

QHP Application Roadmap

(Issuers in FFE States)

This roadmap serves as a guide for the steps required to complete your QHP Application. Please note, issuers may have to return to earlier steps if errors are encountered or corrections are required.

Application Preparation

1

Prepare application materials:

- Templates
- Justifications
- Supporting Documents

Consult the QHP Certification Issuer Toolkit for:

- A list of other preparation steps, such as confirming submission system access and Exchange requirements
- A comprehensive checklist of materials required for each deadline

Application Initiation and Validation

2

Create a new QHP Application in the MPMS Module

Only occurs once, ahead of the initial submission deadline

3

Upload, validate, and cross validate templates in the Plan Validation Workspace:

3a. Upload templates

3b. Validate templates

3c. Cross validate

Make corrections

Review validation results

Make corrections

Review cross validation results

4

Complete required application sections and groups:

4a. Link templates to application

4b. Edit application sections in the HIOS MPMS Module to enter required data, such as interoperability data

4c. Upload any additional materials (e.g., justification forms)

The QHP Application is divided into groups, which are further divided into sections. See Section 5 of the QHP Certification Issuer Toolkit for further details.

Application Submission

5

Submit application to CMS in the MPMS Module:

5a. Submit all required application groups by clicking "Submit Group"

5b. If applicable, address cross validation results

5c. Confirm application submission status

Required application groups should be in a status of "Submitted - Under Review," "Corrections Required," or "No Action Required."



If errors are identified in templates or application groups, issuers will not be able to submit affected application groups. To proceed, return to step 3 and make required corrections to resolve all errors. **Upload, validate, and link templates, and edit application sections or complete justifications as necessary.**

CMS conducts reviews and releases required corrections via the MPMS Module and PM Community; issuers are notified via email when new required corrections are available for issuers to access.

Required Corrections

6

Any time CMS releases *at least one* set of required corrections, and prior to any upcoming submission deadline:

6a. Make required corrections and updates to materials

6b. Validate and cross validate as needed

6e. Submit all required application groups by clicking "Submit Group"

6c. Upload any additional materials for the upcoming submission deadline

6d. Validate and cross validate as needed

Certification Preparation

7

Complete Final Issuer Plan Confirmation

8

Sign and return QHP Agreement

9

Receive Certification Notice from CMS

Off-Exchange SADPs do not complete QHP Agreements