

Essential Community Providers Template Instructions

1. Introduction

This document provides instructions to QHP and SADP issuers on how to use the Essential Community Provider (ECP) Template to demonstrate that they meet the requirements of sufficient number and geographic distribution of ECPs. It also allows issuers to utilize the CMS Network ID Template to detail the network(s) associated with each QHP.

2. Data Requirements

To complete this template, issuers will need the following:

- a. HIOS Issuer ID
- b. Completed Network ID Template (provided by CMS [on this page](#))¹
- c. Any Write-in ECPs (qualified ECPs not listed on the MD ECP List PY 2019)

3. Detailed Section Instructions

User Control Tab	Steps
HIOS Issuer ID	Enter the five-digit HIOS Issuer ID.
Source System	Select the name of the system used to submit the QHP Application (for MD, this is always SERFF).
State	This is pre-populated with the correct state (Maryland).
Is this an Alternate ECP Standard Issuer?	Choose from the following options: <ul style="list-style-type: none">❖ Yes – if the user is an alternate ECP standard issuer as described under 45 CFR § 156.235(b)❖ No – if the user is a general ECP standard issuer.

A sample completed **User Control** tab looks like **Figure 1**.

¹ NOTE: Network templates with only one network may result in blank lines being populated to the “Network ID” list for the drop-downs on the ECP tabs. Please keep this in mind and be sure to scroll up on the drop-down using the up arrow.

The screenshot shows the 'User Control & Details for Template' section of the '2019 MHBE Essential Community Providers Template'. It includes:

- Issuer Information:** Fields for Issuer ID, Source System (State: MD), and Is this an Alternate ECP Standard Issuer? (No).
- Actions:** Buttons for Import Network IDs, Validate Data, and Validate.
- Notes & Instructions:** A numbered list of 6 steps for using the template.
- Validation Status:** Shows 'Incomplete'.
- ECP Contracting Requirements Calculation:** A table showing current tabs (Facility ECPs, Individual ECPs, Uncontracted ECPs) with 0 rows per tab and 0 validation errors, resulting in 0.00%.

Figure 1 - Sample User Control Tab

Import Network IDs: Click the **Import Network IDs** button to import data from the Network ID Template provided by CMS. Once the Network ID Template is imported, it will automatically populate networks into the **Network IDs** field as a drop-down menu in the **Facility ECPs** and **Individual ECPs** tabs. The confirmation message shown in **Figure 2** will display if the import was successful.

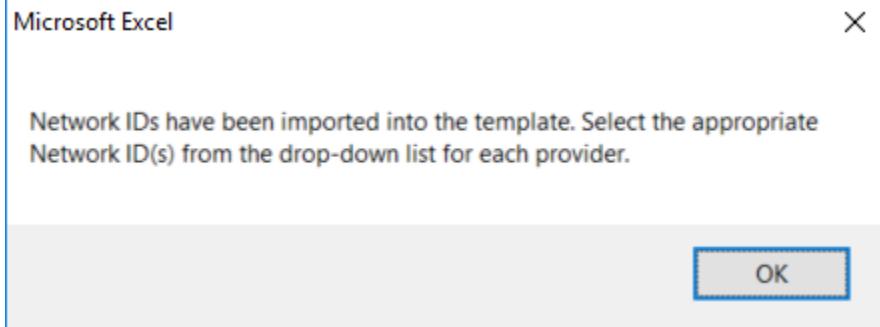


Figure 2 Successful import of Network IDs

ECPs:

Select ECPs Tab	Steps
Filter ECPs	The columns on the Select ECPs tab can be filtered to make selecting ECPs easier. For example, filter the Site City column to only view ECPs in "Baltimore".
Add ECPs	Double-click anywhere on the row for the ECPs the user wants to add to the ECP tabs. Once selected, the row will be highlighted in blue and

