

Final Contract Year (CY) 2020 Marketing Guidance for Illinois Medicare-Medicaid Plans

Issued: August 22, 2019

Table of Contents

Introduction	3
Use of Independent Agents and Brokers	3
Compliance with Section 1557 of the Affordable Care Act of 2010	3
Formulary and Formulary Change Notice Requirements	3
Additional Guidance for Illinois MMPs.....	4
Section 20 - Communications and Marketing Definitions.....	4
Section 30.2 - Standardization of Plan Name Type	4
Section 30.3 - Non-English Speaking Population	5
Section 30.4 - Hours of Operation Requirements for Materials.....	5
Section 30.6 - Electronic Communication Policy	6
Section 40.2 - Marketing Through Unsolicited Contacts	6
Section 40.3 - Marketing Through Telephonic Contact.....	6
Section 40.4 - Nominal Gifts.....	7
Section 40.6 - Marketing Star Ratings	7
Section 40.6.1 - Marketing Plans/Part D Sponsors with an Overall 5-Star Rating.....	7
Section 40.8 - Marketing of Rewards and Incentives Programs.....	8
Section 50.1 - Educational Events.....	8
Section 50.2 - Marketing/Sales Events.....	8
Section 50.3 - Personal/Individual Marketing Appointments	8
Section 60.1 - Provider-Initiated Activities	8
Section 60.2 - Plan-Initiated Provider Activities in the Healthcare Setting.....	8
Section 60.3 - Contracted Provider Oversight Responsibilities	9
Section 60.4 - Plan/Part D Sponsor Activities in the Healthcare Setting	9
Section 60.4.1 - Special Guidance for Plans/Part D Sponsors Serving Long-Term Care Facility Residents.....	9
Section 70.1.2 - Documents to be Posted on Website.....	9
Section 70.1.3 - Required Content	10

Section 70.2 - Searchable Formularies and Directories.....	10
Section 80.1 - Service Call Center Requirements and Standards.....	10
Section 80.1.1 - Customer Service Call Center Hours of Operations.....	10
Section 80.2 - Hours of Operation for Telephone Lines Solely Designated For Sales and Enrollment.....	10
Section 80.3 - Informational Scripts.....	11
Section 80.4 - Telesales and Enrollment Scripts	11
Section 80.7 - Activities That Do Not Require the Use of State-Licensed Marketing Representatives	11
Section 90 - Tracking, Submission, and Review Process	11
Section 90.1 - Material Identification	11
Section 90.1.1 - Materials Subject to Submission.....	12
Section 90.4 - Submission of Websites and Webpages for Review	12
Section 90.5 - Submission of Multi-Plan Materials.....	12
Section 90.6 - Status of HPMS Material	12
Section 90.8 - File & Use Process.....	12
Section 100 - Required Materials	13
Section 100.4 - List of Required Materials	13
Table 1: Required Materials for New Members.....	27
Section 110 - Agent/Broker Activities, Oversight, and Compensation Requirements.....	28
Appendix 2 - Disclaimers.....	28
Table 2. State-specific MMP Disclaimers.....	28
Appendix 3 - Pre-Enrollment Checklist	29
Appendix 7 - Use of Medicare Mark for Part D Sponsors	29

Introduction

All Medicare Advantage-Prescription Drug (MA-PD) plan sponsor requirements in the Contract Year (CY) 2019 Medicare Communications and Marketing Guidelines (MCMG), posted at <http://www.cms.gov/Medicare/Health-Plans/ManagedCareMarketing/FinalPartCMarketingGuidelines.html>, and the August 6, 2019, Health Plan Management System (HPMS) guidance memorandum, “Medicare Communications and Marketing Guidelines,” apply to Medicare- Medicaid plans (MMPs) participating in the Illinois capitated financial alignment model demonstration, except as noted or modified in this guidance document.¹

This guidance document provides information only about those sections of the MCMG that are not applicable or that are different for MMPs in Illinois; therefore, this guidance document should be considered an addendum to the CY 2019 MCMG. This MMP guidance is applicable to all marketing done for CY 2020 benefits.

Use of Independent Agents and Brokers

We clarify that all requirements applicable to independent agents/brokers throughout the MCMG are inapplicable to MMPs in Illinois because the use of independent agents/brokers is not permitted. All MMP enrollment transactions must be processed by the state’s enrollment broker.

Compliance with Section 1557 of the Affordable Care Act of 2010

MMPs are subject to the disclosure requirements under Section 1557 of the Affordable Care Act. For more information, MMPs should refer to <https://www.hhs.gov/civil-rights/for-individuals/section-1557/>.

Formulary and Formulary Change Notice Requirements

Illinois MMPs should refer to the November 1, 2018, HPMS guidance memorandum, “Part D Communication Materials,” for guidance on formulary and formulary change notice requirements. As noted in that memorandum, additional updates to reflect changes related to 42 CFR 423.120(b)(5), regarding notice of mid-year formulary changes and changes to the definition of an approved month’s supply, will be incorporated into the Medicare Prescription Drug Benefit Manual in a future release. In addition, we note that Illinois MMPs are required to adhere to all new regulatory provisions and requirements.

The requirements of the November 1, 2018, HPMS guidance memorandum apply with the following modifications:

- Formulary change notices must be sent for any negative formulary change (as described in section 30.3.3, “Midyear Formulary Changes,” and section 30.3.4, “Provision of Notice Regarding Formulary Changes,” of Chapter 6 of the Prescription Drug Benefit Manual), regardless of whether or not the negative

¹Note that any requirements for Special Needs Plans (SNPs), Private Fee-for-Service (PFFS) plans, Preferred Provider Organizations (PPOs), and Section 1876 Cost-Based Plans (cost plans) in the MCMG do not apply unless specifically noted in this guidance.

formulary change applies to an item covered under Medicare or Medicaid, or as an additional drug benefit under the plan.

- Formulary change notices applicable to all formulary changes (not just Part D drug changes) must be maintained on Illinois MMP websites.

Additional Guidance for Illinois MMPs

The following are additional Illinois MMP-specific modifications for CY 2020 beyond those that modify the MCMG:

- We clarify that organizations offering both MMPs and non-MMP Medicare health plan options in a service area may only market MMP offerings in their MMP materials.
- We clarify that MMPs may not send marketing materials to current MMP members about other Medicare products they offer, and they may not send information requesting members' prior authorization to receive materials about other Medicare products they offer. Such materials may only be sent when a current enrollee proactively makes a request for information about other Medicare products.

