



**Centers for Medicare & Medicaid Services**  
**Federally Facilitated Exchange**

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

**FFE Plan Management**  
**Supplemental Submission Module**  
**Quick Start Guide**

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**June 15, 2022**

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# 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.

**Plan Management Supplemental Submission**  
Plan Year: 2023

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### Summary

[User Guide \[PDF, 1.04 MB\]](#)

**!** Issuers must have State authorization for all QHP data changes. Issuers must check with the applicable State and comply with all requirements prior to submitting any URL changes. By submitting a URL change, you are attesting that the change(s) have been approved by the applicable State.

**Start working on Supplemental Submission Module**  
Issuers <sup>Ⓜ</sup>

Issuer ID	Issuer Legal Name	State	Action:
12786	Insurance Company 1	DE	<a href="#">Edit</a>
30613	Insurance Company 2	MO	<a href="#">Edit</a>
11104	Insurance Company 3	IN	<a href="#">Edit</a>
10055	Insurance Company 4	TX	<a href="#">Edit</a>

Showing 1 to 4 of 4 entries

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**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.

Interoperability Data	URL Data
<a href="#">User Guide (PDF, 1.04 MB)</a>	
<h4>Interoperability Compliance Web Form</h4> <hr/> <p><b>Introduction:</b></p> <p><b>Instructions:</b> This program attestation will evaluate your compliance with the requirements finalized in the Interoperability and Patient Access Final Rule published on May 1, 2020. The requirements are detailed in 45 Code of Federal Regulations (CFR) 156.221, and include the implementation and maintenance of a patient access application programming interface (API) and related documentation.</p> <p>If you issue plans on the Federally-facilitated Exchanges, including in a state performing plan management functions, submit this form in the Supplemental Submissions Module (SSM) as part of your Qualified Health Plan Application in the Health Insurance Oversight System (HIOS). Please refer to the PY2023 Issuer Instructions for further detail. This form is not required for stand-alone dental plans, Federally-facilitated Small Business Health Options Programs, and State-based Exchanges on the Federal platform.</p> <p>You must respond to the questions below to attest to your compliance with each requirement. If you respond "no" to any attestation, you must submit a narrative justification at the end of the form.</p> <p>Please note: CMS has opted to employ enforcement discretion for 45 CFR 156.221(f), known as the payer-to-payer data exchange provision. Enforcement of the payer-to-payer data exchange requirement is delayed and will not be incorporated in QHP certification for PY 2023. Additional information on interoperability requirements and enforcement can be found on the QHP Certification website: <a href="https://www.qhpcertification.cms.gov/s/Interoperability">https://www.qhpcertification.cms.gov/s/Interoperability</a></p> <p><b>Attestation and Documentation of Compliance: Patient Access API</b></p> <p>The purpose of the following questions is to assess issuer compliance with the requirements of 45 CFR 156.221 as introduced in the Interoperability and Patient Access Final Rule.</p> <p><b>* Question 1:</b> Has the issuer fully implemented a secure API that both:</p> <ol style="list-style-type: none"> <li>Allows all enrollees to access their claims and encounter information through a third-party application of the enrollee's choice and</li> <li>Meets the standards of Health Level 7® [HL7] Fast Healthcare Interoperability Resources® [FHIR] Release 4.0.1?</li> </ol> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>* Question 2:</b> Has the issuer ensured inclusion of all information detailed in 45 CFR 156.221(b) in the content made accessible via the API?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>* Question 3a:</b> Has the issuer published on an easily accessible website and/or through publicly accessible hyperlink(s) information to support third party application use of the API, as detailed in 45 CFR 156.221(d)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Question 3b:</b> Provide an active URL or URLs demonstrating compliance with Question 3a.</p> <ol style="list-style-type: none"> <li><input type="text" value="Input URL Here"/></li> <li><input type="text" value="Input URL Here"/></li> </ol>	

**\* Question 4a:** Has the issuer published educational resources about health information privacy and security, including the information detailed in 45 CFR 156.221(g), on a website easily accessible to enrollees?

☐ Yes

☐ No

**Question 4b:** Provide an active URL or URLs demonstrating compliance with Question 4a.

1.

2.

**Justification**


If the response to any of the preceding questions was "No" or there was no response provided, please provide a narrative justification that contains the following information:

- The date (a single date specifying month, day, and year) by which all referenced requirements in questions 1-4 will be fully implemented.
- A description of how the non-implemented requirements will impact enrollees until such time as they are fully implemented. Specifically, detail what functionality, data elements, or guidance will not be accessible to enrollees until full implementation is achieved. Also, describe how enrollees currently access all health information maintained by the issuer until full implementation is achieved.
- Details of the root cause for implementation delay and the issuer's plan for completing implementation by the stated date.
- Specify whether the issuer is new to the Exchange for PY 2023.

