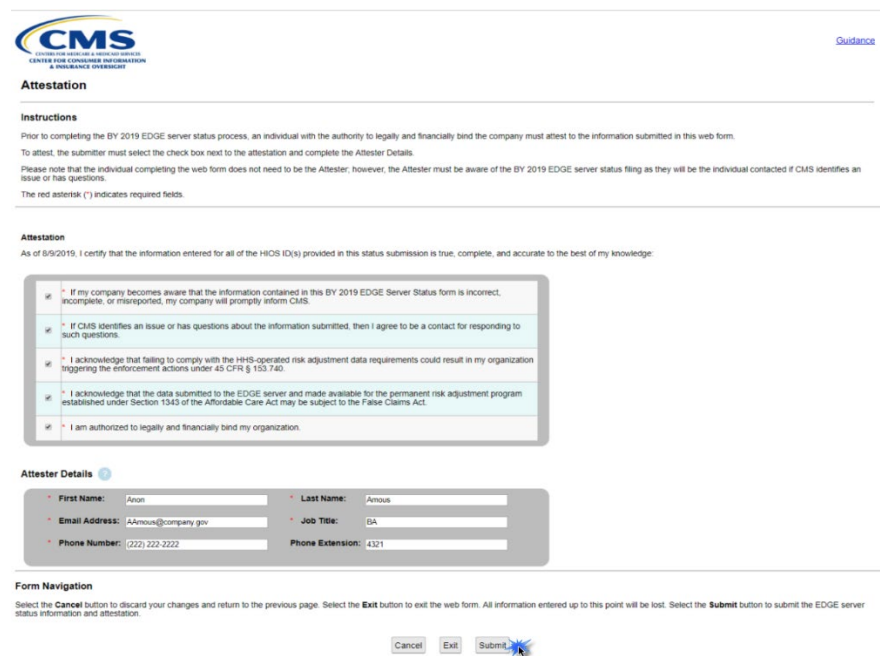
Prior to completing the BY 2019 EDGE Server Status process, an individual with the authority to legally and financially bind the company must attest to the information submitted in the web form. Follow these steps to complete the Attestation page (Figure 29):



**Note:** The individual providing the attestation must be someone with the authority to legally and financially bind the company. This person is not required to be the Submitter, Alternate Contact, or CEO. This individual does not have to personally complete these steps; however, the Attester must be aware of the BY 2019 EDGE server status filing.

1. Thoroughly review the Attestation instructions and statement.
2. Select the check box next to the Attestation statement to indicate agreement.
3. Complete the Attester Details section with the following information:
  - First Name
  - Last Name
  - Email Address
  - Job Title
  - Phone Number
  - Phone Extension (optional)
4. Select the **Submit** button.

Figure 29: Attestation Page



The screenshot shows the CMS Attestation page. At the top left is the CMS logo. At the top right is a link labeled "Guidance". The main heading is "Attestation". Below it are "Instructions" which state that an individual with authority to legally and financially bind the company must attest to the information submitted. It also notes that the submitter must select the check box next to the attestation and complete the Attester Details. A note states that the individual completing the web form does not need to be the Attester, but the Attester must be aware of the filing. A red asterisk (\*) indicates required fields.

The "Attestation" section contains a statement: "As of 5/9/2019, I certify that the information entered for all of the HOS ID(s) provided in this status submission is true, complete, and accurate to the best of my knowledge:". Below this is a list of five statements, each with a checkbox and a red asterisk indicating it is required:

- ☒ If my company becomes aware that the information contained in this BY 2019 EDGE Server Status form is incorrect, incomplete, or misreported, my company will promptly inform CMS.
- ☒ If CMS identifies an issue or has questions about the information submitted, then 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 organization.

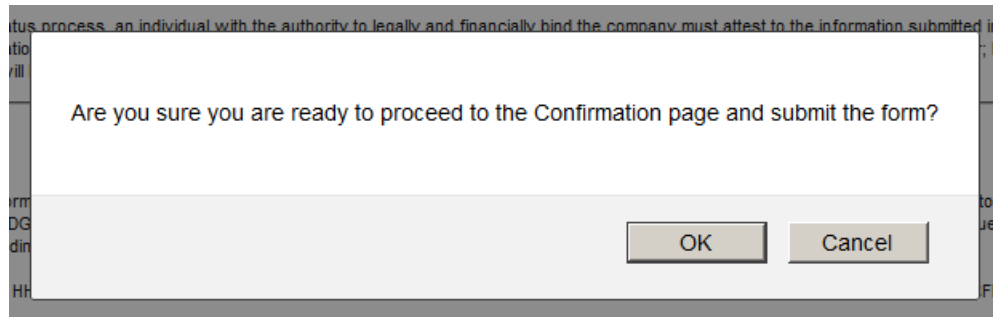
The "Attester Details" section contains a form with the following fields:

- First Name: Anon
- Last Name: Anous
- Email Address: AAnous@company.gov
- Job Title: QA
- Phone Number: (222) 222-2222
- Phone Extension: 4321

At the bottom is the "Form Navigation" section, which states: "Select the **Cancel** button to discard your changes and return to the previous page. Select the **Exit** button to exit the web form. All information entered up to this point will be lost. Select the **Submit** button to submit the EDGE server status information and attestation." Below this are three buttons: "Cancel", "Exit", and "Submit".

- On the popup window, select the **Cancel** button to return to the *Attestation* page. Select the **OK** button to continue to the *Confirmation* Page.

Figure 30: Attestation Page Popup Window

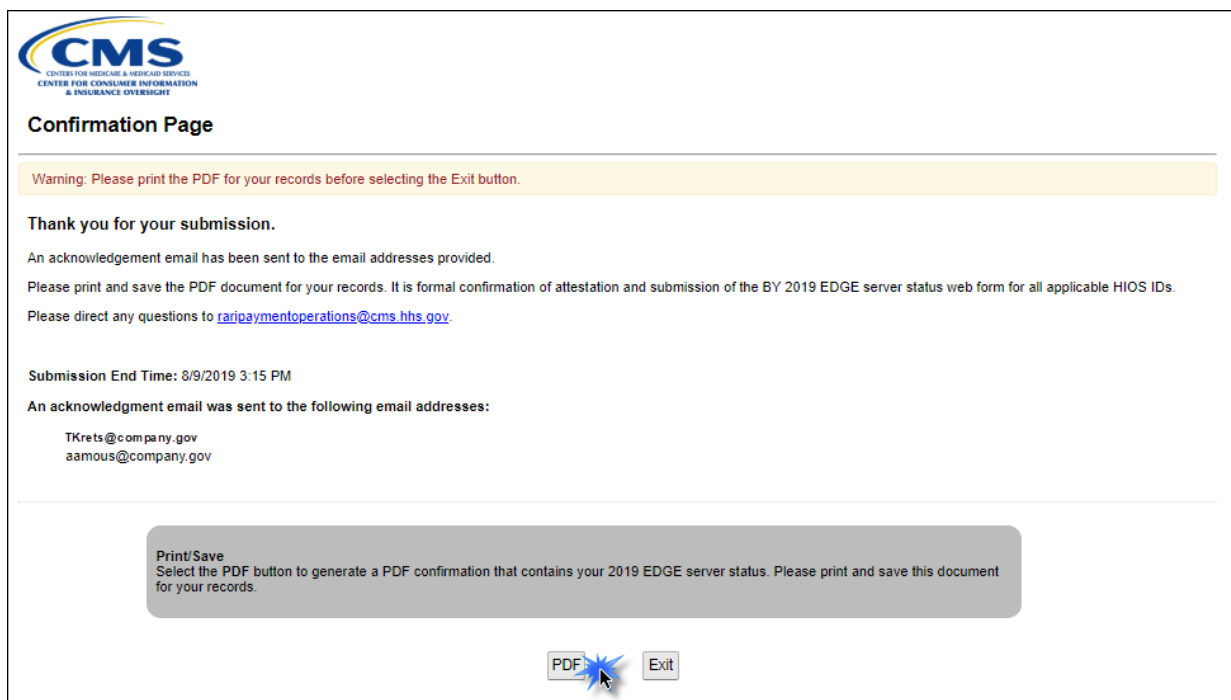


## 13. Confirmation Page

An acknowledgement email will be sent to the email addresses provided (see Figure 31). Save and print the PDF of the Confirmation for your records.

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

Figure 31: Confirmation Page



The Confirmation Page displays the CMS logo and the following information:

**Confirmation Page**

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.

Please print and save the PDF document for your records. It is formal confirmation of attestation and submission of the BY 2019 EDGE server status web form for all applicable HIOS IDs.