	<p>“ADD” will appear in the “Add ECP?” column. Continue selecting the ECPs until all contracted ECPs from the ECP list are selected.</p> <ul style="list-style-type: none"> ❖ To unselect an ECP, double-click on the selected row. The blue highlighting will be removed, and the ECP will not be added to the ECP tabs. ❖ To clear <i>all</i> selected ECPs, click the Clear All button at the top of the tab, and all highlighted ECPs will be deselected and will not be added to the ECP tabs. ❖ To show only those ECPs that have been selected, click on the Show Selected ECPs button at the top of the tab, and all highlighted ECPs will be displayed. To undo this action and show all ECPs, click the Show All ECPs button.
Insert ECPs	<ul style="list-style-type: none"> ❖ Click the Insert Selected ECPs button. The selected ECPs will be added to the Facility ECPs tab (providers with more than one full-time-equivalent [FTE] practitioner and inpatient hospital providers²) or the Individual ECPs tab (providers with one or fewer FTE practitioners). The template will not populate duplicate ECPs into the tabs. The issuer must complete any field within the Facility ECPs tab or the Individual ECPs tab that is not populated from the Select ECPs tab before the template is validated. ❖ For each ECP facility that was selected and inserted from the Select ECPs tab, a record will be added to the Facility ECPs tab that includes the following: the MHBE number, NPI³, facility name, provider name, street address, city, state, ZIP, county, all ECP categories, and the FTE counts (when available). ❖ For each individual ECP that was selected and inserted from the Select ECPs tab, a record will be added to the Individual ECPs tab that includes the following: the MHBE number, NPI, name of provider, specialty type, street address, city, state, ZIP, county, all ECP categories, and the FTE counts (when available).

A sample **Select ECPs** tab looks like **Figure 3**.

² IMPORTANT NOTE: Not all ECPs on the MD ECP list have the FTE data recorded. The Maryland Department of Health has not historically recorded this information, so only ECPs sourced from the CMS ECP list will have this information. This may cause some ECPs to populate to the incorrect tab. Please report any inconsistencies to MHBE. **Please also only input zeros for ECPs lacking FTE data!**

³ IMPORTANT NOTE: As with the FTE counts, not all ECPs listed on the Maryland ECP list have National Provider Identifiers (NPIs). In the case that the user selects an ECP without an NPI, nothing will be populated to the NPI column on the ECP tab, however, this will not prevent the template from properly validating. Please report any discrepancies to MHBE. **Please also only input zeros for ECPs lacking FTE data!**

		MARYLAND HEALTH BENEFIT EXCHANGE		Show All ECPs		Clear All		Show Selected ECPs		Insert Selected ECPs			
Add ECPs	MHBE Number	Site Name	Organization Name	National Provider Identifier	ECP Type: Hospital	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning	ECP Type: Indian Provider	ECP Type: Other	ECP Type: Expansion		
	MD_19593694_ECP	VESTA INC	VESTA INC	1003027707	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_50637484_ECP	EASTERN FAMILY RESOURCE CTR	BALT CO DPT OF HLTH/DENTAL	1003042045	☒	☒	☒	☒	☒	☒	☒	☒	
ADD	MD_77597094_ECP	GENESIS TREATMENT SERVICES	GENESIS TREATMENT SERVICES	1003071226	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_83937251_ECP	ALTERNATIVE DRUG & ALCOHOL	ALTERNATIVE DRUG & ALCOHOL	1003213695	☒	☒	☒	☒	☒	☒	☒	☒	
ADD	MD_70367044_ECP	HEALTH CARE FOR HOMELESS	HEALTH CARE FOR HOMELESS	1003819665	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_04446309_ECP	Pocomoke Health Center	WORCESTER COUNTY HEALTH DEPAR	1003868076	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_56774048_ECP	WORCESTER COUNTY HEALTH DEPART WORCESTER COUNTY HEALTH DEPAR	WORCESTER COUNTY HEALTH DEPAR	1003868076	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_01725581_ECP	WORCESTER COUNTY HEALTH DEPART WORCESTER COUNTY HEALTH DEPAR	WORCESTER COUNTY HEALTH DEPAR	1003868076	☒	☒	☒	☒	☒	☒	☒	☒	
ADD	MD_37889802_ECP	HELPING UP MISSION	JOHNS HOPKINS UNIV-CORNERS	1013273838	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_84561444_ECP	Wicomico County Health Department Wicomico County Health Department	Wicomico County Health Department	1013286111	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_99529322_ECP	Worcester Co Hlth Dept	Worcester Co Hlth Dept	1013287408	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_52228052_ECP	Affiliated Sante Group	Affiliated Sante Group	1013348267	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_22919597_ECP	JEWISH COMMUNITY SERVICES	JEWISH COMMUNITY SERVICES	1023000520	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_39389865_ECP	Adolescent & Family Services	Adolescent & Family Services	1023036126	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_94494332_ECP	BOARD OF CHILD CARE OF THE UMC II BOARD OF CHILD CARE OF THE UMC II	BOARD OF CHILD CARE OF THE UMC II	1023059904	☒	☒	☒	☒	☒	☒	☒	☒	
ADD	MD_48419974_ECP	ASPEN DAY TREATMENT LLC	ASPEN DAY TREATMENT LLC	1023366796	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_38967600_ECP	Woodlawn High School Wellness Cente	BCM-DPT OF HLTH WOODLAWN HIGH	1023388105	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_50797193_ECP	Mountaineer Community Health Cente	Mountaineer Community Health Cente	1033299862	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_12970009_ECP	Mead	Family Health Centers of Baltimore	1033395637	☒	☒	☒	☒	☒	☒	☒	☒	
ADD	MD_98639569_ECP	ROLLING TER SCH BS HLTH CTR	MONTGOMERY COUNTY MD GOVERN	1033478292	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_29279621_ECP	VIERS MILL ELEMENTARY SHC	MONTGOMERY COUNTY MD GOVERN	1033478292	☒	☒	☒	☒	☒	☒	☒	☒	
ADD	MD_20888546_ECP	Watkins Mill High School	MONTGOMERY COUNTY MD GOVERN	1033478292	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_09889172_ECP	WATKINS MILL HS WELL CTR	MONT CO MD GOVT	1033478292	☒	☒	☒	☒	☒	☒	☒	☒	
	MD_02325977_ECP	Weller Road Elementary School	MONTGOMERY COUNTY MD GOVERN	1033478292	☒	☒	☒	☒	☒	☒	☒	☒	
	User Control	Select ECPs	Facility ECPs	Individual ECPs	Uncontracted ECP List	DataValidationFields	Errors	Spec ...	+	1			

