

# July Marketplace Payment Processing Cycle: Enrollment & Payment Data Reporting and Restatement

**June 13, 2014**

Payment Policy and Financial  
Management Group

# Agenda

- Session Guidelines
- Purpose
- 2014 Payment Timeline
- Payment Process Overview
- June Submission
- Submission Reminders
- Updating Points of Contact
- Questions
- Resources
- Closing Remarks

# Session Guidelines

- This is a 60-minute webinar session.
- Documented Q&As will be posted in the coming weeks.
- For questions regarding content, submit inquiries to the CMS Marketplace Payments mailbox at: [MarketplacePayments@cms.hhs.gov](mailto:MarketplacePayments@cms.hhs.gov)
- For questions regarding logistics and registration, contact the Registrar at: (800) 257-9520.

# Webinar/User Group Dates

The upcoming session for the Marketplace Payment Processing Series is listed in the table below:

Date	Time	Topic
<b>July 11, 2014</b>	1:00 – 2:00 p.m. ET	Technical Assistance: August Enrollment & Payment Data Reporting and Restatement Submissions

# Purpose

This Marketplace Payment Processing Session will:

- Provide key updates to the monthly interim payment process.
- Provide submitters with instructions for template submission for July payment.
- Provide a question and answer session.

# Intended Audience

- Associations
- Consumer Operated and Oriented Plan (CO-OP) Program
- Stand Alone Dental Plans (SADP)
- Federally-Facilitated Marketplace (FFM) Issuers
- State Based Marketplaces (SBMs)
- SBM Issuers
- Small Business Health Options Program (SHOP) Issuers

# 2014 Payment Timeline

# 2014 July Payment Timeline

Date	Event
<b>June 16-19</b>	Issuers and SBMs submit July and restated January-June production data to CMS
<b>June 19</b>	Data certification forms due to CMS
<b>June 21-25</b>	Issuers and SBMs resubmit July and restated January-June data as requested by CMS
<b>July 21-24</b>	Treasury makes <u>July</u> payments to issuers
<b>July 25</b>	CMS sends <u>July</u> Summary Payment Report

# Payment Process Overview

# Payment Process Overview

- CMS began using the interim process in January 2014 to make monthly payments for APTC and CSR and net FFM user fees.
- The payment month is defined as the month in which the payment is made.

# Review of July Payment Process

- Submitters have sent production data to CMS on the Enrollment and Payment Data Workbook for the past six (6) payment months.
- Data submitted via the templates included:
  - Issuer identification information
  - Aggregate premium amounts
  - Aggregate APTC and advance CSR payment amounts
  - Aggregate FFM user fee amounts
  - Aggregate enrollment group and enrollee counts
- CMS validated the data submitted for reasonableness.

# Review of July Payment Process (Continued)

- Payments and Summary Payment Reports have been issued for January-May.
- June payments and reports will be sent later this month.
- CMS will make estimated payments for July to Payee Groups based on the data submitted in the June template submission.

# Payment Process

- In July, CMS will make payments for the July payment month which will include:
  - Payments for the June enrollment month (enrollments effective in July as of June 15, 2014)
  - Payments for restatements to the prior months' data, including updated effectuated enrollment data for prior months and any retroactive enrollment data.
- In this presentation, CMS will outline how submitters will submit enrollment and payment data for the July payment month and how to update data for prior enrollment months under the interim payment process.

# Payment Process (Continued)

- On June 12, 2014, CMS sent an email to submitters that included:
  - the current Enrollment and Payment Data Workbook,
  - the Submission Certification Form, and
  - instructions for completing the documents.
- Submitters must use the CMS provided workbook to populate the July payment month submission.
- A sample revised workbook will be available on REGTAP after this training for review.

# Payment Process (Continued)

- Submitters are encouraged to use the validation tool provided in the Enrollment and Payment Data Workbook prior to submitting to CMS.
- The workbook also allows submitters to declare no changes to prior month enrollment data, resulting in no adjustments to payments for the designated month(s).