Section 20 - Communications and Marketing Definitions

MMPs are subject to marketing and beneficiary communications applicable to Medicare Advantage plans in 42 CFR Parts 422 and 423, as well as those applicable to Medicaid managed care organizations in 42 CFR Part 438. CMS developed a joint review process (JRP) for MMP beneficiary materials under each Financial Alignment Initiative capitated model demonstration that combines state and CMS review requirements and parameters. Given these differences, CMS continues to consider all CY 2020 MMP materials to be marketing materials as defined prior to the implementation of CMS-4182-F.² As a result, this section of the MCMG and its subsections do not apply to MMPs. We provide additional detail about materials subject to HPMS submission in the guidance related to section 90.1.1 of the MCMG in this document. In addition, for any other references to communications throughout the MCMG, the previous definition of marketing materials applies.

Section 30.2 - Standardization of Plan Name Type

As is the case for other Medicare health plans, MMPs are required to include the plan type in each plan's name using standard terminology consistent with the guidance provided in this section. CMS created the standardized plan type label "Medicare-Medicaid Plan" to refer generically to all plans participating in a capitated financial alignment model demonstration. MMPs must use the "Medicare-Medicaid Plan" plan type terminology following their plan name at least once on the front page or beginning of each marketing piece, excluding envelopes, consistent with the requirements of section 30.2 of the MCMG.

²"Contract Year 2019 Policy and Technical Changes to the Medicare Advantage, Medicare Cost Plan, Medicare Fee-for-Service, the Medicare Prescription Drug Benefit Programs, and the PACE program," which may be found in the Federal Register published April 16, 2018 (see <https://www.federalregister.gov/documents/2018/04/16/2018-07179/medicare-program-contract-year-2019-policy-and-technical-changes-to-the-medicare-advantage-medicare>).

We also clarify that MMPs in Illinois that offer Medicare Advantage products in the same service area as their MMPs may not use the same plan marketing name for both those products. Thus, for example, an organization offering both an MA HMO plan and an MMP in the same service area could not use the same name – e.g., Acme Duals Care (HMO) – for its MA product as for its MMP product – e.g., Acme Duals Care (Medicare-Medicaid Plan).

Section 30.3 - Non-English Speaking Population

The requirements of section 30.3 of the MCMG apply with the modifications and clarifications included in this section. The standard articulated in this section for translation of marketing materials into non-English languages will be superseded to the extent that Illinois' standard for translation of marketing materials is more stringent. The Illinois translation standard – which requires translation of materials into “prevalent languages” (i.e., Spanish and any language that is the primary language of five (5) percent or more of the plan's service area population) – typically exceeds the Medicare standard for translation in Illinois MMP service areas. Guidance on the translation requirements for all plans, including MMPs, is released annually each fall via HPMS. Required languages for translation for each MMP are also updated annually, as needed, in the HPMS Marketing Module.

CMS and the state have designated materials that are vital and, therefore, must be translated into the non-English languages specified in this section.³ This information is located in section 100.4 of this document.

MMPs must have a process for ensuring that enrollees can make a standing request to receive the materials identified in this section, in alternate formats and in all non-English languages identified in this section and in the HPMS Marketing Module, at the time of request and on an ongoing basis thereafter. The process should include how the MMP will keep a record of the member's information and utilize it as an ongoing standing request so the member doesn't need to make a separate request for each material and how a member can change a standing request for preferred language and/or format.

For additional information regarding notice and tagline requirements, refer to Appendix A and Appendix B to Part 92 of Section 1557 of the Patient Protection and Affordable Care Act.

Section 30.4 - Hours of Operation Requirements for Materials

In addition to the requirements of this section, MMPs must also provide the phone and TTY numbers and days and hours of operation information for the state's enrollment broker at least once in any marketing materials that are provided prior to the time of enrollment and where a customer service number is provided for current and prospective enrollees to call.

³CMS makes available Spanish translations of the Illinois MMP SB, Formulary (List of Covered Drugs), Provider and Pharmacy Directory, and ANOC/EOC (Member Handbook). These are posted at <https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html>. CMS makes available a Spanish and Chinese translation of the Part D transition letter to all Medicare health plans at <https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/Part-D-Model-Marketing-Materials.html>.

Section 30.6 - Electronic Communication Policy

In Illinois, MMPs may not initiate email contact with all prospective enrollees. Email contact may only be initiated with:

- An enrollee of the health plan who is enrolled in a different product of the health plan (e.g., an MLTSS or Medicare Advantage plan), or
- A current MMP enrollee of the health plan, or
- A future enrollee of the health plan who has been passively or voluntarily enrolled with a coverage effective date that has not occurred yet.

Section 40.2 - Marketing Through Unsolicited Contacts

In Illinois, MMPs may not initiate email contact with all potential enrollees. Email contact may only be initiated with:

- An enrollee of the health plan who is enrolled in a different product of the health plan (e.g., an MLTSS or Medicare Advantage plan), or
- A current MMP enrollee of the health plan, or
- A future enrollee of the health plan who has been passively or voluntarily enrolled with a coverage effective date that has not occurred yet.

Section 40.2 of the MCMG provides examples of unsolicited direct contact with current and prospective enrollees. We reiterate that marketing via conventional mail and other print media (e.g., advertisements, direct mail) is not considered unsolicited contact and, therefore, is permissible. Direct mail must be submitted to HPMS for state review only, and Illinois MMPs must use marketing material code 16024 for this purpose.

In addition to the requirements of section 40.2 of the MCMG, MMPs conducting permitted unsolicited marketing activities, such as through email (provided that they include an opt-out function), conventional mail and other print media, are required to include the following disclaimer on all materials used for that purpose:

“For information on <plan name> and other options for your health care, call the Illinois Client Enrollment Services at 1-877-912-8880 (TTY: 1-866-565-8576) or visit <http://enrollhfs.illinois.gov/>.”

For purposes of this section, enrollment materials sent to passively enrolled individuals are not considered marketing through unsolicited contact.

Section 40.3 - Marketing Through Telephonic Contact

The requirements of section 40.3 of the MCMG apply with the following clarifications and modifications:

- MMPs may not call current MMP enrollees to promote other Medicare plan types. Information about other Medicare plan types can only be provided at the proactive request of a current MMP enrollee.
- Organizations that offer non-MMP and MMP products may call their current non-MMP enrollees (e.g., those in Medicaid managed care products), including individuals who have previously opted out of passive enrollment into an MMP, to promote their MMP offerings.
- Plans may use reasonable efforts to contact current non-MMP enrollees who are eligible for MMP enrollment to provide information about their MMP products. Callers with questions about other Medicare program options should be warm transferred to 1-800-MEDICARE or to the State Health Insurance Assistance Program (known as the Senior Health Insurance Program, or SHIP, in Illinois) for information and assistance.
- MMPs may call current MMP enrollees to assist with Medicaid redeterminations prior to disenrollment.
- MMPs may place phone calls to disenrolling members to conduct disenrollment surveys for quality improvement services up to the last day of their coverage in the plan, but they may not call former enrollees **after** the disenrollment effective date. However, MMPs may mail a disenrollment survey at any time, including after the disenrollment effective date. Surveys may not include sales or marketing information and must be submitted for review in HPMS. If an MMP's disenrolling member elected to receive information electronically consistent with the requirements of section 30.6 of the MCMG, the MMP may email the member up until his/her last day of coverage in the MMP.

