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TO: Contract Year (CY) 2013 Medicare-Medicaid Plans

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SUBJECT: Translation Requirements for CY 2013 Medicare-Medicaid Plans (MMPs)

This memorandum provides guidance to Contract Year (CY) 2013 Medicare-Medicaid Plans (MMPs) on language translation requirements for their marketing materials. As provided in section 30.7 of the Medicare Marketing Guidelines (refer to <http://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/mc86c03.pdf>), plans must make certain marketing materials available in non-English languages if the plan's service area meets the Medicare threshold for translation (i.e., any non-English language that is the primary language of at least five (5) percent of the plan's plan benefit package service area).

Under the Capitated Financial Alignment Demonstration, the Medicare standard for translation of marketing materials into non-English languages will be superseded to the extent that the state's standard for translation, as articulated in its memorandum of understanding with CMS, is more stringent. CMS has compared the results of the Medicare marketing translation analysis, summarized in the August 17, 2012, HPMS memorandum entitled, "Contract Year 2013 Translated Marketing Materials Requirements and Methodology," to the standards articulated by each state implementing a demonstration in 2013 (California, Illinois, Massachusetts, and Ohio).

As a result of this comparative analysis, CMS has updated the Material Language Lookup functionality for each CY 2013 MMP contract and plan benefit package (PBP) to reflect the applicable non-English translation requirements. Only those PBPs listed in the module with language requirements are required to produce translated materials. "NA" indicates that a PBP does not need to provide translated materials.

To access the HPMS Material Language Lookup module, please follow this path: HPMS Home Page > Monitoring > Marketing Review > Material Language Lookup > Select a contract ID or MCE number. The Material Language Lookup results display the contract ID, PBP (plan) ID, and non-English language(s) needed for marketing materials.

Additional guidance is forthcoming about any non-English translations of key MMP marketing material model templates that CMS will provide.

If you have any questions about this memorandum, please contact the Medicare-Medicaid Coordination Office at [mmcocapsmodel@cms.hhs.gov](mailto:mmcocapsmodel@cms.hhs.gov).