

2017 PY ECP/Network Adequacy

What needs to be submitted in the binder

- **Essential Community Providers/Network Adequacy Template (ECP/NA)** – required for all Binders
- **ECP Write-In Worksheet** – required for issuers with ECP providers not included on the “Final non-exhaustive HHS List of ECPs PY 2017”
 - The “Final non-exhaustive HHS List of ECPs PY 2017” can be found at:
<https://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/Downloads/PY2017-Final-ECP-LIST.xlsx> or on the “Select ECPs” tab of the ECP/NA template
 - The “PY 2017 Available ECP Write-In List” can be downloaded at:
https://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/Downloads/Available-ECP-Write-In-List-for-PY-2017_round-1.xlsx
 - A potential ECP may complete an ECP petition at:
https://data.healthcare.gov/cciio/ecp_petition
- **ECP Supplemental Response form** - required only if an issuer does not meet all ECP compliance standards



Completing the “Essential Community Providers/Network Adequacy Template”

- Complete the “Issuer Information” section first.
- For Ohio the “Source System” is “SERFF”.

2017 ECP/Network Adequacy Template v6.10
User Control & Details for Template

Issuer Information

Issuer ID:*	12345
Source System:*	SERFF
Market:*	Individual
Dental Only:*	No
State:*	OH
Is this an Alternate ECP Standard Issuer?*	No

Notes & Instructions

1. Enter all **Issuer Information**, then create a new tab using the buttons below to enter data
2. Ensure automatic calculation is turned on. Formulas -> Calculation Options -> Automatic
3. Data can be entered manually or Copy & Pasted into each tab
4. All fields with an asterisk (*) are required
5. Validate data (using the "Validate" button below) after entering in all information

Exporting Data:

1. Data must pass all validation checks before being exported. Any invalid entries will be displayed in the 'Errors' and must be corrected.
2. Click "Create Documents" to export data from all provider tabs.
3. When prompted, select the folder in which you wish to save the files.
4. All files will be saved as XML files.

Warning: Files larger than 50mb cannot be uploaded to HIOS/SERFF. Please ensure that each exported text file is less than 50mb. On

Actions

1. **Create New Provider Tab**
 Please enter all **Issuer Information** above before creating a new tab.
 - A. New **Individual Provider (MD/DO)** Tab
 - B. New **Facility, Pharmacy, Non-MD/DO** Tab
2. **Import Network IDs**
 Click the **Import Network IDs** button to import a list from



Completing the “Essential Community Providers/Network Adequacy Template”

- When the template is first opened it will have only these tabs



- The issuer will need to utilize the “Actions” section to access the tabs needed to complete the Network Adequacy portion

Actions

1. Create New Provider Tab

Please enter all Issuer Information above before creating a new tab.

A. New Individual Provider (MD/DO) Tab

Create Individual (MD/DO) Tab

B. New Facility, Pharmacy, Non-MD/DO Tab

Create Facility, Pharmacy,
Non-MD/DO Tab

2. Import Network IDs

Click the Import Network IDs button to import a list from the Network ID template.

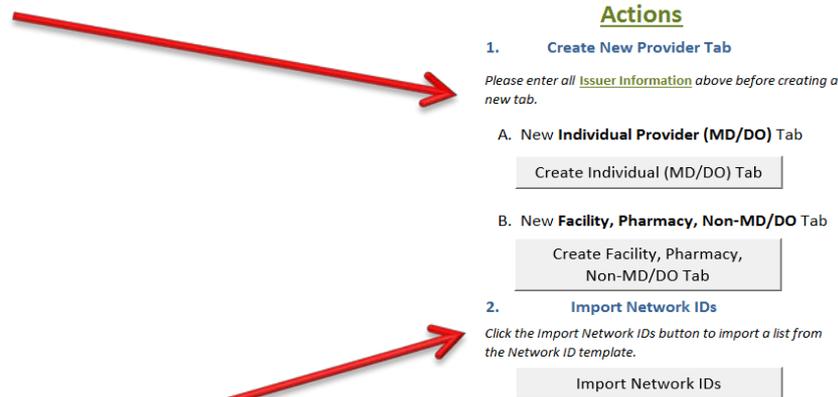
Import Network IDs



ODI
Ohio Department
of Insurance

Completing the “Essential Community Providers/Network Adequacy Template”

- After completing the “Issuer Information”, utilize the “Actions” to:
 - Create the tabs needed to complete the Network Adequacy portion



Actions

- 1. Create New Provider Tab**

Please enter all **Issuer Information** above before creating a new tab.

