

# Federally-facilitated Exchange (FFE) User Fee Adjustments for Contraceptive Services

**May 8, 2018**  
**2:00 p.m. – 3:30 p.m.ET**



**Payment Policy & Financial Management Group**  
**CCIIO/CMS**



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[WWW.REGTAP.INFO](http://WWW.REGTAP.INFO)

# Session Agenda

- Session Guidelines
- Intended Audience
- Purpose
- Overview of FFE User Fee Adjustments for Contraceptive Services for the 2017 Benefit Year
- Notice of Intent Disclosure Form
- Completing the FFE User Fee Adjustment Web Form
- Questions
- Resources

# Session Purpose

- Overview of FFE User Fee Adjustments for Contraceptive Services for the 2017 Benefit Year
- Requirements to receive a FFE User Fee Adjustment
- How to complete and submit the FFE User Fee Adjustment web form and TPA/PBM claims reporting form
- Review key deadlines for submission of the web form

# Intended Audience

- Third Party Administrators (TPAs), including Pharmacy Benefit Managers (PBMs) that provide services for contraceptive services under contract with an eligible organization, and the Federally-facilitated Exchange (FFE) Issuers who have entered into an agreement with these TPAs for purposes of receiving an adjustment to their FFE user fee

# Session Guidelines

- This is a 90-minute webinar session
- For questions regarding logistics and registration, please contact the Registrar at: (800) 257-9520
- For questions regarding content, please submit inquiries to:  
[FFMUserFeeAdjustments@cms.hhs.gov](mailto:FFMUserFeeAdjustments@cms.hhs.gov)

# New Webinar Platform

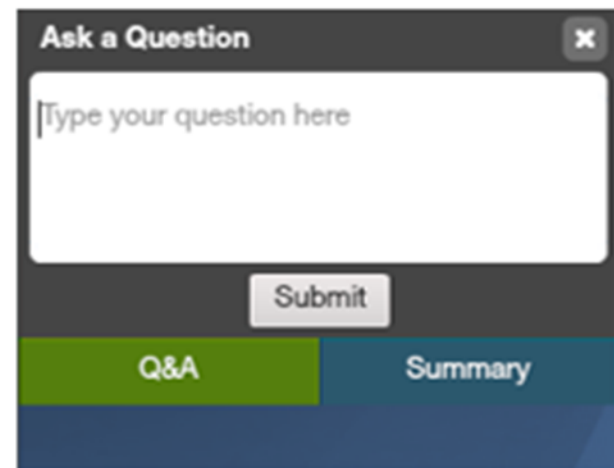
- CMS has implemented a new, user-friendly webinar platform to broadcast Registration for Technical Assistance Portal (REGTAP) training events.
- Training events will be seen and heard through your device and are now also accessible on mobile devices.

# New Webinar Platform (continued)

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

# New Webinar Platform (continued)

- To submit questions, use the Q&A panel, and CMS Subject Matter Experts will respond during the webinar or afterwards, as needed.



The screenshot shows a dark-themed window titled "Ask a Question" with a close button (X) in the top right corner. Below the title is a large white text input field containing the placeholder text "Type your question here". Underneath the input field is a light gray "Submit" button. At the bottom of the window, there are two tabs: "Q&A" (highlighted in green) and "Summary" (highlighted in blue).



# New Webinar Platform (continued)

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

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

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

Yes, you may access the event from a smart device, such as an Apple or Android cell phone, using the web browser on your device.

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

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

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

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



# **Overview of FFE User Fee Adjustments for Contraceptive Services for the 2017 Benefit Year**

# Frequently Asked Questions Guidance

- On May 7, 2018, CMS released the FAQs for Federally-facilitated Exchange (FFE) User Fee Adjustment Submission Requirements, Frequently Asked Questions and Answers
  - Available at: <https://www.regtap.info/> and then filter by: "User Fees"
  - Available at: <https://www.cms.gov/CCIIO/Resources/Fact-Sheets-and-FAQs/Downloads/FAQs-FFE-Adjustment-Submission-Requirements.pdf>

# Who is Eligible for the Contraceptive User Fee Adjustment?

- The Final Rules fund the payments for contraceptive services paid for on behalf of participants and beneficiaries in self-insured group health plans of eligible organizations through an adjustment to the FFE User Fee, payable by an Issuer participating in the FFE.
  - In order to facilitate the FFE User Fee Adjustment, the Final Rules require information collection from applicable participating FFE Issuers and TPAs/PBMs.

