

Centers for Medicare & Medicaid Services Federally Facilitated Exchange

Contract HHSM-500-2016-00003I / 75FCMC21F0001

FFE Plan Management Supplemental Submission Module Quick Start Guide

June 15, 2022

Table of Contents

| 1 | Intro | oduction | . 1 | | |
|----|---------------------------|------------------------------------------------------------|-----|--|--|
| 2 | Sum | mary Page | . 1 | | |
| 3 | | operability Data Page | | | |
| 4 | | Data Page | | | |
| | | Download Issuer URL Template File Section | | | |
| | | 4.1.1 Issuer URL Template File | | | |
| | 4.2 | Upload Issuer URL Template, SBC, or Formulary File Section | | | |
| | | 4.2.1 How to Upload Issuer URL Template | | | |
| | | 4.2.2 How to Upload SBC File | | | |
| | | 4.2.3 How to Upload Formulary File | | | |
| | 4.3 | Search & Update URLs Section | | | |
| | 4.4 | Search & Update URLs Section – Delete URL | | | |
| | | List of Figures | | | |
| Fi | oure 2 | -1: Summary Page | 1 | | |
| | | -1: Interoperability Data Page | | | |
| | Figure 4-1: URL Data Page | | | | |
| • | _ | -2: Download Issuer URL Template File | | | |
| | | -3: Issuer URL Template File | | | |
| | _ | -4: Upload Issuer URL Template File Section | | | |
| | | -5: Upload SBC File Section | | | |
| • | _ | -6: Upload Formulary File Section | | | |
| | | -7: Search & Update URLs Section | | | |
| | _ | -8: Search & Undate URLs Section – Delete URL | | | |

1 Introduction

This document provides a brief overview of the Supplemental Submission Module, which is used to update URL data submitted as part of a QHP application. The Supplemental Submission Module also allows users to submit Formulary and SBC files to be linked to their respective URL. For further details, please see the Supplemental Submission Module user guide.

2 Summary Page

The Summary page, shown in Figure below, is the first page displayed after the user successfully logs into the *Supplemental Submission Module*. The user can access the URL Data Page in order to edit/view URL data for Issuers displayed on the Summary Page. An Issuer must have successfully submitted at least one Plans and Benefits template to the *Benefits & Service Area Module* or via the *System for Electronic Rates and Form Filing (SERFF)* system to appear in the Issuers Table.

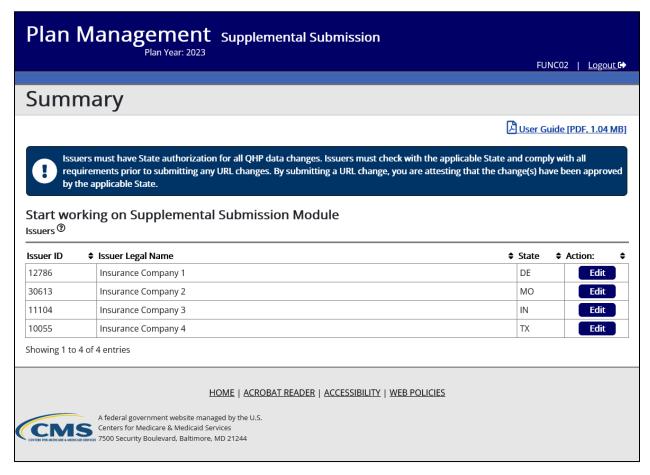


Figure 2-1: Summary Page

3 Interoperability Data Page

The Interoperability Data page allows users to review and update Interoperability attestations and is divided into three main sections: the **Introduction** section, the **Attestation and Documentation of Compliance: Patient Access API** section, and the **Justification** section. This page will only be shown to FFE and SPE Issuers who submit a Medical Individual Plans and Benefits template.