Section 40.4 - Nominal Gifts

Under the Illinois demonstration, MMPs may **not** offer financial or other incentives, including private insurance, to induce enrollees or potential enrollees to enroll with the MMP or to refer a friend, neighbor, or other person to enroll with the plan. We also clarify that nominal gifts are permitted only when the nominal value of any nominal gift offered by MMPs is no more than \$10 per person based on the fair market value of the item. The remainder of section 40.4 of the MCMG applies to MMPs.

Section 40.6 - Marketing Star Ratings

Because MMCO is in the process of developing a Star Ratings system for MMP performance, MMPs are not subject to the Star Ratings requirements in the MCMG. Therefore, this section does not apply to MMPs.

Section 40.6.1 - Marketing Plans/Part D Sponsors with an Overall 5-Star Rating

Because MMCO is in the process of developing a Star Ratings system for MMP performance, MMPs are not subject to the Star Ratings requirements in the MCMG. Therefore, this section does not apply to MMPs.

Section 40.8 - Marketing of Rewards and Incentives Programs

MMPs may market rewards and incentives to current enrollees, as provided in section 40.8 of the MCMG. Any rewards and incentives programs must be consistent with section 100 of Chapter 4 of the Medicare Managed Care Manual.

Additionally, we clarify that any value added or supplemental benefits that the MMP wants to be considered for inclusion in the state's plan comparison tool, including gift cards as wellness incentives, must be submitted to the state at HFS.HLTHPlnOutreach@illinois.gov for approval.

Section 50.1 - Educational Events

We clarify that MMPs may provide contact information directly to an individual at an educational event if the individual asks for such information. MMPs may provide nominal gifts that do not exceed \$10 per person based on the fair market value of the item that include the plan name, logo, toll-free customer service number, and website, provided they otherwise meet the guidance provided in this section of the MCMG. We clarify that MMPs can make available information about multiple plan products at the same physical table at educational events, as long as all information has previously been appropriately approved by CMS and the state. We note that, while no one approves MMP events submitted in HPMS, if HealthChoice Illinois information also is available, the event must be approved by the state.

Section 50.2 - Marketing/Sales Events

The provisions in this section of the MCMG do not apply to MMPs since marketing/sales events are not permitted in Illinois.

Section 50.3 - Personal/Individual Marketing Appointments

Since Illinois MMPs are not allowed to market directly to individual potential enrollees, the requirements of this section of the MCMG do not apply. This prohibition extends to MMPs calling prospective enrollees to solicit an individual marketing appointment after public events.

Section 60.1 - Provider-Initiated Activities

We clarify that the guidance in this section referring patients to other sources of information such as the "State Medicaid Office" also applies to materials produced and/or distributed by Illinois' enrollment broker. In addition, we clarify that MMPs may allow contracted providers to assist MMP enrollees with Medicaid redeterminations prior to disenrollment. We also clarify that provider-initiated discussions that answer questions or discuss the merits of an MMP – including cost sharing and benefit information – may not occur in areas where care is delivered. The remainder of section 60.1 of the MCMG applies to MMPs.

Section 60.2 - Plan-Initiated Provider Activities in the Healthcare Setting

We clarify that MMPs may not allow contracted providers to make available, distribute, or display marketing materials in areas where health care is being delivered. MMPs may not allow contracted providers to make available marketing materials in common entryways or vestibules. However, making state-approved materials available in hospital or nursing home cafeterias, community rooms, recreational rooms, and conference rooms is allowed. Additionally, MMPs may

not allow contracted providers to make enrollment forms available where health care is being delivered or outside of the areas where care is being delivered. The remainder of section 60.2 of the MCMG applies to MMPs.

Section 60.3 - Contracted Provider Oversight Responsibilities

The guidance in section 60.3 of the MCMG applies to contracted providers of Medicare services. However, we clarify that contracted providers of Medicaid-only services that have a preferred MMP must use the state's flyer and/or letter template (see <https://www.illinois.gov/hfs/SiteCollectionDocuments/PreferredProviderTemplates101917.pdf>), and such contracted providers' preferred MMP must receive approval from the state for each preferred MMP flyer and/or letter prior to posting and/or distribution by the contracted provider.

Section 60.4 - Plan/Part D Sponsor Activities in the Healthcare Setting

We clarify that MMPs may not conduct sales activities, including sales presentations, or distribute or collect enrollment forms in Illinois. Additionally, MMPs may not distribute marketing materials in common entryways or vestibules. However, making state-approved materials available in hospital or nursing home cafeterias, community rooms, recreational rooms, and conference rooms is allowed. The remainder of section 60.4 of the MCMG applies to MMPs.

Section 60.4.1 - Special Guidance for Plans/Part D Sponsors Serving Long-Term Care Facility Residents

The flexibility provided in the second paragraph of this section for Plans/Part D sponsors to provide contracted long-term care facilities with materials for inclusion with admission packets that announce the Plan/Part D sponsor's contractual relationship is also applicable to MMPs.

We clarify, however, that MMPs may not make available, distribute, or display marketing materials in areas where health care is being delivered. MMPs may not allow contracted providers to make marketing materials in common entryways or vestibules. However, making state-approved materials available in hospital or nursing home cafeterias, community rooms, recreational rooms, and conference rooms is allowed.

We also clarify that the provisions in this section of the MCMG applicable to agents/brokers do not apply to MMPs since the use of agents/brokers is not permitted for Illinois MMPs.

Section 70.1.2 - Documents to be Posted on Website

The requirements of this section apply with the following modifications:

- MMPs are not required to post the low-income subsidy (LIS) Premium Summary Chart as this document is not applicable to MMPs.
- Because MMCO is in the process of developing a Star Ratings system for MMP performance, MMPs are not subject to the Star Ratings requirements in the MCMG. Therefore, MMPs are not required to post a CMS Star Ratings document on their websites.

Section 70.1.3 - Required Content

In addition to the requirements outlined in this section, MMPs must also include on their websites a direct link to the state's enrollment broker website. MMPs must also include information on the potential for contract termination (i.e., a statement that the MMP may terminate or non-renew its contract, or reduce its service area, and the effect any of those actions may have on MMP enrollees, as required under 42 CFR 422.111(f)(4)), and information that materials are published in alternate formats (e.g., large print, braille, audio).

