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2015 QUALIFIED HEALTH PLAN APPLICATION REVIEW TOOLS USER GUIDE: ESSENTIAL COMMUNITY PROVIDER (ECP) TOOL

Loading and Analyzing The Data



Table of Contents

Essential Community Provider (ECP) Review Tools Overview	1
Using this Guide	1
ECP Tool: Loading the Data	2
ECP Tool: Analysis	12
Appendix: Acronyms and Terms	16

ESSENTIAL COMMUNITY PROVIDER (ECP) REVIEW TOOLS OVERVIEW

Tool	Function
ECP Tool	<ul style="list-style-type: none">• Calculates the total ECPs an issuer has in each plan's network in its service area.• Compares the total ECP number to the ECPs available in that service area.• Confirms if the percent of ECPs covered meets a given threshold.

This tool calculates the total number of ECPs in each plan's network in its service area and compares this to the total number of available ECPs in its service area. It verifies whether the issuer's network meets the regulatory standard consistent with Federally-facilitated Marketplace (FFM) policies and validates a reasonable interpretation of the regulation.

For the tools to run, it is imperative users do not change the worksheet names, format, and overall structure (e.g., adding or deleting rows or columns, changing field names, copying, or deleting worksheets), as this could impact the functioning of the tool macros. However, filters have been added to the table headings in many of the stand-alone tools and these may be used without disrupting tool use.

These tools can be run for the following plan types: plans offered on the Marketplace, plans offered off the Marketplace, or for all submitted standard plans, both on and off the Marketplace. The Master Review Tool will gray-out reviews when they are not applicable on the *Review Summary tab*, and the off-Marketplace plans will not be listed on the review tabs of the standards which are not applicable.

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.

ECP TOOL: 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.

	A	B	C	D	E
2	Instructions for Using the ECP Tool (2015 Version 1.0)				
3	Use of tools by state regulators is optional. States may use whichever tools or parts of tools they believe will assist in their review process, whether that is all of them or none of them. These tools are one method for reviewing against specific standards. Any adopted state review approach must be consistent with federal standards, but need not be identical to the approach proposed via these tools.				
4	Use of tools by issuers is optional. Issuers are encouraged to use these tools proactively before submitting their QHP applications and can also reference them when a state or federal regulator requests corrections after an initial review. However, please note that issuers should respond to any deficiencies identified by a state or federal regulator even if the identified issue is different than the results an issuer obtained by using these tools.				
5	Use of these tools by CMS and states. CMS will use these tools in Federally-Facilitated Marketplaces (FFMs) for those standards that are specific to QHPs seeking certification from the Marketplace. This includes a Federally-facilitated Small Business Health Options Program. For more details on the FFM certification process and related standards, please see the "2015 Letter to Issuers in the Federally-facilitated Marketplaces" available on the CCIO website under Regulations and Guidance.				
6	Issuers in states performing plan management functions may contact their state regulator to determine if one or more of these review tools will be part of their review processes. CMS will review and confirm the state's QHP certification recommendations and make final QHP certification decisions. CMS will work closely with states that are performing plan management functions to coordinate this				
7	Note: The ECP Tool can only be run for 1 issuer at a time; only input information for 1 issuer at a time. Also, this tool is only intended to be used for medical plans; dental-only plans will not import.				
8	We recommend reviewing the validation steps for the ECP evaluation in the Master Review Tool before using this tool; this will help you better understand the logic of the tool and where justifications may be submitted. Note: ECP Review is not applicable to Off-Exchange plans. Only On-Exchange plans will be imported into the tool.				
	1.	As noted above, this tool can only be run for 1 issuer at a time. The button below will generate a list of the issuers in your state so that you can choose which issuer you would like to evaluate. For this to work, first import all the data into the "Master Review Tool" as described by the instructions in the "Master Review Tool". After the data has been imported into the "Master Review Tool", press the button below. A window will pop up asking you to select a file. Select the "Master Review Tool" that had all of the data imported into it. Then select "Open" in the pop up window. After a minute or two, a list of the issuers in your state should be populated in the cell below.			
		Generate Issuer List			
		Select which issuer you would like to perform ECP Review for by choosing an issuer from the dropdown menu at right (Cell D10).			