# June Submission

# Current Submission

- Submitters may restate enrollment data for as many prior months as necessary.
- For the July payment month, submitters will send seven (7) templates within the same Excel workbook.
- All templates will represent what is known through June 15, 2014.
- All templates are a full enrollment profile by enrollment month representing all known effectuated enrollments for that month as well as all retroactive enrollment data.
- In July, CMS will make payments for the July payment month using the restatement templates for prior months and the July template.

# Enrollment & Payment Data Template- Status Indicator

- Status Indicator: Change in Enrollment from Prior Restatement or Submission
- Allows issuer-submitters to indicate if there have been changes since the last restatement and update enrollment as needed or to indicate if enrollment has remained constant.

Change in Enrollment from Prior January Submission? (Y/N)	Yes (populate this sheet with updated enrollment data)	Enrollment Month:	January-14
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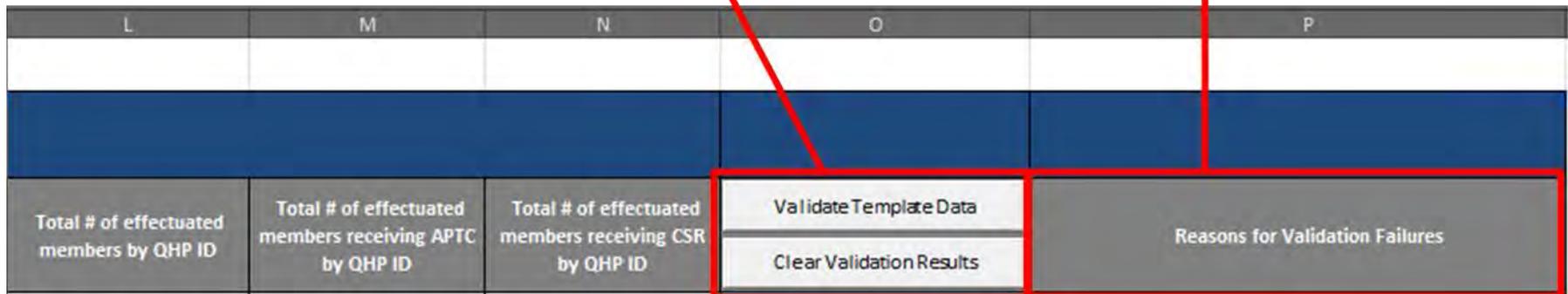


# Validation Testing

- CMS has included a validation test that submitters should run prior to submitting data.

After populating the template, the submitter will click on the 'Validate Template Data' button.

The reasons for any validation failures will display in column P equipping submitters to correct errors prior to submitting to CMS.



L	M	N	O	P
Total # of effectuated members by QHP ID	Total # of effectuated members receiving APTC by QHP ID	Total # of effectuated members receiving CSR by QHP ID	Validate Template Data Clear Validation Results	Reasons for Validation Failures

# Validation Testing (continued)

- If you do not hear from CMS within 48 hours of submitting your workbook, contact us at [MarketplacePayments@cms.hhs.gov](mailto:MarketplacePayments@cms.hhs.gov)
- Submitters requested by CMS to resubmit data may do so until the resubmission window closes at 5:00 PM (EST) on June 25th.
- Early submissions are encouraged to ensure time for submissions to pass CMS validation testing.

# July Enrollment & Payment Data Template

Enrollment and Payment Data Template					
Enrollment Month:					July - 14
State	9 Digit Issuer TIN	5 Digit HIOS Issuer ID	16 Digit QHP ID	Total Premium amount by QHP ID for effectuated enrollments	Total APTC amount by QHP ID for effectuated enrollments

Restatement / March Restatement / April Restatement / May Restatement / June Restatement / **July Template** / Template Instructions

- Submitters will submit one (1) Excel file, which will include seven (7) data templates: one (1) for the July statement of enrollment data; one (1) for June restatements; one (1) for May restatements; one (1) for April restatements; one (1) for March restatements; one (1) for February restatements; and one (1) for January restatements.
- The tab name at the bottom of the worksheet and the template header called 'Enrollment Month' identify the data as a January, February, March, April, May or June restatement or a July statement of data.
- The month is pre-populated into each template.

# Validation and Payment

- The determination of passed/failed status is made at the QHP (16-digit plan variant) level for each month for which a payment is requested.
- CMS will only make payments for plans that pass validation testing.
- CMS will not make payments for plans that remain in “failed” status at the end of the resubmission window.

