



## Completing an Application to Participate in the Comprehensive ESRD Care Initiative

**Final Transcript**

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**SPEAKERS:**

**Gary Schorr**

**Melissa Cohen**

## PRESENTATION

### Introduction

**Moderator:** Thank you for joining us today for the presentation on completing an application to participate in the Comprehensive ESRD Care Initiative. The PowerPoint slides along with the audio and transcript from today's webinar will be available on the Comprehensive ESRD Care Initiative webpage.

Please note that during today's session we will be accepting questions via the Q&A feature. To ask a question at any time during the webinar, simply click on the "Q&A" button located at the top of your screen and enter your question within the text box provided, and then click "Send." Your line will automatically be muted for the duration of the call.

And now, the CMS Innovation Center will begin the presentation.

### Overview

**G. Schorr:** Thank you for joining us this afternoon for this webinar on completing an application to participate in the Comprehensive ESRD Care Initiative. My name is Gary Schorr, and I'm a member of the Comprehensive ESRD Care Initiative team. With me here today is Melissa Cohen, the staff lead on this initiative.

The focus of today's webinar is on the Comprehensive ESRD Care Initiative application process. Following our presentation, we will have time for questions on the application process. Please submit your questions using the Q&A feature. You may also submit questions to the Comprehensive ESRD Care Initiative helpdesk at [cecapplications@hcmsllc.com](mailto:cecapplications@hcmsllc.com) or 1-888-340-1356. This helpdesk contact information is also posted on the Comprehensive ESRD Care Initiative webpage and application page, and it's also included in the webinar materials that will be posted to the CMS ESRD Care website.

The comments made on this call are offered only for general information and educational purposes. As always, the agency's positions on matters may be subject to change. CMMI's comments are not offered and do not constitute legal advice or legal opinions, and no statement made on this call will preclude the agency and/or its law enforcement partners from enforcing any and all applicable laws, rules, and regulations.

Comprehensive ESRD Care Initiative applicants are responsible for ensuring that their actions fully comply with applicable laws, rules, and regulations, and we encourage you to consult with your own legal counsel to ensure such compliance. Furthermore, to the extent that we may seek to gather facts and information from you during this call, we intend to gather your individual input. CMMI is not seeking group advice.

## **Program Update**

Before turning to the application process, which is the main focus of our webinar today, we want to briefly highlight a recent update related to the minimum beneficiary thresholds required for participation in the Comprehensive ESRD Care Initiative.

In the request for applications that was published from February 4, 2013, we required that applicants for the Comprehensive ESRD Care Initiative have a minimum of 500 match beneficiaries to be eligible for participation in the initiative. This number was selected to ensure a statistically accurate shared savings calculation. After review of numerous feedback and suggestions from organizations interested in new models of ESRD care, on May 3<sup>rd</sup> we announced that we have lowered the minimum beneficiary threshold required for eligibility for all applicants from 500 to 350 match beneficiaries.

Due to this change, the minimum savings rate or MSR in the risk phase-in payment track for non-large dialysis organizations will change from 4% to 4.75% for those non-LDO participants (that's non-large dialysis organization participants) that have between 350 to 499 match beneficiaries in performance years one and two in order to maintain the same level of accuracy in calculating shared savings or losses.

## **How to Access the Application**

Now we're going to turn to the primary focus of the session today, which is on the application process. Let's begin by discussing how you can access the application to participate in the Comprehensive ESRD Care Initiative. To apply you must first submit a letter of intent. The letter of intent is non-binding. For those of you who are interested in the program but have not yet filed a letter of intent, the deadline for filing is a week from today, that's May 15, 2013.

The primary contact listed on your LOI when you file it, if you haven't already, will receive an email with instructions for accessing the application. If you've already filed and your primary contact has not received an email, or after you file your letter of intent if your primary contact does not receive such an email, please first check your spam folder to make sure it hasn't gotten caught up there. If the email is not there please contact the Comprehensive ESRD Care Initiative helpdesk, and we'll take action from that point.

## **First Time Application Access**

This slide shows the screen that you will see the first time you access the application. If you see, there's a line for LOI ID number; this number is provided to you in the email confirmation that you will get when you submit your letter of intent. This number is also sometimes referred to in the application as the ESCO ID number.

In addition, the form has a line for LOI zip code. The LOI zip code is the zip code of the primary contact listed in your letter of intent. Where it says, “First name, last name, and email,” that should be the first name, last name, and email of the person submitting this or filling out the sheet for the application. It is possible that that will have changed from the person who originally submitted the LOI and that is fine, but the first two lines, the LOI ID and the LOI zip code, relate to the LOI that was filed and the zip code is the zip code of the person who filed the LOI.

### **Login Screen for Subsequent Sessions**

This slide shows the screen that you will see when you access the application subsequently, so after your first visit to the application, this is the screen that you will see. The user name is the email address that you provided in your initial application access. So if we go back, you see on the initial screen, you put an email in there that’s the email you’ll be required to use in subsequent visits. The password, during your initial access you will be instructed how to create a password and you’ll use that in all subsequent visits.