Figure 3 Sample ECPs Tab

To complete the information on the **Facility ECPs** tab, follow the steps in the table below.

Facility ECPs Tab	Steps
Facility Type	Select the appropriate facility type for each ECP. Issuers may select multiple facility types for each ECP, as applicable. If none of the facility type selections apply to the ECP, select 000 OTHER . If the user makes a mistake in selection, they can click the cell to select it and press the “DELETE” button on their keyboard. The cell will be cleared and the user can start over with their selection.
Network IDs	Select the network IDs for each ECP. Issuers may select multiple network IDs for each ECP, as applicable. Dual issuers must create separate network IDs for their medical and dental plans.
Number of Medical FTEs or Bed Count	Enter the number of medical FTEs that are included in the identified provider networks for each ECP facility with which the issuer has contracted. Allowable medical FTEs include only individuals who hold one of the following licenses to practice medicine: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician Assistant (PA), and Nurse Practitioner (NP). Decimal values may be entered as appropriate to reflect the contracted number of FTEs. For inpatient hospitals in the network, enter the bed count associated with the contracted inpatient services. Note that the maximum allowable number of FTEs or beds is equal to the available FTEs or beds reported by the respective provider at each site location, as reflected in Column N (Number of Medical FTEs or Bed Count) of the Select ECPs tab. If available, the maximum

	allowable number of FTEs will be automatically populated upon insertion and it is the responsibility of the issuer to ensure the number reflected on the Facility ECPs tab is correct for their contracts.
Number of Dental FTEs	Enter the number of dental FTEs that are included in the identified provider networks for each ECP facility with which the issuer has contracted. Allowable dental FTEs include only individuals who hold one of the following licenses to practice dental medicine: Doctor of Dental Medicine (DMD) and Doctor of Dental Surgery (DDS). Decimal values may be entered as appropriate. Note that the maximum allowable number of FTEs is equal to the available FTEs reported by the respective provider at each site location, as reflected in Column M (Number of Dental FTEs) of the Select ECPs tab. If available, the maximum allowable number of FTEs will be automatically populated upon insertion and it is the responsibility of the issuer to ensure the number reflected on the Facility ECPs tab is correct for their contracts.