4. Click **"Generate Issuer List."**

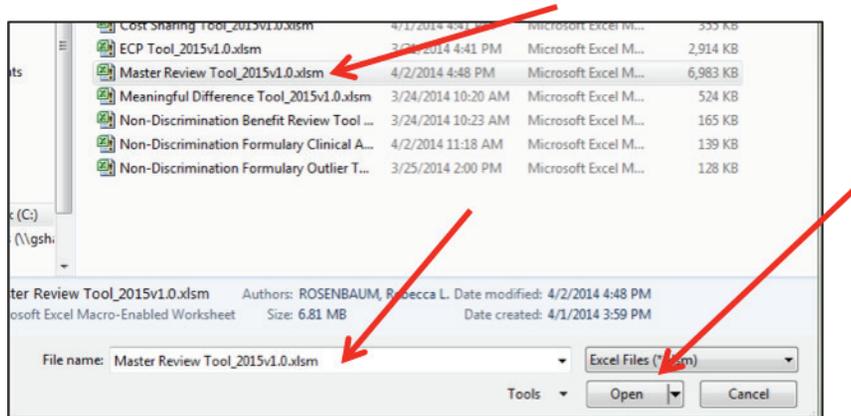
1.	As noted above, this tool can only be run for 1 issuer at a time. The button below will generate a list of the issuers in your state so that you can choose which issuer you would like to evaluate. For this to work, first import all the data into the "Master Review Tool" as described by the instructions in the "Master Review Tool". After the data has been imported into the "Master Review Tool", press the button below. A window will pop up asking you to select a file. Select the "Master Review Tool" that had all of the data imported into it. Then select "Open" in the pop up window. After a minute or two, a list of the issuers in your state should be populated in the cell below (D9).
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.

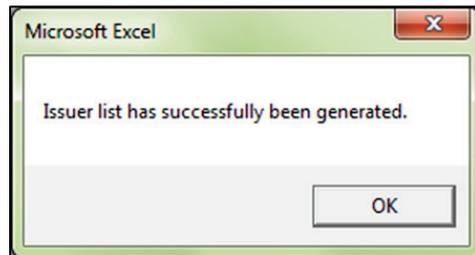
Microsoft Excel

Would you like to change the Issuer drop-down menu? If so, please select 'Yes'. If you select 'Yes', all information will be removed from all tabs in the tool. Select 'No' if you do not want to delete the data.

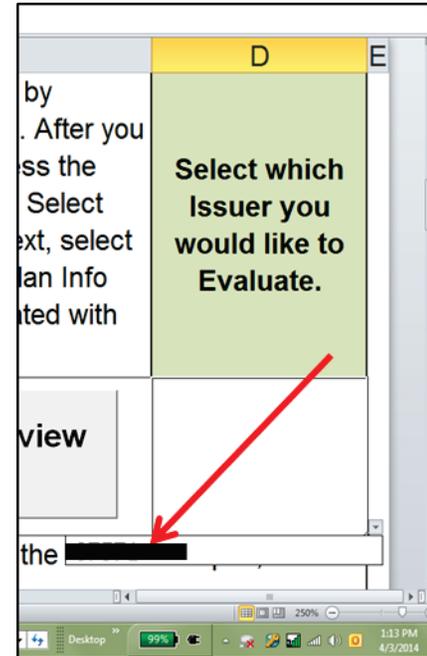
- At the next pop-up window, **select** the Master Review Tool file that has all the imported data, **click “Open.”**



- Click “OK”** when the pop up confirms the issuer list is generated.