Please direct any questions to [raripaymentoperations@cms.hhs.gov](mailto:raripaymentoperations@cms.hhs.gov).

Submission End Time: 8/9/2019 3:15 PM

An acknowledgment email was sent to the following email addresses:

TKrets@company.gov  
aamous@company.gov

**Print/Save**  
Select the PDF button to generate a PDF confirmation that contains your 2019 EDGE server status. Please print and save this document for your records.

At the bottom, there are two buttons: "PDF" and "Exit". A mouse cursor is pointing at the "PDF" button.

### Appendix A

If the DOI Reported your Market Participation Status as...	And you agree (yes) /disagree (no) with the DOI Reported Status...	Then, indicate whether you intend to submit EDGE Data for 2019...	If you selected, <i>No I do not intend to submit EDGE Data</i> , in the previous column, select a reason to explain why you are not submitting data...
Yes	Yes	<ul style="list-style-type: none"> <li>• Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.</li> <li>• Yes, I intend to submit EDGE data and have 500 or fewer billable member months statewide.</li> <li>• Yes, I intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data.</li> </ul>	<p>Because you agree with the DOI that <b>you are</b> participating in this market, you must select one of the reasons below to explain why you are not submitting EDGE data.</p> <ul style="list-style-type: none"> <li>• Has, or will have, 500 or fewer billable member months statewide in 2019 and will be assessed a lower RADC.</li> <li>• Has, or will have, more than 500 billable member months and will be assessed a RADC.</li> <li>• Has no 2019 enrollment in any plans that are subject to the risk adjustment program.</li> </ul>
No	Yes	<Not Applicable>	<Not Applicable>
Unknown		<ul style="list-style-type: none"> <li>• Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.</li> <li>• Yes, I intend to submit EDGE data and have 500 or fewer billable member months statewide.</li> <li>• Yes, I intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data.</li> </ul>	<p>Because the DOI <b>could not confirm</b> whether you are participating in this market, you must select one of the reasons below to explain why you are not submitting EDGE data.</p> <ul style="list-style-type: none"> <li>• Has, or will have, 500 or fewer billable member months statewide in 2019 and will be assessed a lower RADC.</li> <li>• Has, or will have, more than 500 billable member months and will be assessed a RADC.</li> <li>• Has no 2019 enrollment in any plans that are subject to the risk adjustment program.</li> </ul>

## EDGE Server Status Web Form Guide

If the DOI Reported your Market Participation Status as...	And you agree (yes) /disagree (no) with the DOI Reported Status...	Then, indicate whether you intend to submit EDGE Data for 2019...	If you selected, <i>No I do not intend to submit EDGE Data</i> , in the previous column, select a reason to explain why you are not submitting data...
			<ul style="list-style-type: none"> <li>• Offers only grandfathered, transitional, or large group plans in 2019.</li> <li>• Offers only standalone dental in 2019.</li> </ul>
No	No	<ul style="list-style-type: none"> <li>• Yes, I intend to submit EDGE data and have more than 500 billable member months statewide.</li> <li>• Yes, I intend to submit EDGE data and have 500 or fewer billable member months statewide.</li> <li>• Yes, I intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data.</li> </ul>	<p>Because you disagree with the DOI that <b>you are not</b> participating in this market, this indicates that you are participating in this market and as a result, you must select one of the reasons below to explain why you are not submitting EDGE data.</p> <ul style="list-style-type: none"> <li>• Has, or will have, 500 or fewer billable member months statewide in 2019 and will be assessed a lower RADC.</li> <li>• Has, or will have, more than 500 billable member months and will be assessed a RADC.</li> <li>• Has no 2019 enrollment in any plans that are subject to the risk adjustment program.</li> </ul>
Yes	No	<p>Because you disagree with the DOI that <b>you are</b> participating in this market, this indicates that <b>you are not</b> participating in this market and as a result will not submit data to your EDGE server. As a result you must select one of the reasons below:</p> <ul style="list-style-type: none"> <li>• No, I do not intend to submit EDGE data – only cross-year claims.</li> <li>• No, I do not intend to submit EDGE data.</li> </ul>	<p>Because <b>you are not</b> participating in this market you will have no data to submit and as a result must select one of the reasons below to explain why you are not submitting EDGE data.</p> <ul style="list-style-type: none"> <li>• Offers only grandfathered, transitional, or large group plans in 2019.</li> <li>• Offers only standalone dental in 2019.</li> </ul>