MARYLAND HEALTHBENEFIT EXCHANGE

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) Templates (standard or dental) 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 2024)
- d. A list of Uncontracted ECPs (if the issuer is unable to meet the reporting requirements using the general ECP standard calculation²) including a brief narrative explaining the steps taken to contract with the ECP and their response.

WARNING: Due to a change in how Microsoft Excel handles macro-enabled workbooks downloaded from an online source, users may need to save the downloaded ECP template file into a **non-network folder**. The template will show a red error box as shown below, if users encounter this error, it can be bypassed by saving the document to a local folder (such as "My Documents" on your main system hard drive). If you still see the error banner after saving to your local folder, follow the steps provided by Microsoft to unblock a single file here.



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.

² NOTE: An issuer may not realize they need to be considered under the Alternate ECP Calculation until they have completed the template. Should you encounter this issue, please reference the first topic in the "Troubleshooting Common ECP Template Issues" section for a detailed guide on what to do including helpful tips that will prevent the issuer from having to duplicate efforts they have already done and significantly cut down on revision time.



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	Choose from the following options:
Calculation Issuer?	Yes – if the user issuer is unable to meet the general ECP
	standard and needs to be considered under the Alternate
	ECP Calculation standard.
	No – if the user is a general ECP standard issuer.

The first tab of the Essential Community Provider template is the **User Control** tab. This tab contains the issuer identifying information, instructions on the proper order to complete the template, a button to import the Network ID template (which must be completed ahead of the ECP template), a Validate button used to identify any errors, and the ECP counts and ECP contracting requirements calculation (generated by clicking on the "Calculate" button after completing the other steps listed).

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

ARYLAND EALTHBENEFIT EXCHANGE <u>2024 MHBE Es</u>	ssential Community Providers Template	Current Tabs	Number of Rows per Tab	Number of Validation Errors	ECP Contracting Requirements Calculation:
	User Control & Details for Template	Contracted ECP List Uncontracted ECP List	0	0	0.00
Issuer Information Issuer ID:* 12345 Source System:* SERFF State:* MD Is this an Alternate ECP Calculation Issuer?* Yes Actions C. Import Network IDs Dick the Import Network IDs State Hengon Reveaves IDs button to Import a ist from the Network ID template.	Notes & Instructions 1. Enter all " <u>issuer information</u> , then import network IDs from the CMS Network ID Template. 2. If you need to list uncontracted ECPs, select "Yes" from the dropdown next to "Its this an Alternate ECP Calculation Issuer?" 3. Data can be entered manually or Copy & Pasted into each tab. For Mitten ECPS that are not included on the "Select. ECPS" tab. please Indicate "Write-In" in the "MIBE Number" calculation is sturned on. Formulas → Calculation options → Automatic	Validation Status			Calculate
Import Network IDs Select ECPs Well ECPs Well ECPs Well ECP State ECPs Contracted ECP List" tab by double-cilcking the	 ECPs are added to the "Contracted ECP List" by double- clicking the cell in the A column labelled "Add ECP" on the "Select ECPs" tab. After inputting all contracted ECPs (or updating the "Contracted ECPL int" table. 				
Autor Volume web web web web web web web web web web	 All fields with an asterisk (*) are required, 3 fields will need your input: "Physician/Non-Physician" (F), "Specialty (Area of Medicine)" (G), and "Network IDs" (Y). 				
folidate information entered into all tabs. Worning: begending on data size, validation may take several ninutes.	7. Validate data (using the "Validate" button below) after entering in all information 8. Calculate the percentage of ECPs contracted using the				
	"Calculate" button to the right once all ECP information has been input				

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 **Contracted ECP List**

P a g HEALTHBENEFIT tab. The confirmation message shown in Figure 2 will display if the import was successful.

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Microsoft Excel	×
Network IDs have been imported into the template. Select the appropriate Network ID(s) from the drop-down list for each provider.	
OK]

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 "ADD" will appear in the "Add ECP?" column. Continue selecting the ECPs until all contracted ECPs from the ECP list are selected. 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 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	 Click the Insert Selected button. The selected ECPs will be added to the Contracted ECP List tab. The template will not populate duplicate ECPs into the tabs. The issuer must complete any field within the Contracted ECP List tab that is not populated from the Select ECPs tab before the template is validated. For each ECP that was selected and inserted from the Select ECPs tab that includes the following: the MHBE number, NPI³, facility name, provider name, street address, city, state, ZIP, county, and all the ECP categories.