A sample completed **Facility ECPs** tab looks like **Figure 4**.

Remove ECP?	MBIE Number	National Provider Identifier (NPI)	Facility Name	Facility Type	Provider Name	ECP Type: Hospital	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning	ECP Type: Indian P
	MD_56774048_ECP	1003868076	WORCESTER COUNTY HEALTH Centers, Family Planning Providers	Community Mental Health DEPARTMENT	WORCESTER COUNTY HEALTH	✗	✗	✗	✓	✗
	MD_50797193_ECP	103329862	Mountaineer Community Health Centers	Community Mental Health Center Inc	Mountaineer Community Health Center Inc	✗	✗	✗	✗	✗
	MD_12970009_ECP	1033395637	Mead	000 OTHER	Family Health Centers of * More	✗	✗	✗	✗	✗

Select Facility Type
Please select a facility type (click dropdown again to select an additional type).

← User Control | Select ECPs | **Facility ECPs** | Individual ECPs | Uncontracted ECP List | DataValidationFields | Errors | Spec ... + : 4 | →

Figure 4 Sample Facility ECPs Tab

To complete the information on the **Individual ECPs** tab, follow the steps in the table below.

Individual ECPs Tab	Steps
Physician/Non-Physician	Indicate the type of provider. Choose from the following: <ul style="list-style-type: none"> ❖ Physician – if the provider is a physician practitioner ❖ Non-Physician – if the provider is a non-physician practitioner

Specialty Type (area of medicine)	Select the appropriate specialty type for each ECP. Issuers may select multiple specialty type for each ECP, as applicable. If none of the facility type selections apply to the ECP, select 000 OTHER . If the user makes a mistake in selection, they can click the cell to select it and press the “DELETE” button on their keyboard. The cell will be cleared and the user can start over with their selection.
Network IDs	Select the network IDs for each ECP. Issuers may select multiple network IDs for each ECP, as applicable. Dual issuers must create separate network IDs for their medical and dental plans.
Number of Medical FTEs or Bed Count.	Enter the number of medical FTEs that are included in the identified provider networks for each ECP facility with which the issuer has contracted. Allowable medical FTEs include only individuals who hold one of the following licenses to practice medicine: MD, DO, PA, and NP. Decimal values may be entered as appropriate to reflect the contracted number of FTEs. For inpatient hospitals in the network, enter the bed count associated with the contracted inpatient services. Note that the maximum allowable number of FTEs or beds is equal to the available FTEs or beds reported by the respective provider at each site location, as reflected in Column N (Number of Medical FTEs or Bed Count) of the Select ECPs tab. If available, the maximum allowable number of FTEs will be automatically populated upon insertion and it is the responsibility of the issuer to ensure the number reflected on the Facility ECPs tab is correct for their contracts.
Number of Dental FTEs	Enter the number of dental FTEs that are included in the identified provider networks for each ECP facility with which the issuer has contracted. Allowable dental FTEs include only individuals who hold one of the following licenses to practice dental medicine: Doctor of DMD and DDS. Decimal values may be entered as appropriate. Note that the maximum allowable number of FTEs is equal to the available FTEs reported by the respective provider at each site location, as reflected in Column M (Number of Dental FTEs) of the Select ECPs tab. If available, the maximum allowable number of FTEs will be automatically populated upon insertion and it is the responsibility of the issuer to ensure the number reflected on the Facility ECPs tab is correct for their contracts.

A sample completed **Individual ECPs** tab looks like **Figure 5**.