# Submission Reminders

# Template Submissions

- Please follow the correct file naming conventions when submitting your template.
- The version number is always sequential.
- The date within the file name should be updated to reflect the date of your submission.
  - Sample FFM issuer file name: **FFM56789061614PRODV01**
  - Sample SBM issuer file name: **SBM12345061614PRODV01**
  - Sample SBM submitter file name: **SBMCT061614PRODV01**

# Template Submissions (Continued)

When resubmitting updated files, update the submission date and version number in your file.

- Sample FFM issuer file name:  
**FFM56789062314PRODV02**
- Sample SBM issuer file name:  
**SBM12345062314PRODV02**
- Sample SBM submitter file name:  
**SBMCT062314PRODV02**

# Template Submissions (Continued)

- The Enrollment & Payment Data Template data should align with the certification form.
- Issuer submitters that certify to not submitting data should not submit templates.
  - Issuers with no enrollments
  - Stand-alone dental plan issuers who do not expect to receive APTC payments
- SBM submitters that certify to not submitting data on behalf of specified issuer IDs should not include those issuer IDs in the template.

# Submission Certification

- Certify by listing the issuer ID under only one (1) of the three (3) paragraphs:
  - Paragraph 1 – submission of data
  - Paragraph 2- non-submission of data - Zero (0) effectuated enrollments
  - Paragraph 3 – non-submission of data – No APTC/Stand-Alone Dental status
- Designation must be at the issuer level. Do not specify down to the QHP level.
- Do not delete content from the form.

# Submission Certification (Continued)

If you selected either of the statements below, do not submit an Enrollment & Payment Data Workbook.

- 2) This certification includes **non-submission of Enrollment and Payment Data Template(s)** for the HIOS Issuer IDs listed below because these issuers had zero effectuated enrollments as of June 15<sup>th</sup> 2014. I understand that these IDs will be excluded from any payment calculation in the payment month listed below. [List applicable HIOS IDs here or “N/A.” Do not designate the selection down to the QHP level.]
- 3) This certification includes **non-submission of Enrollment and Payment Data Templates(s)** for the HIOS Issuer IDs listed below because we are a stand-alone dental plan that does not expect to receive any APTC payments for the payment month listed below. I understand that these IDs will be excluded from any payment calculation in this payment month. [List applicable stand-alone dental HIOS IDs here or “N/A.” Do not designate the selection down to the QHP level.]

# Certification Submissions

- Submitters must submit one (1) certification for the July payment cycle.
- Submission certifications are due no later than close of business June 19th.
- You will receive one (1) email reminder to submit your certification form. If we do not receive your form within 48 hours of the email reminder, you will not receive payment.

# Certification Submissions

## (Continued)

- Use the July certification form provided by CMS.
- Insert your organization's name in the first line of the form.
- Complete the identifying information at the bottom of the form.
- Do not otherwise alter the form.

# Updating Your Points of Contact

# Updates to Points of Contact for CMS Distribution Lists

- General distribution list: monthly submission instructions, submission reminders, etc.
  - Requests for updates must be received NLT the 1st of the month.
- Payment Report distribution list: Issuer and SBM payment reports.
  - Requests for updates must be received NLT the 1<sup>st</sup> of the month and must be made by a previously designated Financial Authority Contact (FAC).

# Questions?

To submit questions by phone:

- *dial '14' on your phone's keypad*
  - *dial '13' to withdraw your question*

To submit questions by webinar:

- *type your question in the text box under the 'Q&A' tab*

# Resource List

- CMS email for submissions and questions:  
[MarketplacePayments@cms.hhs.gov](mailto:MarketplacePayments@cms.hhs.gov)

# Technical Support

- CMS is committed to providing submitters technical support throughout this process including:
  - FAQs to address technical questions
  - User Group Calls
  - Marketplace Payments email box
  - All materials are posted to <https://www.REGTAP.info> in the REGTAP Library under “Payments – Monthly Payment Cycle”