Input Justification Here

Submit

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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.

Interoperability Data

URL Data

[User Guide \(PDF, 1.04 MB\)](#)

!

Issuers must have State authorization for all QHP data changes. Issuers must check with the applicable State and comply with all requirements prior to submitting any URL changes. By submitting a URL change, you are attesting that the change(s) have been approved by the applicable State.

### Download Issuer URL Template File

Choose URL Types <sup>?</sup>

All

Transparency in Coverage

Payment

SBC

Network

Plan Brochure

Formulary

Machine-Readable

Generate Issuer URL Template ▶

### Upload Issuer URL Template, SBC, or Formulary File <sup>?</sup>

Fields marked with a red asterisk (\*) are required.

Please select URL Template, Formulary, or SBC from the dropdown.

URL Template ▼


Please upload your URL template in CSV format

Choose File No file chosen

### Search & Update URLs <sup>?</sup>

Choose URL Type ▼

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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.

 [User Guide \[PDF, 1.04 MB\]](#)

 Issuers must have State authorization for all QHP data changes. Issuers must check with the applicable State and comply with all requirements prior to submitting any URL changes. By submitting a URL change, you are attesting that the change(s) have been approved by the applicable State.

## Download Issuer URL Template File

Choose URL Types 

All

Transparency in Coverage

SBC


Plan Brochure


Machine-Readable

Payment

Network

Formulary

Generate Issuer URL Template 

 [Download Issuer URL Template](#)  
Generated 02/23/2022 2:03 PM

### 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.

[illegible]

### 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.

**Upload Issuer URL Template, SBC, or Formulary File<sup>?</sup>**

Fields marked with a red asterisk (\*) are required.

Please select URL Template, Formulary, or SBC from the dropdown.

URL Template

Please upload your URL template in CSV format

Choose File No file chosen

✓ IssuerURLTemplate.csv submitted successfully

**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.

**Upload Issuer URL Template, SBC, or Formulary File<sup>?</sup>**

Fields marked with a red asterisk (\*) are required.

Please select URL Template, Formulary, or SBC from the dropdown.

SBC

Please select the SBC file(s) you would like to upload. You may upload a Zip file with multiple PDF files or an individual PDF file. Please use the following naming format for each SBC file: [PlanVariantID]\_SBC.pdf. (Example: 12345MD0010001-01\_SBC.pdf).

Note: SBC files are only required for Medical Plan Variants. Please only upload SBC Documents for the current plan year.

**Add File**  
Select .zip or .pdf file

Drag file here or [choose from folder](#)

Upload



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.

**Upload Issuer URL Template, SBC, or Formulary File** <sup>Ⓜ</sup>

Fields marked with a red asterisk (\*) are required.

Please select URL Template, Formulary, or SBC from the dropdown.

**Formulary** ▼

\* Please select the Formulary IDs to be assigned to the PDF document being uploaded

Please select Formulary IDs ▼

Please upload your Formulary file in PDF format

Note: Please only upload a Formulary Document for the current plan year.

Drag file here or [choose from folder](#)

Upload

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.

**Search & Update URLs<sup>®</sup>**

Plan Brochure 30613MO05

URL Type	Plan Variant ID	Current URL	Delete URL <sup>®</sup>	New URL
Plan Brochure	30613MO0500001-00		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0500001-01		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0510001-00		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0510001-01		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0520001-01		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0530001-00		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0530001-01		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0530002-01		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0550001-01		<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Plan Brochure	30613MO0550001-02		<input type="checkbox"/>	<input type="text" value="Input new URL"/>

Showing 1 to 10 of 26 entries

« Previous 1 2 3 Next »

**Delete URLs** **Update**

Figure 4-7: Search &amp; 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.

**Search & Update URLs<sup>®</sup>**

Payment Input URL ID

URL Type	Plan ID	Current URL	Delete URL <sup>®</sup>	New URL
Payment	11104IN0020001	https://url.com	<input checked="" type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020002	https://url.com	<input checked="" type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020003	https://url.com	<input checked="" type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020004	https://url.com	<input checked="" type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020005	https://url.com	<input checked="" type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020006	https://url.com	<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020007	https://url.com	<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020008	https://url.com	<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020009	https://url.com	<input type="checkbox"/>	<input type="text" value="Input new URL"/>
Payment	11104IN0020010	https://url.com	<input type="checkbox"/>	<input type="text" value="Input new URL"/>

Showing 1 to 10 of 21 entries

« Previous 1 2 3 Next »

**Delete URLs** **Update**

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