# Contraceptive Payment Arrangements

- An Issuer may qualify for an adjustment of FFE user fees if the Issuer made payments for contraceptive services on behalf of a TPA/PBM (45 CFR 156.50(d)).
- If a TPA/PBM provides or arranges payments for contraceptive services, the costs of the payments may be reimbursed through an adjustment of FFE user fees for a participating Issuer (26 CFR 54.9815-2713A(b)(3)).

# Administrative Cost Adjustment

- Issuers who receive an FFE user fee adjustment for payments for contraceptive services will also receive an **adjustment for administrative costs and margin** (45 CFR 156.50(d)(3)(ii)).



For the 2017 Benefit Year, the adjustment for administrative costs and margin is 15 percent.

# User Fee Adjustment Overview: FFE Issuers

- Within 60 days of receiving an FFE user fee adjustment, a participating FFE Issuer must pay each TPA/PBM for which the Issuer receives an adjustment amount **no less than** the portion of the adjustment attributable to the dollar amount of the payments (45 CFR 156.50(d)(5)).
- No such payment is required with respect to the allowance for administrative costs and margin.

# Completing the Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form



# Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form

- For the 2017 benefit year, FFE Issuers and TPAs/PBMs that have partnered with an FFE Issuer in order to receive reimbursement for contraceptive claims costs must complete the web form to report contraceptive claims paid on behalf of an eligible organization.
- FFE Issuers must also complete the web form in order to receive an FFE user fee adjustment.

# Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form Availability

- The *Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form* will be available from **Tuesday, May 15, 2018 to Thursday, June 14, 2018** at 11:59 p.m. ET. Issuers can access the form here:  
<https://acapaymentoperations.secure.force.com/FFMUserFeeAdjustment>



For assistance in completing the FFE User Fee Adjustment Web Form download the *FFE User Fee Adjustment Web Form Quick Start Guide*. The user guide is available on REGTAP, the CCIIO website, and from the web form.

# Accessing the Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form

- The web form link will also be emailed to a CMS-specified list of FFE Issuers and TPAs/PBMs that participated in the accommodation for self-insured group health plans for the 2014, 2015 and/or 2016 benefit year(s).
- For Issuers and TPA/PBMs that are participating for the first time for the 2017 benefit year, the link to the web form will be available on the CCIIO website and on slide 18 of this presentation, which is available on REGTAP.
  - The web form will be made available on **Tuesday, May 15, 2018.**
  - If you have any questions regarding the location of the web form, please email [FFMUserFeeAdjustments@cms.hhs.gov](mailto:FFMUserFeeAdjustments@cms.hhs.gov).

# Accessing the Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form (continued)

- All FFE user fee adjustment requests and TPA/PBM information **must** be submitted through the web form.
- Submissions by email will not be accepted.



NOTE

The web form must be completed in a single session – you will not be able to save entered information.

# Web Form: Welcome Page and Contact Information Page

## Welcome Page

- Select the benefit year for which you are submitting an FFE user fee adjustment form from the drop-down menu.
  - For the web form, there will only be the “2017” benefit year option with a June 14, 2018 submission deadline.
- Select the **Continue** button.
  - The form navigates to the Contact Information page.

## Contact Information Page

- The Submitter and Alternate Contact information must not be the same individual.
- Select the **Continue** button
  - The form navigates to the Organization Type page.

# Web Form: Organization Type Page

## Organization Type Page

- Select your Organization Type, either FFE Issuer or TPA/PBM.
- If the FFE Issuer and the TPA/PBM are part of the same entity, the user should select “FFE Issuer” only.
- Select the **Continue** button.

If “FFE Issuer” is selected then the form navigates to the FFE Issuer User Fee Adjustment Information page.

If “TPA/PBM” is selected then the form navigates to the TPA/PBM Notice of Intent page.

# Completing the Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form for FFE Issuers

# Web Form: FFE Issuer User Fee Adjustment Information Page

## FFE Issuer User Fee Adjustment Information Page

- Enter the following required fields:
  - Legal Business Name
  - Tax Identification Number
  - HIOS ID – must be a valid HIOS ID for the benefit year
  - Number of TPA(s) or PBM(s) for which the FFE Issuer has agreed to reimburse for the cost of contraceptive claims
- Select the **Create Table** button



The number entered in the “Enter the number of TPA(s) or PBM(s) for which the FFE Issuer has agreed to reimburse for the cost of contraceptive claims” field will determine how many rows are created in the FFE User Fee table.