Figure below shows an example of the Interoperability Data page.

| teroperability Data URL Data | Muss said mas a sai |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| teroperability Compliance Web Form | User Guide [PDF, 1.04 I |
| | |
| Introduction: Instructions: | |
| This program attestation will evaluate your compliance with the requirements finalized in the Interop published on May 1, 2020. The requirements are detailed in 45 Code of Federal Regulations (CFR) 156 maintenance of a patient access application programming interface (API) and related documentation. | .221, and include the implementation and |
| If you issue plans on the Federally-facilitated Exchanges, including in a state performing plan manage Supplemental Submissions Module (SSM) as part of your Qualified Health Plan Application in the Heal refer to the PY2023 Issuer Instructions for further detail. This form is not required for stand-alone der Health Options Programs, and State-based Exchanges on the Federal platform. | lth Insurance Oversight System (HIOS). Please |
| You must respond to the questions below to attest to your compliance with each requirement. If you submit a narrative justification at the end of the form. | respond "no" to any attestation, you must |
| Please note: CMS has opted to employ enforcement discretion for 45 CFR 156.221(f), known as the pa Enforcement of the payer-to-payer data exchange requirement is delayed and will not be incorporate information on interoperability requirements and enforcement can be found on the QHP Certification https://www.qhpcertification.cms.gov/s/Interoperability | ed in QHP certification for PY 2023. Additional |
| Attestation and Documentation of Compliance: Patient Access API | |
| The purpose of the following questions is to assess issuer compliance with the requirements of 45 CF as introduced in the Interoperability and Patient Access Final Rule. | R 156.221 |
| Question 1: Has the issuer fully implemented a secure API that both: a. Allows all enrollees to access their claims and encounter information through a third-party appli the enrollee's choice and b. Meets the standards of Health Level 7® [HL7] Fast Healthcare Interoperability Resources® [FHIF 4.0.1? | |
| ○ Yes | |
| ○ No | |
| * Question 2: Has the issuer ensured inclusion of all information detailed in 45 CFR 156.221(b) in the made accessible via the API? | content |
| ○ Yes | |
| ○ No | |
| * Question 3a: Has the issuer published on an easily accessible website and/or through publicly acce hyperlink(s) information to support third party application use of the API, as detailed in 45 CFR 156.22 | |
| ○Yes | |
| ○ No | |
| Question 3b: Provide an active URL or URLs demonstrating compliance with Question 3a. | |
| 1. Input URL Here | |
| | |

| ○ No | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---|--|
| Duestion 4b: Provide an a | tive URL or URLs demonstr | rating compliance with Question | n 4a. | | |
| Input URL Here | | | | | |
| 2. Input URL Here | | | | | |
| | | | | | |
| ustification | | | | | |
| | e preceding questions was ' ustification that contains th | "No" or there was no response | provided, | | |
| requirements in ques A description of how time as they are fully guidance will not be a describe how enrolled until full implementat Details of the root cau implementation by th | tions 1-4 will be fully implen he non-implemented requi mplemented. Specifically, d ccessible to enrollees until f is currently access all health ion is achieved. ise for implementation dela | irements will impact enrollees u detail what functionality, data ele full implementation is achieved. h information maintained by the ay and the issuer's plan for comp | ements, or . Also, e issuer | | |
| | Input Justif | fication Here | | | |
| | | | | - | |

Figure 3-1: Interoperability Data Page

4 URL Data Page

The URL Data page allows users to review and update URL data and is divided into three main sections: the **Download Issuer URL Template File** section, the **Upload Issuer URL Template**, **SBC**, **or Formulary File** section, and the **Search & Update URLs** section.

Figure below shows an example of the URL Data page.