A sample Select ECPs tab looks like Figure 3.

	HEALTHBEN		Show All ECPs	Clear All		Show Sele	cted	Insert	Selected				
Add ECP?	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: 2016 Expansion Providen	MDH
	MD 29949759 ECP	4 2 RESTORE DRUG & ALCOHOL RECO	VERY CENTE 4 2 RESTOR	E DRUG & ALCOHOL RECOVERY CENTE	1750846465	×	×	×	×	×	J	J	J
	MD 47427917 ECP	4 2 RESTORE LLC	4 2 RESTOR	ELLC	1649882085	x	X	x	×	×	1	1	1
ADD	MD 65858187 ECP	A BRIGHTER DAY BEHAVIORAL HEALT	H CENTER A BRIGHTE	R DAY BEHAVIORAL HEALTH CENTER	1093332595	X 0	X 0	X 0	X 0	X 0	1	1	1
	MD_33576633_ECP	A HELPING HAND	A HELPING	HAND	1689071151	×	×	×	×	×	√	1	1
	MD_17547302_ECP	A Step Forward	A Step For	vard	1235371584	×	×	×	×	×	×	1	1
	MD_19351878_ECP	ABA HEALTH SERVICES INC	ABA HEALT	H SERVICES INC	1720019672	×	×	×	×	×	×	1	1
	MD_56179494_ECP	ABA HEALTH SERVICES INC	ABA HEALT	H SERVICES INC	1245617042	×	×	×	×	×	×	1	1
	MD_13036989_ECP	ABOVE ALL ODDS	ABOVE ALL	ODDS	1326510975	×	×	×	×	×	×	1	1
ADD	MD_24371560_ECP	ABOVE ALL ODDS	ABOVE ALL	ODDS	1851850044	X 0	X 0	× 0	X 0	X 0	X 0	1	1
ADD	MD_78120455_ECP	ABSOLUTE CARE INC	ABSOLUTE	CARE INC	1578182945	X 0	X 0	X 0	X 0	X 0	1	1	1
	MD_96001181_ECP	ACCESS CARROLL INC	ACCESS CA	RROLL INC	1730618224	×	×	×	×	×	×	✓	1
	MD_12066904_ECP	ADDICTION RECOVERY INC	DBA HOPE	HOUSE	1467869974	×	×	×	×	×	×	✓	1
	MD_12678829_ECP	ADDICTION RECOVERY INC	REALITY HO	OUSE TREATMENT CENTER	1255607842	×	×	×	×	×	×	1	1
	MD_12716499_ECP	ADDICTION RECOVERY INC	ADDICTION	RECOVERY INC	1386032712	×	×	×	×	×	×	1	1
	MD_11498300_ECP	ADDICTION RECOVERY INC	ADDICTION	RECOVERY INC	1255607842	×	×	×	×	×	×	1	1
	MD_14669807_ECP	ADDICTION TREATMENT OF MARYLA	ND ADDICTION	TREATMENT OF MARYLAND	1609335702	×	×	×	×	×	×	1	1
	MD_13319595_ECP	ADOLESCENT & FAMILY SERVICES	ADOLESCE	NT & FAMILY SERVICES	1023036126	×	×	×	×	×	×	1	√
	MD_56791378_ECP	ADOLESCENT AND FAMILY HEALTH SE	ERVICES/ME ANNE ARU	NDEL COUNTY DEPARTMENT OF HEAL	1245879386	×	X	×	X	×	~	1	\checkmark
ADD	MD_14107288_ECP	ADVANCED BEHAVIORAL HEALTH	ADVANCE	BEHAVIORAL HEALTH	1275978165	X 0	X 0	X 0	X 0	X 0	✓ 1	1	 ✓
	MD_14585987_ECP	ADVANCED BEHAVIORAL HEALTH	ADVANCE	BEHAVIORAL HEALTH	1154799559	×	×	×	×	×	V	V	V
	MD_14589524_ECP	ADVANCED BEHAVIORAL HEALTH	ADVANCE	BEHAVIORAL HEALTH	1114364817	×	X	×	×	X	√	 Image: A start of the start of	V
	MD_14712749_ECP	ADVANCED BEHAVIORAL HEALTH	ADVANCE	BEHAVIORAL HEALTH	1538455381	×	×	×	×	×	V	V	V
	MD_12146222_ECP	ADVANCED IMAGING DIAGNOSTICS	ADVANCE	IMAGING DIAGNOSTICS	1225525256	×	V	<u>.</u>	×	<u>.</u>	*	×	V
•	User Control	Select ECPs Contracted ECP List	Uncontracted ECP List	Errors Specialty Types HPS	A County	🕀 : [4						Þ

Figure 3 - Sample ECPs Tab

To complete the information on the **Contracted ECP List** tab, follow the steps in the table below.

