



Health Care Reform in Indian Country

Self-Governance Communication & Education

Self-Governance Tribes Striving Towards Excellence in Health Care

Steps to Update (or Add) Entry on the HHS Essential Community Provider List¹

May 26, 2024

This Tribal Self-Governance Advisory Committee (TSGAC) brief provides guidance to Indian health care providers (IHCPs) on the steps they need to take to update information or obtain placement on the list of essential community providers (ECPs) maintained by the federal Department of Health and Human Services (HHS ECP List) for 2026. The window to introduce an entry on the HHS ECP List for the 2025 plan year (PY 2025) is closed. IHCPs (and other ECPs) currently appearing on the HHS ECP List can update their entries by submitting an online petition at any time. IHCPs seeking to obtain placement on the HHS ECP List for PY 2026 must submit a petition by mid-August 2024 (exact date TBD). The federal Centers for Medicare and Medicaid Services (CMS) will review petitions submitted by IHCPs after this date for inclusion on the HHS ECP List for PY 2027.

To confirm that HHS has a record of an IHCP facility updating or adding an entry on the HHS ECP List, see the rolling draft list at <https://data.healthcare.gov/rolling-draft-list>.² A final HHS ECP List for PY 2025 is available at

https://www.qhpcertification.cms.gov/s/PY2025ECPFinalList20240416_PublicList.xlsx?v=1.

IHCPs that do not appear on the HHS ECP List for PY 2025 also can approach a qualified health plan (QHP) issuer directly and request to contract with the issuer and appear as a contracting ECP. **CMS allows issuers to identify ECPs that do not appear on the HHS ECP List for PY 2025 through a “write-in” process, provided that issuers arrange for these providers to submit an ECP petition to HHS by no later than the deadline for issuer submission of changes to their QHP application.**

IHCPs and other providers that seek to obtain placement on the HHS ECP List for PY 2026, or to update information in a current entry, must submit a petition, following the steps outlined in the table below.³ To complete the petition, IHCPs will need to provide their national provider identifier (NPI), information about the services they provide, and two points of contact (e-mail and telephone phone) for the facility, among other information. Completing the petition, including gathering information and reviewing instructions, might take about 15-30 minutes and must occur in one sitting.

¹ This brief is for informational purposes only and is not intended as legal advice. For questions on this brief, please contact Doneg McDonough, TSGAC Technical Advisor, at DonegMcD@Outlook.com.

² Additional information on ECPs is available at <https://www.qhpcertification.cms.gov/s/Essential%20Community%20Providers>.

³ For additional background information on the HHS ECP List, see <https://www.tribalselfgov.org/webinars/september-6-2019-tsgac-aca-webinar-the-hhs-ecp-list-securing-placement-on/>.

*It is recommended that IHCPs update their entry on the HHS ECP List throughout the year as changes arise. **CMS will close the submission window for new entries to the HHS ECP List for PY 2026 in mid-August.***

Steps for Submitting the Essential Community Provider Petition for PY 2026

1.	Access the electronic petition at https://data.healthcare.gov/ccio/ecp_petition .
2.	First, complete the questions on the “Check to see if you are on the list” page to determine if your facility currently appears on the HHS ECP List, then click the “Locate your facility” button.
3.	If your facility does not currently appear on the HHS ECP List, click the “Add new” button that now appears at the bottom of the page.
4.	Begin completing the petition, filling in all required data fields and scrolling over the “i” buttons for additional instructions (when available).
5.	Complete the “Petition Form,” “Provider Site Information,” “Eligibility,” “Services Offered,” “Organization Information,” and “Point of Contact” sections.
6.	After completing the petition, click the window within the “I’m not a robot” box to verify that you are not an automated computer program, then click the “Preview your petition before submitting” button.
7.	Fix validation errors (if any) found in the petition (indicated in red), then click the “Preview your petition before submitting” button again.
8.	Submit your finalized petition by clicking the “Submit petition” button.

Contact for assistance with submitting petition: essentialcommunityproviders@cms.hhs.gov.

ECP provider petition instructions: The instructions are embedded in the ECP Petition Web site (by clicking on Information icons).