Section 70.2 - Searchable Formularies and Directories

The second sentence of this section of the MCMG is modified for Illinois MMPs, in accordance with their three-way contracts, as follows:

While MMPs are encouraged to have searchable, machine-readable formularies, MMPs must make their online directories available in a searchable, machine-readable file and format.

The remainder of section 70.2 of the MCMG applies to MMPs.

Section 80.1 – Customer Service Call Center Requirements and Standards

We clarify that hold time messages that include marketing content must be submitted in HPMS, and Illinois MMPs must use marketing material code 16062 for this purpose. All other guidance in section 80.1 of the MCMG applies to MMPs.

Section 80.1.1 - Customer Service Call Center Hours of Operations

We clarify that MMPs must operate a toll-free call center during usual business hours. In light of the scope and nature of the services and benefits provided by MMPs, CMS interprets usual business hours for customer service call centers for both current and prospective enrollees as meaning at least the following: seven (7) days a week, at least from 8 a.m. to 8 p.m. CT, except as provided below. Customer service call center hours and days must be the same for all individuals regardless of whether they speak English, a non-English language, or use assistive devices for communication. During this time period, current and prospective enrollees must be able to speak with a live customer service representative. MMPs may use alternative technologies on Saturdays, Sundays, and federal holidays in lieu of having live customer service representatives. For example, an MMP may use an interactive voice response (IVR) system or similar technologies to provide the required information listed in section 80.1 of the MCMG, and/or allow a beneficiary to leave a message in a voice mail box. A customer service representative must then return the call in a timely manner, no more than one (1) business day later. All other guidance in section 80.1.1 of the MCMG applies to MMPs.

Section 80.2 - Hours of Operation for Telephone Lines Solely Designated For Sales and Enrollment

Since Illinois MMPs are not allowed to market directly to individual potential enrollees and all enrollments into MMPs are submitted by the state's enrollment broker, this section of the MCMG does not apply.

Section 80.3 - Informational Scripts

We clarify that informational calls to plan call centers that become enrollment calls at the proactive request of the beneficiary must be transferred to the state's enrollment broker. The MMP may do a warm transfer to the state's enrollment broker as long as MMP staff drop off the line once the transfer is complete.

We also clarify that MMPs may not ask callers if they would like to receive information about other Medicare lines of business they offer. Such information may only be provided at the proactive request of a member.

MMPs should refer to section 80.7 of this guidance, as well as section 80.7 of the MCMG, for clarification of the types of activities conducted by a plan customer service representative that do not require the use of state-licensed marketing representatives.

Section 80.4 - Telesales and Enrollment Scripts

Since Illinois MMPs are not allowed to market directly to individual potential enrollees and all enrollments into MMPs are submitted by the state's enrollment broker, the enrollment script requirements of this section do not apply. We clarify that informational calls to plan call centers that become enrollment calls at the proactive request of the beneficiary must be transferred to the state's enrollment broker. The MMP may do a warm transfer to the state's enrollment broker as long as MMP staff drop off the line once the transfer is complete.

Section 80.7 - Activities That Do Not Require the Use of State-Licensed Marketing Representatives

Since all enrollments into MMPs are submitted by the state's enrollment broker, this section of the MCMG is modified for Illinois MMPs. CSRs may not take demographic information to complete an enrollment application.

Section 90 - Tracking, Submission, and Review Process

Any references in this section of the MCMG, and in all subsections thereunder, to CMS in its role in reviewing marketing materials are also references to the state for purposes of MMP marketing material review.

Section 90.1 - Material Identification

The second paragraph of this section of the MCMG is modified as follows for MMPs:

The material ID is made up of two parts: (1) MMP contract number, (i.e., H number) followed by an underscore; and (2) any series of alphanumeric characters chosen at the discretion of the MMP. Use of the material ID on marketing materials must be immediately followed by the status of either approved or accepted (e.g., H1234_drugx38 Approved). Note that MMPs should include an approved status only after the material is approved and not when submitting the material for review.

In addition, when a third party, such as a pharmacy benefit manager (PBM), creates and distributes member-specific materials on behalf of multiple organizations, it is not acceptable to use the material ID for another organization for materials the third party provides to MMP enrollees. The material must be submitted in HPMS using a separate material ID number for the MMP, and that material ID number must be included on the material. The remainder of section 90.1 of the MCMG applies to MMPs, including the requirement that non-English and alternate format materials based on previously created materials may have the same material ID as the material on which they are based.

Section 90.1.1 - Materials Subject to Submission

CMS has developed a JRP for MMP beneficiary materials under each Financial Alignment Initiative capitated model demonstration that combines state and CMS review requirements and parameters. Given these differences, CMS will continue to consider all CY 2020 MMP materials to be marketing materials as defined prior to the implementation of CMS- 4182-F in CY 2019.⁴

Section 90.4 - Submission of Websites and Webpages for Review

The requirements of this section apply without modification. We note, however, that MMPs should use state-specific MMP website codes. For more information about website codes, MMPs should consult the Marketing Code Lookup functionality in the HPMS marketing module.

Section 90.5 - Submission of Multi-Plan Materials

This section does not apply to MMPs.

Section 90.6 - Status of HPMS Material

We clarify that, for purposes of MMP materials, there is no “deeming” of materials requiring either a dual review by CMS and the state or a one-sided state review, and materials remain in a “pending” status until the state and CMS reviewer dispositions match. Materials that require a CMS-only review deem after the respective 10- or 45-day review period. MMPs may obtain more information about the specific review parameters and timeframes for marketing materials under the Illinois capitated financial alignment model demonstration in the Marketing Code Lookup functionality in the HPMS marketing module. In addition, we note that the “non-marketing” status is not available for JRP marketing codes in HPMS for CY 2020. All other guidance in this section of the MCMG applies.

Section 90.8 - File & Use Process

We clarify that the File & Use certification process for MMPs is included in the three-way contract. All other guidance in section 90.8 of the MCMG applies.

⁴Contract Year 2019 Policy and Technical changes to the Medicare Advantage, Medicare Cost Plan, Medicare Fee-for-Service, the Medicare Prescription Drug Benefit Programs, and the PACE program,” which may be found in the Federal Register published April 16, 2018 (see <https://www.federalregister.gov/documents/2018/04/16/2018-07179/medicare-program-contract-year-2019-policy-and-technical-changes-to-the-medicare-advantage-medicare>).

Section 100 - Required Materials

We clarify that CMS will continue to consider all CY 2020 MMP materials to be marketing materials as defined prior to the implementation of CMS-4182-F.⁵ As a result, all marketing materials must be submitted in HPMS. All other portions of this section apply to MMPs.

