



Medicare Shared Savings Program **ACO SIGNING EVENT**

Instructions

November 2024
Version 8

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MEDICARE
SHARED SAVINGS
PROGRAM

Revision History

Title of Section & Revisions/Changes Description	Link to Affected Area
Addition of PC Flex related information throughout the document.	

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1 Introduction to the ACO Signing Event

Prior to the start of a new performance year and at the end of each performance year (as applicable), the Medicare Shared Savings Program (Shared Savings Program), and the ACO Primary Care Flex Model (ACO PC Flex Model), if applicable, requires all Accountable Care Organizations (ACOs) to review, certify, and electronically sign documents related to their participation in the Shared Savings Program. ACOs approved for a *Skilled Nursing Facility (SNF) 3-Day Rule Waiver* and/or Beneficiary Incentive Program (BIP) will need to sign additional documentation. For the purposes of these instructions, this process is referred to as the ACO Signing Event.

During the ACO Signing Event, ACOs review and confirm their organization’s information (e.g., ACO legal entity name, ACO taxpayer identification number (TIN), ACO business address), and contact information. ACOs must also review, certify, and electronically sign required documents. Refer to [Appendix A](#) for additional information on document applicability based on ACO cohort.

The Centers for Medicare & Medicaid Services (CMS) countersign certain required documents, described later in these instructions to accept an ACO’s required yearly submissions for participation in the Shared Savings Program, as applicable. CMS will notify ACOs via email and the [ACO Management System \(ACO-MS\)](#) when the ACO Signing Event signature period begins and ends.

			
<p>Review Agreement Information</p> <ul style="list-style-type: none"> Review ACO agreement details and make sure your ACO information is correct 	<p>Review Contact Information</p> <ul style="list-style-type: none"> Review your contacts and make sure you have individuals designated as: <ul style="list-style-type: none"> ACO Executive Authorized to Sign (primary and secondary) DUA Requestor PC Flex Authorized Official, as applicable PC Flex Designated Official, as applicable PC Flex Authorized to Sign, as applicable PC Flex Financial Contact, as applicable PC Flex Application Contact, as applicable 	<p>Review & Sign Documents</p> <ul style="list-style-type: none"> ACO Participant List ACO Provider/Supplier List Shared Savings Program Participation Agreement and amendments, as applicable ACO PC Flex Model Participation Agreement, as applicable ACO CEHRT Certification DUA and DUA Amendment(s), as applicable PC Flex DUA and DUA Amendment(s), as applicable ACO Compliance and Data Certification Assurance of Compliance Other documents and certifications, as applicable 	<p>CMS Countersigns</p> <ul style="list-style-type: none"> CMS countersigns and notifies ACOs that the ACO Signing Event is complete.

1.1 THE ACO SIGNING EVENT IN ACO-MS

All ACO Signing Event activities are completed electronically in ACO-MS. ACO-MS is an integrated, web-based platform that allows ACOs to manage their participation in the Shared Savings Program and the ACO PC Flex Model, as applicable. CMS will not accept or process any required ACO Signing Event documentation outside of ACO-MS. Only the following contact types can perform the ACO Signing Event activities for your ACO: ACO Executive, Authorized to Sign (primary and secondary), and Data Use Agreement (DUA) Requestor. Additionally, for the ACOs approved to participate in the ACO PC Flex Model the following contact types can perform ACO PC Flex Model Signing Event Activities for your ACO: PC Flex Authorized Official, PC Flex Designated Official, PC Flex Authorized to Sign, PC Flex Financial Contact, and PC Flex Application Contact. Refer to [Appendix A](#) for additional information on which contact type is responsible for certifying each applicable document.

IMPORTANT

Prior to the ACO Signing Event, confirm that all required contacts can access [ACO-MS](#) and view information about the ACO. If you need to access information for multiple ACOs, you will need to be added as a contact for each of those ACOs. If you have questions about ACO-MS or require technical assistance, click the [ACO-MS](#) Helpdesk icon (located within the ACO-MS banner).

1.2 ACO COHORTS

The ACO Signing Event requirements vary by the ACO cohort. ACOs sign certain documents based on their current and recently approved status within the Shared Savings Program. The ACOs approved to participate in the ACO PC Flex Model include all cohorts except for those ACOs designated as currently participating.

