To: Medicaid Interested Parties
From: Lauretta Converse, HSTP Project Director, EOHHS
Date: December 21, 2018
RE: Medicaid Accountable Entity Certification Guidelines for Program Year (PY 2)

Below are guidelines regarding Accountable Entity Program Year 2 certification requirements. For currently certified AEs, recertification is based on Program Year 1 progress. Currently deferred AEs and new entities wishing to enter the program must express their intent to EOHHS as specified below.

**Recertification**

For currently certified AEs, determination of continued certification will be made based on the final AE Documented Conditions Report due on April 15, 2019. Final PY 1 conditions reports will be used to determine PY 2 certification status as follows:

- Accepted: no additional evidence required;
- Accepted with deficiencies: demonstrated meaningful progress towards meeting conditions, however, deficiencies remain and/or additional evidence is required;
- Certification suspended: insufficient progress toward meeting the condition.

As a reminder, an AE is not eligible to earn HSTP incentive dollars if its certification is suspended.

**Deferral status**

For currently certified but deferred AEs, a letter of intent (LOI) to reactivate their status as a certified AE must be submitted to the HSTP Project Director three months prior to the start of the AE program year (i.e. by April 1st). The LOI must affirm the AE’s commitment to implementation of the conditions of certification as previously issued. It must also describe any significant changes and/or progress made as it relates to Domain 1-3 of the Certification Standards (Breadth and Characteristics of Participating Providers, Corporate Structure and Governance, and Leadership and Management).

**Certification of new entities**

Entities wishing to apply for certification in the Accountable Entity program must submit a Letter of Interest (LOI) to the HSTP Project Director by January 30th. This LOI should clearly express the organization’s intent to comply with the Year 2 Program Requirements as submitted to CMS on December 14, 2018 and the certification standards.

Additionally, the LOI should minimally include:
• legal name and brief description of the lead Applicant Accountable Entity, and how the entity is organized (proprietorship, partnership, corporation);
• legal names and brief description for any partner provider organizations;
• Specify the populations for which the Applicant is intending to be certified: Children, Adults, or Children and Adults