### **Landing Page/Adding Contacts**

This next slide shows the landing page or welcome screen that you will see after you provide the required information to access your application. Either on your first entry or subsequent entries you will see this screen after you put in the information necessary to get access to your application.

If you look in the lower right-hand corner you’ll see two buttons. There’s a red arrow, for purposes of this slide, pointing to “Add Contacts.” That line and that ability will only be for your primary contact. So either the primary contact, the same one that was listed in the LOI, or the primary contact that you provide to us when completing or when accessing your application for the first time will have the ability to add additional contacts. No one else will have that ability. To add contacts you will need to provide the name and email address for each contact. When you click on the add contacts button a screen will come up giving you the opportunity to add the contacts by providing that information.

The button above that, the “Go to your application,” is just what it says. When you’re ready to go and access the application you click on that button.

### **Data Loss Prevention**

The two rules on this screen are perhaps the most important takeaways from this webinar. If you forget other things you’ll have ways to find them but this is one you want to make sure you remember. Only one person should access your application at any time, and you must save your information before navigating or moving away from a page or logging off. The reason for this is there’s a danger you could lose the information that you have put in if you do not save it before

moving away from a given page. In a few minutes we'll discuss how to save the information.

### **Navigating Between Sections of the Application**

There are two ways for you to navigate between the sections of the application, and I list them both on this screen, but I'm going to go ahead and move to the next screen because on the next two screens we have a visual of what these two methods look like.

The first of the methods is to navigate via the tabs on the left side of the page. The screen shows these tabs; it doesn't show the full page so you're only seeing the left side of the page, but these are what the tabs look like when you're in the application, and you see there's Section A through F, separate lines and there's also a line for you to submit the application.

You'll also see a grayed portion adding some additional sections of the application. Section A has subsections; when you hover over Section A, the grayed area on the screen with information on applicant information, eligibility requirements, participants, and participant owners, and suppliers will show up. Only Section A has subsections; the other sections are all self-contained in one screen.

This method of navigating between screens is most helpful when you want to move to a part of the application other than the next page. For instance, let's say that you are entering something in Section D and decide you now want to go back to Section A and submit information. This is the best way to move from, for example, Screen D through Screen A. As we'll discuss in a few minutes, it's very important that you push "Save" before you use this section or these tabs to navigate between pages.

The second way to navigate between sections of the application is to navigate via the "Save/Continue," "Save," or "Previous" links on each page. Obviously, the first page doesn't have the "Previous" link but the others all have "Previous" as well as "Save/Continue," and "Save."

What you see on this screen is what appears at the top of each page. So at the top of each page you will see the warning where it says, "Important, you must save before navigating away from this page or your information will be lost." You'll hear that a lot from us today, and we put it on the application throughout because it's important that you do that and we want to make sure you don't lose information that you've spent time to put into your application.

The ability to go "Previous," "Save," or "Save/Continue" is at the top and bottom of each page.

This method of navigating between pages is most useful when you want to go from one page to the next. The “Save/Continue” button is what you would use to do that. If you’re on Section B and you want to go to the next page of the application, which is Section C, if you push “Save/Continue” it will save your information and take you to the next page. If you want to save your information and move in any other way, either via the tabs or the previous screen, press the “Save” button first, and then go to the previous screen, which will take you to (as you would expect) the previous screen on the application. Or if you want to use the tabs to go to a different place, do that.

### **Naming Convention for Uploads**

Several of the questions on the application require you to upload documents. We’re asking that you use a particular format for naming your documents when you upload them to the application. What we’d like you to do, we’d like you to use the following naming convention; we’d like you to start with your ESCO ID number, that is the number you will get when you fill out your LOI. You will get a confirmation with that number. It will also appear on your application. The first part of your document name should be your ESCO ID number. You follow that with a dot, and then next we ask that you put the letter Q followed by the question number followed by a dot, and then finally use whatever name you want to identify the document.

In the example on this page the ESCO ID number is E01. The uploaded document relates to question 28, and the applicant chose to identify the document as “Medicaid Form.” It’s a Word document so it’s got the “docx” after the final dot. Using that naming convention will simplify our efforts to make sure that your uploaded documents are seen when someone is looking at the appropriate question in the application.

### **Completing the Application**

This slide is the first of several slides that relate to particular application questions. Since most of the application questions are self-explanatory we’ll only be reviewing a few of the questions today, but if you have questions regarding any of the application questions that we don’t cover today please submit those questions to the ESRD helpdesk or if you looked at the application template and have questions on them today you can ask them in the question and answer session at the close of today’s webinar.

Looking at this slide, it shows questions three and four. Some of the information on this question and several other questions in the application have been prepopulated based on the information that you provided in your LOI. All prepopulated information in the application is editable. For example, if you provided a primary contact and primary contact address at the time of your LOI and that now appears in the application, and your primary contact has changed

you merely need to write over the information that was prepopulated with your current information. You would put the information of the primary contact that you want for the application going forward, and again, this will be the person who has access to invite other people to fill out the application along with them.

