

ESSENTIAL COMMUNITY PROVIDER (ECP) REVIEW TOOL

Using this Guide

The following characteristics are intended to focus the user to where actions are warranted:

- Items that appear in *italics* are features. (e.g., See the *Instructions tab* in the Master Review Tool)
- Items that are in **bold** type are functions (e.g., **Click “Save.” Click “Import Data from Master Review Tool.”**)
- For space considerations, screenshots of Excel worksheets may not include the full data picture.

Loading the Data

Before you can begin the ECP Tool steps, **download** the tool from SERVIS (https://servis.cms.gov/resources/document_detail?doc_detail_id=c2de042d-bf0e-4e2a-46da-53691d3dc025) (states) or CMSzONE (<https://zone.cms.gov/document/2015-qhp-application-review-tools>) (issuers). **Import** all data into the Master Review Tool as per the instructions for the Master Review Tool. The ECP Tool will then import its data from data in the Master Review Tool. Please refer to the Master Review Tool user guide for help with importing data into the Master Review Tool.

1. You can run the ECP Tool for only one issuer at a time; therefore, you will input issuer one information and run the ECP Tool for issuer one before going on to issuers two, three, etc.
2. If you use the ECP stand-alone tool, you should familiarize yourself with the validation steps in the Master Review Tool in the ECP tab to better understand the logic of the tool and where justifications can overcome the tool’s automated results.
3. **Open** the ECP Tool *Instructions* tab.
4. Click **“Generate Issuer List.”**
5. A pop-up window will ask if you would like to change the issuer drop down menu. **Click “Yes”** and all data currently in the input tabs will be removed. Clicking **“No”** will keep data already loaded.
6. At the next pop-up window, **select** the Master Review Tool file that has all the imported data, **click “Open.”**
7. **Click “OK”** when the pop up confirms the issuer list is generated.
8. When the issuer list is generated, **use** the drop-down option in row 9 to select which issuer you would like to evaluate first.
9. **Click “Populate input tabs using date from the “Master Review Tool.”**
10. At the pop-up window, **select** the same Master Review Tool file you selected in step 1 with all the imported data.
11. **Open** the *Plan Info Input*, *Service Area Input*, and *ECP Input tabs* to make sure all are populated with data.

12. In the ECP Tool *Instructions tab*, click **“Determine Issuer’s Type of ECP Review”** in row 13 to designate whether “ECP Standard” or “Alternate ECP Standard” should be used for evaluation.
13. Row 15 will show which “ECP Standard Type” will be used for this issuer’s evaluation.
14. If you would like the tool to identify potentially duplicate ECP records while running the data, click **“Yes”** using the drop down in row 16. If you do not want to identify potentially duplicate ECP records, click **“No”** in the drop down in row 17.

Note: If you select “Yes,” the tool will identify ECP records that have the same values for issuer ID, street address, city, and state in the ECP Input tab. The user will then indicate whether or not they consider the records duplicate.

15. **Enter** the desired threshold percentage in row 20.
16. **Save** the ECP Tool workbook.
17. **Run** the ECP Tool by clicking **“Run ECP Tool”** in row 28.
18. If you selected “Yes” in Step 6, the *ECP Input tab* will open.
19. **Scroll** right using the tool bar slider to see column M.
 - **Read and follow** the instructions in row 2.
 - Determine if the highlighted items are duplicates and, using the drop down, **answer “Yes” or “No”** for each.
20. **Click “Run ECP Tool”** at the top of column K once all highlighted cells have been populated with **“Yes” or “No.”**
21. The *ECP Output tab* will open automatically.

Note: If the issuer has selected categories for both Provider Type and ECP Category (column C and D) in the ECP template, the ECP Tool will give you an error message. “NA” must be selected all the way down in either column C or column D for the tool to run correctly.

22. **Save** the *ECP Tool* workbook again.

Note: If an error occurs while running the ECP data, an error tab will be displayed showing what and where the issue has occurred.

Data Analysis

1. **Open** the QHP Application Review Tools folder and **run** the ECP Tool for all the issuers' plans you wish to evaluate. If you are analyzing data from multiple issuers, you must run the ECP Tool only one issuer at a time. Be sure to save each completed ECP Tool with a unique filename, e.g., by issuer ID. *See instructions above: ECP Tool: Loading the Data.*
2. **Review** the validation steps in the Master Review Tool *ECP tab* to better understand the logic behind the ECP Tool or to see where you can submit justifications.
3. **Open** the Master Review Tool and **open** the ECP Tool *Output tab* to see the issuer's plans you wish to review. Using the standards detailed in the *ECP tab* of the Master Review Tool, determine whether issuer plans have "**Met**" or "**Not Met**" the standards prescribed.
4. Using the data in the ECP Tool *Output tab*, **go to** the Master Review Tool *ECP tab* and use the drop-down menus at the top of each column in the SELECT REVIEW RESULT row to **indicate** if an issuer's plan has met the ECP standards listed.
5. **Save** the Master Review Tool after you have completed the ECP review.
6. Once you have manually populated "**Met**" or "**Not Met**" for each issuer's plan in the Master Review Tool *ECP tab*, **open** the Master Review Tool *Review Summary* to see the auto-populated results.
7. **Save** the Master Review Tool after you have completed the ECP review.

This tool calculates the total number of ECPs an issuer has in each plan's network in its service area and compares this to the number of available ECPs in that service area.