# Web Form: FFE Issuer User Fee Adjustment Information Page (continued)

- Enter the following required fields for each row in the FFE User Fee table created:
  - TPA or PBM Legal Business Name
  - Tax Identification Number for TPA or PBM
  - Select **Yes** or **No** from the dropdown menu for the question, “Is the Issuer part of the same entity as the TPA/PBM that incurred claims for contraceptive services)?”
  - Total Amount Paid to the TPA/PBM by the FFE Issuer for Contraceptive Claims Incurred through Dec 31
- Select the **Calculate** button to auto-populate the User Fee Adjustment Amount column and the Totals row
- Select the **Continue** button
  - The form navigates to the Summary page



NOTE

There is an additional link (**Delete**) and buttons (**Delete Table, Add Row**) on the FFE Issuer User Fee Adjustment Information page to make changes to the FFE User Fee table, if necessary.

# Completing the Federally-facilitated Exchange (FFE) User Fee Adjustment Web Form for TPAs/PBMs

# Notice of Intent Disclosure Form

- TPAs, including PBMs, should submit the Notice of Intent Disclosure Form through the web form from Tuesday, May 15, 2018 through Thursday, June 14, 2018.

# Web Form: TPA/PBM Notice of Intent Page

## TPA/PBM Notice of Intent Page

- Enter the following required fields:
  - Name of TPA or PBM
  - Self-Certification Date
  - TPA or PBM Mailing Address
    - Address Line 1
    - Address Line 2 (optional)
    - City
    - State – select from the dropdown menu
    - Zip Code
  - Select **Yes** or **No** for the question, “Do you intend to arrange for a participating Issuer to seek a Federally-facilitated Exchange User Fee Adjustment on your behalf?”
- Select the **Continue** button
  - The Form navigates to the TPA/PBM Report of Contraceptive Claims Costs page

# Web Form: TPA/PBM Report of Contraceptive Claims Costs Page

## TPA/PBM Report of Contraceptive Claims Costs Page

- Confirm the TPA or PBM Name is what was entered on the TPA/PBM Notice of Intent page
- Enter the following required fields:
  - Tax Identification Number
  - Number of Self-Insured Group Health Plans for which the TPA or PBM intends to seek an adjustment
- Select the **Create Table** button



The number entered in the “Enter the number of Self-Insured Group Health Plans for which the TPA or PBM intends to seek an adjustment” field will determine how many rows are created in the FFE User Fee table.

# Web Form: TPA/PBM Report of Contraceptive Claims Costs Page (continued)

- Enter the following required fields for each row in the created FFE User Fee table:
  - Self-Insured Group Health Plan Tax Identification Number
  - Number of Participants and Beneficiaries in Self-Insured Group Health Plan Administered by the TPA or PBM
  - Amount of Total Contraceptive Claims Paid by the TPA or PBM – rounded to the nearest hundredth



For the submission with a June 14, 2018 deadline, claims reported should be eligible contraceptive claims (as defined by HHS) that have been **incurred during the 2017 benefit year only.**

# Web Form: TPA/PBM Report of Contraceptive Claims Costs Page (continued)

- Select the **Calculate** button to auto-populate the Totals row
- Select the **Continue** button
  - The form navigates to the Summary page



There is an additional link (**Delete**) and buttons (**Delete Table, Add Row**) on the TPA/PBM Report of Contraceptive Claims Costs page to make changes to the FFE User Fee table.

# Web Form: Summary Page for FFE Issuers and TPAs/PBMs

## Summary Page

- Review the following:

If you are an FFE Issuer, review the FFE Issuer User Fee Adjustment table.

Select **Yes** or **No** to the question, “Are you requesting an adjustment to the FFE user fee for another HIOS ID?”



If **Yes** and the **Continue** button are selected, the form navigates to the FFE Issuer User Fee Adjustment Information page.

If you are a TPA/PBM, review the TPA/PBM Notice of Intent and TPA/PBM Report of Contraceptive Claims Costs sections.

