

How to Submit a Notice of Intent to Apply in ACO-MS

Version 2 | May 2022

OVERVIEW

ACOs must submit a Notice of Intent to Apply (NOIA) to participate in the Medicare Shared Savings Program (Shared Savings Program). If your ACO does not submit a NOIA before the deadline, it **cannot** apply to the Shared Savings Program for the upcoming performance year.

- Each ACO can only submit only one NOIA.
- ACOs must submit the NOIA through the [ACO Management System \(ACO-MS\)](#). CMS does not accept NOIAs submitted via email or mail.

COMPLETING AN INITIAL NOIA

- 1 Go to ACO-MS and select “Submit your Notice of Intent to Apply (NOIA)”
- 2 Enter your ACO legal entity information including the following:
 - ACO taxpayer identification number (TIN),
 - ACO full legal entity name,
 - Trade name/doing business as name (DBA) (optional), and
 - ACO address
- 3 Enter the contact information for your ACO’s
 - ACO Executive,
 - Application Contact (primary), and
 - Application Contact (secondary) (optional)
- 4 Review and submit



Tip for Success

Confirm that the information entered is accurate. Verify the TIN is correct and the legal entity name matches legal documentation.

Renewing ACOs

Currently participating ACOs with an agreement period end date of December 31, 2022 can navigate to the Agreement Details subtab in ACO-MS and select “Renew NOIA” to submit a NOIA for a new agreement period

Currently Participating ACOs

You do not need to submit a NOIA to stay in your current ACO Participation Agreement.

Only submit an Early Renewal NOIA if your ACO intends to submit an application as an Early Renewal Applicant for a new agreement period.

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NEXT STEPS

Each ACO will receive a confirmation email upon the approval of its NOIA. The approval email for initial and re-entering applicants will include information on how to obtain a user ID for logging into ACO-MS. Please reference the [ACO-MS: Initial Access Information](#) tip sheet for help setting up an ACO-MS account.

RESOURCES

RESOURCE	DESCRIPTION
Program Statutes & Regulations webpage	Shared Savings Program regulations
Application Types & Timeline webpage	Key application cycle deadlines and additional resources to help complete the application
Application Toolkit webpage	Materials to help applicants complete the application(s); the toolkit serves as a reference page for quick access to the Application Reference Manual and guidance documents

Questions?

If you have any questions about ACO-MS or require technical assistance, click the ACO-MS Helpdesk icon (located within the ACO-MS banner) or call 1-888-734-6433 (select Option 1) or TTY/TDD 1-888-734-6563.

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