 - A. New **Individual Provider (MD/DO)** Tab
 - B. New **Facility, Pharmacy, Non-MD/DO** Tab
- 2. Import Network IDs**

Click the **Import Network IDs** button to import a list from the **Network ID** template.

- Import the Network IDs from the issuer’s completed Network template

Note: clicking the buttons to Create the Individual or Facility tabs more than once will cause subsequent Individual or Facility tabs to be created



Completing the “Essential Community Providers/Network Adequacy Template”

- The ECP/NA will now have these tabs:

User Control | Select ECPs | Facility ECPs | Individual ECPs | IndividualProviders1 | Facilities&Pharmacies1 | Specialty Types | County Names | HIPSA | Errors

- The “Select ECPs” tab displays the Final ECP list that an issuer users for selection of its contracted ECPs
- After issuer has completed ECP selection on the “Select ECPs” tab:
 - “Facility ECPs” will populate and display selected ECPs with more than one FTE (Full-Time Equivalent) practitioner.
 - “Individual ECPs” will populate and display selected ECPs with one or fewer FTE practitioners
- “IndividualProviders” and “Facilities&Pharmacies” tabs are used to enter provider information for CMS Network Adequacy review
- The “Specialty Types”, “County Names” and “HIPSA” tabs contain reference values for use in completing the template
- The “Errors” tab will display information regarding template validation errors



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the “Select ECPs” tab
 - The tab will look similar to this when first clicked

		Show All ECPs	Clear All	Show Selected ECPs	Insert Selected ECP		
Add ECP?	Row Number	Site Name	Organization Name	National Provider Identifier	ECP Category (General ECP Standard Issuers Only)	Number of authorized MDs, DOs, PAs, and NPs	Number of authorized DMDs and DDSs
	201700002	Adak Medical Clinic	EASTERN ALEUTIAN TRIBES, INC. (EAT)	1285796094	Community Mental Health Centers, Dental Providers, Family Planning Providers, Federally Qualified Health Centers, Rural Health Clinics, Ryan White Providers, Sexually Transmitted Disease Clinics, Tribal Health Program operated under P.L. 93-638	8	1
	201700003	Akhiok Village Clinic	KODIAK AREA NATIVE ASSOCIATION (KANA)	1205883907	Dental Providers, Federally Qualified Health Centers, Indian Health Service, Rural Health Clinics	1	1

- Navigate to column L - “Site State”
- Use the grey button in the “Site State” box to open the filter menu
- Use the filter to narrow the displayed list to just the Ohio ECPs



L	M
Site State	Site Zip
AK	99546-2



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the “Select ECPs” tab (cont’d)
 - After the displayed ECP list is filtered, navigate back to column A

Show All ECPs		Clear All		Show Selected ECPs		Insert Selected ECP	
Add ECP?	Row Number	Site Name	Organization Name	National Provider Identifier	ECP Category (General ECP Standard Issuers Only)	Number of authorized MDs, DOs, PAs, and NPs	Number of authorized DMDs and DDSs
	201700002	Adak Medical Clinic	EASTERN ALEUTIAN TRIBES, INC. (EAT)	1285796094	Community Mental Health Centers, Dental Providers, Family Planning Providers, Federally Qualified Health Centers, Rural Health Clinics, Ryan White Providers, Sexually Transmitted Disease Clinics, Tribal Health Program operated under P.L. 93-638	8	1

- Scroll down the list and locate the first contracted ECP
- Double click the cell in column A of the row for the contracted ECP
- The row should now be blue and column A will display “ADD”, indicating the ECP will be added to the issuer’s ECP list

Add ECP?	Row Number	Site Name	Organization Name	National Provider Identifier	ECP Category (General ECP Standard Issuers Only)	Number of authorized MDs, DOs, PAs, and NPs	Number of authorized DMDs and DDSs	Site Street Address 1	Site
ADD	201715114	Akron Children's Hospital	Akron Children's Hospital	1861506560	Children's Hospitals, Dental Providers, Hemophilia Treatment Centers Dental Providers, Family Planning	918	6	1 Perkins Sq	

- If the wrong row was selected or the issuer realized the selected ECP should not be added, double click the cell in column A of that row again and the row will turn white



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the “Select ECPs” tab (cont’d)
 - When finished with ECP selections, the selected ECPs will need to be inserted into their respective “Individual ECPs” or “Facility ECPs” tab. This is done by clicking on this button at the top of the “Select ECPs” tab



