

# Qualified Health Plan Issuer Application Instructions

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2022

Extracted section:  
Section 1D: Accreditation

[02/2021]

## Section 1D: Accreditation

### 1. Introduction

In the Accreditation section, you enter information to satisfy the accreditation QHP certification requirement (Figure 1D-1). You can provide information for an accredited product in the Commercial, Medicaid, or Exchange markets. These instructions apply only if you are filing via HIOS to issue a QHP on the FFE.

The instructions for this section apply to the following issuer type:

- QHP

See Appendix E for additional information.

If your state performs plan management functions or has a State-based Exchange on the Federal Platform, comply with the requirements for accreditation data collection specified by your state.

### 2. Data Requirements

To complete this section, compile information about which accrediting entity you are accredited by—the National Committee for Quality Assurance (NCQA), URAC, or the Accreditation Association for Ambulatory Health Care (AAAHC).

Figure 1D-1. Accreditation Application Section

The screenshot shows the 'Accreditation' section of the HIOS application. The left sidebar contains a menu with 'Accreditation' selected. The main content area has two tabs: 'Data Submitter' and 'Final Submission'. A message states 'Fields marked with an asterisk (\*) are required.' Below this is a question: '\* Does the applicant currently have any commercial, Medicaid or Exchange health plans in this state, ND, accredited by a HHS recognized accrediting entity?' with radio buttons for 'Yes' and 'No'. At the bottom are buttons for 'Save', 'Submit Section', 'Previous', and 'Next'. A link for 'Instructions and Reference Material (PDF) [3.21 MB]' is in the top right corner.

### 3. Quick Reference

#### Key Changes for 2022

- ◆ We anticipate resuming activities related to the collection and reporting of quality improvement information for the Quality Improvement Strategy (QIS) during the PY2022 QHP certification period.

#### Tips for the Accreditation Section

- ◆ Only provide information on accredited products in the same state and for the same legal entity that submits the QHP Application.
- ◆ Provide accrediting entities with your legal issuer name and the HIOS Issuer ID used in your QHP Application to ensure the HIOS Issuer ID is included in the data file the accrediting entity provides to us.

#### Additional Resources

- ◆ There are [optional supporting documents](#) for this section.
- ◆ There are no instructional videos for this section.
- ◆ There are no templates for this section.

#### 4. Detailed Section Instructions

If the answer to the accreditation question is **Yes**, an additional section will appear for you to select an accrediting entity from the list. Selecting an option from the list will display the associated templates.

Accreditation Question	Steps
Does the applicant currently have any Commercial, Medicaid, or Exchange health plans in this state, [state of issuer identified], accredited by an HHS-recognized accrediting entity?	<p>Choose from the following:</p> <ul style="list-style-type: none"> <li>◆ <b>Yes</b>—if you have existing health plan accreditations on any products in the Exchange, Commercial, or Medicaid market from NCQA or URAC. If you are dual-product issuer with an accredited medical plan, you should also select <b>Yes</b>. Proceed to the next step.</li> <li>◆ <b>No</b>—if you are accredited by AAAHC, are only offering SADPs, or are not currently accredited by NCQA or URAC.</li> </ul>

Accreditation Responses	Steps
If you respond <b>Yes</b> to the above question, you must then select the accrediting entity.	<p>Choose from the following:</p> <ul style="list-style-type: none"> <li>◆ <b>NCQA</b>—if you are accredited by NCQA.</li> <li>◆ <b>URAC</b>—if you are accredited by URAC.</li> <li>◆ <b>NCQA &amp; URAC</b>—if you are accredited by both NCQA and URAC.</li> </ul>
If you respond <b>No</b> to the question because you are accredited by AAAHC, you must email in the required documents.	If you are accredited by AAAHC you should email required documentation to <a href="mailto:CMS_FEPS@cms.hhs.gov">CMS_FEPS@cms.hhs.gov</a> .

After responding to the above question, complete the Terms and Conditions attestation, regardless of your response (Figure 1D-2).

**Figure 1D-2. Displays the Terms and Conditions Acceptance for All Issuers**

You may upload copies of your accreditation certificates into HIOS.

Accreditation Certificate	Steps
Scan Certificate	<p>Scan each accreditation certificate (one per accredited market type).</p> <p>If you are accredited by NCQA and do not have a copy of your accreditation certificate, use the NCQA Interactive Survey System (ISS) to get a copy of the survey results. Log into ISS, click on the Results tab, view the survey results, and print the results screen.</p>
Name File	<p>Save the accreditation certificate using the naming convention in Table C-1.</p> <p>For example: "12345_NCQA.pdf."</p>
Upload Certificate	<p>Upload the saved files in the Accreditation section of the HIOS Issuer Module. Refer to the Issuer Module User Guide for further instruction.</p>

If you are entering the initial year of QHP certification you must schedule (or plan to schedule) a review of your QHP policies and procedures with a recognized accrediting entity (i.e., AAAHC, NCQA, or URAC). You do not need to be accredited in your initial year of QHP certification, but you must be accredited 90 days before the first day of Open Enrollment in your second year. We review issuers that crosswalk enrollees to a new HIOS Issuer ID for accreditation based on their cumulative years of certification. Therefore, you must ensure that the receiving HIOS Issuer ID issuer is appropriately accredited.

If you are a second-year issuer that immediately pursued Exchange certification after your initial year of certification and have an accreditation status of “scheduled” or “in process,” upload documentation from your accrediting entity indicating that you have completed the policies and procedures review and are scheduled for or are in the process of completing additional review.

If you were previously certified, but did not pursue certification in the prior years and are pursuing certification in the current year, you will be held to the second-year accreditation standard (i.e., you must be accredited 90 days before the first day of Open Enrollment).

If you are entering your fourth consecutive year of QHP participation, you must be accredited in the Exchange market with one of the following statuses:

- AAAHC—Accredited
- NCQA—Excellent, Commendable, Accredited, or Provisional
- URAC—Full or Conditional.

You will be considered a fourth-year issuer after you have participated on the Exchange market for four consecutive years, including the years of participation for any crosswalked HIOS Issuer IDs.

After entering all data, click **Save** to ensure no data are lost. The next section of the Instructions for the PY2022 QHP Application is ECP/Network Adequacy.