

## Comprehensive Primary Care Initiative Letter of Intent

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Payers interested in submitting applications for the Comprehensive Primary Care (CPC) Initiative are asked to submit a letter of intent and a completed Microsoft Excel table via email to [CPCi@cms.hhs.gov](mailto:CPCi@cms.hhs.gov) . CMS is unable to consider applications from payers who did not submit a timely letter of intent. **All letters of intent must be received by 5:00pm EST on November 15, 2011. Letters of intent will only be accepted via email.**

The purpose of the letter of intent is to allow CMS to understand the level of interest from payers and the geographic spread of potential multi-payer collaborations. Your letter of intent will be used for internal planning purposes only, and will not be binding. After submitting your letter of intent, you may choose not to apply to the initiative, or to change or add market(s) in your application. Applications from payers that do not submit a timely letter of intent will not be considered.

CMS considers all information submitted in the Letter of Intent and Application as exempt under the Freedom of Information Act. Therefore, CMS will not release this information to the general public. If you are selected to participate in the Comprehensive Primary Care initiative, CMS may release publicly available demographic information (e.g. name, location, etc.) for informational purposes.

Please submit your letter of intent in an email to [CPCi@cms.hhs.gov](mailto:CPCi@cms.hhs.gov). For verification purposes, please ensure that your letter is signed in hard copy, then scanned as a PDF. CMS is unable to accept any other form of signature. The letter of intent and the completed Microsoft Excel table (a formatted Microsoft Excel template can be found on the CPC Initiative website) should both be attached to the same email.

## **Submitting your letter of intent**

For ease of CMS processing, please use the following naming conventions when submitting your letter of intent:

- Please use your organization's name in the subject line of the email
- Please name your PDF letter: LOI\_Applicant Organization Name
- Please name your Excel attachment: LOI\_Applicant Organization Name

For example, if "Payer X" was the applicant organization: use "LOI\_PayerX" in the file name for both the PDF letter as well as the Excel attachment.

## **Required content**

Your letter of intent must contain all of the following information:

- Payer name
- Corporate Address
- Corporate City
- Corporate State
- Point of Contact (POC) name, title and address (if different)
- Point of Contact email address
- Information about the areas in which you have provider network(s) and are considering participating in the initiative. You are asked to use a combination of Department of Commerce Metropolitan Statistical Areas (MSAs), counties and zip codes to describe the service area(s) in which you are interested in participating in the CPC initiative. Please submit this information in two forms:

Please include a narrative description of the market(s) in your letter of intent; To facilitate mapping of overlapping areas of multi-payer interest, please also enter the requested information in the Excel template available on the CPC initiative website at <http://innovations.cms.gov/areas-of-focus/seamless-and-coordinated-care-models/cpci/>.

States submitting a letter of intent may elect either to specify markets or to indicate "statewide" interest: in this case, market(s) would be subsequently defined by the interest of other payers in particular areas. CMS will ultimately define multi-payer "markets" based on the overlapping, contiguous geographic service areas of participating payers. Please note that for the purposes of this initiative, the final boundary of a "market" will remain within one state (i.e. in no case may cross state lines), but may span multiple MSAs and/or counties. CMS will give preference to markets where the payers are interested in including rural counties.

*Optional:* Your letter of intent may name any specific lines of business (e.g. Medicare Advantage), details of the population(s) served or information about the practices.

### **Accessing the Online Application Portal**

Submission of your letter of intent will allow you to gain access to the payer application online portal. Please note that your online portal account will be associated with the email address of the point of contact you named in your letter of intent, unless you specify another email address for this purpose in your letter. CMS will send you details of how to log onto the online portal after your letter of intent has been received.

Any questions regarding the CPC initiative, the letter of intent, or the application process should be submitted by email to: [CPCi@cms.hhs.gov](mailto:CPCi@cms.hhs.gov). Responses to any questions will be de-identified and shared publicly to ensure that all applicants have access to clarifying information regarding the initiative and the application process. Questions and answers will also be posted on the CPC Initiative website, <http://innovations.cms.gov/areas-of-focus/seamless-and-coordinated-care-models/cpci/>.