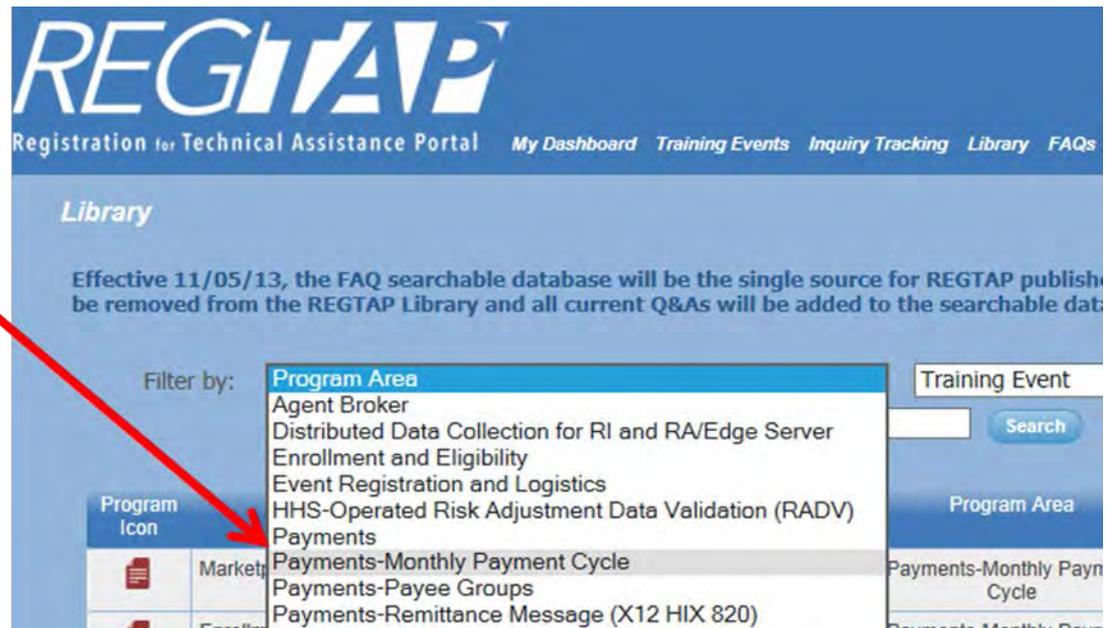
# Resources

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/cciiio">http://www.cms.gov/cciiio</a>
Consumer website on Health Reform	<a href="http://www.healthcare.gov/">http://www.healthcare.gov/</a>
Registration for Technical Assistance Portal (REGTAP) - presentations, FAQs	<a href="https://www.REGTAP.info">https://www.REGTAP.info</a>

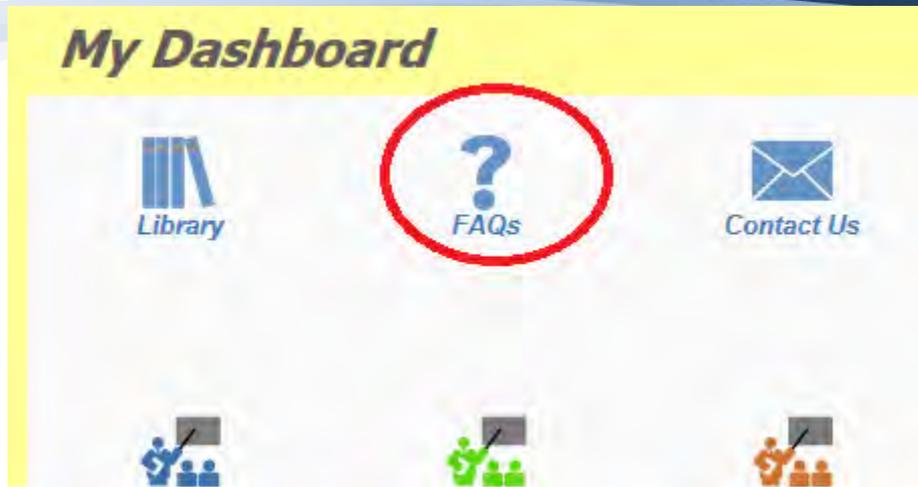
# Document Location

The Enrollment and Payment Data Template is available in the REGTAP Library at <https://www.REGTAP.info>

Under Program Area, select “Payments – Monthly Payment Cycle.”



# FAQ Database on REGTAP



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*