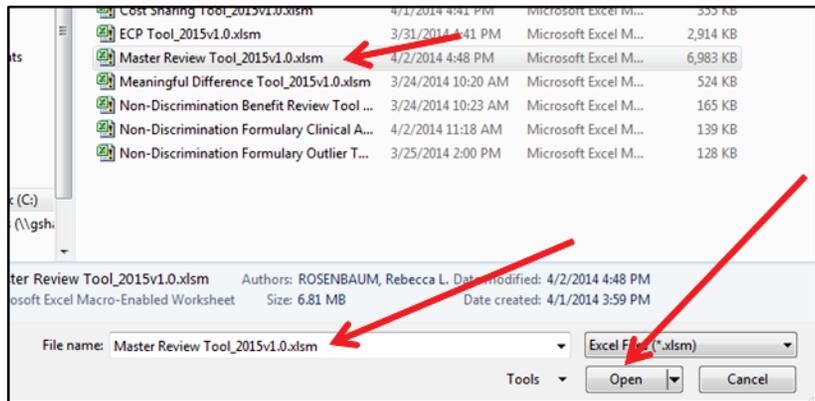
- When the issuer list is generated, **use** the drop-down option in row 9 to select which issuer you would like to evaluate first.



- Click “Populate input tabs using data 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.

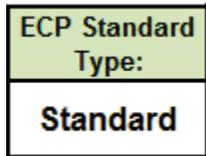
Plan Input_Issuer_ID				
HIOS Issuer ID				
	A	B	C	D
	HIOS Plan ID* (Standard Component)	HIOS Issuer ID	Network ID*	Service Area ID*
1				
2	55555ZZ0350001	55555	ZZN003	ZZS003
3	55555ZZ0350002	55555	ZZN003	ZZS003
4	55555ZZ0350003	55555	ZZN003	ZZS003
5	55555ZZ0350004	55555	ZZN003	ZZS003
6	55555ZZ0290001	55555	ZZN001	ZZS001
7	55555ZZ0290002	55555	ZZN001	ZZS001
8	55555ZZ0290003	55555	ZZN001	ZZS001
9	55555ZZ0290004	55555	ZZN001	ZZS001
10	55555ZZ0320001	55555	ZZN002	ZZS002
11	55555ZZ0320002	55555	ZZN002	ZZS002
12	55555ZZ0320003	55555	ZZN002	ZZS002
13	55555ZZ0320004	55555	ZZN002	ZZS002
14	55555ZZ0350005	55555	ZZN003	ZZS003
15	55555ZZ0350006	55555	ZZN003	ZZS003
16	55555ZZ0290005	55555	ZZN001	ZZS001
17	55555ZZ0290006	55555	ZZN001	ZZS001
18	55555ZZ0290010	55555	ZZN001	ZZS001
19	55555ZZ0320005	55555	ZZN002	ZZS002
20	55555ZZ0320006	55555	ZZN002	ZZS002
21	55555ZZ0300001	55555	ZZN001	ZZS001
22	55555ZZ0300002	55555	ZZN001	ZZS001
23	55555ZZ0300003	55555	ZZN001	ZZS001
24	55555ZZ0300004	55555	ZZN001	ZZS001
25	55555ZZ0360001	55555	ZZN003	ZZS003

At the bottom of the table, there are navigation tabs: 'Instructions', 'Plan Info Input', 'Service Area Input', 'ECP Input', and 'Output'. The 'Plan Info Input' tab is circled in red.

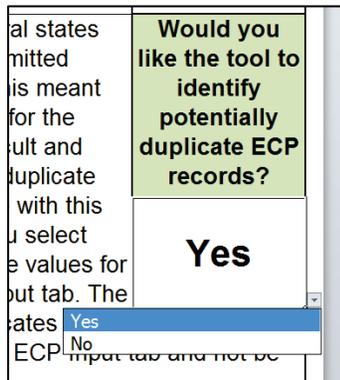
12. In the ECP Tool *Instructions* tab, click **“Determine Issuer’s Type of ECP Review”** in row 13 to designate whether “ECP Standard” or “Alternate ECP Standard” should be used for evaluation.



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.

19	7.	Enter the desired threshold percentage. The default percentage is 30%. Note that the # of required ECPs is rounded using standard rounding rules (IE: any decimal .5 or higher is rounded up, anything else is rounded down). For instance if there are 91 available ECPs in the service area and the percentage is 30%, issuers would need to have at least 27 ECPs in that service area to pass. Refer to the “2015 Letter to Issuers in the Federally-facilitated Marketplaces” available on the CCIO website under Regulations and Guidance for additional guidance. Note: For 2015, any issuer write-in ECPs will be included in the denominator for the total number of available ECPs for the General ECP Standard (this does not apply to the Alternate ECP Standard).	Enter the threshold percentage:
20			30%

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.