- **Currently Participating ACO:** An ACO that is currently participating in the Shared Savings Program and will start a new performance year on January 1st. If applicable, this ACO may also be approved for a SNF 3-Day Rule Waiver and/or BIP.
 - This cohort includes ACOs that have elected to maintain their participation in the same level of the BASIC track's glide path that they entered for the prior performance year.
- **Initial Applicant:** An ACO that is approved to participate in the Shared Savings Program that is not considered to have previously participated in the Shared Savings Program.
- **Re-entering Applicant:** An ACO that either previously participated in the Shared Savings Program and is approved to participate in the Shared Savings Program after a break in participation or an ACO that CMS determines to be re-entering because greater than 50 percent of their ACO participants have prior participation in

the same Shared Savings Program ACO in any of the five most recent past performance years.

- **Renewal Applicant:** An ACO currently participating in the Shared Savings Program that is in the final performance year of its most recent ACO Participation Agreement and is approved to renew its participation for a new agreement period starting on January 1st of the upcoming calendar year without a break in participation.
- **Early Renewal Applicant:** An ACO currently participating in the Shared Savings Program that elects to voluntarily terminate its ACO Participation Agreement with an effective date of termination of December 31st of the current performance year and is approved for a new agreement period starting on January 1st of the upcoming calendar year without a break in participation.

2 Requirements for the ACO Signing Event

2.1 REVIEW AND CONFIRM AGREEMENT INFORMATION

During the ACO Signing Event, an ACO must review and confirm that its ACO information is accurate (e.g., legal entity name, TIN, address, etc.). An ACO can review this information at any time in ACO-MS on the My ACOs tab under the Agreement Details subtab. ACO users with administrative privileges (ACO Executive, Application Contacts (primary and secondary), Authorized to Sign Contacts (primary and secondary), and the CMS Liaison) can make edits or submit a change request to update inaccurate agreement information (Figure 1).



Figure 1. ACO users with administrative privileges in ACO-MS

ACOs approved to participate in the ACO PC Flex Model, can assign users to the following roles: PC Flex Application Contact, PC Flex Financial Contact and PC Flex Authorized to Sign Contact. The ACO will need to assign/invite a user to the role of PC Flex Authorized Official (should be the same user who will sign the Participation Agreement). The ACO will also need to assign/invite a user to become a PC Flex Designated Official, who will be responsible for entering and ensuring the accuracy of banking information for Prospective Primary Care Provider (PPCP) Payments. For More information on these roles and processes, specific to the ACO PC Flex Model, please reference the Authorized Official and Designated Official Tip Sheet in the Helpful Links of [the ACO PC Flex Application Portal](#).

For information on how to update organizational information (e.g., a change request to update the ACO legal entity name, or a change request to update the ACO TIN), refer to the [Submitting Change Requests in ACO-MS](#) tip sheet, which is located in the Program Resources section of the Knowledge Library in [ACO-MS](#).

2.2 REVIEW AND CONFIRM CONTACT INFORMATION

As part of the ACO Signing Event, ACOs should review all ACO personnel contact information in ACO-MS to make sure an individual is assigned to each required contact type, contact information for all individuals is up to date, and all contacts have active ACO-MS credentials and can log into the system. ACO users should review the Activation widget on their Dashboard in ACO-MS to check if they have any pending ACO-MS contact invitations. All activated contact roles will be display in the Contacts subtab.

For information on how to manage contacts, refer to the [Overview of ACO-MS User Access and ACO Contacts](#) tip sheet, available in the Knowledge Library tab in ACO-MS. The following contact types must complete the ACO Signing Event and are responsible for certifying and electronically signing official documents related to an ACO's participation in the Shared Savings Program:

1. ACO Executive
2. Authorized to Sign (primary)
3. Authorized to Sign (secondary)
4. DUA Requestor
5. PC Flex Authorized to Sign

These contacts have the authority to sign certain documents on behalf of the ACO during the ACO Signing Event. Refer to the *Overview of ACO-MS User Access and ACO Contacts* tip sheet for a detailed description of all ACO contacts and a list of required contacts. Refer to [Appendix A](#) for a list of documents each contact type is responsible for signing.

2.3 REVIEW AND CERTIFY DOCUMENTS

This section lists and describes all the ACO Signing Event documents that ACOs are required to review, certify, and electronically sign. Some of the documents are only applicable to certain ACOs. For example, only ACOs approved for a SNF 3-Day Rule Waiver need to review and sign documents related to their ACO's SNF 3-Day Rule Waiver. Refer to [Appendix A](#) for a list of required documents by ACO cohort and additional details about the order for signing documents.

