

Table 1: Roadmap for Completing the Exchange Application

Section of Exchange Blueprint		Required Activities	
Exchange Activity	State-based Exchange	State Partnership Exchange– Plan Management	State Partnership Exchange– Consumer Assistance
1.0 Legal Authority and Governance			
1.1 Enabling authority for Exchange and SHOP	X		
1.2 Board and governance structure	X		
2.0 Consumer and Stakeholder Engagement and Support			
2.1 Stakeholder consultation plan	X		
2.2 Tribal consultation plan	X <i>if applicable</i>		
2.3 Outreach and education	X		
2.4 Call center	X		
2.5 Internet web site	X		
2.6 Navigators	X		X
2.7 Agents/brokers	X <i>if applicable</i>		
2.8 Web brokers	X <i>if applicable</i>		
3.0 Eligibility and Enrollment			
3.1 Single streamlined application(s) for Exchange and SHOP	X		
3.2 Coordination strategy with Insurance Affordability Programs and the SHOP	X		
3.3 Application, updates, acceptance and processing, and responses to redeterminations	X		
3.4 Notices, data matching, annual redeterminations and response processing	X		
3.5 Verifications	X		
3.6 Document acceptance and processing	X		
3.7 Eligibility determination	X		
3.8 Eligibility determinations for APTC and CSR	X <i>can use Federal service</i>		
3.9 Applicant and employer notification	X		
3.10 Individual responsibility requirement and payment exemption determinations	X <i>can use Federal service</i>		
3.11 Eligibility appeals	X		
3.12 QHP selections and terminations, and APTC/advance CSR information processing	X		
3.13 Electronically report results of eligibility assessments and determinations	X		
3.14 High risk pool transition plan	X		
4.0 Plan Management			
4.1 Appropriate authority to perform and oversee certification of QHPs	X	X	

Exchange Activity	State-based Exchange	State Partnership Exchange– Plan Management	State Partnership Exchange– Consumer Assistance
4.2 QHP certification process	X	X	
4.3 Plan management system(s) or processes that support the collection of QHP issuer and plan data	X	X	
4.4 Ensure ongoing QHP compliance	X	X	
4.5 Support issuers and provide technical assistance	X	X	
4.6 Issuer recertification, decertification and appeals	X	X	
4.7 Timeline for QHP accreditation	X	X	
4.8 QHP quality reporting	X	X	
5.0 Risk Adjustment & Reinsurance			
5.1 Risk adjustment program	X <i>can use Federal service</i>		
5.2 Reinsurance program	X <i>can use Federal service</i>	X <i>may elect to perform or can use Federal service</i>	X <i>may elect to perform or can use Federal service</i>
6.0 SHOP			
6.1 SHOP compliance with 45 CFR 155 Subpart H	X		
6.2 SHOP premium aggregation	X		
6.3 Electronically report results of eligibility assessments and determinations for SHOP	X		
7.0 Organization & Human Resources			
7.1 Organizational structure and staffing resources to perform Exchange activities	X		
8.0 Finance & Accounting			
8.1 Long-term operational cost, budget, and management plan	X		
9.0 Technology			
9.1 Compliance with HHS IT Guidance	X	X	
9.2 Adequate technology infrastructure and bandwidth	X	X	
9.3 IV&V, quality management and test procedures	X	X	
10.0 Privacy & Security			
10.1 Privacy and Security standards policies and procedures	X	X	
10.2 Safeguards based on HHS IT guidance	X	X	
10.3 Safeguard protections for Federal information	X		
11.0 Oversight, Monitoring, & Reporting			
11.1 Routine oversight and monitoring of the Exchange's activities	X	X	

Exchange Activity	State-based Exchange	State Partnership Exchange– Plan Management	State Partnership Exchange– Consumer Assistance
11.2 Track/report performance and outcomes metrics related to Exchange activities	X	X	
11.3 Uphold financial integrity provisions including accounting, reporting, and auditing procedures	X	X	
12.0 Contracting, Outsourcing, and Agreements			
12.1 Contracting and outsourcing agreements	X	X	
13.0 State Partnership Exchange Activities			
13.1 Plan Management Agreements	Optional	X	
13.2 Capacity to interface with the Federally-facilitated Exchange	Optional	X	X
13.3 Consumer assistance Agreements	Optional		X