The screenshot shows the 'ECP Input' tab in Microsoft Excel. The spreadsheet contains a table with the following data:

HIOS Issuer ID	Provider Name	Provider Type	ECP Category	Street Address	Street Address 2
55555	Fake Provider-001	NA	Hospital	123 Main Street	
55555	Fake Provider-001	NA	Other ECP	124 Main Street	
55555	Fake Provider-005	NA	FQHC	125 Main Street	
55555	Fake Provider-152	NA	Other ECP	126 Main Street	
55555	Fake Provider-037	NA	FQHC	127 Main Street	
55555	Fake Provider-150	NA	Other ECP	128 Main Street	
55555	Fake Provider-100	NA	FQHC	129 Main Street	
55555	Fake Provider-141	NA	FQHC	130 Main Street	
55555	Fake Provider-109	NA	Other ECP	131 Main Street	
55555	Fake Provider-110	NA	Hospital	132 Main Street	
55555	Fake Provider-124	NA	Hospital	133 Main Street	
55555	Fake Provider-145	NA	Hospital	134 Main Street	
55555	Fake Provider-002	NA	Hospital	135 Main Street	
55555	Fake Provider-003	NA	Indian Provider	136 Main Street	
55555	Fake Provider-004	NA	Hospital	137 Main Street	
55555	Fake Provider-006	NA	FQHC	138 Main Street	
55555	Fake Provider-007	NA	FQHC	139 Main Street	
55555	Fake Provider-008	NA	FQHC	140 Main Street	
55555	Fake Provider-009	NA	Hospital	141 Main Street	

19. Scroll right using the tool bar slider to see column M.

The screenshot shows the Microsoft Excel interface with the following data table visible:

	ECP Category	Street Address	Street Address 2	City	State	Zip	On ECP List?	Network IDs	Similar ECP Record Group #	Are the Records Identical?
4	Hospital	123 Main Street		City 1	ZZ	74030	Yes	ZZN001, ZZN002	1	No
5	Other ECP	124 Main Street		City 2	ZZ	74030	Yes	ZZN001, ZZN002	1	No
6	FQHC	125 Main Street		City 3	ZZ	74637	Yes	ZZN001, ZZN002	2	No
7	Other ECP	126 Main Street		City 4	ZZ	74637	Yes	ZZN004	2	No
8	FQHC	127 Main Street		City 5	ZZ	73112	Yes	ZZN003	3	No
9	Other ECP	128 Main Street		City 6	ZZ	73140	Yes	ZZN004	3	No
10	FQHC	129 Main Street		City 7	ZZ	73127	Yes	ZZN001, ZZN002, ZZN003	4	No
11	FQHC	130 Main Street		City 8	ZZ	73127	Yes	ZZN001, ZZN002, ZZN003	4	No
12	Other ECP	131 Main Street		City 9	ZZ	74864	Yes	ZZN001, ZZN002	5	No
13	Hospital	132 Main Street		City 10	ZZ	74864	Yes	ZZN001, ZZN002, ZZN003	5	No
14	Hospital	133 Main Street		City 11	ZZ	73096	Yes	ZZN001, ZZN002	6	No
15	Hospital	134 Main Street		City 12	ZZ	73096	Yes	ZZN001, ZZN002	6	No
16	Hospital	135 Main Street		City 13	ZZ	73533	Yes	ZZN001, ZZN002	N/A	No
17	Indian Provider	136 Main Street		City 14	ZZ	74883	Yes	ZZN001, ZZN002	N/A	No
18	Hospital	137 Main Street		City 15	ZZ	73651	Yes	ZZN001, ZZN002	N/A	No
19	FQHC	138 Main Street		City 16	ZZ	74637	Yes	ZZN001, ZZN002	N/A	No
20	FQHC	139 Main Street		City 17	ZZ	74637	Yes	ZZN001, ZZN002	N/A	No
21	FQHC	140 Main Street		City 18	ZZ	73737	No	ZZN001, ZZN002	N/A	No
22	Hospital	141 Main Street		City 19	ZZ	73737	Yes	ZZN001, ZZN002	N/A	No
23	FQHC	142 Main Street		City 20	ZZ	73456	No	ZZN001, ZZN002	N/A	No
24	FQHC	143 Main Street		City 21	ZZ	74538	Yes	ZZN001, ZZN002	N/A	No
25	FQHC	144 Main Street		City 22	ZZ	73038	Yes	ZZN001, ZZN002	N/A	No
26	FQHC	145 Main Street		City 23	ZZ	73738	No	ZZN001, ZZN002	N/A	No
27	Hospital	146 Main Street		City 24	ZZ	74447	No	ZZN001, ZZN002	N/A	No
28	Hospital	147 Main Street		City 25	ZZ	73018	Yes	ZZN001	N/A	No