	MARYLAND HEALTHBENEFIT EXCHANGE		Select All		Clear All		Remove Selected ECPs	
Remove ECP?	MHBE Number	National Provider Identifier (NPI)*	Name of Provider*	Suffix of Provider	Physician/Non Physician*	Specialty Type (area of medicine)*	Provider Entity Name*	ECP Type: Hospital
MD_77597094_ECP	1003071226	GENESIS TREATMENT SERVICES		Physician	Community Mental Health Centers, 000 OTHER	GENESIS TREATMENT SERVICES		
MD_70367044_ECP	1003819665	HEALTH CARE FOR HOMELESS		Non-Physician	Community Mental Health Centers, 000 OTHER, Black Lung Clinics	HEALTH CARE FOR HOMELESS		
MD_37889802_ECP	1013273838	HELPING UP MISSION		Physician	Community Mental Health Centers 052 Inpatient Psychiatry (Free-standing inpatient psychiatric facility and psychiatric beds within an Acute Care Hospital)	JOHNS HOPKINS UNIV-CORNERS		
MD_48419974_ECP	1023366796	ASPEN DAY TREATMENT LLC		Physician		ASPEN DAY TREATMENT LLC		
MD_98639569_ECP	1033478292	ROLLING TER SCH BS HLTH CTR		Physician	Community Mental Health Centers	MONTGOMERY COUNTY MD GOVERNMENT ROLLING TER SCH BS HLTH CTR		
MD_20888546_ECP	1033478292	Watkins Mill High School		Non-Physician	Other ECP Providers	MONTGOMERY COUNTY MD GOVERNMENT ROLLING TER SCH BS HLTH CTR		
MD_50665286_ECP		PARK HEIGHTS HEALTH SERVIC		Non-Physician	102 Licensed Clinical Social Workers, 101 Pediatrics - Routine/Primary Care	PARK HEIGHTS HEALTH SERVIC		
MD_70641432_ECP		PATHWAYS INC		Non-Physician	Community Mental Health Centers Federally Qualified Health Centers,	PATHWAYS INC	Required: Enter the provider name	
MD_30472160_ECP		PIKESVILLE HEALTH SERVICES		Physician	Community Mental Health Centers, 000 OTHER	PIKESVILLE HEA		
MD_26098722_ECP		POSITIVE STEPS LLC		Non-Physician		POSITIVE STEPS LLC		

Figure 5 Sample Individual ECPs Tab

To remove ECPs from the **Facility ECPs** tab or the **Individual ECPs** tab, double-click the record to be deleted in the Remove ECPs column. The provider will be highlighted in blue. Click the **Remove Selected ECPs** button to remove the ECPs from the template.

Issuers proposing Write-In ECPs: If an issuer would like to add a **qualified ECP** that is not contained in the MD ECP list (or on the **Select ECPs** tab), please input all the required information for that ECP on the applicable tab (the **Facility ECPs** tab if it is a provider with more than one full-time-equivalent [FTE] practitioner or an inpatient hospital provider, otherwise the **Individual ECPs** tab). In the MHBE Number column, input “Write-In” to indicate this is a write-in ECP that the issuer is requesting be added to the MD ECP list. Write-In ECPs will be evaluated by MHBE against the Write-In list provided by CMS on their QHP certification website (<https://www.qhpcertification.cms.gov/s/ECP%20and%20Network%20Adequacy>) and for General ECP Standard Issuers, only those providers who are listed on the ECP Write-In List will count as qualified ECP write-ins.

Reference information is provided in the three tabs listed below:

- ❖ The **Specialty Type** tab contains the specialty/facility types that can be added into the MD ECP Template.
- ❖ The **County Names** tab contains the county names that are used and accepted in the MD ECP Template.
- ❖ The **HPSA** tab contains the HPSA and low-income ZIP codes. The issuer can filter by Zip code.



The **Errors** tab displays any validation errors identified when a completed MC ECP Template is validated.

- ❖ Column A – Tab: indicates the tab that produced the error.
- ❖ Column B – Cell: indicates the cell location for the specific error and a hyperlink that allows the issuer to navigate to the exact cell in the correct tab.
- ❖ Column C – Validation Error Message: describes the error.

Once the MD ECP Template is completed, issuers must validate, finalize, and upload the template to SERFF.⁴

Template Validation	Steps
Validate Template	Click the Validate Data button on the User Control tab. The validation process identifies any data issues that need to be resolved. If no errors are identified, finalize the template.
Errors	If the template has any errors, they will appear on the Errors tab showing the data element and cell location of each error. Correct any identified errors, and click Validate again. Continue this process until all errors are resolved.
Save Template	Save the template. MHBE recommends that the issuer save the validated template on its computer as a standard Excel .XLSM file.
Submit Template	Submit the template in the SERFF binder with the other documentation listed in the instruction letter from MHBE.

⁴ There may be some validation errors that are not resolvable by the carrier/issuer. If that is the case, please reach out to MHBE so we can advise you on how to proceed with submission.