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



There is an additional button (**Edit Contact Information**) and links (**View**, **Edit**, **Delete**) on the Summary page to update Contact Information and make changes to either the FFE Issuer or TPA/PBM User Fee tables.



# Web Form: FFE User Fee Adjustment Issuer Attestation Page

## FFE User Fee Adjustment Issuer Attestation Page

- Thoroughly review the Attestation statement in its entirety
- Select the check box next to the attestation statement to indicate agreement
- Complete the Attester Details section with the following information:
  - First Name
  - Last Name
  - EmailAddress
  - Job Title
  - Phone Number
  - Phone Extension (optional)
- Select the Submit button to submit the FFE User Fee Adjustment data and attestation
  - The form navigates to the Confirmation page.



The individual providing the attestation must be someone with the authority to legally and financially bind the company.

# Web Form: FFE User Fee Adjustment TPA/PBM Attestation Page

## FFE User Fee Adjustment TPA/PBM Attestation Page

- Thoroughly review the Attestation statement in its entirety.
- Select the check box next to the attestation statement to indicate agreement.
- Complete the Attester Details section with the following information:
  - First Name
  - Last Name
  - EmailAddress
  - Job Title
  - Phone Number
  - Phone Extension (optional)
- Select the Submit button to submit the FFE User Fee Adjustment data and attestation
  - The form navigates to the Confirmation page.



The individual providing the attestation must be someone with the authority to legally and financially bind the company.

# Web Form: Confirmation

## Confirmation Page

- An acknowledgement email is sent from [FFMUserFeeAdjustments@cms.hhs.gov](mailto:FFMUserFeeAdjustments@cms.hhs.gov) to the email addresses in the Contact Information and Attester Details sections of the web form.
- Select the PDF button to view the confirmation.
  - It is recommended that you print/save the PDF confirmation for your records.
- The PDF is the formal confirmation of attestation and submitted FFE User Fee Adjustment information.
- Select the **Exit** button to exit the web form.
  - The form navigates to the Welcome page.



It is recommended that you print and save a copy of the Confirmation for your records.

# Frequently Asked Questions Guidance

- On May 7, 2018, CMS released the FAQs for Federally-facilitated Exchange (FFE) User Fee Adjustment Submission Requirements, Frequently Asked Questions and Answers
  - Available at: <https://www.regtap.info/> and then filter by: "User Fees"

# Frequently Asked Questions Guidance

(continued)

- As a reminder, the submission window to request an FFE user fee adjustment for the 2017 benefit year is **Tuesday, May 15, 2018 through Thursday, June 14, 2018.**
- HHS intends to open the data submission window for the contraceptive adjustment for the 2018 benefit year in the Spring of 2019 and expects to continue data collection for future benefit years in Spring.
  - If you have any questions, please email [FFMUserFeeAdjustments@cms.hhs.gov](mailto:FFMUserFeeAdjustments@cms.hhs.gov)

# Questions?

## **To submit questions by phone:**

- q Dial \*# (star-pound) on your phone's keypad to ask a question
- q Dial \*# (star-pound) on your phone's keypad to withdraw your question

## **To submit questions by webinar:**

- q Type your question in the text box under the 'QA' tab

# Resources

# Locating Documents in REGTAP

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

Under Program Area, select “User Fees”

The screenshot shows the REGTAP Library interface. At the top, the REGTAP logo is displayed with the tagline 'Registration for Technical Assistance Portal'. Navigation links include 'My Dashboard', 'Training Events', 'Inquiry Tracking', and 'Library'. The 'Library' section is active, showing a message: 'As of 7/8/16, Payments-Remittance Message (X12 HIX 820) has been renamed to Payment Processing (X12 HIX 820)'. Below this, there is a 'Filter by:' dropdown menu set to 'Program Area'. A list of program areas is shown, with 'User Fees' highlighted. To the right, there is a 'Training Event' section with a search bar and a 'Search' button. Below the search bar, there is a table with columns for 'Program Area' and 'Agent Broker'. The table lists various program areas and their corresponding agent brokers.