Section 100.4 - List of Required Materials

This section is replaced with the following revised guidance:

Section 100.4 - List of Required Materials

42 CFR Parts 417, 422, 423, 438

Model Materials

We note that materials MMPs create should take into account the reading level requirements established in the three-way contract. Available model materials reflect acceptable reading levels. Current Part D models are acceptable for use as currently provided, and MMPs must add required disclaimers in Appendix 2 of this guidance, as appropriate. Adding required MMP disclaimers to Part D models does not render the documents non-model when submitted for review or accepted as File & Use materials.

We refer MMPs to the following available model materials:

- MMP-specific model materials tailored to MMPs in Illinois, including an Annual Notice of Change (ANOC), Summary of Benefits, Evidence of Coverage (EOC) (Member Handbook), comprehensive integrated Formulary (List of Covered Drugs), combined provider/pharmacy directory (Provider and Pharmacy Directory), single Member ID Card, integrated denial notice, welcome letters, state-specific appeals notices, and other plan-delegated enrollment notices:
<https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html>.
- Required Part D materials, including the Excluded Provider Letter, Prescription Transfer Letter, and Transition Letter: <http://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/Part-D-Model-Marketing-Materials.html>.
- Required Drug-Only Explanation of Benefits (EOB) as either (1) the Part D EOB model: <https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/Part-D-Model-Marketing-Materials.html>; or (2) the MMP Drug-Only EOB model: <https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html>.

⁵“Contract Year 2019 Policy and Technical changes to the Medicare Advantage, Medicare Cost Plan, Medicare Fee-for-Service, the Medicare Prescription Drug Benefit Programs, and the PACE program,” which may be found in the Federal Register published April 16, 2018 (see <https://www.federalregister.gov/documents/2018/04/16/2018-07179/medicare-program-contract-year-2019-policy-and-technical-changes-to-the-medicare-advantage-medicare>).

[Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html](https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html).

- The Fully Integrated MMP EOB, an optional document, but one that can be used to meet the required Drug-Only EOB requirement: <https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html>.
- Part D appeals and grievances models and notices (including those in the Parts C & D Enrollee Grievances, Organization/Coverage Determinations and Appeals Guidance): <https://www.cms.gov/Medicare/Appeals-and-Grievances/MedPrescriptDrugApplGriev/index.html>, <https://www.cms.gov/Medicare/Appeals-and-Grievances/MedPrescriptDrugApplGriev/PlanNoticesAndDocuments.html>, and <https://www.cms.gov/Medicare/Appeals-and-Grievances/MedPrescriptDrugApplGriev/Forms.html>.
- Part C appeals and grievances models and notices (including those in the Parts C & D Enrollee Grievances, Organization/Coverage Determinations and Appeals Guidance): <http://www.cms.gov/Medicare/Appeals-and-Grievances/MMCAG/Guidance.html> and <https://www.cms.gov/Medicare/Appeals-and-Grievances/MMCAG/Notices-and-Forms.html>.
- MMP-specific ANOC/EOC (Member Handbook) errata model: <https://www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformationandResources.html>.

Required Materials and Instructions for MMPs

Below is a list of required materials for Illinois MMPs. In addition, we provide high-level information for each material. Guidance (as noted) should be reviewed as applicable. Additionally, MMPs should consult the HPMS Marketing Code Lookup functionality for specific codes and instructions for uploading required materials.

MMPs may enclose additional benefit/plan operation materials with required materials, unless specifically prohibited in instructions or prohibited as noted below for each material. Additional materials must be distinct from required materials and must be related to the plan in which the beneficiary enrolled.

Annual Notice of Changes (ANOC)	
<i>To Whom Required:</i>	<ul style="list-style-type: none"> • Must be provided to current enrollees of plan, including those with October 1, November 1, and December 1 effective dates.
<i>Timing:</i>	<ul style="list-style-type: none"> • MMPs must send for enrollee receipt no later than September 30 of each year. (Note: ANOC must be posted on MMP website by October 15.) • Enrollees with October 1, November 1, and December 1 enrollment effective dates must receive the ANOC for the upcoming year by one (1) month after the effective date of enrollment but not later than December 15.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	<ul style="list-style-type: none"> • Code 16009. • Must be submitted prior to mailing ANOCs.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP model required for current Contract Year. • Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • Actual Mail Dates (AMDs) and number of recipients (not the number of ANOCs mailed) must be entered into HPMS within 15 days of mailing. This includes mail dates for alternate materials. MMPs that mail in waves should enter the AMD for each wave. MMPs may enter up to ten (10) waves of mailings. For instructions on meeting this requirement, refer to the <i>Update AMD/Beneficiary Link/Function</i> section of the Marketing Review Users Guide in HPMS. • Note: For a single mailing to multiple recipients, as allowed under section 100.1 of the MCMG, MMPs should enter an AMD that reflects the number of recipients, not the number of ANOC/EOCs (Member Handbooks) mailed. • Plans may include the following with the ANOC: <ul style="list-style-type: none"> ○ Summary of Benefits ○ Provider and Pharmacy Directory ○ EOC (Member Handbook) ○ Formulary (List of Covered Drugs) ○ Notification of Electronic Documents • No additional plan communications unless otherwise directed.
<i>Translation Required:</i>	Yes.

ANOC and EOC (Member Handbook) Errata	
<i>To Whom Required:</i>	Must be provided when plan errors are found in the ANOC or EOC (Member Handbook) and sent to current enrollees.
<i>Timing:</i>	Must send to enrollees immediately following CMS approval.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	<ul style="list-style-type: none"> • Code 16006 for the ANOC; code 16061 for the EOC (Member Handbook) • ANOC errata must be submitted by October 15. • EOC (Member Handbook) errata must be submitted by November 15.
<i>Format Specification:</i>	Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	<p>MMPs must use an errata notice to notify enrollees of plan errors in their original documents. We clarify that errata notices should only be used to notify enrollees of plan errors in plan materials.</p> <p>Note: Any mid-year changes, including but not limited to mid-year legislative benefit additions or removals and changes in enrollment policies, should be communicated to current enrollees consistent with the “Mid-Year Change Notification” guidance in this section. The HPMS errata submission process should not be used for mid-year changes to materials that are not due to plan error. Instead plans should use the HPMS marketing module replacement function for these changes.</p>
<i>Translation Required:</i>	Yes.