Contracted ECP List	Steps
Tab	
Physician/Non-	Indicate the type of provider. Choose from the following:
Physician	Physician – if the provider is a physician practitioner.
	Non-Physician – if the provider is a non-physician
	practitioner.
Specialty Type (area of	Select the appropriate specialty type for each ECP. Issuers may
medicine)	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.

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

	HEALTHBE	NEFIT	Sele	ect All		Clear	All		Remove Sele	cted ECPs				
REMOVE	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	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning	ECP Type: Indian Provider	ECP Type: Other	ECI E
	MD_65858187_EC	1093332595	A BRIGHTER DAY	BEHAVIORAL HEAL	Non-Physician	Community Ment	A BRIGHTER DAY I	0) (0 0	0	1	
	MD_24371560_EC	1851850044	ABOVE ALL ODDS		Non-Physician	Community Ment	ABOVE ALL ODDS	0	() (0 0	0	0	
	MD_78120455_EC	1578182945	ABSOLUTE CARE I	INC	Physician	Family Planning P	ABSOLUTE CARE I	0	() (0 0	0	1	
	MD_14107288_EC	1275978165	ADVANCED BEHA	VIORAL HEALTH	Physician	Federally Qualifie	ADVANCED BEHA	0	() (0 0	0	1	
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• Us	er Control Select	t ECPs Contrac	cted ECP List	Uncontracted ECP L	ist Errors	Specialty Types	HPSA County	🕀 🗄 🖣		l				Þ

Figure 4 - Sample Contracted ECP List Tab

To remove ECPs from the **Contracted ECP List** 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 **Contracted ECP List** 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. You must then complete (or prompt the ECP themselves to complete) an entry of the "Essential Community Providers Petition" found at <u>this URL</u> to submit any Write-In ECPs to be added to the official list. Write-In ECPs will be evaluated by MHBE against the Write-In list provided by CMS on their QHP certification website

(<u>https://www.qhpcertification.cms.gov/s/ECP%20and%20Network%20Adequacy</u>) 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.

The Uncontracted ECP List tab will be used by issuers who selected yes in response to the "Is this an Alternate ECP Calculation Issuer?" due to being unable to meet the 35% threshold MHBE has set using the general ECP standard calculation. The first topic under the "<u>4. Troubleshooting common ECP Template Issues</u>" section details some helpful tips for completing this section that issuers should consult along with the detailed steps listed in the table below. New in 2024: the Uncontracted ECP List tab has been updated to now include the County the selected ECP is in and the National Provider Identifier number (this will auto-populate on selection of MHBE number from the dropdown in the "MHBE Number" column, just like Provider Name) and the "Reason unable to contract" column has been updated to be a drop-down menu with a limited number of available responses. Carriers should select the appropriate reason from the drop-down list and then provide any additional information needed in the next column, "Additional Information".



Uncontracted ECP List	Steps
Tab	
MHBE Number	This column contains a drop-down that lists all the MHBE numbers
	for carriers on the "Select ECP" list. When the user selects a
	number, the corresponding details will be auto populated to the
	County, NPI, and Provider Name columns. The user can either
	select each uncontracted ECP using the drop-down or copy and
	paste MHBE numbers from the Select ECPs tab.
National Provider	After selecting the MHBE Number from the list in Column B, this
Identification (NPI)	information will auto-populate with the NPI information from the
	ECP List. No user action required.
County	After selecting the MHBE Number from the list in Column B, this
	information will auto-populate with the County the ECP is in from
	the ECP List. No user action required.
Provider Name	After selecting the MHBE Number from the list in Column B, this
	information will auto-populate with the Provider Name information
	from the ECP List. No user action required.
Reason Unable to	After selecting the MHBE Number from the list in Column B, the
Contract	user will select from a list of responses to indicate the reason they
	were unable to contract with this ECP. The available responses are:
	Provider moved/retired or facility closed (provide contact
	information if it differs from MHBE's ECP List).
	 Good faith contract offer(s) for upcoming plan year rejected
	by provider (please detail efforts in next column).
	Provider contracts exclusively with another
	carrier/organization (please list the carrier in the next
	column).
	Provider does not contract with your organization's plan
	type (provide contract information for MHBE to follow-up).
Additional Information	After selecting the "Reason Unable to Contract" from the list in
	Column F, the user will provide any additional information needed
	as per the selected reason and/or any additional information the
	carrier believes would help MHBE verify the inability to contract
	with this selected ECP.
Remove Selected ECPs	If the user needs to remove an ECP from this list, they can double-
	click the "Remove ECP?" column, just like on the Select ECPs or
	Contracted ECPs, to highlight the entire row and click on the
	"Remove Selected ECPs" button at the top of the tab to delete that
	row.



