Steps to Update (or Add) Entry on the HHS Essential Community Provider List[1]

December 6, 2019

This brief provides guidance to Indian health care providers (IHCPs) on the steps needed 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 2021 and 2022. The window to introduce an entry on the HHS ECP List for the 2021 plan year (PY 2021) is closed. IHCPs (and other ECPs) currently appearing on the HHS ECP List for PY 2021 can update their entries by submitting an online petition at any time. IHCPs seeking to obtain placement on the HHS ECP List for PY 2022 can submit a petition at any time but must submit a petition by August 19, 2020. The federal Centers for Medicare and Medicaid Services (CMS) will review petitions submitted by IHCPs after August 19, 2020, for inclusion on the HHS ECP List for PY 2023.

[**Please note the TSGAC also sponsored a Webinar which explains the step by step process. Please click here to view: September 6, 2019 – TSGAC/ACA Webinar: "The HHS ECP List: Securing placement on….." – Tribal Self-Governance**]

To confirm that HHS has a record of an IHCP facility updating or adding an entry on the HHS ECP List for PY 2021, see the draft list at https://data.healthcare.gov/view/ecf3-gujb.[2] A final HHS ECP List for PY 2020 is available at https://www.qhpcertification.cms.gov/s/PY2020_FINAL_ECP_LIST_PUBLIC_04.26.19.xlsx?v=1.

IHCPs that do not appear on the HHS ECP List for PY 2020 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 2020 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 2022, or to update information in a current entry, must submit a petition, following the steps outlined in the table below.[3] *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 2022 on August 19, 2020.*

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[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 the ECPs and network adequacy is available at https://www.qhpcertification.cms.gov/s/ECP%20and%20Network%20Adequacy.

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

Steps for Submitting the Essential Community Provider Petition for PY 2022

1.	Access the electronic petition at https://data.healthcare.gov/cciio/ecp_petition.
2.	Begin answering the questions, filling in all required data fields and scrolling over the "i" buttons for additional instructions (when available).
3.	Answer questions about you (the submitter) in the "About You" section.
4.	Indicate under "Requested Action" whether your facility wishes to obtain placement on, change its data on, or remove itself from the HHS ECP List in the "Requested Action" section.
5.	Find your facility (if your facility currently appears on the HHS ECP List) by clicking on the "Check to see if you are on the list" button in the "Requested Action" section (a searchable database will open) and note your row number (you will need this later to complete the petition / question 7).
6.	Complete the "Provider Site Information," "Organization Information," "Point of Contact" and "Provider Website URL Information" sections.
7.	After completing the petition, click the "Preview your Petition before Submitting" button.
8.	Fix validation errors (if any) found in the petition (indicated in red).
9.	Submit your finalized petition.

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).