Coverage/Organization Determination, Discharge, Appeals and Grievance Notices	
<i>To Whom Required:</i>	<ul style="list-style-type: none"> • Must be provided to enrollees who have requested an appeal or have had an appeal requested on their behalf. • Grievances may be responded to electronically, orally, or in writing.
<i>Timing:</i>	Provided to enrollees (generally by mail) on an ad hoc basis, based on required timeframes in three-way contract.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	<ul style="list-style-type: none"> • Code 16052 for IL MMP state-specific appeals notices. • Various codes for other CMS required notices. Refer to HPMS Marketing Code Lookup functionality for IL MMP codes.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP models - standardized model; a non-model document is not permitted. • Other CMS models - modifications permitted.
<i>Guidance and Other Needed Information:</i>	Three-way contract, Parts C & D Enrollee Grievances, Organization/Coverage Determinations, and Appeals Guidance.
<i>Translation Required:</i>	Yes.

Evidence of Coverage (EOC) / Member Handbook	
<i>To Whom Required:</i>	Must be provided to all enrollees of plan.
<i>Timing:</i>	<ul style="list-style-type: none"> • Must send to current enrollees of plan for receipt by October 15 of each year. Must be posted on plan website by October 15 of each year. • Must send to enrollees who opt in to the MMP for receipt no later than ten (10) calendar days from receipt of CMS confirmation of enrollment or by last day of the month prior to the effective date, whichever is later. • Must send to enrollees who are passively enrolled for receipt by the end of the month preceding the month the enrollment will take effect (e.g., must be received by a beneficiary by March 31 for an April 1 effective enrollment date). • New enrollees with an effective date of October 1, November 1, or December 1 should receive both an EOC (Member Handbook) for the current contract year, as well as an EOC (Member Handbook) document for the upcoming contract year. We clarify that, for these members, the ANOC may be included in the EOC (Member Handbook) or provided separately, as well as the Formulary (List of Covered Drugs) (or a distinct and separate notice alerting enrollees how to access or receive the Formulary), and the Provider and Pharmacy Directory (or a distinct and separate notice alerting enrollees how to access or receive the directory) for the upcoming year, must be received by one (1) month after the effective date of enrollment, but not later than December 15.
<i>Method of Delivery:</i>	Hard copy EOC (Member Handbook) or via Notification of Electronic Documents (consistent with section 100.2.1 of the MCMG); or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	<ul style="list-style-type: none"> • Code 16008. • Submitted prior to October 15 of each year.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP model required for current Contract Year. • Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	No additional information.
<i>Translation Required:</i>	Yes.

Excluded Provider Letter	
<i>To Whom Required:</i>	Provided to enrollees when a sponsor has excluded a prescriber or pharmacy participating in the Medicare program based on an Office of Inspector General (OIG) exclusion.
<i>Timing:</i>	Provided to enrollees on an ad hoc basis.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	Code 16037.
<i>Format Specification:</i>	Model provided; modifications permitted.
<i>Guidance and Other Needed Information:</i>	https://oig.hhs.gov/fraud/exclusions.asp
<i>Translation Required:</i>	Yes.

Explanation of Benefits (EOB) – Part D	
<i>To Whom Required:</i>	Must be provided anytime an enrollee utilizes their prescription drug benefit.
<i>Timing:</i>	Sent at the end of the month following the month when the benefit was utilized.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	<ul style="list-style-type: none"> • Code 16036 when using the Part D EOB model, or • Code 16053 when using the MMP Rx-only EOB model, or • Code 16054 when using the MMP fully integrated EOB model.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • Part D EOB model - modifications permitted. • IL MMP specific models - standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • Three-way contract and Medicare Prescription Drug Benefit Manual, Chapters 5 and 6, and HPMS code usage instructions.
<i>Translation Required:</i>	<ul style="list-style-type: none"> • Yes.

Formulary (List of Covered Drugs)	
<i>To Whom Required:</i>	Must be provided to all enrollees of plan.
<i>Timing:</i>	<ul style="list-style-type: none"> • Must be sent to current enrollees of plan for receipt by October 15 of each year. Must be posted on plan website by October 15 of each year. • Must send to enrollees who opt in to the MMP for receipt no later than ten (10) calendar days from receipt of CMS confirmation of enrollment or by last day of the month prior to the effective date, whichever is later. • Must send to enrollees who are passively enrolled for receipt no later than 30 calendar days prior to enrollment.
<i>Method of Delivery:</i>	Hard copy, or via Notification of Electronic Documents (consistent with section 100.2.1 of the MCMG); or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	Code 16003.
<i>Format Specification:</i>	Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • MMPs must make available a comprehensive integrated Formulary (List of Covered Drugs) that includes Medicare and Medicaid outpatient prescription drugs and pharmacy products provided under the plan. • OTC items and/or supplemental benefits that are in excess of Medicaid requirements may not be included in this document. MMPs are only permitted to make available a comprehensive, not abridged, Formulary (List of Covered Drugs).
<i>Translation Required:</i>	Yes.

Integrated Denial Notice	
<i>To Whom Required:</i>	Any enrollee with an adverse benefit determination.
<i>Timing:</i>	Provided to enrollees (generally by mail) on an ad hoc basis, at least 10 (ten) days in advance of any adverse benefit determination.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	Code 16021.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP model required for current Contract Year. • Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	Three-way contract.
<i>Translation Required:</i>	Yes.

Member ID Card	
<i>To Whom Required:</i>	Must be provided to all plan enrollees.
<i>Timing:</i>	<ul style="list-style-type: none"> • Must send to enrollees who opt in to the MMP for receipt no later than ten (10) calendar days from receipt of CMS confirmation of enrollment or by last day of the month prior to the effective date, whichever is later. • Must send to enrollees who are passively enrolled for receipt by the end of the month preceding the month the enrollment will take effect (e.g., must be received by a beneficiary by March 31 for an April 1 effective enrollment date). • Must also be provided to all enrollees if information on existing card changes.
<i>Method of Delivery:</i>	Must be provided in hard copy. In addition to the hard copy, plans may also provide a digital version (e.g., app).
<i>HPMS Timing and Submission:</i>	Code 16011.
<i>Format Specification:</i>	Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • MMPs must issue a single Member ID Card meeting these requirements for all services offered under the plan. Separate pharmacy and health benefits Member ID cards are not permitted.
<i>Translation Required:</i>	No.

Mid-Year Change Notification to Enrollees	
<i>To Whom Required:</i>	Must be provided to all applicable enrollees when there is a mid-year change in benefits, plan rules, formulary, provider network, or pharmacy network.
<i>Timing:</i>	Ad hoc, based on specific requirements for each issue.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG. If the mid-year change affects a document that the MMP has not sent to the member in hard copy (e.g., the EOC (Member Handbook)), the MMP is not required to send a hard copy mid-year change notification.
<i>HPMS Timing and Submission:</i>	Various codes. Refer to HPMS Marketing Code Lookup functionality for IL MMP codes.
<i>Format Specification:</i>	Model not available; must include required content.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • Information about non-renewals or service area reductions may not be released to the public, including current enrollees, until model notice is received from CMS. • MMPs may elect to share Non-Renewal and Service Area Reduction (NR/SAR) information only with first tier, downstream, and related entities (FDRs) or anyone that the MAO does business with (i.e., contracted providers). • Additional NR/SAR notice information can be found in the annual “Non-Renewal and Service Area Reduction Guidance and Enrollee Notification Models” HPMS memo. • If a non-model document is created the document must contain all the elements in the model.
<i>Translation Required:</i>	Yes.