2.3.1 DATA USE AGREEMENT

Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs

The Privacy Act of 1974 requires CMS to account for all disclosures of personally identifiable information. CMS uses a DUA to account for all such disclosures under the Shared Savings Program. ACOs must execute a DUA before CMS can release or otherwise grant access to data files containing protected health information and personally identifiable information. A DUA between the ACO and CMS is valid for one year from the date it is signed and expires at the beginning of the next performance year. The DUA Requestor is the ACO contact responsible for signing the DUA.

2.3.2 DATA USE AGREEMENT AMENDMENT

Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs

ACOs must sign the DUA Amendment, which permits ACOs to retain data files after their participation in the Shared Savings Program is terminated. CMS will provide instructions to terminating ACOs regarding data destruction and retention. The DUA Requestor is the ACO contact responsible for certifying the DUA Amendment.

2.3.3 MEDICARE SHARED SAVINGS PROGRAM ACO COMPLIANCE AND DATA CERTIFICATION

Renewal, Early Renewal Applicants, and Currently Participating ACOs

At the end of each performance year, an individual with the legal authority to bind the ACO must certify the following to the best of their knowledge, information, and belief:

- The ACO, its ACO participants, its ACO providers/suppliers, and other individuals or entities performing functions or services related to ACO activities are in compliance with program requirements.
- The accuracy, completeness, and truthfulness of all data and information generated or submitted by the ACO, ACO participants, ACO providers/suppliers, or other individuals or entities performing functions or services related to ACO activities, including any quality data, or other information, or data relied upon by CMS in determining the ACO's eligibility for and the amount of a shared savings payment or the amount of shared losses owed to CMS.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

2.3.4 ASSURANCE OF COMPLIANCE

Initial, Re-entering, Renewal, and Early Renewal Applicants

ACOs must complete this certification to provide assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts, or other Federal financial assistance from the U.S. Department of Health and Human Services.

- The ACO, its ACO participants, its ACO providers/suppliers, and other individuals or entities performing functions or services are required to assure compliance in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 1557 of the Affordable Care Act.

The PC Flex Authorized to Sign (if applicable), ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

2.3.5 MEDICARE SHARED SAVINGS PROGRAM ACO PARTICIPANT LIST CERTIFICATION

Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs

All ACOs must certify the list of ACO participants that will be participating in the ACO during the upcoming performance year. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification. To export the ACO Participant List, complete the following steps:

1. Select the Reporting tab on the left side menu.
2. Select your ACO from the drop-down menu in the top left corner.
3. Select the appropriate program year in the drop-down menu in the top right of the page.
4. Select the report titled *Participants List*.

IMPORTANT

No additions can be made to the ACO Participant List for the upcoming performance year, during the ACO Signing Event (refer to section 3.3 of the [ACO Participant List and Participant Agreement Guidance](#) for further details). Any additions to the list that have been approved by CMS for an effective date of January 1st for the upcoming performance year, are included on the ACO Participant List that must be certified by the ACO.

2.3.6 MEDICARE SHARED SAVINGS PROGRAM ACO PROVIDER/ SUPPLIER LIST CERTIFICATION

Initial, Re-entering, Renewal, and Early Renewal Applicants, As Well As Currently Participating ACOs

ACOs must review and certify the list of ACO providers/suppliers that will be participating in the ACO during the upcoming performance year. CMS provides ACOs with an initial list of each provider and supplier that has reassigned their right to receive Medicare payment to an ACO participant TIN. This list is based on information in the CMS Medicare enrollment system, the Provider Enrollment, Chain, and Ownership System (PECOS). CMS requires an ACO to ensure all ACO providers/suppliers associated with each participant TIN have agreed to participate in the program and will comply with program requirements and all other applicable laws and regulations. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

To export the ACO Provider/Supplier List, complete the following:

1. Navigate to the Reporting tab on the left side menu.
2. Select your ACO from the drop-down menu in the top left corner.
3. Select the appropriate program year in the drop-down menu in the top right of the page.
4. Select the report titled *Providers and Suppliers List*.

IMPORTANT

It is the responsibility of the ACO to ensure that the Provider/Supplier List is accurate and up to date. ACOs must make changes to the ACO Provider/Supplier List if errors are identified.