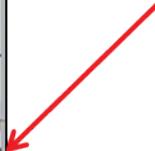
a. Read and follow the instructions in row 2.

The screenshot shows an Excel spreadsheet with a table of provider records. The table has columns for Provider Name, Provider Type, ECP Category, Street Address, Street Address, City, State, Zip, On ECP List?, and Network ID. The records are numbered 4 through 33. A red box highlights the instruction text in row 2, which reads: "Please review the ECP records that were identified as potentially being identical. Each group of ECPs that was identified as potentially being identical will have the same 'Similar ECP Record Group #' in Column L. These records were identified as being potentially identical by comparing their Issuer ID, Street Address, City and State. These records may have different Provider Names or Street Address 2s. The user must make a determination of whether they consider the records duplicates. If you determine that the records are duplicates, select Yes from the dropdown menu in Column M. If you determine that the records are not identical, please select No from the dropdown menu in Column M. If 2 or more records are identified as being identical, one instance of the record will remain and the duplicate(s) will be deleted. If two records appear identical but have different Provider Type(s), ECP Category(s) and/or Network ID(s) that is ZZay. Indicate that the records appear identical and the macro will automatically combine the differences into 1 record. For instance if two records appear identical except one record has an ECP Category of FQHC and the other record has an ECP Category of Hospital, indicate that they appear identical and the macro will combine those 2 records into 1 record with the ECP Category(s) of FQHC and Hospital. Note: Please indicate whether the records are identical for every record that has been highlighted blue or orange and has a number in the 'Similar ECP Record Group #' column. The macro will not run until an indication has been made for every highlighted record."