Note: clicking on “Insert Selected ECP” button will NOT cause any of the rows which have been highlighted blue on the “Select ECPs” tab to be unselected

- Care should be taken when utilizing the “Insert Selected ECP” button to avoid duplicate insertions. Each time the button is pressed, ALL selected/highlighted ECPs will be inserted into their respective “Individual ECPs” or “Facility ECPs” tabs
- The “Clear All” button should be used before inserting additional ECPs



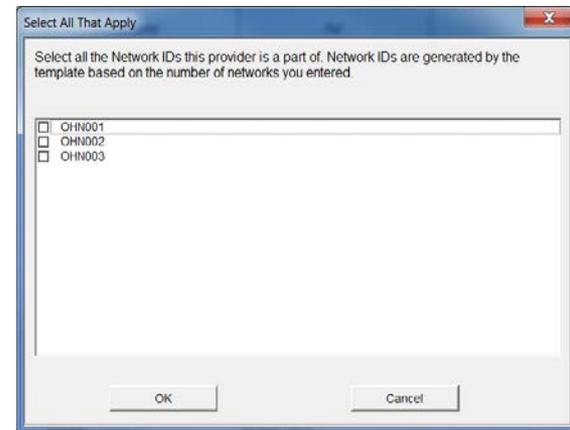
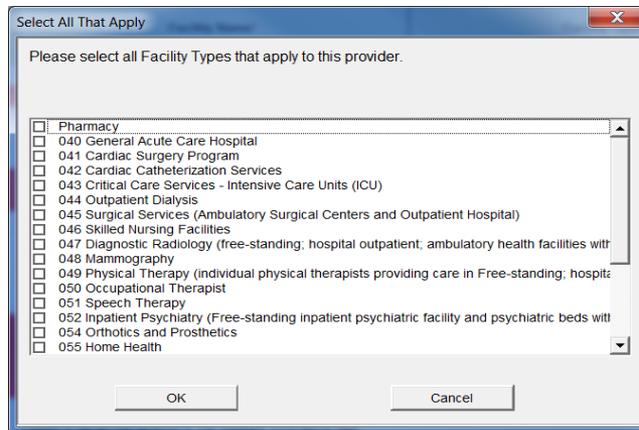
Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the Individual and Facility ECP tabs after ECPs have been inserted
 - No manual entry of additional rows on the Individual or Facility ECP tabs
 - ECPs not pre-populated on “Select ECP” tab are considered “write-ins”
 - Complete selections for each inserted ECP on the “Facility ECP” tab:
 - Facility Type (column E)
 - Network ID (column N)
 - Number of Contracted MDs, DOs, PAs, and NPs (column O)
 - Number of Contracted DMDs and DDSs (column P)
 - Complete selections for each inserted ECP on the “Individual ECP” tab:
 - Physician/Non-Physician (column I)
 - Specialty Type(area of medicine) (column J)
 - Network ID (column S)
 - Number of Contracted MDs, DOs, PAs, and NPs (column T)
 - Number of Contracted DMDs and DDSs (column U)



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the Individual and Facility ECP tabs after ECPs have been inserted (cont’d)
 - Facility Type, Physician/Non-Physician, Specialty Type(area of medicine) and Network ID are completed by selecting all applicable values from the pop-up lists
 - For the Network ID, pre-populated selection is dependent on the previous import of Network IDs from the Network template -- otherwise this field will be blank for the issuer to complete manually



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the Individual and Facility ECP tabs after ECPs have been inserted (cont’d)
 - Number of contracted providers fields require manual entry of a number that adheres to the following:
 - Must be a whole number (no decimals)
 - Issuer must round down when converting to a whole number (i.e. if the issuer contracts with 3.7 FTEs for that ECP the issuer must enter 3 into the template)
 - If the issuer contracts with less FTEs than are available for the ECP, the issuer must enter the whole number of contracted FTEs
 - If ECP shows “99999” as the available number of FTE’s (column G or H of the Select ECP’s tab), issuer should enter 0 for number of FTEs

Add ECP?	Row Number	Site Name	Organization Name	National Provider Identifier	ECP Category (General ECP Standard Issuers Only)	Number of authorized MDs, DDSs, PAs, and NPs	Number of authorized DMDs and DDSs
	201715114	Akron Children's Hospital	Akron Children's Hospital	1861506560	Children's Hospitals, Dental Providers, Hemophilia Treatment Centers	918	6 1
	201715115	AxessPointe/Akron	AxessPointe Community Health Center, Inc.	1396045571	Dental Providers, Family Planning Providers, Federally Qualified Health Centers	4.2	
ADD	201715116	STD CLINIC	Summit County Health District	0000000000	Sexually Transmitted Disease Clinics	99999	99999 1