For additional details on how to make changes to the ACO Provider/Supplier List, refer to the video “[ACO-MS Training: How to Manage the ACO Provider/Supplier List in ACO-MS.](#)”

Please note that your entries in ACO-MS do not modify PECOS. Modifying ACO providers/suppliers in ACO-MS does not impact beneficiary assignment, Quality Payment Program status, or Medicare fee-for-service (FFS) billing rules. ACOs should work with their providers and suppliers to ensure their PECOS data is complete and accurate. The Shared Savings Program is not responsible for PECOS data. If ACO participants need help updating their PECOS records, they should contact their Medicare Administrative Contractor.

2.3.7 MEDICARE SHARED SAVINGS PROGRAM SKILLED NURSING FACILITY AFFILIATE LIST CERTIFICATION

ACOs Approved for a SNF 3-Day Rule Waiver

ACOs approved for a SNF 3-Day Rule Waiver must certify their list of SNF affiliates for the upcoming performance year. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

IMPORTANT

Please note that no additions can be made to the SNF Affiliate List during the ACO Signing Event. Any additions to the list that have been approved by CMS for an effective date of January 1st for the upcoming performance year are included in the SNF Affiliate List that must be certified by the ACO.

To export the SNF Affiliate List, complete the following:

- Navigate to the Reporting tab on the left side menu.
- Select your ACO from the drop-down menu in the top left corner.
- Select the appropriate program year in the drop-down menu in the top right of the page.
- Select the report titled *SNF Affiliate List*.

2.3.8 MEDICARE SHARED SAVINGS PROGRAM ACO CEHRT CERTIFICATION

Renewal, Early Renewal Applicants and Currently Participating ACOs

- An ACO in Level A-D of the BASIC Track, tracks that do not meet the financial risk standard to be an Advanced Alternative Payment Model (APM), must certify that the percentage of eligible clinicians participating in the ACO that use 2015 Edition Certified Electronic Health Record Technology (CEHRT) to document and communicate clinical care to their patients or other health care providers meets or exceeds 50 percent.
- An ACO in Level E of the BASIC Track or the ENHANCED Track, tracks that meet the financial risk standard to be an Advanced APM, must certify that the percentage of eligible clinicians participating in the ACO that use 2015 Edition CEHRT to document and communicate clinical care to their patients or other health care providers meets or exceeds the threshold established under [42 CFR § 414.1415\(a\)\(1\)\(i\)](#), which, for performance years starting in 2019, is 75 percent.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification. ACO-MS will automatically generate the applicable CEHRT certification document for your ACO to sign.

2.3.9 BENEFICIARY INCENTIVE PROGRAM CERTIFICATION

ACOs Approved to Establish and Operate a BIP

ACOs must review and certify that they meet all requirements and conditions of the Shared Savings Program ([42 CFR part 425](#)) and that they will operate their BIP following all applicable laws, including the provisions of section 1899(m) of the Social Security Act, the BIP requirements ([42 CFR § 425.304\(c\)](#)), and the public reporting requirements ([42 CFR § 425.308\(b\)\(7\)](#)).

2.3.10 MEDICARE SHARED SAVINGS PROGRAM ELECTION TO MAINTAIN CURRENT PARTICIPATION LEVEL OF THE BASIC TRACK FOR PERFORMANCE YEAR 2025 AND FOR THE REMAINDER OF THE AGREEMENT PERIOD

An ACO that began its current agreement period January 1, 2023, and is participating in the BASIC track's glide path that has elected to maintain its participation level in the same level of the BASIC track's glide path it entered for PY 2024 must read and sign the Medicare Shared Savings Program Election To Maintain Current Participation Level of the BASIC Track for PY 2025 and for the remainder of the Agreement Period (herein referred to as "Medicare Shared Savings Program Election to Maintain").

The ACO Executive or Authorized to Sign contact (primary or secondary) is responsible for signing this certification.

2.3.11 MEDICARE SHARED SAVINGS PROGRAM ACO PARTICIPATION AGREEMENT

Initial, Re-entering, Renewal, and Early Renewal Applicants

All ACOs approved to participate in the Shared Savings Program must review and sign either the Medicare Shared Savings Program BASIC Track ACO Participation Agreement or the Medicare Shared Savings Program ENHANCED Track ACO Participation Agreement between the ACO and CMS, as applicable. The ACO must agree to comply with the provisions of section 1899 of the Social Security Act, Title 42 CFR part 425, and all other applicable provisions of law and regulation; certify compliance with program requirements; and certify the accuracy, completeness, and truthfulness of the statements contained in its application and the agreement. The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification.