	HEALT			Uncontracted ECP List	Clear All		Remove Selected ECPs			
Remove ECP?	• MHBE Number•	National Provider Identification (NPI)		Provider Name*				Reason unable to contract		
	MD_81670867_ECP	1659037943	Baltimore County	180 DEGREE CHANGE BEHAVIORAL HEALTH					-	
	MD_81670867_ECP	1659037943	Baltimore County	180 DEGREE CHANGE BEHAVIORAL HEALTH		Provider mi	oved/retired or facility closed (provide c	ontact information if it differs from MHBE's ECP List).		
	MD_52483689_ECP	1427661883	Baltimore County	4 2 RESTORE LLC		Good faith	contract offer(s) for upcoming plan yea	ar rejected by provider (please detail efforts in next column).		
	MD 17547302 ECP	1235371584	Baltimore City	A Step Forward		Provider do	pes not contract with your organization	's plan type (provide contact information for MHBE to follow-up).		

Figure 5 - Uncontracted ECP List screenshot.

The **Errors** tab displays any validation errors identified when a completed MD 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.

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 **Geographic Analysis** tab has been added to allow MHBE to analyze the distribution of ECPs by county and across carrier networks. These data will be compiled to pinpoint areas that may be lacking ECPs and allow MHBE to improve the ECP program statewide to the benefit of consumers on the exchange. To complete the **Geographic Analysis** tab, please follow the directions in the table below:

Geographic Analysis	Steps
Complete the	The Geographic Analysis tab relies on the data in the Contracted
"Contracted ECP List"	ECP List tab, so that tab must be fully completed first.
tab	
Refresh Pivot Table	This button will begin a macro that will update the "Count of ECPs
	by County" pivot table next to the static "Contracted ECPs" table.
	The update will be near instantaneous and will show a summation
	of the ECPs by County and by Network.*

*If it appears that any counties or networks are missing, please reach out to MHBE and we will review your template to ensure the pivot table is properly displaying all data.



	Refresh Pivot Table						
			Count of ECPs by County				
				MDN001	MDN002	MDN003	Grand Total
County Name	Contracted ECPs		Allegany		1		1
Allegany		0	ANNE ARUNDEL	3	3	1	7
Anne Arundel		0	Baltimore City	18	6	4	28
Baltimore County	1	0	Baltimore County	7	4	3	14
Baltimore City		0	CALVERT	1			1
Calvert		0	CAROLINE		1		1
Caroline		0	CARROLL			1	1
Carroll		0	CECIL		1		1
Cecil		0	CHARLES	1			1
Charles		0	DORCHESTER		1		1
Dorchester		0	FREDERICK	3			3
Frederick		0	Garrett	1			1
Garrett		0	HARFORD		2		2
Harford		0	Howard	2	1		3
Howard		0	KENT			1	1
Kent		0	MONTGOMERY	2	3	1	6
Montgomery		0	Out of State		1		1
Prince Georges		0	Prince Georges	9	8	2	19
Queen Annes		0	QUEEN ANNES			1	1
Saint Marys		0	SAINT MARYS	1			1
Somerset		0	Somerset	2		1	3
Talbot		0	TALBOT	1	1		2
Washington		0	WASHINGTON	2	2	1	5
Wicomico		0	WICOMICO		1	1	2
Worcester		0	Worcester	1			1
Out of State		0	Grand Total	54	36	17	107

The completed **Geographic Analysis** tab will look like Figure 6 below.

Figure 6 - Geographic Analysis tab screenshot.

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.