	Provider Name	Provider Type	ECP Category	Street Address	Street Address	City	State	Zip	On ECP List?	Net
4	Fake Provider-001	NA	Hospital	123 Main Street		City 1	22	74030	Yes	22N001, 22
5	Fake Provider-001	NA	Other ECP	124 Main Street		City 2	22	74030	Yes	22N001, 22
6	Fake Provider-005	NA	FQHC	125 Main Street		City 3	22	74637	Yes	22N001, 22
7	Fake Provider-152	NA	Other ECP	126 Main Street		City 4	22	74637	Yes	22N004
8	Fake Provider-037	NA	FQHC	127 Main Street		City 5	22	73112	Yes	22N003
9	Fake Provider-150	NA	Other ECP	128 Main Street		City 6	22	73140	Yes	22N004
10	Fake Provider-100	NA	FQHC	129 Main Street		City 7	22	73127	Yes	22N001, 22
11	Fake Provider-141	NA	FQHC	130 Main Street		City 8	22	73127	Yes	22N001, 22
12	Fake Provider-109	NA	Other ECP	131 Main Street		City 9	22	74864	Yes	22N001, 22
13	Fake Provider-110	NA	Hospital	132 Main Street		City 10	22	74864	Yes	22N001, 22
14	Fake Provider-124	NA	Hospital	133 Main Street		City 11	22	73096	Yes	22N001, 22
15	Fake Provider-145	NA	Hospital	134 Main Street		City 12	22	73096	Yes	22N001, 22
16	Fake Provider-002	NA	Hospital	135 Main Street		City 13	22	73533	Yes	22N001, 22
17	Fake Provider-003	NA	Indian Provider	136 Main Street		City 14	22	74883	Yes	22N001, 22
18	Fake Provider-004	NA	Hospital	137 Main Street		City 15	22	73651	Yes	22N001, 22
19	Fake Provider-006	NA	FQHC	138 Main Street		City 16	22	74637	Yes	22N001, 22
20	Fake Provider-007	NA	FQHC	139 Main Street		City 17	22	74637	Yes	22N001, 22
21	Fake Provider-008	NA	FQHC	140 Main Street		City 18	22	73737	No	22N001, 22
22	Fake Provider-009	NA	Hospital	141 Main Street		City 19	22	73737	Yes	22N001, 22
23	Fake Provider-010	NA	FQHC	142 Main Street		City 20	22	73456	No	22N001, 22
24	Fake Provider-011	NA	FQHC	143 Main Street		City 21	22	74538	Yes	22N001, 22
25	Fake Provider-012	NA	FQHC	144 Main Street		City 22	22	73038	Yes	22N001, 22
26	Fake Provider-013	NA	FQHC	145 Main Street		City 23	22	73738	No	22N001, 22
27	Fake Provider-014	NA	Hospital	146 Main Street		City 24	22	74447	No	22N001, 22
28	Fake Provider-015	NA	Hospital	147 Main Street		City 25	22	73018	Yes	22N001
29	Fake Provider-016	NA	FQHC	148 Main Street		City 26	22	74331	No	22N001, 22
30	Fake Provider-017	NA	Hospital	149 Main Street		City 27	22	73644	No	22N001, 22
31	Fake Provider-018	NA	Hospital	150 Main Street		City 28	22	73071	No	22N001, 22
32	Fake Provider-019	NA	Hospital	151 Main Street		City 29	22	73550	Yes	22N001
33	Fake Provider-020	NA	Hospital	1003 US HIGHWAY 64 NORTH		City 30	22	73824	Yes	22N001

b. Determine if the highlighted items are duplicates and, using the drop down, answer “Yes” or “No” for each.

L	M
After you have indicated in Column M whether every highlighted record is identical, please press the button to the left.	
Similar ECP Record Group #	Are the Records Identical?
1	No
2	No
2	No
3	No
3	No
4	No



22. Click “Run ECP Tool” at the top of column K once all highlighted cells have been populated with “Yes” or “No.”

J	K	M
ng termine stance of y combine records ro will not	Finish ECP Evaluation	After wh ide
2		
3	On ECP List?	Network IDs
4	Yes	OKN001 OKN002

23. The *ECP Output* tab will open automatically.

General ECP Standard Results				General ECP Standard Percentage	ECPs that overlap with service area compared to total # of available ECPs (includes write-ins)	plan's networked ECPs that are write-ins	# of Claimed ECPs in Plan's Network that Overlap with Plan's Service Area							# of Available* ECPs in Plan's Service Area (*Reflects only those on the HHS non-exhaustive ECP list)							
HIOS Plan ID (Standard Component)	HIOS Issu IC	Network ID	Service Area ID	At least 30%* of Available ECPs? (rounded, include)			Total # of Uniq ECP	Total # of Write-ECP	FQHC	Ryan Whi	Indian Provi	Family Plann	Hospit	Other EC	Total # of Uniq ECP	FQHC	Ryan Whi	Indian Provi	Family Plann	Hospit	Other EC
3	55555Z20290001	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
4	55555Z20290002	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
5	55555Z20290003	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
6	55555Z20290004	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
7	55555Z20290005	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
8	55555Z20290006	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
9	55555Z20290010	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
10	55555Z20300001	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
11	55555Z20300002	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
12	55555Z20300003	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
13	55555Z20300004	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
14	55555Z20300005	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
15	55555Z20300006	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
16	55555Z20300016	55555	Z2N001	Z2S001	Met	42%	147	44	59	0	2	5	80	2	308	62	5	59	102	82	3
17	55555Z20320001	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
18	55555Z20320002	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
19	55555Z20320003	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
20	55555Z20320004	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
21	55555Z20320005	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
22	55555Z20320006	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
23	55555Z20330001	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
24	55555Z20330002	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
25	55555Z20330003	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
26	55555Z20330004	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
27	55555Z20330005	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
28	55555Z20330006	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
29	55555Z20330008	55555	Z2N002	Z2S002	Met	33%	107	31	45	0	1	5	55	2	292	62	5	59	95	73	3
30	55555Z20350001	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
31	55555Z20350002	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
32	55555Z20350003	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
33	55555Z20350004	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
34	55555Z20350005	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
35	55555Z20350006	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
36	55555Z20360001	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
37	55555Z20360002	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
38	55555Z20360003	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
39	55555Z20360004	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
40	55555Z20360005	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
41	55555Z20360006	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3
42	55555Z20360007	55555	Z2N003	Z2S003	Not Met	14%	22	3	14	0	0	1	8	0	208	46	5	40	64	54	3