The Medicare Shared Savings Program ACO Participation Agreement must be signed **after** all other documents are signed.

2.3.12 ACO PC FLEX DATA USE AGREEMENT AMENDMENT

An ACO intending to participate in the ACO PC Flex Model must sign the ACO PC Flex DUA Amendment, which permits ACOs to retain data files after their participation in the

ACO PC Flex Model is terminated. CMS will provide instructions to terminating ACOs regarding data destruction and retention. The DUA Requestor may be the same individual that is the ACO contact responsible for certifying the Shared Savings Program DUA Amendment.

2.3.13 ACO PC FLEX PARTICIPATION AGREEMENT

An ACO intending to participate in the ACO PC Flex Model must review the ACO PC Flex Participation Agreement between the ACO and CMS and sign the recital and signature page for the ACO PC Flex Model Participation Agreement. The ACO must agree to comply with the terms, conditions, and requirements of the ACO PC Flex Model Participation Agreement. The ACO PC Flex Authorized to Sign Contact is responsible for signing this certification.

The ACO PC Flex Participation Agreement must be signed **after** the ACO PC Flex DUA Amendment has been signed.

2.4 ELECTRONICALLY SIGN DOCUMENTS

This section describes the signing requirements for the ACO Signing Event documents. Please note that the documents and order of signing varies based on the ACO cohort (Refer to [Appendix A](#)).

Authorized users can review and sign documents in ACO-MS. To complete the ACO Signing Event requirements in ACO-MS, use the following instructions:

1. Log into ACO-MS and select the ACO Signing Event tab on the left side menu.
2. On the ACO Signing Event page, type your ACO ID in the search bar and select the appropriate program year from the drop-down menu.
3. Wait for the list of required documents to load.
4. When you select “sign,” you apply your electronic signature to the document. If necessary, someone from your ACO with the appropriate permissions can re-sign the document as long as the deadline has not passed.

IMPORTANT

If you cannot sign a specific document, you may not have the appropriate contact type in ACO-MS. Click on your username in the top right corner to view your profile. Your contact type for each ACO with which you are associated will display in the left side panel.

If you have questions about ACO-MS or require technical assistance, click the [ACO-MS](#) Helpdesk icon (located within the ACO-MS banner) or email SharedSavingsProgram@cms.hhs.gov.

2.5 CMS COUNTERSIGNS THE ACO SIGNING EVENT DOCUMENTS

Once the signature period for ACOs to sign all required documents in ACO-MS ends, CMS countersigns certain required documents related to the ACOs' participation in the Shared Savings Program. ACOs receive an email notification once CMS countersigns their documents. This notification is the final step of the ACO Signing Event.

If your ACO's repayment mechanism (e.g., escrow agreement or line of credit, as evidenced by a letter of credit) requires countersignature by CMS, CMS signs the repayment mechanism (outside of ACO-MS) after CMS approves your ACO's repayment mechanism and your ACO has completed the ACO Signing Event process. Please note that failure to maintain your ACO's repayment mechanism may prevent your organization from continuing its participation in the Shared Savings Program.

An ACO intending to participate in the ACO PC Flex Model must submit a repayment mechanism that is separate from, and in addition to, repayment mechanism requirements under the Shared Savings Program regulations. Guidance related to ACO PC Flex Model repayment mechanism requirements is available via [the ACO PC Flex Application Portal](#). Similar to the Shared Savings Program, failure to maintain your ACO's repayment mechanism for the ACO PC Flex Model may prevent your organization from continuing its participation in the ACO PC Flex Model.

Appendix A: ACO Signing Event Requirements by Cohort

CURRENTLY PARTICIPATING ACOS

The table below shows each document for currently participating ACOs and the order for signing documents. Some documents are only relevant to ACOs that are maintaining their BASIC track glide path level and/or are approved for a SNF 3-Day Rule Waiver and/or BIP.