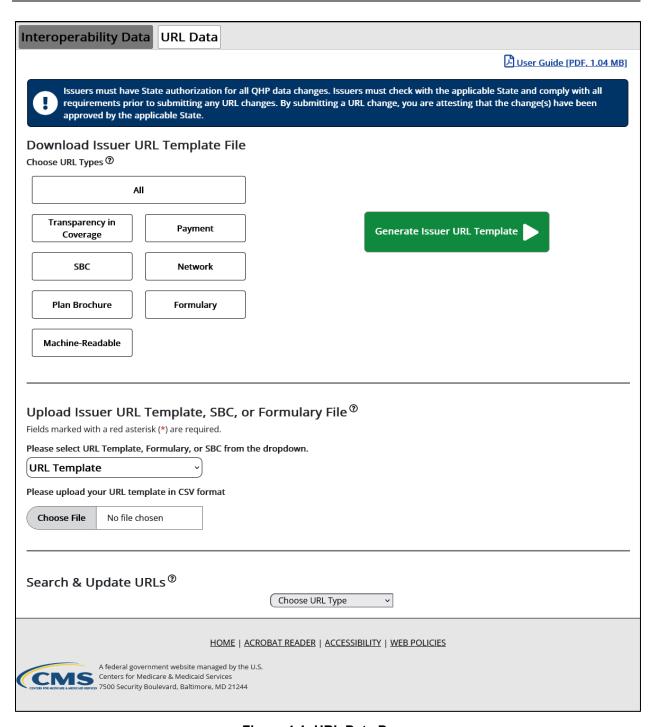


Figure 4-1: URL Data Page

4.1 Download Issuer URL Template File Section

Users can generate an **Issuer URL Template** file, which displays all the URLs currently associated with an Issuer ID. Users have the ability to filter the URLs included in the **Issuer URL Template** using eight criteria: *All*, *SBC* (Summary of Benefits & Coverage), *Plan Brochure*, *Payment*, *Network*, *Formulary*, *Transparency*, *and Machine-Readable*. Users can

select one or more URL types to be included in the **Issuer URL Template** or select the **All** button to download a template populated with all five URL types.

Figure below shows an example of the Download Issuer URL Template File section with a successfully generated **Issuer URL Template** file.

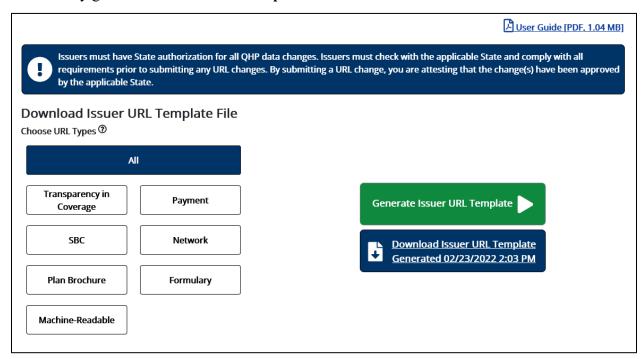


Figure 4-2: Download Issuer URL Template File

4.1.1 Issuer URL Template File

The **Issuer URL Template file** provides details of the URLs and Technical POC Email currently associated with an Issuer ID and allows the user to easily submit a large number of URL changes at once. Users complete the template by entering values in the **New URL** column and **New Technical POC Email** column (only for Machine-Readable URL), then uploading the file to the **Upload Issuer URL Template File** section of the web page.

Figure below shows an example of the Issuer URL Template file.



Figure 4-3: Issuer URL Template File

4.2 Upload Issuer URL Template, SBC, or Formulary File Section

4.2.1 How to Upload Issuer URL Template

Users can submit URL updates by selecting URL Template in the dropdown then uploading a completed Issuer URL Template file to the Upload Issuer URL Template File section. The

system will then validate that the **Issuer URL Template** file is in the proper format and contains acceptable values. The URL and Email updates will be stored in the system if the template passes all validations. If there is an error with the uploaded template, the system will return an error message and/or report outlining the validation error.

Figure below shows an example of the Upload Issuer URL Template File section.

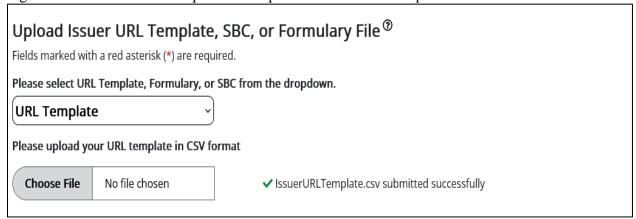


Figure 4-4: Upload Issuer URL Template File Section

4.2.2 How to Upload SBC File

Users can submit SBC files by selecting SBC in the dropdown then uploading a PDF or Zip file to the upload box section using the drag and drop feature or by clicking on "choose from folder" to select a file from your local folder. The system will then validate that the PDF or Zip file is in the proper format. The SBC file(s) will be stored in the system if the file passes all validations. If there is an error with the uploaded file(s), the system will return an error message and/or report outlining the validation error.