Non-Renewal and Termination Notices	
<i>To Whom Required:</i>	Must be provided to each affected enrollee after MMP decides to non-renew or reduce its plan's service area or before the termination effective date.
<i>Timing:</i>	At least 90 days before the end of the current contract period.
<i>Method of Delivery:</i>	Notices must be hard copy and sent via U.S. mail. First class postage is recommended.
<i>HPMS Timing and Submission:</i>	Code 16012 for both notices.
<i>Format Specification:</i>	IL MMP model required for current contract year. Modifications permitted per instructions.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • Information about non-renewals or service area reductions may not be released to the public, including current enrollees, until notice is received from CMS and the state. • MMPs may elect to share Non-Renewal and Service Area Reduction (NR/SAR) information only with first tier, downstream, and related entities (FDRs) or anyone that the MMP does business with (i.e., contracted providers). • Additional NR/SAR notice information can be found in the annual "Non-Renewal and Service Area Reduction Guidance and Enrollee Notification Models" HPMS memo. • For terminations, relevant notice requirements are provided in 42 CFR 422.506, 422.508, and 422.512.
<i>Translation Required:</i>	Yes.

Part D Transition Letter	
<i>To Whom Required:</i>	Must be provided when a beneficiary receives a transition fill for a non-formulary drug.
<i>Timing:</i>	Must be sent within three (3) days of adjudication of temporary transition fill.
<i>Method of Delivery:</i>	Hard copy.
<i>HPMS Timing and Submission:</i>	Code 16040.
<i>Format Specification:</i>	Model provided; modifications permitted.
<i>Guidance and Other Needed Information:</i>	Medicare Prescription Drug Benefit Manual, Chapter 6, Section 30.4.10.
<i>Translation Required :</i>	Yes.

Plan Delegated Enrollment and Disenrollment Notices	
<i>To Whom Required:</i>	Must be provided as outlined in National Enrollment/Disenrollment Guidance for States & MMPs.
<i>Timing:</i>	Varies; must follow required timeframes as outlined in National Enrollment/Disenrollment Guidance for States & MMPs.
<i>Method of Delivery:</i>	Hard copy, or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	Codes 16047, 16048, 16049, 16050.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP model required for current Contract Year. • Standardized model; a non-model document is not permitted.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • National Enrollment/Disenrollment Guidance for States & MMPs. • IL Enrollment Guidance Appendix 5. • MMPs must use the Marketing code Lookup functionality in the HPMS marketing module, along with the enrollment/disenrollment guidance to determine the most appropriate code for their submissions.
<i>Translation Required:</i>	Yes.

Prescription Transfer Letter	
<i>To Whom Required:</i>	When a Part D sponsor requests permission from an enrollee to fill a prescription at a different network pharmacy than the one currently being used by enrollee.
<i>Timing:</i>	Ad hoc.
<i>Method of Delivery:</i>	Hard copy.
<i>HPMS Timing and Submission:</i>	Code 16038.
<i>Format Specification:</i>	Part D model provided; modifications permitted.
<i>Guidance and Other Needed Information:</i>	The model notice should only be used when the transfer of the prescription is not initiated by the beneficiary (or someone on his or her behalf).
<i>Translation Required:</i>	Yes.

Provider and Pharmacy Directory	
<i>To Whom Required:</i>	Must be provided to all current enrollees of the plan.
<i>Timing:</i>	<ul style="list-style-type: none"> • Must be sent to current enrollees of Plan for receipt by October 15 of each year. Must be posted to plan website by October 15 of each year. • Must send to enrollees who opt in to the MMP for receipt no later than ten (10) calendar days from receipt of CMS confirmation of enrollment or by last day of the month prior to the effective date, whichever is later. • Must send to enrollees who are passively enrolled for receipt no later than 30 calendar days prior to enrollment. • Must be provided to current enrollees upon request, within three (3) business days of the request. <p>Must update directory information any time they become aware of changes. All updates to the online provider and pharmacy directories are expected to be completed within 30 days of receiving information. Updates to hard copy provider and pharmacy directories must be completed within 30 days; however, hard copy directories that include separate updates via addenda are considered up-to-date.</p>
<i>Method of Delivery:</i>	Hard copy or via Notification of Electronic Documents (consistent with section 100.2.1 of the MCMG); or electronically, if enrollee has opted into receiving electronic version as permitted in section 100.2.2 of the MCMG.
<i>HPMS Timing and Submission:</i>	Code 16004.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP model required for current Contract Year. • Standardized model; a non-model document is not permitted.

Provider and Pharmacy Directory	
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • MMPs are required to make available a single combined Provider and Pharmacy Directory. Separate pharmacy and provider directories are not permitted. MMPs may print separate directories for primary care physicians (PCPs) and specialists provided both directories are made available to enrollees at the time of enrollment. • The single combined Provider and Pharmacy Directory must include all network providers and pharmacies, regardless of whether they provide Medicare, Medicaid, or additional benefits. • For MMPs with multi-county service areas, the combined Provider and Pharmacy Directory may be provided for all providers by county, provided the directory includes a disclaimer that the directory only includes providers in that particular county (or counties), that a complete directory is available on the plan's website, and that the enrollee may contact the plan's customer service call center to request assistance with locating providers in other counties or to request a complete hard copy Provider and Pharmacy Directory. • Illinois MMPs must submit directory updates and/or addenda pages in HPMS, and these documents are reviewed consistent with the parameters for the Illinois MMP Provider and Pharmacy Directory marketing code. • As applicable, refer to the language and guidelines issued in the August 16, 2018, HPMS memo, "Pharmacy Directories and Disclaimers" for the pharmacy portion of the combined directory.
<i>Translation Required:</i>	Yes.

Summary of Benefits	
<i>To Whom Required:</i>	Enrollees who are passively enrolled. Optional with the ANOC and as requested for other enrollees.
<i>Timing:</i>	<ul style="list-style-type: none"> • Must send to enrollees who are passively enrolled for receipt no later than 30 calendar days prior to enrollment. • Must be available by October 15 of each year, but can be released as early as October 1 of each year. Must be posted on plan website by October 15 of each year.
<i>Method of Delivery:</i>	Hard copy.
<i>HPMS Timing and Submission:</i>	Code 16001. Submitted prior to October 15 of each year.
<i>Format Specification:</i>	<ul style="list-style-type: none"> • IL MMP model required for current Contract Year. • Standardized model; a non-model document is not permitted.