Table 1. Documents and Signing Order for Currently Participating ACOs

REQUIRED DOCUMENT	APPLICABLE ACOs	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
DUA	All Currently Participating ACOs	Next Performance Year	DUA Requestor	Must be signed before the DUA Amendment
DUA Amendment	All Currently Participating ACOs	Next Performance Year	DUA Requestor	Must be signed after the DUA
Medicare Shared Savings Program ACO Compliance and Data Certification	All Currently Participating ACOs	End of each Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Participant List Certification	All Currently Participating ACOs	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Provider/Supplier List Certification	All Currently Participating ACOs	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program SNF Affiliate List Certification	Only applicable to ACOs with an approved or currently active SNF 3-Day Rule Waiver	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO CEHRT Certification	All Currently Participating ACOs	End of each Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
BIP Certification	Only applicable to ACOs approved for a BIP	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	

REQUIRED DOCUMENT	APPLICABLE ACOs	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
Medicare Shared Savings Program Election to Maintain Current Participation Level of the Basic Track for PY 2025 and for the Remainder of the Agreement Period	Only applicable to ACOs that started their current agreement period January 1, 2024, and are in level A of the BASIC track who have elected to maintain their current glide path level for PY 2025	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	Must be signed last for ACOs maintaining their BASIC track glide path level

INITIAL AND RE-ENTERING APPLICANTS

The table below shows each document for initial and re-entering applicants and the order in which documents must be signed. Some documents are only relevant to ACOs that are approved for a SNF 3-Day Rule Waiver and/or BIP.

Table 2. Documents and Signing Order for Initial and Re-entering Applicants

REQUIRED DOCUMENT	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
DUA	Next Performance Year	DUA Requestor	Must be signed before the DUA Amendment
DUA Amendment	Next Performance Year	DUA Requestor	Must be signed after the DUA
Assurance of Compliance	Upcoming Agreement Period	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Participant List Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Provider/Supplier List Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program SNF Affiliate List Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a SNF 3- Day Rule Waiver
BIP Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a BIP
Assurance of Compliance	Upcoming Agreement Period	ACO Executive or Authorized to Sign (primary or secondary)	
Medicare Shared Savings Program ACO Participation Agreement	Once Per Agreement Period	ACO Executive or Authorized to Sign Contact (primary or secondary) and ACO PC Flex Authorized Official	Must be signed last for ACOs that are not participating in ACO PC Flex
ACO PC Flex DUA Amendment	Next Performance Year Only applicable for ACOs participating in ACO PC Flex	DUA Requestor	Must be signed after the DUA

REQUIRED DOCUMENT	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
ACO PC Flex Participation Agreement Recital	Once Per Agreement Period Only applicable for ACOs participating in ACO PC Flex	ACO PC Flex Authorized to Sign Contact	Must be signed last after the Medicare Shared Savings Program ACO Participation Agreement and ACO PC Flex DUA Amendment for ACOs participating in ACO PC Flex

RENEWAL AND EARLY RENEWAL APPLICANTS

The table below shows each document for renewal and early renewal applicants and the order in which documents must be signed. Some documents are only relevant to ACOs that are currently approved for a SNF 3-Day Rule Waiver and/or BIP.

Table 3. Documents and Signing Order for Renewal and Early Renewal Applicants

REQUIRED DOCUMENT	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
DUA	Next Performance Year	DUA Requestor	Must be signed before the DUA Amendment
DUA Amendment	Next Performance Year	DUA Requestor	Must be signed after the DUA
Medicare Shared Savings Program ACO Compliance and Data Certification	End of each Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Assurance of Compliance	Upcoming Agreement Period	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Participant List Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program ACO Provider/Supplier List Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
Medicare Shared Savings Program SNF Affiliate List Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a SNF 3-Day Rule Waiver
Medicare Shared Savings Program ACO CEHRT Certification	End of each Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	
BIP Certification	Next Performance Year	ACO Executive or Authorized to Sign Contact (primary or secondary)	Only applicable to ACOs approved for a BIP
Medicare Shared Savings Program ACO Participation Agreement	Once Per Agreement Period	ACO Executive or Authorized to Sign Contact (primary or secondary)	Must be signed last for ACOs that are not participating in ACO PC Flex
ACO PC Flex DUA Amendment	Next Performance Year Only applicable for ACOs participating in ACO PC Flex	DUA Requestor	Must be signed after the DUA

REQUIRED DOCUMENT	DOCUMENT APPLICABILITY	RESPONSIBLE ACO CONTACT(S)	ORDER OF SIGNING
ACO PC Flex Participation Agreement Recital	Once Per Agreement Period Only applicable for ACOs participating in ACO PC Flex	ACO PC Flex Authorized to Sign Contact	Must be signed last after the Medicare Shared Savings Program ACO Participation Agreement and ACO PC Flex DUA Amendment for ACOs participating in ACO PC Flex