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4. Troubleshooting common ECP Template issues

Since the creation of this template in 2018, MHBE Policy and Plan Management has assisted carriers with many common issues or questions about how to complete the template correctly. This section details the most common hurdles carriers have encountered and provides detailed steps to resolve the issue quickly and efficiently. We highly recommend carriers read this section first, even if you have not encountered issues completing the template as it contains helpful usage "tips" that will certainly improve your experience using the ECP Template or the Dental ECP Template.

I. The user is unable to contract with enough ECPs to reach the designated 30% threshold using the general ECP standard calculation but has proof of their reasonable effort to contract with additional ECPs.

MHBE Policy and Plan Management understands that there are scenarios where the issuer is unable to contract with enough ECPs to meet our threshold using the general ECP standard calculation, often due to the ECP not accepting their plan offerings or a breakdown in communication that is no fault of the issuer. In this scenario, we suggest following these detailed steps to demonstrate that the issuer did attempt to meet the general ECP standard and list out the ECPs they were unable to contract with. It may also be the case that a user does not realize this until they have finished completing the ECP Template or Dental ECP Template and the steps below include helpful tips to ensure the user does not duplicate effort they have already put in on filling out the template.

- If the user has already completed the template, go back, and select and copy all the ECPs on the **Contracted ECP** tab (from cell A1, "REMOVE", to the last row in column W, "Network IDs") and paste this into a new workbook. The user can skip this step if they have not already completed the template.
- 2. Go to the **User Control** tab and change the dropdown to "Yes" for the question "Is this an Alternative ECP Calculation Issuer?". This will wipe all the ECP data on the Contracted ECP tab (hence why the first step asks the user to copy it to another workbook first).
- 3. Copy and paste the ECP data from the new workbook to the Contracted ECP. Even fully protected, it should allow the user to do this. The user can also skip this step if they are completing the template fresh.
- 4. Go to the Select ECPs tab and clear all previous selections using the green "Clear All" button (if any ECPs are selected).



Before clicking "Clear All":

	MARYLAND HEALTHBENEFIT EXCHANGE		CPs Clear All			Show Selected			Insert Selected	
Add ECP?	MHBE Number	Site Name	Organ	Organization Name		ECP Type: Hospital	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning	ECI II Pr
ADD	MD_29949759_ECP	4 2 RESTORE DRUG & ALCOHOL RECOVERY CENT	E 4 2 RESTORE DRUG &	ALCOHOL RECOVERY CENTE	1750846465	X 0	X 0	X 0	🗙 0.	×
	MD_47427917_ECP	4 2 RESTORE LLC	4 2 RESTORE LLC		1649882085	×	×	×	×	×
	MD_65858187_ECP	A BRIGHTER DAY BEHAVIORAL HEALTH CENTER	A BRIGHTER DAY BEH	AVIORAL HEALTH CENTER	1093332595	×	×	×	×	×
	MD_33576633_ECP	A HELPING HAND	A HELPING HAND		1689071151	×	×	×	×	×
	MD_17547302_ECP	A Step Forward	A Step Forward		1235371584	×	×	×	×	×
ADD	MD_19351878_ECP	ABA HEALTH SERVICES INC	ABA HEALTH SERVICE	ES INC	1720019672	× 0	X 0	X 0	× 0	×
ADD	MD_56179494_ECP	ABA HEALTH SERVICES INC	ABA HEALTH SERVIC	ES INC	1245617042	X 0	X 0	X 0	🗙 0	×
	MD_13036989_ECP	ABOVE ALL ODDS	ABOVE ALL ODDS		1326510975	×	×	×	×	×
	MD_24371560_ECP	ABOVE ALL ODDS	ABOVE ALL ODDS		1851850044	×	×	×	×	×
	MD_78120455_ECP	ABSOLUTE CARE INC	ABSOLUTE CARE INC		1578182945	×	×	×	×	×
	MD_96001181_ECP	ACCESS CARROLL INC	ACCESS CARROLL IN	3	1730618224	×	×	×	×	×
ADD	MD_12066904_ECP	ADDICTION RECOVERY INC	DBA HOPE HOUSE		1467869974	× 0	X 0	X 0	× 0	×
ADD	MD_12678829_ECP	ADDICTION RECOVERY INC	REALITY HOUSE TREA	TMENT CENTER	1255607842	× 0	X 0	X 0	🗶 0	×
ADD	MD_12716499_ECP	ADDICTION RECOVERY INC	ADDICTION RECOVE	RY INC	1386032712	X 0	🗙 0	X 0	🗙 0	×
ADD	MD_11498300_ECP	ADDICTION RECOVERY INC	ADDICTION RECOVE	RY INC	1255607842	× 0	X 0	X 0	🗙 0	×
ADD	MD_14669807_ECP	ADDICTION TREATMENT OF MARYLAND	ADDICTION TREATM	ENT OF MARYLAND	1609335702	X 0	X 0	X 0	🗙 0.	×
	MD_13319595_ECP	ADOLESCENT & FAMILY SERVICES	ADOLESCENT & FAM	ILY SERVICES	1023036126	×	×	×	×	×
	MD_56791378_ECP	ADOLESCENT AND FAMILY HEALTH SERVICES/M	EANNE ARUNDEL COU	NTY DEPARTMENT OF HEAL	1245879386	×	×	×	×	×
	MD_14107288_ECP	ADVANCED BEHAVIORAL HEALTH	ADVANCED BEHAVIO	DRAL HEALTH	1275978165	×	×	×	×	×