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.

Provider Type*		ECP Category*
Required: Select all the Provider Types that apply, else select NA		Required: Select all the ECP Categories that apply, else select NA
NA		FQHC
NA		Hospital
NA		Ryan White HIV Provider
NA		Indian Provider

General ECP standard issuers must select N/A for Provider Type and use the ECP Category to identify ECPs.

OR

Provider Type*		ECP Category*
Required: Select all the Provider Types that apply, else select NA		Required: Select all the ECP Categories that apply, else select NA
Primary Care		NA
Specialty Care		NA
Pharmacy		NA
Specialty Care		NA

Alternate ECP standard issuers must select N/A for ECP Category and use the Provider Type to identify ECPs.

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

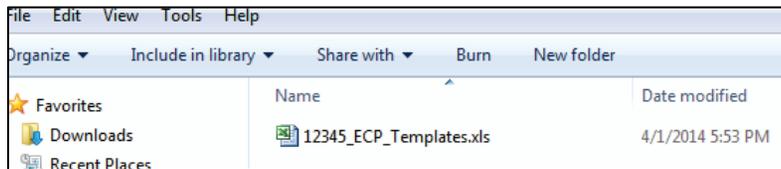
Note: If an error occurs while running the ECP data, an error tab will be displayed showing what and where the issue has occurred.

ECP TOOL: ANALYSIS

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.

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.

- 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.

The screenshot displays the Master Review Tool interface, which includes a ribbon menu (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Proposal Tools) and a main data grid. The grid is titled "Essential Community Providers (ECP) Review Process Steps" and contains columns for various ECP standards and their compliance status. A red circle highlights the "Output" tab in the bottom navigation bar.

On the right side of the interface, there is a "Validation Results" summary table:

Validation Results	
HIOS Issuer ID:	12345 1234
Plan ID:	12345Z0010001-01 12345Z0010002-01
Network ID:	ZZN001 ZZN001
Service area ID:	ZZS001 ZZS001

Below the validation results, there is a "SELECT REVIEW RESULT:" section with a table:

Option	Source	Met	Met
ate are dummy values, response Reviewer provided a justification (n) for ECP exclusion.	ECP Template and supporting document	Met	Met
addresses all nts, mark as "Not Met," CP review.	ECP Template and supporting document	Met	Met
and the justification all supplemental Not Met," add supporting document	ECP Template and supporting document	Met	Met
and no justification is dd comments, finalize review.	ECP Template and supporting document	Met	Met
but not all networks, response Reviewer	ECP Template and supporting document	Met	Met

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.

Users may select if the overall standard is “Met” or “Not Met” at the top of the worksheet, which will auto-populate the summary review. This is the only information auto-populated to the review summary from this tab.

