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**TO:** All Part D Sponsors

**FROM:** Tracey McCutcheon, MHSA, MBA  
Acting Director, Medicare Drug Benefit and C&D Data Group

**SUBJECT:** CY 2015 Formulary Submission Information

**DATE:** March 11, 2014

The following information is provided to assist Part D sponsors with the submission of CY 2015 formularies.

**CY 2015 Formulary Training Webinar**

This training includes a field by field review of the CY 2015 formulary file record layout, the Health Plan Management System (HPMS) formulary submission module, and key points relating to the CMS formulary review process. It also includes layouts and detailed instructions for submitting supplemental formulary files. Highlights of the formulary submission and review process include:

- Prior authorization (PA) and step therapy (ST) record file layouts
- Submission of the formulary tier information
- Formulary submission information unique to Medicare-Medicaid plans (MMPs)
- Prior Authorization/Step Therapy attestation
- Transition policy attestations
- Pharmacy & Therapeutics committee attestations
- Supplemental file submissions/Additional Demonstration Drug (ADD) file submissions
- Dates relating to the CY 2015 formulary submission process

The CY 2015 Formulary Self-Paced On-line Training, an eLearning product, will be available online the week of March 24, 2014 at the following link:

[https://webinar.cms.hhs.gov/e39303730/event/event\\_info.html](https://webinar.cms.hhs.gov/e39303730/event/event_info.html).

The CY 2015 Formulary Self-Paced On-line Training will be presented in the same format utilized for the CY 2014 Formulary Training. You will need Adobe Flash Player ® on your computer. The program is best viewed with the 'Display Properties' on your computer set to a 'Screen Resolution of 1280 by 1024 pixels'. The above link redirects you to a site that will load the presentation onto your screen; the audio and video will begin automatically.

The program requires that the content be fully loaded before the lesson will start to play. Please do not press any keys but wait until the file starts to play. Should the program not load properly, close your

browser and try again. Once the program begins to play, you will notice control buttons at the bottom of your screen which will allow you to control the presentation and view it at your own pace.

A handbook which includes a hard copy of the entire online training presentation is available for viewing and printing from the following link: <https://webinar.cms.hhs.gov/p66366436/>  
You may use it to make notes while viewing the presentation. This handbook is a job aid and may also be used to assist you during the HPMS submission process.

Should you experience technical difficulties with the webinar, please contact Martha Edmonds at 410-786-3183.

### **Formulary Submission Training Question and Answer User Call**

Questions pertaining to the CY 2015 Formulary Training Webinar should be emailed to [PartDformularies@cms.hhs.gov](mailto:PartDformularies@cms.hhs.gov) by April 2, 2014. Please include in the subject line "Questions for the CY 2015 Formulary and Supplemental File Training." The April 9, 2014 Part C & D User Call will be dedicated to answering submitted questions, as well as a live question and answer session, if time permits. Dial-in information and materials will be distributed by CMS' Part C & D User Call contractor, Management Solutions Consulting Group (MSCG), prior to the call. If you are not already registered with MSCG, register at <http://mscginc.com/registration>. A valid CMS contract number is required.

### **Formulary Reference File**

The CY 2015 Formulary Reference File will be posted in the CY 2014 HPMS formulary submission module on or about March 25, 2014 and in the CY 2015 formulary submission module upon its release.

### **Technical Manual**

The CY 2015 HPMS Formulary Submission Module & Reports Technical User Manual will be posted on the In the News Section of the HPMS Homepage on or about March 31, 2014.

### **Compliance Officer Training**

The April 30, 2014 Part C & D User Call will be dedicated to reviewing the role and responsibility of Medicare compliance officers in ensuring compliance with CMS Part D formulary and benefits requirements. Similar to last year's training CMS will highlight specific areas of compliance officer oversight in addition to HPMS formulary and benefit reporting tools. Following the presentation there will be a brief question and answer period.

**Calendar of Events**

<b>Date</b>	<b>Event</b>	<b>Additional Information</b>
Week of March 24, 2014	CY 2015 Formulary Training Webinar	Available online (see Memo for links)
On or about March 25, 2014	Posting of CY 2015 Formulary Reference File	CY 2014 HPMS formulary submission module
On or about March 31, 2014	Posting of HPMS Formulary Submission Module & Reports Technical User Manual	In the News section of the HPMS Home page
April 2, 2014	Deadline for submission of questions pertaining to CY 2015 Formulary Training Webinar	Direct questions to the <a href="mailto:PartDFormularies@cms.hhs.gov">PartDFormularies@cms.hhs.gov</a> mailbox. Include in the subject line "Questions for the CY 2015 Formulary and Supplemental File Training"
April 9, 2014	Question and Answer User Call following formulary training webinar	CMS Part C & D User Call Group. If not already registered, register at <a href="http://www.msccinc.com/registration">www.msccinc.com/registration</a> . A valid CMS contract number is required.
April 30, 2014	Compliance Officer Training	CMS Part C & D User Call Group. If not already registered, register at <a href="http://www.msccinc.com/registration">www.msccinc.com/registration</a> . A valid CMS contract number is required.
May 9, 2014	CY 2015 initial formulary submission window opens	CY 2015 HPMS formulary submission module
June 2, 2014	CY 2015 initial formulary submission window closes 11:59 PM PT	CY 2015 HPMS formulary submission module
June 2 – June 6, 2014	Supplemental file/ADD file submission window	CY 2015 HPMS formulary submission module