After clicking "Clear All":

	MARYLAND HEALTHBEN E X CH	EFIT Show All	ECPs Clear All		Show Selected		cted	Insert Selected		
Add ECP?	MHBE Number	Site Name	Organi	ization Name	National Provider Identifier	ECP Type: Hospital	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning	ECP Type: Indian Provider
	MD_29949759_ECP	4 2 RESTORE DRUG & ALCOHOL RECOVERY CENT	E 4 2 RESTORE DRUG &	ALCOHOL RECOVERY CENTE	1750846465	×	×	×	×	×
	MD_47427917_ECP	4 2 RESTORE LLC	4 2 RESTORE LLC		1649882085	×	×	×	×	×
	MD_65858187_ECP	A BRIGHTER DAY BEHAVIORAL HEALTH CENTER	A BRIGHTER DAY BEH	AVIORAL HEALTH CENTER	1093332595	×	×	×	×	×
	MD_33576633_ECP	A HELPING HAND	A HELPING HAND		1689071151	×	×	×	×	×
	MD_17547302_ECP	A Step Forward	A Step Forward		1235371584	×	×	×	×	×
	MD_19351878_ECP	ABA HEALTH SERVICES INC	ABA HEALTH SERVICE	ES INC	1720019672	×	×	×	×	×
	MD_56179494_ECP	ABA HEALTH SERVICES INC	ABA HEALTH SERVICE	ES INC	1245617042	×	×	×	×	×
	MD_13036989_ECP	ABOVE ALL ODDS	ABOVE ALL ODDS		1326510975	×	×	×	×	×
	MD_24371560_ECP	ABOVE ALL ODDS	ABOVE ALL ODDS		1851850044	×	×	×	×	×
	MD_78120455_ECP	ABSOLUTE CARE INC	ABSOLUTE CARE INC		1578182945	×	×	×	×	×
	MD_96001181_ECP	ACCESS CARROLL INC	ACCESS CARROLL INC	C	1730618224	×	×	×	×	×
	MD_12066904_ECP	ADDICTION RECOVERY INC	DBA HOPE HOUSE		1467869974	×	×	×	×	×
	MD_12678829_ECP	ADDICTION RECOVERY INC	REALITY HOUSE TREA	TMENT CENTER	1255607842	×	×	×	×	×
	MD_12716499_ECP	ADDICTION RECOVERY INC	ADDICTION RECOVER	RY INC	1386032712	×	×	×	×	×
	MD_11498300_ECP	ADDICTION RECOVERY INC	ADDICTION RECOVER	RY INC	1255607842	×	×	×	×	×
	MD_14669807_ECP	ADDICTION TREATMENT OF MARYLAND	ADDICTION TREATM	ENT OF MARYLAND	1609335702	×	×	×	×	×
	MD_13319595_ECP	ADOLESCENT & FAMILY SERVICES	ADOLESCENT & FAM	ILY SERVICES	1023036126	×	×	×	×	×
	MD_56791378_ECP	ADOLESCENT AND FAMILY HEALTH SERVICES/M	E ANNE ARUNDEL COU	INTY DEPARTMENT OF HEAL	1245879386	×	×	×	×	×
	MD 14107288 FCP	ADVANCED BEHAVIORAL HEALTH	ADVANCED BEHAVIC	DRAL HEALTH	1275978165	*	*	*	*	*