Note: User can upload multiple SBC files by putting them into a Zip file with the correct naming format for each SBC file.

Figure below shows an example of the Upload SBC File section.

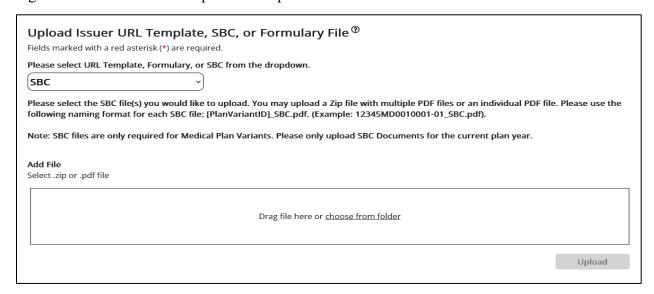


Figure 4-5: Upload SBC File Section

4.2.3 How to Upload Formulary File

Users can submit Formulary files by selecting Formulary in the dropdown then uploading a **PDF** file to the upload box section using the **drag and drop feature or by clicking on "choose from folder"** to select a file from your local folder. User will also need to select the Formulary IDs in the "Please select Formulary IDs" dropdown, in order to upload the file and link it to those selected Formulary IDs. The system will then validate that the **PDF** file is in the proper format. The Formulary file will be stored in the system if the file passes all validations. If there is an error with the uploaded file, the system will return an error message and/or report outlining the validation error.

Figure below shows an example of the Upload Formulary File section.



Figure 4-6: Upload Formulary File Section

4.3 Search & Update URLs Section

Users can view URL data currently stored in the system and make quick updates via a search results table. The search results table will only appear after the user has entered search parameters (e.g. selecting a URL type in the dropdown and typing in a URL ID) and clicked the magnifying glass.

Users may choose to enter a partial string of their URL ID to find a specific URL or leave the search field blank to return all URLs for the selected type. URL updates submitted via the search results table will undergo the same validations performed on the **Issuer URL Template** file.

Figure below shows an example of the search results table.

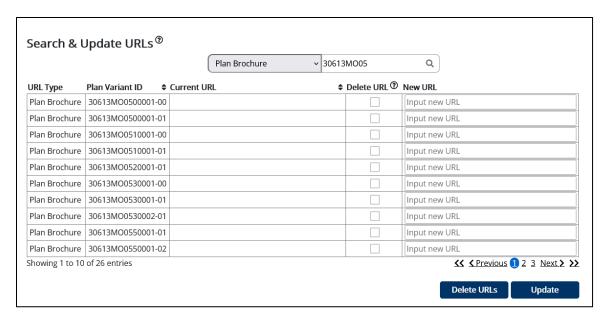


Figure 4-7: Search & Update URLs Section

4.4 Search & Update URLs Section – Delete URL

Users can delete Payment and Plan Brochure URLs via search results table at any time by using the checkboxes and "Delete URLs" button. Users can also delete any other URL type when they are associated to plans that are Off-Exchange only. SBC and Formulary URLs and files can also be deleted when the Plan ID has a certification of Withdrawn or Invalid Submission.

Note: For Formulary URLs/Files to allow deletion, all Plan IDs linked to the Formulary ID would need to be certified as Withdrawn or Invalid Submission.

URLs deleted on the search results table will also no longer show on the Issuer URL Template file.

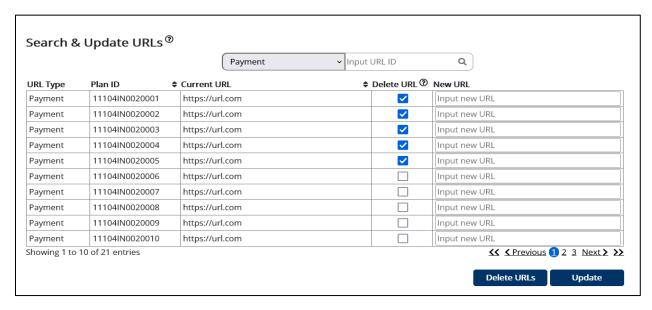


Figure 4-8: Search & Update URLs Section - Delete URL