Review	Review step	Review description and procedure	Step description	Source	Validation Results
					Met
13	1	b	If all entries in the ECP Template are dummy values, use the ECP Supplemental Response Reviewer Guide to verify the issuer has provided a justification (Supplemental Response Form) for ECP exclusion.	ECP Template and supporting document	Met
14			If the justification satisfactorily addresses all supplemental response elements, mark as "Not Met," add comments, and end the ECP review.		Met
15	1	c	If all entries are dummy values and the justification does not satisfactorily address all supplemental response elements, mark as "Not Met," add comments, finalize the section, and end the ECP review.	ECP Template and supporting document	Met
			If all entries are dummy values and no justification is	ECP Template and	Met

Each standard provides space for user determined evaluation of whether the standards are “Met” or “Not Met.” Additional information on standards review may be included in the space adjacent to the standard review steps.

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.

Section/Standard	Function of Review	K	L	M
Accreditation	Ensure the issuer is accredited by NCQA or URAC, or is assumed to be working towards accreditation.	Not Met	Not Met	Not Met
Program Attestation	Confirm submission of program attestations.	Not Met	Not Met	Not Met
SHOP Participation	Confirm issuer compliance with SHOP Participation Provision; if noncompliant, confirm satisfactory justification has been provided.	Not Met	Not Met	Not Met
ECP	Ensure issuers have ECPs, where available, that meet the policy standards.	Not Met	Not Met	Not Met
Category Class Drug Count	Ensure compliance with EHBs and check for discrimination by counting drugs in each USP category and class.	Met	Met	Met
Non-Discrimination Formulary Outlier	Identifies plans with an unusually large number of drugs that require step therapy or prior authorization in one of five	Not Met	Not Met	Met

7. **Save** the Master Review Tool after you have completed the ECP review.

APPENDIX: ACRONYMS AND TERMS

Acronym	Definition
AAAHC	Accreditation Association for Ambulatory Health Care
AV	actuarial value
AVC	actuarial value calculator
APTC	advance premium tax credits
ACA	Affordable Care Act
API	application programming interface
BCBS	Blue Cross Blue Shield
BPCK	branded pack
CCIO	Center for Consumer Information and Insurance Oversight
CMS	Centers for Medicare & Medicaid Services
COA	certificate of authority
CALT	Collaborative Application Lifecycle Tool
CAHPS	Consumer Assessment of Healthcare Providers and Systems
CSR	cost-sharing reduction
DOB	date of birth
DIT	data integrity tool
DMARDs	disease-modifying antirheumatic drugs
DOI	Department of Insurance

Acronym	Definition
DPP	diabetes prevention program
DSH	disproportionate share hospital
EIDM	electronic imaging and document management
EIN	employer identification number
ECP	essential community provider
EHB	essential health benefit
EPO	exclusive provider organization
FEIN	Federal employer identification number
FPL	Federal poverty level
FQHC	Federally qualified health center
FFM	Federally-facilitated Marketplace
GSA	General Services Administration
GPCK	generic pack
HHS	U.S. Department of Health and Human Services
HIOS	Health Insurance Oversight System
HIPAA	Health Insurance Portability and Accountability Act
HMO	health maintenance organization
HPSA	health professional shortage area
HRA	health reimbursement arrangement

Acronym	Definition
HSA	health savings account
ISS	interactive survey system
MCO	managed care organization
MOOP	maximum out-of-pocket
M	multiplier
NAIC	National Association of Insurance Commissioners
NCQA	National Committee for Quality Assurance
NPI	national provider identifier
OIG	Office of the Inspector General
OOPM	out-of-pocket maximum
POS	point of service
PPO	preferred provider organization
PA	prior authorization
QHP	qualified health plan
RXCUI	RxNorm Concept Unique Identifier
SBC	summary of benefits and coverage
SBD	semantic branded drug
SCD	semantic clinical drug
SHOP	Small Business Health Options Program

Acronym	Definition
SEP	special enrollment period
SBM	State-based Marketplace
SPM	State Partnership Marketplace
SSN	Social Security number
SGLT2	sodium glucose co-transporter 2 inhibitors
ST	step therapy
TIN	taxpayer identification number
TNF	tumor necrosis factors
TTY	term types
UMLS	Unified Medical Language System
UCAA	Uniform Certificate of Authority Application
USP	United States Pharmacopeia
.xlms	Excel macro-enabled workbook