

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-20 One-Time Notification</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 2080</b>	<b>Date: May 4, 2018</b>
	<b>Change Request 10562</b>

**SUBJECT: Fee-For-Service (FFS) Shared System Maintainers (SSMs) Standardized Release Identification (ID) Format**

**I. SUMMARY OF CHANGES:** The Centers for Medicare & Medicaid Services (CMS) request that the FFS SSMs implement a standardized Release ID format.

The standardized Release ID development effort can be completed by the SSMs within a quarterly release. The recommendation is to start using the standardized Release ID beginning with the first postproduction release for the next quarter. For example, if the release ID standardization Change Request (CR) was worked as part of the October release, the revised format would be used for the first January postproduction release.

**EFFECTIVE DATE: October 1, 2018; January 1, 2019**

*\*Unless otherwise specified, the effective date is the date of service.*

**IMPLEMENTATION DATE: October 1, 2018; January 7, 2019**

*Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.*

**II. CHANGES IN MANUAL INSTRUCTIONS:** (N/A if manual is not updated)

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
N/A	N/A

**III. FUNDING:**

**For Medicare Administrative Contractors (MACs):**

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**IV. ATTACHMENTS:**

**One Time Notification**

# Attachment - One-Time Notification

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## I. GENERAL INFORMATION

**A. Background:** The FFS SSMs with CMS direction, under prior CR 10129, worked collaboratively on evaluating the implications of adopting a Standardized Release ID format for the SSMs to use. The Standardized Release ID format shall be used at the label/communication levels and do not need to be propagated throughout the maintainer’s internal procedures and work products.

The FFS SSMs, at a minimum, shall implement the use of the Standardized Release ID in the following items:

- Communications formats related to delivery of software and documentation,
- Executables used to pull data into report or generating emails related to software delivery and release information,
- Procedures that includes release identification information,
- External communications, which at minimum include emails, release letters, release installation instructions and conversion flowcharts, release calendar, mainframe files, and maintainer website files.

**B. Policy: N/A**

## II. BUSINESS REQUIREMENTS TABLE

*"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.*

Number	Requirement	Responsibility								
		A/B MAC		D M E	Shared- System Maintainers				Other	
		A	B		H H H	M I S S	V C S	C M W F		
10562.1	The SSMs shall implement a standard release ID format to use when assigning an ID for releases.  The format of the FFS standard release ID shall be as follows:  <b><i>RYYYYNAT</i></b>					X	X	X	X	
10562.1.1	The SSMs shall use the following unique value assigned to each SSM.  <b>R – Fixed character indicating this is a release number.</b> (Length = 1)					X	X	X	X	

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		H H H	F I S S	M C S	V M S	
	Valid values include:  Multi-Carrier System (MCS) = B  Fiscal Intermediary Shared System (FISS) = A  Common Working File (CWF) = C  ViPS Medicare System (VMS) = D								
10562.1.2	The SSMs shall use the following:  <b>YYYY</b> – The year of the release. (Length = 4)				X	X	X	X	
10562.1.3	The SSMs shall use the following:  <b>N</b> – <b>The release quarter.</b> (Length = 1)  The valid values include:  1 – quarterly release installed to production on or about January 1st  2 – quarterly release installed to production on or about April 1st  3 – quarterly release installed to production on or about July 1st  4 – quarterly release installed to production on or about October 1st				X	X	X	X	
10562.1.4	The SSMs shall use the following:  <b>A</b> – <b>The sequence of the release.</b> (Length = 1)  The quarterly release shall be assigned the numeric value of 0. The first beta follow-up release shall be assigned the value of A. Each consecutive beta follow-up release shall be assigned a new letter in alphabetical order (B, C, D, etc.). The User Acceptance Testing (UAT) follow-up release shall be assigned the value of A. Each consecutive UAT follow-up release shall be assigned a new letter in alphabetical order (B, C, D, etc.). This assignment process is also followed for all other types of releases.				X	X	X	X	
10562.1.5	The SSMs shall use the following:  <b>T</b> – <b>The type of release.</b> (Length = 1)				X	X	X	X	

Number	Requirement	Responsibility									
		A/B MAC			D M E	Shared-System Maintainers				Other	
		A	B	H H H		F M V C	I C M W	S S S F			
	<p>The valid values include:</p> <p>0 – Quarterly release</p> <p>S – Special release</p> <p>P – Off-Quarter release</p> <p>E – Emergency release</p> <p>F – Follow-up release (Indicates a release that is used to correct problems with a quarterly release)</p> <p>B – BETA release</p> <p>M – Medicare Administrative Contractor (MAC) transition release</p> <p>H – Healthcare Integrated General Ledger. Accounting System transition release</p>										
10562.2	Other contractors shall be able to recognize and accept the revised Release ID format.	X	X	X	X						VDCs
10562.3	The SSMs shall start using the standardized Release ID beginning with the first January 2019 postproduction release.					X	X	X	X		

**III. PROVIDER EDUCATION TABLE**

Number	Requirement	Responsibility									
		A/B MAC			D M E					C E D I	
		A	B	H H H							
	None										

**IV. SUPPORTING INFORMATION**

**Section A: Recommendations and supporting information associated with listed requirements: N/A**  
*"Should" denotes a recommendation.*

<b>X-Ref Requirement Number</b>	<b>Recommendations or other supporting information:</b>
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**Section B: All other recommendations and supporting information: N/A**

## **V. CONTACTS**

**Pre-Implementation Contact(s):** Katie Bentz, 410-786-5084 or katie.bentz@cms.hhs.gov, Emma Battista, 410-786-0374 or emma.battista@cms.hhs.gov.

**Post-Implementation Contact(s):** Contact your Contracting Officer's Representative (COR).

## **VI. FUNDING**

### **Section A: For Medicare Administrative Contractors (MACs):**

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**ATTACHMENTS: 0**