5. Select the ECPs they do not want to contract with by double clicking in the "Add ECP?" column.

	MARYLAND HEALTHBENEFIT exchange		Show All	ECPs		Clear All		Show Sele	ected	Insert	Selected
Add ECP?	MHBE Number	Site Name	v		Organiza	ation Name	National Provider Identifier	ECP Type: Hospital ▼	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning
	MD_29949759_ECP	4 2 RESTORE DRUG & ALCOHO	RECOVERY CENTE	4 2 RESTOR	E DRUG & A	LCOHOL RECOVERY CENTE	1750846465	×	×	×	×
	MD_47427917_ECP	4 2 RESTORE LLC		4 2 RESTOR	RE LLC		1649882085	×	×	×	×
ADD	MD_65858187_ECP	A BRIGHTER DAY BEHAVIORAL	HEALTH CENTER	A BRIGHTER	R DAY BEHA	VIORAL HEALTH CENTER	1093332595	🗶 c	X 0	X 0	X 0
	MD_33576633_ECP	A HELPING HAND		A HELPING	HAND		1689071151	×	×	×	×
	MD_17547302_ECP	A Step Forward		A Step Forv	ward		1235371584	×	×	×	×
	MD_19351878_ECP	ABA HEALTH SERVICES INC		ABA HEALT	TH SERVICES	INC	1720019672	×	×	×	×
	MD_56179494_ECP	ABA HEALTH SERVICES INC		ABA HEALT	TH SERVICES	INC	1245617042	×	×	×	×
	MD_13036989_ECP	ABOVE ALL ODDS		ABOVE ALL	ODDS		1326510975	×	×	×	×
ADD	MD_24371560_ECP	ABOVE ALL ODDS		ABOVE ALL	ODDS		1851850044	🗙 c	X 0	X 0	X 0
ADD	MD_78120455_ECP	ABSOLUTE CARE INC		ABSOLUTE	CARE INC		1578182945	X 0	X 0	X 0	X 0
	MD_96001181_ECP	ACCESS CARROLL INC		ACCESS CA	RROLL INC		1730618224	×	×	×	X
	MD_12066904_ECP	ADDICTION RECOVERY INC		DBA HOPE	HOUSE		1467869974	×	×	×	×
	MD 12678829 ECP	ADDICTION RECOVERY INC		REALITY HO	OUSE TREAT	MENT CENTER	1255607842	×	×	×	X
	MD_12716499_ECP	ADDICTION RECOVERY INC		ADDICTION	N RECOVERY	INC	1386032712	×	×	×	×
	MD_11498300_ECP	ADDICTION RECOVERY INC		ADDICTION	N RECOVERY	INC	1255607842	×	×	×	X
	NAD 14660007 500	ADDICTION TREATMENT OF M		ADDICTION		T OF 144 DW 4 DO	1000005700	₩			V



6. Click the "Show Selected" button on the top.

After clicking the "Show Selected" button:

	HEALTHBEN EXCH	IEFIT ANGE	Show All	ECPs		Clear All		Show Selected		Insert Selected		
Add ECP?	MHBE Number	Site Name			Organiz	ation Name	National Provider Identifier	ECP Type: Hospital	ECP Type: FQHC	ECP Type: Ryan White	ECP Type: Family Planning	ECP ⁻ Ind Prov
ADD	MD_65858187_ECP	A BRIGHTER DAY BEHAVIORAL	HEALTH CENTER	A BRIGHTER	DAY BEHA	VIORAL HEALTH CENTER	1093332595	X 0	X 0	X 0	X 0	×
ADD	MD_24371560_ECP	ABOVE ALL ODDS		ABOVE ALL	ODDS		1851850044	X 0	X 0	X 0	🗙 0	×
ADD	MD_78120455_ECP	ABSOLUTE CARE INC		ABSOLUTE C	CARE INC		1578182945	X 0	🗙 0	🗙 0	🗙 C	×
ADD	MD_14107288_ECP	ADVANCED BEHAVIORAL HEAL	тн	ADVANCED	BEHAVIOR	AL HEALTH	1275978165	X 0	X 0	🗙 0	🗙 C	×
ADD	MD_29909545_ECP	BALTIMORE CITY HEALTHY STAF	T	BALTIMORE	CITY HEAL	THY START	1104091594	X 0	1	🗙 0	1	×
ADD	MD_42919730_ECP	BOARD OF CHILD CARE OF THE	UMC	EASTERN SH	IORE CAME	PUS	1548708803	X 0	X 0	🗙 0	🗙 c	×
ADD	MD_22960092_ECP	Center for Vein Restoration		Center for \	ein Resto	ration	1487772349	X 0	X 0	X 0	🗙 0	×
ADD	MD_82551018_ECP	CHOPTANK COMMUNITY HEALT	гн	FASSETT-M	AGEE HEAL	TH CENTER and Cambridge	1356388599	X 0	1	X 0	🗙 0	×
ADD	MD_75675985_ECP	CLINIC MANAGEMENT AND DEV	VELOPMENTAL SE	DBA CMDS			1376063164	X 0	X 0	X 0	🗙 0	×
ADD	MD_64318552_ECP	DXT THERAPEUTIC SERVICES		DXT THERAP	PEUTIC SER	VICES	1659919983	X 0	X 0	X 0	🗙 0	×