Program Area	Agent Broker
Plan Year 2016 Brokers Return	Agent Broker
Plan Year 2016 Brokers New	Agent Broker
EDGE Server	Distributed Data Collection and RAE/Edge Server
Enrollment Management	Enrollment and Eligibility
September 2016 Workshop Feedback	Enrollment and Eligibility
FM Payment Restatement	Payment Processing (X12 HIX 820)



# Resources

Resource	Resource Link
U.S. Department of Health & Human Services	<a href="http://www.hhs.gov/">http://www.hhs.gov/</a>
Centers for Medicare & Medicaid Services (CMS)	<a href="http://www.cms.gov/">http://www.cms.gov/</a>
The Center for Consumer Information & Insurance Oversight (CCIIO) web page	<a href="http://www.cms.gov/ccio">http://www.cms.gov/ccio</a>
Registration for Technical Assistance Portal (REGTAP) - presentations, FAQs	<a href="https://www.REGTAP.info">https://www.REGTAP.info</a>
Premium Stabilization Programs	<a href="https://www.cms.gov/CCIIO/Programs-and-Initiatives/Premium-Stabilization-Programs/index.html">https://www.cms.gov/CCIIO/Programs-and-Initiatives/Premium-Stabilization-Programs/index.html</a>

# Resources (continued)

Resource	Resource Link
Patient Protection and Affordable Care Act (ACA)	<a href="http://www.gpo.gov/fdsys/pkg/PLAW-111publ148/content-detail.html">http://www.gpo.gov/fdsys/pkg/PLAW-111publ148/content-detail.html</a>
Standards Related to Reinsurance, Risk Corridors, and Risk Adjustment under the Affordable Care Act	<a href="http://www.gpo.gov/fdsys/pkg/FR-2013-03-11/pdf/2013-04902.pdf">http://www.gpo.gov/fdsys/pkg/FR-2013-03-11/pdf/2013-04902.pdf</a>
HHS Notice of Benefit and Payment Parameters for 2014 and Amendments to the HHS Notice of Benefit and Payment Parameters for 2014	<a href="http://www.gpo.gov/fdsys/pkg/FR-2013-03-11/pdf/2013-04902.pdf">http://www.gpo.gov/fdsys/pkg/FR-2013-03-11/pdf/2013-04902.pdf</a>
HHS Notice of Benefit and Payment Parameters for 2015	<a href="http://www.gpo.gov/fdsys/pkg/FR-2014-03-11/pdf/2014-05052.pdf">http://www.gpo.gov/fdsys/pkg/FR-2014-03-11/pdf/2014-05052.pdf</a>
HHS Notice of Benefit and Payment Parameters for 2016	<a href="http://www.gpo.gov/fdsys/pkg/FR-2015-02-27/pdf/2015-03751.pdf">http://www.gpo.gov/fdsys/pkg/FR-2015-02-27/pdf/2015-03751.pdf</a>
HHS Notice of Benefit and Payment Parameters for 2017	<a href="https://www.gpo.gov/fdsys/pkg/FR-2016-03-08/pdf/2016-04439.pdf">https://www.gpo.gov/fdsys/pkg/FR-2016-03-08/pdf/2016-04439.pdf</a>

# Inquiry Tracking and Management System (ITMS)

Stakeholders can submit inquiries to ITMS at <https://www.REGTAP.info>

Select 'Submit an Inquiry' from My Dashboard

The screenshot displays the REGTAP (Registration & Technical Assistance Portal) My Dashboard. The dashboard is titled "My Dashboard" and shows the user is logged in as "user2@regtap.info". The main content area contains several icons for navigation: Library, FAQs, Contact Us, Suggestion Box, Update Password, Training Events, My Events, My Proxy Events, and REGTAP Training. The "Submit an Inquiry" and "My Inquiries" buttons are highlighted with a red box. A red arrow points from the text "Select 'Submit an Inquiry' from My Dashboard" to the "Submit an Inquiry" button. The left sidebar contains "Announcements" and "My Events" sections. The footer includes "Copyright © 2013 ARDX", "Contact Us", "Privacy Policy", "Terms of Use", and the CMS logo.

# FAQ Database on REGTAP

## My Dashboard



The FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary categories, and Publish Date

FAQ Database is available at <https://www.regtap.info/>

### FAQ Search

FAQ ID

Keyword/Phrase

Program Area  
Select All  
Agent Broker  
Distributed Data Collection for RI and RA/Edge Server  
Enrollment and Eligibility  
Event Registration and Logistics

Primary Category

Secondary Category

Publish Date  
Start Date  22 End Date  22

Primary and Secondary Category search available only when one (1) Program Area is selected.

# Closing Remarks