# 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 List[1]**

**December 13, 2017**

This brief seeks to provide 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 2018 and 2019.  The window to introduce an entry on the HHS ECP List for the 2018 plan year (PY 2018) closed on October 15, 2016.  IHCPs (and other ECPs) currently appearing on the HHS ECP List for PY 2018 can update their entries through December 22, 2017, with any changes reflected in the HHS ECP List for PY 2019, scheduled for release in early 2018.  ***To confirm that HHS has a record of an IHCP facility updating or adding an entry on the HHS ECP List for PY 2019, see the draft list at https://data.healthcare.gov/view/ecf3-gujb.***

IHCPs that do not appear on the HHS ECP List for PY 2018 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 2018 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 2019, or to update information in a current entry, must submit a petition, following the steps outlined in the table below.[2]  ***CMS will close the submission window for new or updated entries to the HHS ECP List for PY 2019 on December 22, 2017, at 11:59 p.m***.  A draft HHS ECP list for PY 2019 is available at https://www.qhpcertification.cms.gov/s/ECP%20and%20Network%20Adequacy.

**Steps for Submitting the Essential Community Provider Petition for PY 2019**

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| 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. |

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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] For additional background information, see http://tribalselfgov.org/health-reform/webinars/new-process-to-retain-status-as-essential-community-provider-ecp/.

| 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). |
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| 6. | Complete the "Eligibility," "Site Information," "Organization Information," and "Point of Contact" 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

**Link to ECP Provider Petition Instructions:** The instructions are embedded in the ECP Petition Web site (by clicking on Information icons).