The next slide shows question 13, which asks you to identify the market where you plan to operate. Please edit the prepopulated data or add new data as appropriate. It's likely that the information you entered at the time of the LOI was not complete and that you will have additional information now; if you do please enter that. If the information was complete and everything you entered at the time of the LOI is the same there will be no need to edit your response to this question.

Remember when you're filling out your response to this question that you need to include a separate entry for each zip code in your market. If you look at the example that is shown on this screen, you'll see that there are two entries; both of them are in the same state and the same—this is a group of counties, Bethesda, Rockville, Fredrick in Maryland—and they're in the same CBSA, but you notice there are two separate zip codes so each of those get an independent entry. If for instance you have a CBSA that has ten zip codes you would have ten entries for those zip codes.

Also remember that your market can be no larger than two contiguous Medicare core-based statistical areas or CBSAs with contiguous rural counties that are not included in a CBSA, or for markets that do not have a Medicare CBSA your market can be no larger than a state.

This slide shows question 14, which asks you to identify your ESCO's participants. Your response to this question is partially prepopulated. Even if your participant list has not changed you will need to enter address information; this information has not been prepopulated into the application form. In addition, please be sure to add any new participants or remove any participants that are no longer part of your planned ESCO.

At the time you submit your application you must include 100% of your participant owners. You may add additional participant non-owners after submitting your application, but all participant owners and non-owners need to be identified and CMS vetted prior to signing an application agreement.

To summarize, when you submit your application all of the participant owners need to be identified. You will not have an opportunity to change that until a point where if you're selected to participate in the program and we go in to year two of the program. But you can add other non-owners after providing your application up until the time where you sign your participation agreement.

This slide shows question 15, which asks you to identify the participating providers and suppliers to each of your ESCO's participants. You will be creating

a separate table in question 15 for each ESCO participant that you identified in response to question 14. For each participant identified in 14 you will be creating one of these tables showing the participating providers for that entity. Again, please review the prepopulated information and edit as necessary.

This slide shows question 28, which asks you to provide information about the past or planned work with state Medicaid agencies. You have the option to upload a letter of support from a state Medicaid agency, but it is not required. If you would like to include multiple letters of support—this probably won't happen often but if you are in one of the areas that extends beyond one state and you've dealt with two state Medicaid agencies it's possible you will have more than one letter that you would like to include. If that is the case, you must combine these letters of support into one document to upload because the application only allows the ability to upload one document.

This slide is a screenshot of the page for uploading a document for question 28. This upload page is representative of those for other questions requiring you to upload a document. In each one you will see, as you see on this screen, where it says, "File attachment," and there is a five megabyte max file size, and then you will see there is a button to browse and select the attachment from your computer and upload the attachment. Remember, if it's a pre-existing document we ask that you rename the document to conform with our requested naming style before you upload it.

There is also a button here for you to delete attachments if for some reason you want to delete an attachment that you have already uploaded. Then there's a button here which allows you to return to the main form.

### **Application Submission Confirmation**

This slide shows the email confirmation that you will receive upon filing your application. The confirmation shows your ESCO ID number, as well as the date and time that your application was received. You will not only receive this as an email, but you will also receive an immediate on-screen confirmation upon submitting your application. If you do not receive these confirmations, please contact the Comprehensive ESRD Care Initiative helpdesk, but again, before doing that please check your spam folder to make sure that an email did not end up in that folder.

This slide is a visual reminder of again what I think is probably the most important takeaways for you from this webinar. The first is that only one person should access your application at any time, and the second is that you should save your information before navigating away from a page or logging off the application.

I didn't explicitly say this before but you can log off the application and log back on at a later time and subsequently complete a different part of the application.



This is different from the LOI process which requires you to complete it in one session.

This concludes our presentation today. We will now take questions that you have related to the application process. Please submit these questions now through the Q&A feature.

### **Questions**

**M. Cohen:** This is Melissa Cohen. If you have any additional questions related to the Comprehensive ESRD Care Initiative as a whole you may also ask them at this time.

So we haven't received any questions thus far so I guess we'll stay on the line for a few more minutes until 3:30, but otherwise we'll just sum up then. Again, you're free to submit questions to our helpdesk at any time.

### **Conclusion**

**G. Schorr:** Hi, this is Gary Schorr; since we don't seem to have received any questions through the Q&A function we're going to conclude the webinar at this time. But before we conclude I just want to remind you that the letter of application to participate in this program is due a week from today, May 15, 2013. The application, which is currently available on the CMS website once you've completed your LOI, the link is on the website, must be submitted by July 1, 2013.

I thank you for your time and attention today, and please provide any questions to us at the Comprehensive ESRD Care Initiative helpdesk link that I provided earlier and appears both on our website and on the webinar materials. Thank you very much.