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the Network Adequacy Individual Providers and Facility Providers tabs
 - Similar to the Individual and Facility ECPs tabs, completion of these tabs will require both manual entry and/or selection from pre-populated values, depending on the column.
 - Required columns are marked with an *

A	B	C
National Provider Number (NPI)*	Facility Name*	Facility Type*

- Provider groups should be entered on the Individual Provider tab
 - Example, of how to enter a provider group name:
 - Using value of “ABC Medical, LLC”
 - Enter “ABC Medical,” as the First Name of Provider and “LLC” as the Last Name of Provider



Completing the “Essential Community Providers/Network Adequacy Template”

- Completing the Individual Providers and Facility Providers tabs (cont’d)
 - If an NPI is unavailable, enter all zeros (0) in the NPI column
 - When entering a provider with multiple office locations add a number to the name for each location (i.e. -001, -002, etc.)
 - The Specialty type, Facility Type, and Network ID columns allows for multiple selections so select every type/ID that corresponds to the respective provider location
 - Do not create multiple records for a single address in order to create a record for each specialty, etc.



Completing the “Essential Community Providers/Network Adequacy Template”

- Final Steps

- After all ECP and Network Adequacy information has been entered, return to the “User Control” tab

3. Validate Data

*Validate information entered into all tabs. **Warning:** Depending on data size, validation may take several minutes.*

Validate

- Click on “Validate”
- Refer to the “Errors” tab and correct any errors which may have been identified and revalidate as needed
- Once validated, the template should be saved and then analyzed using the “QHP ECP Tool” or the “SADP ECP Tool” (as applicable)
- Submit the completed template in your SERFF Binder filing along with the other required templates



ECP Write-In Worksheet

Process for Submitting and Updating the ECP Write-In Worksheet

- Only ECPs listed on the “2017 Available ECP Write-In List” may be used as “write-in” ECPs (except for alternate standard issuers – see below)
 - Complete all fields using corresponding information exactly as it appears in the “2017 Available ECP Write-In List” except for:
 - Number of Contracted providers – enter number of FTEs included in identified provider networks for each contracted facility
 - Network IDs (drop down selections imported from Network ID Template)
- Alternate standard issuers may report ECPs not listed that are employed by the issuer or as part of its single-contracted medical group that are not required to submit an ECP provider petition.
 - Enter “NA” in the Approved Write-in Row Number field
 - All ECPs must be in an HPSA or low-income zip code
- Validate the worksheet, correct any errors highlighted in red, and revalidate as needed.
- Export to desired folder (worksheet exports as a .txt file)
- Attach the .txt file to the Supporting Documentation tab in your SERFF Binder



ECP Write-In Worksheet

Process for Submitting and Updating the ECP Write-In Worksheet (cont'd)

- If updating a previous submission, revise the original ECP Write-In Worksheet -- do not create an additional/new ECP Write-In Worksheet
- CMS requires transfer of the .txt file created via the worksheet's Export functionality
- For ODI review purposes, please also provide the Excel version of the worksheet as a separate Supporting Document in your Binder submission
- The "PY 2017 Available ECP Write-In List" will be made updated in rounds throughout the review period. Below is a chart from CMS estimating updates will be made available

QHP certification submission round	Date of petition extract	Estimated publication date
Round 1	March 15	April 1
Round 2	May 16	June 1
Round 3	July 11	July 25
Final Deadline	August 22	August 23



ECP Write-In Worksheet

Timeline for Submitting and Updating the ECP Write-In Worksheet (cont'd)

- Submission and revision of the Worksheet in SERFF
 - Initial ECP Round 1 Write-In Worksheet (if required) should be included in your initial Binder submission
 - Round 2 updates to the ECP Write-In Worksheet should be submitted by June 15, 2016, to allow time for ODI review prior to the June 30th transfer date
 - All Round 3 updates to the ECP Write-In Worksheet should be submitted by August 8, 2016
 - Issuers should make every effort to meet ECP compliance with Round 3 updates; issuers should notify ODI as early as possible if they have to depend on final CMS updates to meet the 30% ECP compliance standard

CMS Write-In Worksheet Update Release:	Submit Updated Write-In Worksheet in SERFF Binder by:
CMS Round 1 (approx. April 1)	April 27 (Initial Binder Submission deadline)
CMS Round 2 Updates (approx. June 1)	June 15
CMS Round 3 Updates (approx. July 25)	August 8