Summary of Benefits	
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • The SB must contain a concise description of the important aspects of enrolling in the plan, as well as the benefits offered under the plan, including applicable copays, applicable conditions and limitations, and any other conditions associated with receipt or use of benefits. • Appendix 5 of the MCMG, Summary of Benefits instructions, does not apply.
<i>Translation Required :</i>	Yes.

Welcome Letter	
<i>To Whom Required:</i>	Must be provided to all new enrollees of MMP.
<i>Timing:</i>	<ul style="list-style-type: none"> • Must send to enrollees who opt in to the MMP for receipt no later than ten (10) calendar days from receipt of CMS confirmation of enrollment or by last day of the month prior to the effective date, whichever is later. • Must send to enrollees who are passively enrolled for receipt no later than 30 calendar days prior to enrollment.
<i>Method of Delivery:</i>	Hard copy.
<i>HPMS Timing and Submission:</i>	Code 16002.
<i>Format Specification:</i>	IL MMP model required for Contract Year.
<i>Guidance and Other Needed Information:</i>	<ul style="list-style-type: none"> • Must contain 4Rx information consistent with the model. • National Enrollment/Disenrollment Guidance for State and MMPs section 30.5.1.
<i>Translation Required:</i>	Yes.

Required Materials for New MMP Enrollees

The following table summarizes the required materials, and timing of receipt, for new MMP enrollees.

Table 1: Required Materials for New Members

Enrollment Mechanism	Required Materials for New Members	Timing of Beneficiary Receipt
Passive enrollment	<ul style="list-style-type: none"> • Welcome letter • Formulary (List of Covered Drugs) (or a distinct and separate notice alerting enrollees how to access or receive the formulary) • Provider and Pharmacy Directory (or a distinct and separate notice alerting enrollees how to access or receive the directory) • SB 	30 calendar days prior to the effective date of enrollment
Passive enrollment	<ul style="list-style-type: none"> • Member ID Card • EOC (Member Handbook) (or a distinct and separate notice alerting enrollees how to access or receive the EOC) 	No later than the day prior to the effective date of enrollment
Opt-in enrollment (with enrollment confirmation received more than ten (10) calendar days before the end of the month) ⁶	<ul style="list-style-type: none"> • Welcome letter • Formulary (List of Covered Drugs) (or a distinct and separate notice alerting enrollees how to access or receive the formulary) • Provider and Pharmacy Directory (or a distinct and separate notice alerting enrollees how to access or receive the directory) • Member ID Card • EOC (Member Handbook) (or a distinct and separate notice alerting enrollees how to access or receive the EOC) 	No later than the last day of the month prior to the effective date

⁶ We clarify that this group of enrollees who opt in includes individuals who are eligible for passive enrollment but select a different MMP or initiate an earlier enrollment date than their passive enrollment effective date. MMPs should refer to the date of the Daily Transaction Reply Report (DTRR) that has the notification to identify the start of the ten (10) calendar-day timeframe.

Enrollment Mechanism	Required Materials for New Members	Timing of Beneficiary Receipt
Opt-in enrollment (with enrollment confirmation received less than ten (10) calendar days before the end of the month) ⁷	<ul style="list-style-type: none"> • Welcome letter • Formulary (List of Covered Drugs) (or a distinct and separate notice alerting enrollees how to access or receive the formulary) • Provider and Pharmacy Directory (or separate notice alerting enrollees how to access or receive the directory) • Member ID Card • EOC (Member Handbook (or a distinct and separate notice alerting enrollees how to access or receive the EOC) 	No later than ten (10) calendar days from receipt of the CMS confirmation of enrollment

Section 110 - Agent/Broker Activities, Oversight, and Compensation Requirements

The provisions in this section of the MCMG and all its subsections applicable to independent agents/brokers do not apply to MMPs since the use of independent agents/brokers is not permitted. All MMP enrollments are processed by the state’s enrollment broker. We clarify that CMS does not regulate compensation of employed agents. We also clarify that MMP staff conducting marketing activity of any kind – as defined in section 20 of this guidance – must be licensed in the state (and, when required, appointed) as an insurance broker/agent.

Appendix 2 - Disclaimers

The disclaimer language in the table below replaces the language in Appendix 2 of the MCMG.

Table 2. State-specific MMP Disclaimers

Note: Disclaimers are not required on the following material types: ID cards, call scripts, banners and banner-like ads, envelopes, outdoor advertising, text messages, and social media.

⁷ We clarify that this group of enrollees who opt in includes individuals who are eligible for passive enrollment but select a different MMP or initiate an earlier enrollment date than their passive enrollment effective date. MMPs should refer to the date of the Daily Transaction Reply Report (DTRR) that has the notification to identify the start of the ten (10) calendar-day timeframe.

Disclaimer	Required MMP Disclaimer Language	MMP Disclaimer Instructions
Federal Contracting	<Plan’s legal or marketing name> is a health plan that contracts with both Medicare and Illinois Medicaid to provide benefits of both programs to enrollees.	Required on materials except those specifically excluded above.
Benefits – “This is not a complete list...”	This is not a complete list. The benefit information is a brief summary, not a complete description of benefits. For more information contact the plan or read the <plan name> Member Handbook.	Required on the SB and all materials with ten (10) or more benefits except the Member Handbook (EOC).
Availability of Non-English Translations	ATTENTION: If you speak <language of disclaimer>, language assistance services, free of charge, are available to you. Call <Member Services toll-free phone and TTY numbers, and days and hours of operation>. The call is free.	Required in applicable non-English languages on those model materials in section 100.4 for which the last row of the table indicates, “ <i>Translation required: Yes.</i> ”
Non-plan and Non-health information	Neither Medicare nor Illinois Medicaid has reviewed or endorsed this information.	Required on non-plan and non-health related information once prior authorization from the enrollee is granted to receive materials.

Note: For model materials, MMPs must continue to include disclaimers where they currently appear. For non-model materials, MMPs may include disclaimers as footnotes or incorporate them into the body of the material.

Appendix 3 - Pre-Enrollment Checklist

This appendix does not apply to MMPs since all enrollments are submitted by the Illinois enrollment broker.

Appendix 7 - Use of Medicare Mark for Part D Sponsors

We clarify that MMPs have been required to sign a licensing agreement to use the official Medicare Mark as part of the three-way contract rather than through the HPMS contracting module. All other guidance in Appendix 7 of the MCMG applies.