

## Instructions and Guidelines for Commenting

1. Review the “[Topics for Comment](#)” document on the AHCA website. Select one or two aspects of the proposed rule that will have the greatest impact on the patients and residents you and your organization serve, or that most closely relate to your situation.
2. Write a short statement about how the implementation of those elements could affect your ability to provide appropriate care to patients and residents. Keep the focus on the beneficiaries — not on your business or operational results. That’s the best way to get CMS to pay attention.
3. The more personalized you can make your comment, the better. Use your own circumstances and your own examples to drive home your message. In other words, tell your story. See the “[Sample Comments](#)” document on the AHCA website for style and length guidelines.
4. When you are ready to submit your comment to CMS, click [here](#) to open the submissions page on the regulations.gov website. If the hyperlink does not work, copy and paste this URL in your web browser: <http://www.regulations.gov/#!submitComment;D=CMS-2015-0083-0001>

The screenshot shows the 'regulations.gov' website interface for submitting a comment. At the top, there is a navigation bar with 'Home', 'Help', 'Resources', and 'Contact Us' links, along with a search bar and 'Advanced Search' button. The main content area is titled 'You are commenting on:' and displays the proposed rule: 'The Centers for Medicare Medicaid Services (CMS) Proposed Rule: Medicare and Medicaid Programs: Reform of Requirements for Long-TermCare Facilities'. Below this, there are three steps: '1 Your Information', 'Your Preview', and 'Your Receipt'. The 'Your Information' step is active, showing a 'Comment (Required)' text area. A blue callout box with an arrow points to the text area, stating 'You can type directly into this box'. Below the text area, there is an 'Upload file(s) (Optional)' section with a 'Choose files' button. A second blue callout box with an arrow points to the 'Choose files' button, stating 'Or click this button to upload a document'.

5. If your comment is short, copy and paste it into the comment box. You also can type directly into the box.

6. If your comment is longer, we recommend that you upload it to the regulations.gov website as a separate document. The site will accept Word documents and PDF files (as well as several other formats). This is the best way to ensure that CMS receives your entire comment.
7. You will then need to provide some basic contact information. If you wish your comment to be anonymous, you only have to enter your State, ZIP Code, and Country.

The image shows a web form for providing contact information. At the top, there are two input fields for "First Name" and "Last Name". Below these is a section titled "Contact Information" which contains several fields: "City", "State or Province (Required)" (a dropdown menu with "Select a State..." visible), "ZIP/Postal Code (Required)", "Country (Required)" (a dropdown menu with "United States" selected), and "Email Address". Below the "Contact Information" section is a checkbox labeled "I am submitting on behalf of a third party" which is currently checked. Underneath this checkbox is an "Organization Name (Required)" input field. A blue callout box with arrows pointing to the "State or Province", "ZIP/Postal Code", and "Country" fields contains the text: "These three fields are required for your comment to be submitted". Another blue callout box with an arrow pointing to the "I am submitting on behalf of a third party" checkbox contains the text: "Uncheck this box if you are not submitting on behalf of an organization (not AHCA)". At the bottom right of the form is a blue "Continue" button.

8. Uncheck the box next to "I am submitting on behalf of a third party." We want you to submit your comment on behalf of yourself. (Please do not submit comments on behalf of AHCA. AHCA will provide extensive comments to CMS.)
9. Click the "Continue" button to see a preview of your submission.
10. To complete your comment, you must agree to the disclaimer and check the box. This will enable the "Submit Comment" button.
11. After submitting your comment, you will receive a Comment Tracking Number.

**Thank you for your support of this critical initiative!**