7. Copy all the "MHBE Number" cells and paste them into the "MHBE Number" column on the "Uncontracted ECP List" tab. The NPI and name columns will auto populate with the correct info and then they can fill in the "Reason unable to contract" column.

Сору:		
А	В	с
	MARYLAND HEALTHBEN EXCH	
Add ECP?	MHBE Number	Site Name
ADD	MD_29781071_ECP	ORAL HEALTH SERVICES PROGRAM
ADD	MD_65014426_ECP	Chase Brexton Health Care at Colu
ADD	MD_66727455_ECP	Cheverly Health Center
ADD	MD_70838244_ECP	Choptank - North Dorcester High So
ADD	MD_24560338_ECP	CHOPTANK COMMUNITY HEALTH
	~	
]	

MARYLAND HEALTHBENEFIT EXCHANGE Navigate to "Uncontracted ECP List" and paste:

- 0-						
	MAR HE/	YLAND ALTHBENEFIT EXCHANGE	-		Uncontracted ECP List	Clear All
Remove ECP?	MHBE Number	* National Prov Identification	vider (NPI)*	County	Provider Name*	
	MD_81670867_E	ECP 16590	37943 Balti	more County	180 DEGREE CHANGE BEHAVIORAL HEALTH	
	MD_81670867_E	ECP 16590	37943 Balti	more County	180 DEGREE CHANGE BEHAVIORAL HEALTH	
	MD_52483689_E	ECP 14276	i61883 Balti	more County	4 2 RESTORE LLC	
	MD_17547302_E	ECP 12353	71584 Balti	more City	A Step Forward	
	MD_65858187_E	CP 🔻 10933	32595 How	ard	A BRIGHTER DAY BEHAVIORAL HEALTH CENT	ER
	ECP MHBE Number Please select an ECP from the drop-down list.					

The next two columns will auto populate when the user puts the MHBE numbers they copied into the "MHBE Number" column. The user can then fill in the "Reason unable to contract" column for each uncontracted ECP.

II. The ECP we have contracted with is not listed on the "Select ECPs" tab.

We recognize that there can be times when a valid ECP has been left off either of the source lists (from the CMS or MDH) or was erroneously removed during de-duplication and as such we provide the option to "Write-in" an ECP on the **Contracted ECP List** tab. The procedure for this scenario requires the user to first input "Write-in" in the MHBE Number column so it is easy for MHBE Policy and Plan Management staff to identify the write-in ECPs, then fill in all required tabs (as indicated by the red asterisk on the column heading). Even though the template is locked, it will still allow the user to input all required information. The user may then complete validation and finalize the template and the ECP(s) will be included in the denominator of the ECP standard calculation.

	MARYLAND HEALTHBENEFIT EXCHANGE		Select All			Clear All			Remove Selected	
REMOVE	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	ECP Type: FQHC	ECP Type: Ryan White
	MD_65858187_EC	1093332595	A BRIGHTER DAY	BEHAVIORAL HEAL	Non-Physician	Community Ment	A BRIGHTER DAY I	0	0	0
	MD_24371560_EC 185185004		ABOVE ALL ODDS Non		Non-Physician	Community Ment ABOVE ALL ODDS		0	0	0
	MD_78120455_EC 1578182945		ABSOLUTE CARE INC		Physician	Family Planning FABSOLUTE CARE		0	0	0
	MD_14107288_EC 1275978165		ADVANCED BEHA	ADVANCED BEHAVIORAL HEALTH		Federally Qualific ADVANCED BEH		0	0	0
	Write-in	(fill in NPI #)	(Fill in name)		Physician	Black Lung Clinics	(Fill in Entity Nan	0	1	0

A write-in ECP will look like the last row in the figure below: