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**HEALTH PLAN MANAGEMENT SYSTEM**

***CHRONIC CARE IMPROVEMENT PROGRAM (CCIP)***  
***USER GUIDE***

**LAST UPDATED 11/07/2013**

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# INTRODUCTION

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All Medicare Advantage Organizations (MAOs) must conduct a *Chronic Care Improvement Program (CCIP)* as part of their required Quality Improvement (QI) program described at 42 CFR §422.152. MAOs must submit the *CCIP(s)* to the Centers for Medicare & Medicaid Services (CMS) and report progress annually for review. CMS will release submission deadlines on an annual basis.

MAOs must conduct one *CCIP* across all non-special needs coordinated care plans offered under a specified contract, including Medical Savings Account plans (MSAs) and Private Fee for Service (PFFS) plans that have contracted networks. However, MAOs must also conduct a separate *CCIP* for each *Special Needs Plan (SNP)* offered, including multiple *SNPs* of the same sub type. For example, if a MAO offers multiple Dual-eligible *SNPs* (D-*SNPs*) under a single contract, that MAO must identify and implement a separate *CCIP* for **each** D-*SNP* offered.

The Health Plan Management System (HPMS) *CCIP* Module serves as the means for MAOs to submit and report on their *CCIPs* to CMS. The *CCIP* module allows MAOs to report on the *CCIP* throughout the entire life cycle of the *CCIP* as defined below:

- **Plan** (Chapter II) – Describes the processes, specifications, and outcome objectives used to establish the *CCIP*; The Plan section of the *CCIP* will only be submitted once (in the fall of the contract or SNP-PBP’s first operational year).
  
- **Annual Update** (Chapter III) consists of the Do, Study, and Act sections and will be completed annually, beginning the first year of *CCIP* implementation and each year thereafter for the duration of the project (five years).
  - **Do** - Describes how the *CCIP* will be conducted, the progress of the implementation, and the data collection plan;
  
  - **Study** – Describes and analyzes findings against the benchmark(s) or goal(s), as determined by the MAO, and identifies trends over several *PDSA* cycles that can be considered for the “Act” stage;

- **Act** – Summarizes the *action plan(s)* based on findings and describes the differences between the established benchmarks and the actual outcomes, providing information regarding any changes based on actions performed to improve processes and outcomes, including a short description of actions performed.

In CY 2012, CMS required that each MA plan conduct a *CCIP* focused on reducing cardiovascular disease. MAOs were required to submit only the Plan section of the Plan, Do, Study, Act (PDSA) cycle. This project is to be implemented over a 5-year period.

Consistent with the CY 2012 requirements, MAOs are required to submit *CCIP* Plan sections through the HPMS Plan Reporting Module for their plans that are **new in CY 2013**. *CCIPs* are to focus on the reduction of cardiovascular disease in support of the Million Hearts campaign. MAOs will submit the same detailed information for CY 2013 *CCIP* Plan sections as they did for CY 2012. *CCIP* submissions for new CY 2013 contracts and new CY 2013 *SNP-PBPs* will consist of only the Plan section of the Plan, Do, Study and Act model. CMS staff will review the submissions and, once approved, MAOs will begin collecting data that will subsequently be used in the CY 2014 Annual Update which will include the “Do, Study and Act” sections.

MAOs that submitted a *CCIP* Plan section in CY 2012 must submit their first Annual Update submission in CY 2013 for each approved *CCIP*. The purpose of the Annual Update is for MAOs to provide CMS with information about their ongoing *CCIP(s)* progress and experience with *CCIP* implementation over time. The Annual Update is a summary of those program assessments and provides a brief analysis of the program’s results so far. MAOs are expected to retain all applicable *CCIP* documentation to support their Annual Update and CMS encourages ongoing program assessments to ensure that the Plan interventions are on track for achieving improvements in both care delivery and health outcomes for their plan members.

MAOs submitting Annual Updates are not to stop interventions in order to submit data to CMS. Rather, MAOs should assess and document activities related to the *CCIP* on an ongoing basis, making modifications and revisions as necessary. The details of any such adjustments should be provided to CMS as part of the Annual Update.

The Health Plan Management System (HPMS) *CCIP* Module serves as the means for MAOs to submit their *CCIP* updates to CMS. The *CCIP* module does enable MAOs to upload supporting documentation, however, CMS expects MAOs to enter all necessary substantive information in the fields provided in the submission module. Any Uploaded documents should include supplementary information only. *CCIP* submission reviews will not take uploaded documents into consideration.

The *CCIP* module also gives MAOs the ability to **Copy** *CCIP* sections from one plan to another, as long as certain conditions exist. In addition, the **Gates** link is provided to the MAOs to access the latest *CCIP* submission window (open/close) timeframes.

This document provides an overview and technical instructions for accessing HPMS and navigating through the *CCIP* module. Please note that words available in the Glossary have been italicized. Please also note that Screen Prints (or screens) contained in this User's Guide are not intended to display complete functionality and are for demonstration purposes only. General information about the *CCIP* and QI program requirements can be found on the CMS Quality Improvement Program Website at <http://www.cms.gov/Medicare/Health-Plans/Medicare-Advantage-Quality-Improvement-Program/Overview.html>.

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# I. GETTING STARTED

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## ACCESSING HPMS

The HPMS *CCIP* Module is hosted on a secure extranet site that users can access via the Internet using a Secure Sockets Layer (SSL) Virtual Private Network (VPN). Users can also access the HPMS *CCIP* Module by dial-up or CMSNet.

HPMS URLs:

- For the CMS SSL VPN portal: <https://gateway.cms.gov>.
- For CMSNet: <https://hpms.cms.gov/>

Contact the system administrator to access the CMSNet if the connection is not available.

## CMS USER IDS

Users must have a CMS-issued User ID and password with HPMS access in order to log into the system. Users will also need to associate their User ID with the specific MA contract numbers that they will work with in HPMS.

To obtain a new CMS User ID, users must complete a CMS User ID request form, which can be downloaded and printed from:

<http://www.cms.gov/InformationSecurity/Downloads/EUAaccessform.pdf>.

This form includes a location for applicants to list the contract numbers to be associated with the requested User ID. Completed CMS User ID forms must be submitted to CMS at the following address:

CMS  
Attn: Lori Robinson  
7500 Security Boulevard  
Mailstop C4-18-13  
Baltimore, MD 21244-1850

If existing HPMS users need to associate a contract number to their current CMS User ID, please include the following information in an email to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov):

- User Name,
- CMS User ID,
- Current Contract Number(s), and
- Contract Number(s) to be added.

All questions related to HPMS user access should be directed to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov).

# HOW TO ACCESS THE HPMS HOME PAGE USING THE INTERNET

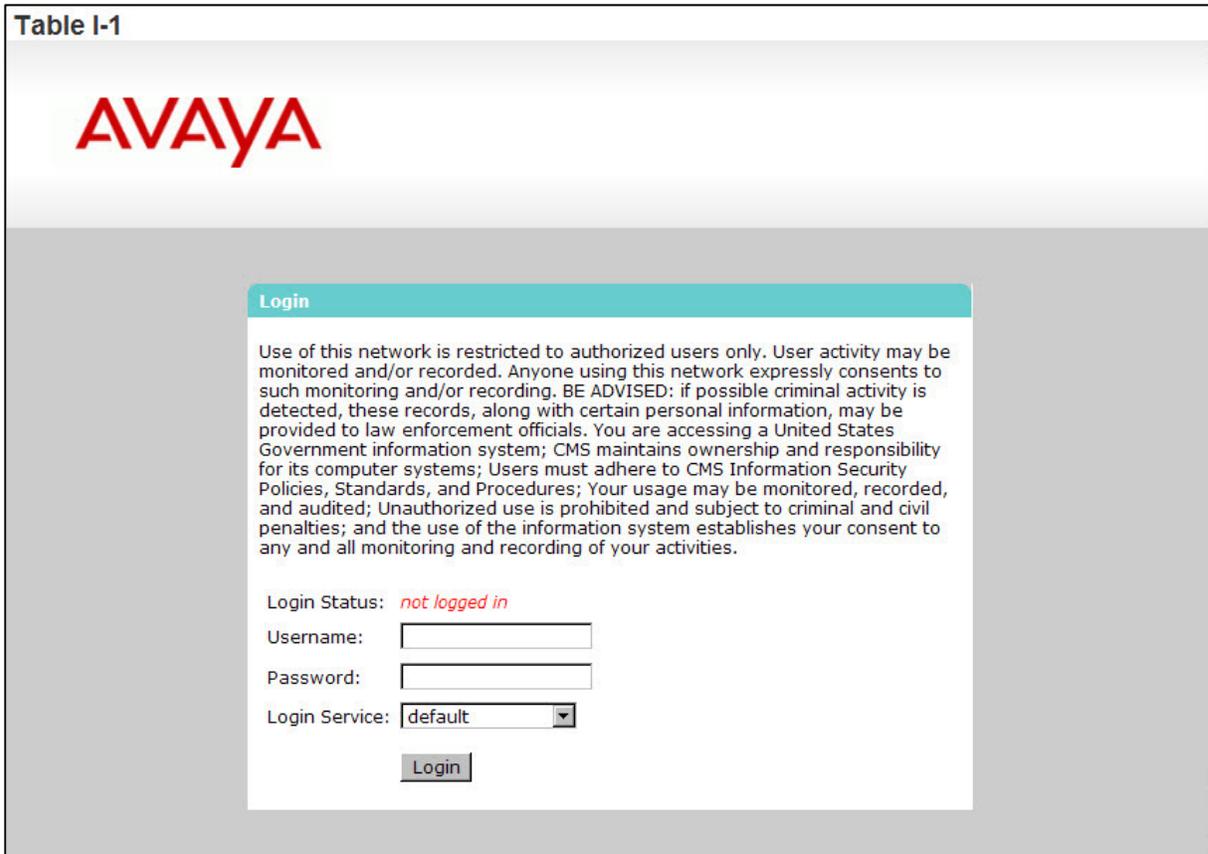
## STEP 1

Open the web browser (e.g., Internet Explorer) and enter the CMS SSL VPN gateway address <https://gateway.cms.gov> in the Address field.

## STEP 2

Enter the CMS User ID and password and select “hcfa.gov” as the login service. Click **Login** (Table I-1).

Table I-1



The screenshot shows the Avaya login interface. At the top left is the Avaya logo. Below it is a teal header with the word "Login". A large block of text provides a warning: "Use of this network is restricted to authorized users only. User activity may be monitored and/or recorded. Anyone using this network expressly consents to such monitoring and/or recording. BE ADVISED: if possible criminal activity is detected, these records, along with certain personal information, may be provided to law enforcement officials. You are accessing a United States Government information system; CMS maintains ownership and responsibility for its computer systems; Users must adhere to CMS Information Security Policies, Standards, and Procedures; Your usage may be monitored, recorded, and audited; Unauthorized use is prohibited and subject to criminal and civil penalties; and the use of the information system establishes your consent to any and all monitoring and recording of your activities." Below the warning, the login status is "not logged in". There are three input fields: "Username:", "Password:", and "Login Service:" (with a dropdown menu currently set to "default"). A "Login" button is located at the bottom of the form.

**STEP 3**

Select the **HPMS** link from the SSL VPN portal screen to access the **HPMS Home** screen (Table I-2).

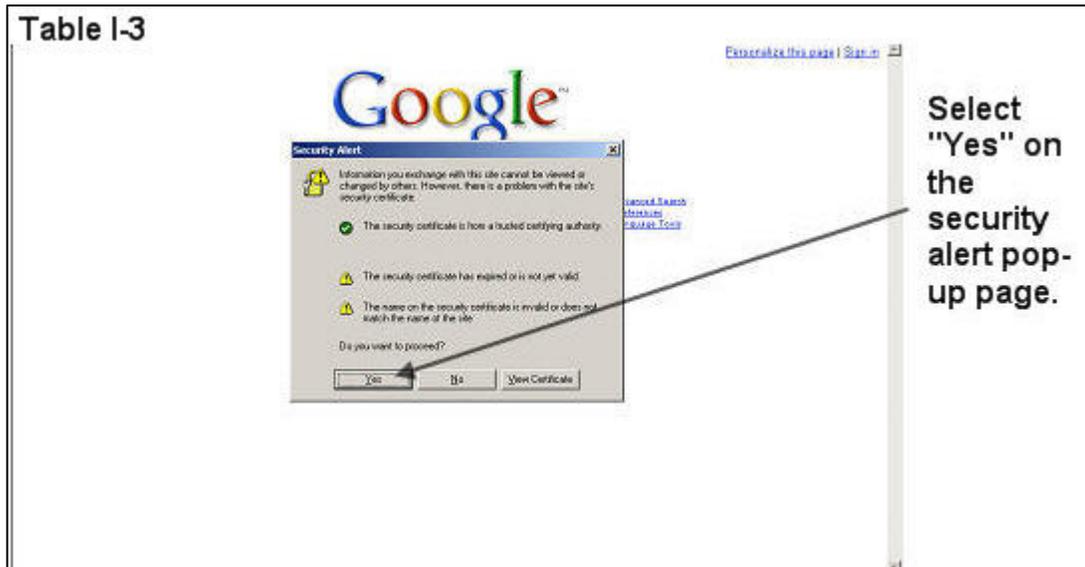


## HOW TO ACCESS THE HPMS HOME PAGE USING THE CMSNET

### STEP 1

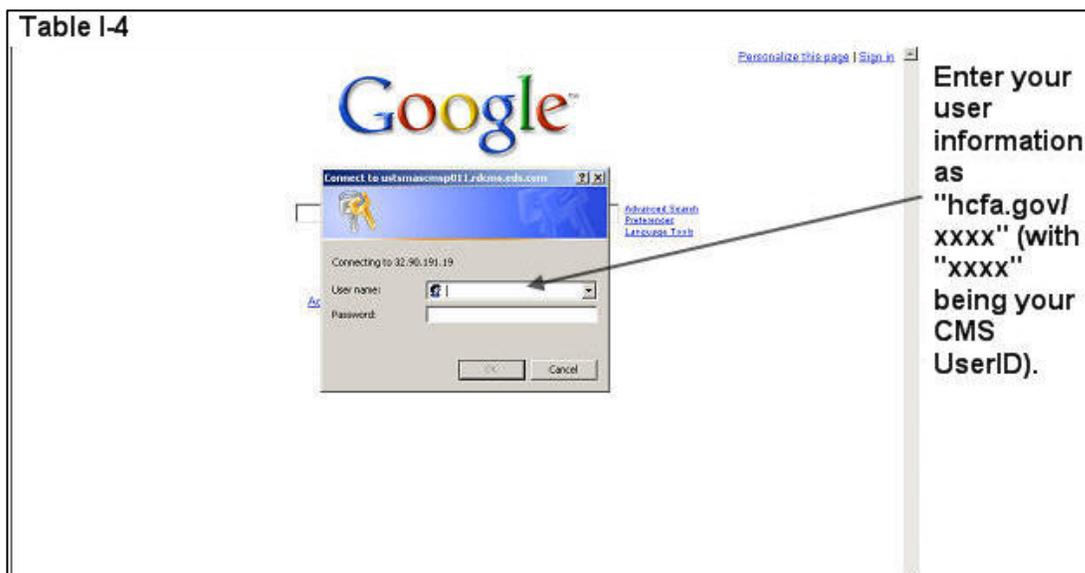
Open the web browser (e.g., Internet Explorer) and enter the CMSNet address <https://hpms.cms.gov> in the Address field.

Select **Yes** on the **Security Alert** pop-up window (Table I-3).



### STEP 2

Enter the User Name as `hcfa.gov/xxxx` – where "xxxx" is the 4-digit CMS User ID. Enter the password and select **OK** (Table I-4) to access the **HPMS Home** screen.



### STEP 3

Select the **HPMS** link from the SSL VPN portal page to access the **HPMS Home** screen (Table I-2).

# HOW TO ACCESS THE HPMS CCIP MODULE

All information requested as part of the HPMS *CCIP* module must be completed unless otherwise noted.

## STEP 1

Select **Quality and Performance** on the Top Navigation Bar then select **CCIP** from the fly-out menu (Table I-5) to get to the **CCIP Start Page** screen (Table I-6).

Table I-5

HPMS Health Plan Management System

John Doe | User Resources | Log Out | A A A  
Last logged in at 1:51 PM on October 24, 2013

Contract Management | ACO Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Cost Reports | Data Extract Facility | Testing Comments

**HPMS Memos**

04/11/2013 - 07/11/2015 [snapshots](#) TEST #2 For Maricka

01/01/2013 - 05/16/2013 Test [My file 2.](#)

01/01/2013 - 05/16/2013 Test [my file.](#)

[More »](#)

**Part D Performance Metrics and Reports**  
Part C Performance Metrics  
HOS  
**CCIP**  
QIP  
Plan Reporting

**Announcements**  
There are no active announcements. Click more to view archived announcements.  
[More »](#)

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-Ins | Rules Of Behavior | System Requirements | FAQ  
This is a U.S. Government computer system subject to Federal law.

CMS  
CENTERS FOR MEDICARE & MEDICAID SERVICES

# GATE

The GATES link allows users to view the latest *CCIP* Submission window (gate open/closed) information.

## STEP 1

On the *CCIP Start Page* (Table I-6) click on the **Gates** link on the Left Navigation Bar to get to the **CY 2013 *CCIP* - Gates** screen (Table I-7).

**Table I-6**

**HPMS** Health Plan Management System

Health Plan Management System Home

**Enter/Edit**

- Gates
- Plan
- Annual Updates
- Copy
- Upload
- Documentation
- User Guide
- Reports
- CCIP Reports

Top of Page  
Back

**CCIP Start Page**

You will use this module to perform the following:

- Plan** - Enter/Edit the Plan Section Information.
- Gates** - Enter/Edit Submission Period Start and End date information.
- Annual Updates** - Enter/Edit the Do, Study and Act Section Information.
- Copy** - Copy a section.
- Upload** - Upload supporting documentation.
- User Guide** - Access and View the User Guide.
- CCIP Reports** - Access and View the CCIP Reports.

Go To: [HPMS Home](#)

**Table I-7**

**HPMS** Health Plan Management System

Health Plan Management System Home

**CCIP - Gates Information**

The following dates are the valid Enter/Edit/Submission periods:

| Contract Year | Start Date | End Date   | Plan | Annual Update |
|---------------|------------|------------|------|---------------|
| 2013          | 10/28/2013 | 10/31/2013 | X    |               |
| 2013          | 10/28/2013 | 10/31/2013 |      | X             |

Go To: [CCIP Start Page](#)

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## II. PLAN

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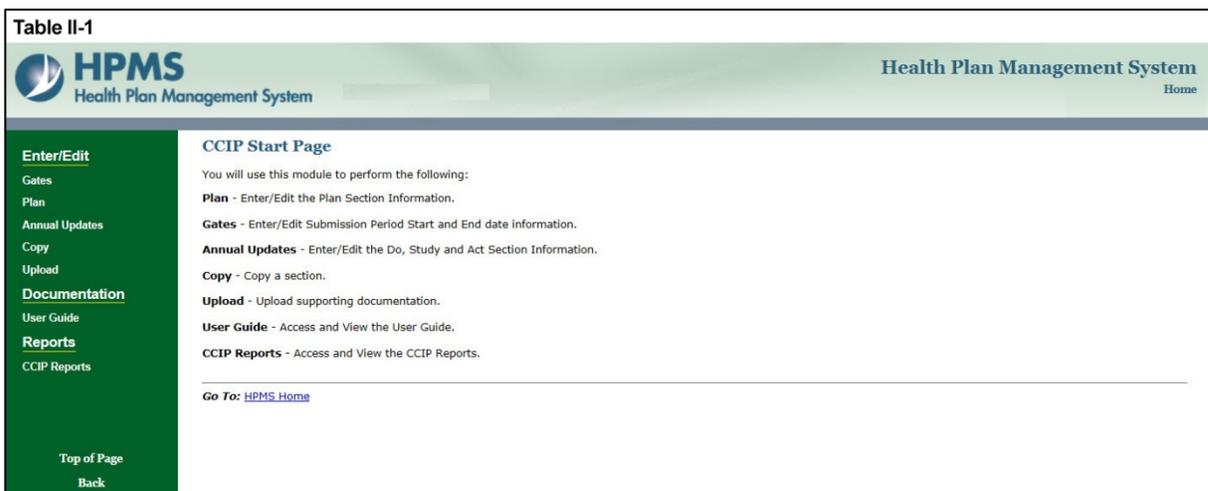
The **PLAN** section allows users to describe the *CCIP* and outline the expectations, basic approach, and the applicable *intervention(s)* that the user will further describe in the Annual Update - Do, Study, and Act sections. The Plan section demonstrates an improvement opportunity, identifies what change(s) will be introduced, who will be involved, and the expected results. The steps should include the development of a comprehensive, well-organized, consistent, and logical plan that is expected to improve health outcomes and enrollee satisfaction.

Please note the following information:

- ONLY those contracts (H#s) and SNPs that have not submitted the mandatory topic for CY 2012 are allowed to submit a mandatory topic *CCIP* for the Plan section for 2013.
- Once the Plan section submission window is closed for the CY 2013 *CCIP*, the user will be unable to edit the Plan section.
- During the data entry process, users may save the data entered on any Enter/Edit page and exit by clicking the **Save & Exit** button. Users may come back later to edit the data entered or continue to enter data.

### STEP 1

As shown in Table II-1, on the **CCIP Start Page**, click on the **Plan** link on the Left Navigation Bar to get to the **Contract/Plan/Topic Selection** screen. (See Chapter I: Getting Started for help getting to the *CCIP Start Page*.)

|  |  |
|--|--|
|  |  |
|--|--|

## STEP 2

On the **Contract/Plan/Topic Selection** screen (Table II-2) first select the applicable contract (i.e., “H” number). Once the contract is selected, the screen will automatically refresh to show all available plans within that contract. Users must create an individual *CCIP* for each *SNP* offered under a contract based on the *SNP’s target population*. The *SNPs* are identified by their actual plan number, or plan benefit package (PBP) (e.g., 006, 007). However, users must create the same *CCIP* for all of the non-*SNP* coordinated care plans offered under a contract. As shown in Table II-2, all non-*SNP* coordinated care plans under each contract are bundled together and identified as ‘Non-*SNP*’.

Once a particular plan is selected, the screen will again automatically refresh to show the *CCIP* mandatory topic that has been established for that specific plan. The mandatory topic will appear with an “M” in front of it. Select the “(M) Decreasing Cardiovascular Disease” option then click **Next**, which will take the user to the **MAO Information** screen (Table II-3).

Table II-2

HPMS Health Plan Management System

Health Plan Management System Home

CCIP - Submission

PLAN Section – Contract/Plan/Topic Selection

Mandatory Topics are identified with “(M)”.

| Select a Contract: | Select a Plan: | Select a CCIP Topic:                  |
|--------------------|----------------|---------------------------------------|
| Z0001              | Non-SNP        | (M) Decreasing Cardiovascular Disease |
| Z0002              |                |                                       |

Next

Go To: [CCIP Start Page](#)

## STEP 3

The **MAO Information** screen (Table II-3) will default to MAO information that was already entered in HPMS for that particular plan. Provide all information related to the *CCIP* title, and summary.

The MAO information should include contact information, plan type, and *program cycle year*. Provide the contract number (H#####, R#####) and the plan benefit package (PBP) number.

The title of the *CCIP* must be unique for each *CCIP*.

Provide the *CCIP* title (Character Limit: 100) and a summary of the *CCIP*, which must include the specific clinical foci and the expected outcomes of the *CCIP* (Character Limit: 4,000). A *CCIP* is a clinical program focused on improving the health of a population with

chronic condition(s). Once diagnosed, chronic conditions require ongoing management to prevent and control exacerbations and prevent other related conditions from developing.

**Note:** If the information on the Quality Contact Person or the Compliance Contact Person is incorrect, the MAO must edit that contact information using the Set-Up Plans function in HPMS. Instructions on how to update contact information is contained in the *Bid Submissions User's Manual*. This manual can be accessed from the HPMS Home page (Table I-V) under the following path: [Plan Bids > Bid Submission > Select Contract Year > Documentation](#).

Click **Save & Next** to get to the **PLAN Section (A)** screen.

**Table II-3**



**HPMS**  
Health Plan Management System

**Health Plan Management System**  
Home

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**CCIP - Submission**

Enter/Edit - MAO Information

**Chronic Care Improvement Program (CCIP):** A program to manage chronic conditions by preventing and/or minimizing the effects of the condition through patient self-management and integrated care in order to improve health outcomes and decrease costs.

**MAO Name:** Example Contract 1  
**Contract Number:** 20001  
**Plan:** Non-SNP  
**Mandatory Topic:** Decreasing Cardiovascular Disease  
**MAO Location:** 1234 main street  
washington, DC 20001

**Quality Contact Person**  
Name: John Doe  
Title: Pharmacist  
Telephone: 703-456-5566  
Email: johnD@demo.com

**Compliance Contact Person**  
Name: John Doe  
Title: Pharmacist  
Telephone: 703-456-5566  
Email: johnD@demo.com

**MAO Plan Type:** Employer/Union Only Direct Contract PFFS

**Project Cycle:** Baseline

**Title:**

**Provide a brief summary of the CCIP to include the specific clinical foci and expected outcomes:**

Go To: [CCIP\\_Start\\_Page](#)

## **STEP 4**

On the **PLAN Section (A)** screen (Table II-4) enter information about the basis for selection, and include all applicable data sources.

### **A1. Disease State**

(Character Limit: 100)

For “A1. Disease State,” provide the targeted disease state(s) or chronic condition(s) for this *CCIP* along with the ICD-9-CM code(s). Selection of the ICD-9-CM code(s) must be specific. Once the MAO enters a disease state in this field, that disease state will auto-populate in other relevant fields throughout the tool.

### **A2. Rationale for Selection**

(Character Limit: 4,000)

For “A2. Rationale for Selection,” provide a detailed and in-depth description that includes: 1) the rationale for selecting the specific disease or condition; 2) how the information gathered from the identified data sources showed a gap in care which supports the need for a *CCIP*; 3) the incidence and/or prevalence of the disease or condition within the MA plan’s *target population*; and 4) the applicable source data.

### **A3. Relevance to the Plan Population**

(Character Limit: 4,000)

For “A3. Relevance to the Plan Population,” provide a detailed and in-depth description that is consistent with the overall goal of the *CCIP* and reflects the needs of the MA plan’s *target population*. The description must include: 1) how the *CCIP* is relevant to the MA plan’s *target population* by describing the incidence and/or prevalence of the disease; 2) the current disease impact on the MA plan members; and 3) how filling the gap in care identified in “A2. Rationale for Selection” will improve health outcomes.

### **A4. Anticipated Outcomes**

(Character Limit: 4,000)

For “A4. Anticipated Outcomes,” provide a detailed and in-depth description of the anticipated outcomes. The description must be consistent with the overall goal of the *CCIP* and include: 1) how the *CCIP* relates to the responses in “A2. Rationale for Selection” and “A3. Relevance to the Plan Population;” 2) what the MA plan expects the *CCIP* to achieve; 3) how the MA plan’s *target population* will be impacted by the outcomes (i.e. health status); 4) a description of the evidence-based guidelines considered; and 5) how these guidelines will be effective in producing improved health outcomes.

### **A5. Data Source(s) for Selected Chronic Condition**

For “A5. Data Source(s) for Selected Chronic Condition,” the plan must check all applicable data sources that were used to identify and support the target disease state or chronic condition. If selecting “Other Sources,” please describe completely in the text field (Character Limit: 4,000). A plan may select up to five other sources.

Click **Save & Next** to get to the **PLAN Section (B1)** screen.

Table II-4

CCIP - Submission

Enter/Edit - A. Basis for Selection

MAO Name: Example Contract 1

Contract Number: Z0001

Plan: Non-SNP

Project Cycle: Baseline

Mandatory Topic: Decreasing Cardiovascular Disease:

**A1. Disease State:**  
ICD-9 Code(s)

**A2. Rationale for Selection:**

**A3. Relevance to the Plan Population:**

**A4. Anticipated Outcomes:**

| A5. Data Source(s) for Selected Chronic Condition <i>(Check all that apply)</i>         |   |
|---|---|
| <input type="checkbox"/> Medical Records  | <input type="checkbox"/> MAO Part C Reporting Requirements                                |
| <input type="checkbox"/> Claims (Medical, Pharmacy, Laboratory)                         | <input type="checkbox"/> Encounter Data   |
| <input type="checkbox"/> Appointment Data   | <input type="checkbox"/> Audit Findings   |
| <input type="checkbox"/> Plan Data (complaints, appeals, customer service)              | <input type="checkbox"/> Health Effectiveness Data Information Set (HEDIS®)               |
| <input type="checkbox"/> Health Risk Assessment (HRA) Tools                             | <input type="checkbox"/> Health Outcomes Survey (HOS)                                     |
| <input checked="" type="checkbox"/> Surveys (enrollee, beneficiary satisfaction, other) | <input type="checkbox"/> Consumer Assessment of Healthcare Providers and Systems (CAHPS®) |
| <input type="checkbox"/> Minimum Data Set (MDS) - Institutional SNP                     | <input type="checkbox"/> Registries   |
| <input type="checkbox"/> Other Sources  | <input type="checkbox"/> Other Sources  |
| <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                 | <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                   |
| <input type="checkbox"/> Other Sources  | <input type="checkbox"/> Other Sources  |
| <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                 | <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                   |
| <input type="checkbox"/> Other Sources  | <input type="checkbox"/> Other Sources  |
| <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                 | <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                   |

<< Previous    Save & Exit    Save & Next >>

Go To: [CCIP Start Page](#)

## **STEP 5**

On the **PLAN Section (B1)** screen (Table II-5), use the form displayed on the screen to describe the program design.

### **B1. Population Identification Process**

The population identification process involves identifying appropriate members with a disease state who would benefit from *disease management*. This process is based on a review of member demographic characteristics, previous healthcare use, and healthcare expenditures.

#### **B1a. Describe the *Target Population***

(Character Limit: 4,000)

For “B1a. Describe the *Target Population*,” provide a detailed and in-depth description that is consistent with the overall goal of the *CCIP* and includes: 1) the *inclusion and exclusion criteria* being used; 2) the rate of incidence among the members related to the *inclusion criteria*; 3) the severity of disease level of the members included; and 4) the demographics and clinical variable(s) used to identify those appropriate for *inclusion* into the *CCIP*.

#### **B1b. Method of Identifying Members**

For “B1b. Method of Identifying Members,” select all applicable methods that were used to identify the members for *inclusion* in the *CCIP*. If “Other” is selected, enter a detailed description in the text field (Character Limit: 4,000). Up to four additional methods may be added.

#### **B1c. Risk Stratification**

For “B1c. Risk Stratification,” select a severity level of the members the *CCIP* will target (i.e. High, Medium or Low). Risk Stratification relates to the patient acuity level and is measured in terms of how severe an illness is or how much assistance a patient needs in carrying out activities of daily living. High-risk patients are identified by a high acuity level and low-risk patients are identified by a low acuity level.

#### **B1d. Enrollment Method**

For “B1d. Enrollment Method,” select the one method that will be used to enroll members who meet the specified criteria into the *CCIP* (i.e. Opt in or Opt out).

Click **Save & Next** to get to the **PLAN Section (B2, B3)** screen (Table II-6).

Table II-5

**CCIP - Submission**

Enter/Edit - B. Program Design (B1)

**MAO Name:** Example Contract 1

**Contract Number:** Z0001

**Plan:** Non-SNP

**Project Cycle:** Baseline

**Mandatory Topic:** Decreasing Cardiovascular Disease:

**B1. Population Identification Process:**

**B1a. Describe the Target Population:**

**B1b. Method of identifying members: (Check all that apply)**

|   |  |
|---|--|
| <input type="checkbox"/> Health risk assessment                                 | <input type="checkbox"/> Utilization Management Data |
| <input checked="" type="checkbox"/> Claims Data (Medical, Pharmacy, Laboratory) | <input type="checkbox"/> Case Management Referrals   |
| <input type="checkbox"/> Encounter Data   | <input type="checkbox"/> Surveys                     |
| <input type="checkbox"/> Enrollment Data  | <input type="checkbox"/> Registry                    |
| <input type="checkbox"/> Other  | <input type="checkbox"/> Other                       |
|   |  |
| <input type="checkbox"/> Other  | <input type="checkbox"/> Other                       |
|   |  |
| <input type="checkbox"/> Other  |  |
|   |  |

**B1c. Risk Stratification:**  
(patient acuity level)

- High
- Medium
- Low

**B1d. Enrollment Method:**

- Opt in
- Opt out

Opt in - Member must ask for inclusion in program.  
Opt out - Member automatically included in program and must ask to be excluded.

[Go To: CCIP\\_Start\\_Page](#)

## **STEP 6**

On the **PLAN Section (B2, B3)** screen (Table II-6) use the form displayed on the screen to describe any evidence-based information and the care coordination approach.

### **B2. Evidence-Based Medicine**

(Character Limit: 4,000)

*Evidence-Based Medicine* is the integration of the best research evidence with clinical expertise and patient values to make clinical decisions. *Evidence-Based Medicine* ensures consistency in treatment across the targeted population.

For “B2. *Evidence-Based Medicine*,” provide a detailed and in-depth description that is consistent with the overall goal of the *CCIP* and includes: 1) the evidence-based medical guideline(s) chosen from a credible and authoritative source; 2) why the guideline(s) was chosen including how using it will impact health outcomes; 3) how the guideline(s) will be applied to the *CCIP* across different demographics and severity of disease levels with an example provided; and 4) the source and date of the guideline(s).

### **B3. Care Coordination Approach**

(Character Limit: 4,000)

The care coordination approach, or collaborative care model, consists of a multidisciplinary team that may include physicians, pharmacists, nurses, dietitians, and psychologists. Patient-centered, collaborative care is the foundation of this practice-based model in which the formation of patient/provider partnerships and community/healthcare system partnerships is essential for improved outcomes. The collaborative care model is the instrument by which self-management support is delivered.

For “B3. Care Coordination Approach,” provide a detailed and in-depth description that is consistent with the overall goal of the *CCIP* and includes: 1) the components and organization of the multidisciplinary team which includes both internal and external team members; 2) the team’s approach for the *CCIP*; 3) the roles and responsibilities of the team members; 4) how the team will communicate and work together to support the members and the goal of the *CCIP*, with an example provided; and 5) how the individual member’s goals and outcomes will be assessed and addressed with an example provided (e.g., staff and resources utilized, and the type of communication being used among team members).

Click **Save & Next** to get to the **PLAN Section (B4)** screen (Table II-7).

Table II-6

**HPMS**  
Health Plan Management System

Health Plan Management System  
Home

**CCIP - Submission**

Enter/Edit - B. Program Design (B2 & B3)

**MAO Name:** Example Contract 1

**Contract Number:** Z0001

**Plan:** Non-SNP

**Project Cycle:** Baseline

**Mandatory Topic:** Decreasing Cardiovascular Disease:

**B2. Evidence Based Medicine:**

(Provide current clinical practice guidelines and evidence-based treatment modalities, standards of care, evidence-based best practices, etc.)

**B3. Care Coordination Approach:**

(Describe the model, e.g., integration, collaboration, community resources, and communication among team members including provider, patient, and CCIP team members.)

<< Previous    Save & Exit    Save & Next >>

Go To: [CCIP Start Page](#)

## **STEP 7**

On the **PLAN Section (B4)** screen (Table II-7) select the type of education that applies to the *CCIP*. The screen will then refresh to allow the user to enter information based on the type of education selected. Use the form displayed on the screen to describe the method and the topics covered.

### **B4. Education**

Patient and/or provider education is an integral part of the *CCIP*. Patient education focuses on the provision of education and supportive *interventions* to increase patients' skills and confidence in managing their health problems, including regular assessment of progress and problems, goal setting, and problem solving support. Empowering patients through education to more effectively "self-manage" is paramount to improved health outcomes. Provider education focuses on the provision of the most up to date evidence-based medical guidelines for the treatment of the disease state or condition that the *CCIP* is targeting. The education component may be focused on the targeted patients, the providers, or both.

#### **Type of Education**

Indicate if the education is patient focused (Patient Self-Management), provider focused (Provider Education), or a combination of both by selecting the appropriate option on the screen. The applicable tables will then be available for completion.

#### **B4a. Patient Self-Management**

(Character Limit: 4,000)

For "B4a. Patient Self-Management" education, provide a detailed and in-depth description that is consistent with the overall goal of the *CCIP* and includes the planned methods and the

educational topics that will be used for training, support, monitoring, and follow-up of the targeted members. The description must include, as applicable: 1) methods that are varied and take into consideration the different demographics, socioeconomic status, and cultural backgrounds of the members; 2) educational topics that support improvement in health outcomes and are designed for various severity of disease levels, demographics, socioeconomic status, and cultural backgrounds of the members; and 3) training, support, monitoring, and follow-up.

#### **B4b. Provider Education**

(Character Limit: 4,000)

In “B4b. Provider Education,” a text box appears above the table to indicate the type of provider on which the education will focus. A description that specifies the type of provider for whom education will be provided as part of the *CCIP* (e.g., cardiologists), should be included.

(Character Limit: 4,000)

For “B4b. Provider Education,” provide a detailed and in-depth description that is consistent with the overall goal of the *CCIP* and provides specific details concerning the planned methods and educational topics that will be used for training, support, monitoring, and follow-up of the applicable providers. The description must include: 1) provider training of the applicable evidence-based guidelines and practice patterns for the identified disease state or condition; 2) the methods for providing appropriate support for the members in managing their condition and monitoring of the member; and 3) the methods and frequency for follow-up of the member.

**Note:** The user may enter up to six interventions that relate to the overall type of Education of the *CCIP* by using “Add” buttons.

Click **Save & Next** to get to the **PLAN Section (B5)** screen (Table II-8)

Table II-7

**CCIP - Submission**

Enter/Edit - B. Program Design (B4)

**MAO Name:** Example Contract 1

**Contract Number:** Z0001

**Plan:** Non-SNP

**Project Cycle:** Contract Year 2013 - Baseline

**Mandatory Topic:** Decreasing Cardiovascular Disease:

**B4. Education:**

(Select the type of education and then describe the method of education and the topics covered e.g., CAD, hypertension, diabetes, COPD.)

- Type of Education:**
- Patient Self Management
  - Provider Education
  - Both

| B4a. Patient Self management<br>(Entry # 1) |                |
|---|----------------|
| Disease Management:                         |                |
| Method                                      | Topics Covered |
| Training:                                   | Training:      |
| Support:                                    | Support:       |
| Monitoring:                                 | Monitoring:    |
| Follow-up:                                  | Follow-up:     |
| Other:                                      | Other:         |

To enter additional Education, please select the "Add " button.

[Go To: CCIP Start Page](#)

## **STEP 8**

On the **PLAN Section (B5)** screen (Table II-8), use the form displayed on the screen to describe the outcome measures and *interventions*.

### **B5: Outcome Measures and Interventions**

Outcome measures are used to identify how well the *CCIP* is working and the final product or end result. This measurement determines if the *CCIP* is stable and if the processes that led to the outcome are functioning effectively and efficiently. Outcome measurement reflects the impact(s) the *CCIP* and the *intervention(s)* had on the health status of the targeted population. Outcome measures involve setting objectives in measurable terms, identifying the appropriate data source(s) to measure, and the *methodology* used to analyze the data.

The Outcome Measures and *Interventions* table may be repeated a total of three times in order to identify more than one *intervention*, if applicable.

#### **B5a. Goal**

(Character Limit: 4,000)

The user should select only one goal for the *CCIP* regardless of the number of *interventions* it implements. All *interventions* should work toward achieving the same goal. Users can enter up to three *interventions* in B5d for their stated goal (i.e., the description the user has provided in “B5a. Goal”). In sections where *intervention(s)* auto-populate, each *intervention* will be carried through. (Note: Users cannot edit text that has been auto-populated from a different section.)

For “B5a. Goal,” provide a detailed and in-depth description that is consistent with “Section A. Basis for Selection,” and includes: 1) a goal that is specific and relevant to the disease state or condition and the *CCIP*; 2) the evidence or factors considered that show how the goal will impact health outcomes; and 3) how the goal is measurable and attainable within the established timeframe.

#### **B5b: Check Boxes for Goal**

(Character Limit: 4,000)

For “B5b. Check Boxes for Goal,” select how the goal will impact the MA population by selecting Clinical, Utilization Access, Satisfaction Survey, or Other. If Other is selected, provide a description in the text field.

#### **B5c: Benchmark**

(Character Limit: 4,000)

Plans will compare the results of their *intervention(s)* to *benchmark* data in order to measure the effectiveness of their *interventions* at the end of the reporting cycle.

For “B5c. *Benchmark*,” provide a detailed, in-depth description that is consistent with the goal of the *CCIP* and includes: 1) a valid, reliable performance standard that is relevant to the goal of the *CCIP*; 2) how the *benchmark* relates to the demographics of the *target population*; 3) how the *benchmark* reflects the severity of the targeted disease state or condition; 4) reliable source(s); and 5) the date that the *benchmark* was measured/established.

Then, select whether the **primary benchmark** is *baseline*, *internal* or *external* as defined below. If the MAO is using more than one type of *benchmark*, state the other *benchmark* sources in the *benchmark* description above. Plans will compare the results of their *interventions* to *benchmark* data in order to measure their effectiveness. Baseline, internal, and external *benchmarks* are defined as follows:

- **Baseline Benchmark** – Select this option if the data was obtained at the end of the current reporting cycle as the standard of comparison for subsequent reporting cycles. *Baseline benchmark* is the first measure used as a point of reference in which a *CCIP* can be measured, compared, or judged.
- **Internal Benchmark** – Select this option if the *benchmark* data is from the MA plan’s own data sources (e.g., administrative data or claims data).
- **External Benchmark** – Select this option if the *benchmark* data was obtained from sources outside of the MAO (e.g., national or regional *benchmarks*).

#### **B5d. Intervention**

(Character Limit: 4,000)

For “B5d. *Intervention*,” provide a detailed and in-depth description that reflects the strategy that will be used to improve health outcomes and includes: 1) an explanation of the *intervention(s)* being used; 2) how the *intervention* is measurable and capable of improving health outcomes; 3) how the *intervention* relates to the specified goal; and 4) how the *intervention* is sustainable over time. The user may enter up to three *interventions* that relate to the overall goal of the *CCIP* by using ‘Add’ button.

#### **B5e. Rationale for Specific Intervention Related to Goal or Benchmark**

(Character Limit: 4,000)

For “B5e. Rationale for specific *intervention* related to goal or *benchmark*,” provide a detailed and in-depth description of the process used in developing the *intervention* and includes: 1) the reason the *intervention* was chosen; 2) how the *intervention* relates to the goal and *benchmark*; 3) the factors or evidence considered when developing the *intervention* that demonstrates its validity; and 4) the anticipated impact on health outcome(s).

#### **B5f. Measurement Methodology**

(Character Limit: 4,000)

Measurement *methodology* is the means, technique, procedure, or method used to collect data and measure the effectiveness of the *CCIP*. Users should describe the *methodology* they will use for each unique *intervention* they plan to implement.

For “B5f. Measurement *Methodology*,” provide a detailed and in-depth description that includes: 1) the specific valid and reliable data that will be collected for measurement; 2) a description of how the measure relates to the *intervention*, the goal, and the *benchmark* included in “B5b. Benchmark;” 3) the systematic method in which the data will be collected; and 4) the frequency of data collection and *analysis*.

### **B5g. Timeline**

(Character Limit: 4,000)

For “B5g. Timeline,” provide a detailed and in-depth description that must be consistent with the overall goal of the *CCIP* and include: 1) exact beginning and ending dates from implementation to the completion of the measurement cycle; 2) an explanation of how the timeline reflects an appropriate amount of time to complete the planned *intervention*; and, 3) the rationale for the expected timeline. MAOs should ensure that the listed timelines are specific to each *intervention* and fit within the *CCIP program cycle*.

#### **Note:**

- The *CCIP* module defaults to one *intervention* in this section. If necessary, the user can add more *interventions* by clicking **Add** near the bottom of the screen. Also, if additional *interventions* already exist for the *CCIP*, the user can delete an *intervention* by clicking **Delete**.
- If the *CCIP* already includes more than one *intervention*, then upon clicking **Save & Next** the user will go to the **Plan Section (B5)** screen for the second *intervention* (e.g. *Intervention 2*). Continue entering all information and clicking **Save & Next** as appropriate until information has been entered for each applicable *intervention*. After entering all information, the user will proceed to the **PLAN Section (B6)** screen.

After entering all information for all *interventions*, click **Save & Next** to get to the **PLAN Section (B6)** screen.

Table II-8

**CCIP - Submission**

Enter/Edit - B. Program Design (B5)

**MAO Name:** Example Contract 1

**Contract Number:** Z0001

**Plan:** Non-SNP

**Project Cycle:** Contract Year 2013 - Baseline

**Mandatory Topic:** Decreasing Cardiovascular Disease:

**B5. Outcome Measures and Interventions:**

|  |
|--|
| <b>Outcome Measures and Interventions:</b><br>(Entry #1)   |
| <b>B5a. Goal:</b><br><br>  |
| <b>B5b. Goal:</b><br><input checked="" type="radio"/> Clinical<br><input type="radio"/> Utilization Access<br><input type="radio"/> Satisfaction Survey<br><input type="radio"/> Other |
| <b>B5c. Benchmark:</b><br><br>   |
| <b>Benchmark:</b><br><input checked="" type="radio"/> Baseline<br><input type="radio"/> Internal<br><input type="radio"/> External   |
| <b>B5d. Interventions:</b><br><br>   |
| <b>B5e. Rationale for specific intervention related to goal or benchmark:</b><br><br>  |
| <b>B5f. Measurement Methodology:</b><br><br>   |
| <b>B5g. Timeline:</b><br><br>  |

To enter additional B5a - B5g information, please select the "Add" button.

Go To: [CCIP Start Page](#)

## **STEP 9**

On the **PLAN Section (B6)** screen (Table II-9), use the form displayed on the screen to describe the communication sources.

### **B6. Communication Sources including the Interdisciplinary Care Team and Patients**

Communication sources are the methods used to inform patients, physicians, and ancillary providers on what is occurring in the *CCIP* and of any changes that might be made to the *CCIP* over time. It may also include communication with the health plan and practice profiling.

Under “B6a. Sources” and “B6b. *Target Audience*,” select the appropriate options.

#### **B6a. Sources**

For “B6a. Sources,” select how the program will integrate continuous feedback among all parties involved in the program by marking all that apply. If selecting ‘Other’, please describe in the text field provided (Character Limit: 4,000).

#### **B6b. *Target Audience***

For “B6b. *Target Audience*,” select all parties involved in the program that will be integrated into the continuous feedback loop by marking all that apply. If selecting ‘Other’, please describe in the text field provided (Character Limit: 4,000).

After entering all applicable information, click **Save & Next** to get to the **PLAN Section (C)** screen (Table II-10).

Table II-9

**CCIP - Submission**

Enter/Edit - B. Program Design (B6)

MAO Name: Example Contract 1

Contract Number: Z0001

Plan: Non-SNP

Project Cycle: Contract Year 2013 - Baseline

Mandatory Topic: Decreasing Cardiovascular Disease:

**B6. Communication Sources including the Interdisciplinary Care Team and Patients:**

(Describe how the program integrates continuous feedback among all parties.)

|  |   |
|--|---|
| <b>B6a. Sources</b> (Check all that apply)   |   |
| <input checked="" type="checkbox"/> Electronic Communications (Website, portal, email, etc.)                   | <input type="checkbox"/> Surveys (Satisfaction Survey, Comment Cards, Complaint Tracking, etc.) |
| <input type="checkbox"/> Telecommunications (Phone calls, phone text messages, public media, etc.)             | <input type="checkbox"/> Face-to-face Patient Education   |
| <input type="checkbox"/> Written Materials (Brochures, provider newsletters, member newsletters, flyers, etc.) | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Other   | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Other   | <input type="checkbox"/> Other  |

|  |                                       |
|--|---------------------------------------|
| <b>B6b. Target Audience</b> (Check all that apply) |                                       |
| <input type="checkbox"/> Providers                 | <input type="checkbox"/> Case Manager |
| <input checked="" type="checkbox"/> Patients       | <input type="checkbox"/> Care Team    |
| <input type="checkbox"/> Family Members            | <input type="checkbox"/> Educator     |
| <input type="checkbox"/> Other                     | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Other                     | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Other                     |                                       |

<< Previous    Save & Exit    Save & Next >>

Go To: [CCIP Start Page](#)

## STEP 10

On the **PLAN Section (C)** screen (Table II-10) use the form displayed on the screen to provide contact information for the MAO Medical Director, a person designated by the Medical Director, or other person of authority who is approving the *CCIP*. This section must be fully completed. Once the Medical Director or designee approves the *CCIP* submission and clicks **Save & Next**, the user is taken to the **Plan Submission Verification** screen (Table II-11).

| Table II-10   |                      | Health Plan Management System         |                      |
|---|----------------------|---------------------------------------|----------------------|
|    |                      | Health Plan Management System<br>Home |                      |
| <b>CCIP - Submission</b>  |                      |                                       |                      |
| Enter/Edit - C. Plan Section Approval   |                      |                                       |                      |
| MAO Name: Example Contract 1  |                      |                                       |                      |
| Contract Number: Z0001  |                      |                                       |                      |
| Plan: Non-SNP   |                      |                                       |                      |
| Project Cycle: Contract Year 2013 - Baseline  |                      |                                       |                      |
| Mandatory Topic: Decreasing Cardiovascular Disease: aa  |                      |                                       |                      |
| <b>C. Plan Section Approval: (Medical Director)</b>   |                      |                                       |                      |
| This section needs to be completed by the MA plan's Medical Director, a person designated by the Medical Director, or other person of authority.  |                      |                                       |                      |
| Name of Individual:   | <input type="text"/> |                                       |                      |
| Title:  | <input type="text"/> |                                       |                      |
| E-mail Address:   | <input type="text"/> |                                       |                      |
| Phone:  | <input type="text"/> | (###-###-####) Ext.                   | <input type="text"/> |
| Date of Approval:   | <input type="text"/> | (MM/DD/YYYY)                          |                      |
| <input data-bbox="280 961 375 982" type="button" value=" &lt;&lt; Previous "/> <input data-bbox="402 961 488 982" type="button" value=" Save &amp; Exit "/> <input data-bbox="516 961 626 982" type="button" value=" Save &amp; Next &gt;&gt; "/> |                      |                                       |                      |
| <a href="#">Go To: CCIP Start Page</a>  |                      |                                       |                      |

## STEP 11

On the **Plan Submission Verification** screen (Table II-11) review all information for accuracy.

Once the user confirms that the information related to the Plan section is accurate, the user will select **Submit** to complete the submission process. Click **Edit** to return to the selection criteria screens to edit any information. After clicking **Submit** the user will be taken to the **PLAN Information Submission Confirmation** screen (Table II-12) that includes the following message: “Your data has been submitted.”

**Notes:** If **Edit** option is selected on the **Plan Submission Verification** screen (Table II-11), user will be able to reopen the Plan section at a later time (before the Plan section submission window closes) to edit any information until the user is ready to submit the final *CCIP* to CMS.

If **Submit** option is selected, the submission for the topic created will be final and user cannot edit the submitted topic.

**Note:** Since this is the MAO’s initial *CCIP* submission for CY 2013, the submission is complete at this step, as only the Plan section is to be submitted for review by CMS.

Table II-11

**CCIP - Submission**

**PLAN Submission Verification**

**MAO Name:** Example Contract 1  
**Contract Number:** Z0001  
**Plan:** Non-SNP  
**Project Cycle:** Contract Year 2013 - Baseline  
**Mandatory Topic:** Decreasing Cardiovascular Disease: aa

**Medicare Advantage Organization (MAO) Information**

**MAO Name:** Example Contract 1  
**Contract Number:** Z0001  
**Plan:** Non-SNP  
**MAO Location:** 1234 main street  
 washington, DC 20001

**Quality Contact Person**  
**Name:** John Doe  
**Title:** Pharmacist  
**Telephone:** 703-456-5566  
**Email:** johnD@demo.com

**Compliance Contact Person**  
**Name:** John Doe  
**Title:** Pharmacist  
**Telephone:** 703-456-5566  
**Email:** johnD@demo.com

**MAO Plan Type:** Employer/Union Only Direct Contract PFFS

**Project Cycle:** Contract Year 2013 - Baseline

**Mandatory Topic:** Decreasing Cardiovascular Disease:

Summary of the CCIP to include the specific clinical foci and expected outcomes: Sample text

| A. Basis for Selection   |  |
|--|--|
| A1. Disease State: (ICD-9 code(s))   | XXX-000-XXXX   |
| A2. Rationale for Selection:   | Sample text  |
| A3. Relevance to the Plan Population:  | Sample text  |
| A4. Anticipated Outcomes:  | Sample text  |
| A5. Data Source(s) for Selected Chronic Condition:                               | Surveys (enrollee, beneficiary satisfaction, other)      |
| B. Program Design  |  |
| B1. Population Identification Process  |  |
| B1a. Describe the Target population:   | Sample text  |
| B1b. Method of Identifying Members:  | Claims Data (Medical, Pharmacy, Laboratory)              |
| B1c. Risk Stratification: (patient acuity level)                                 | Medium   |
| B1d. Enrollment Method:  | Opt out  |
| B2. Evidence Based Medicine  |  |
| Sample text  |  |
| B3. Care Coordination Approach   |  |
| Sample text  |  |
| B4. Education  |  |
| Type of Education:   | Patient Self Management                                  |
| Disease Management:  | XXX-000-XXXX   |
| Patient Self Management Entry #1   |  |
| Method Training:   | Sample text  |
| Method Support:  | Sample text  |
| Method Monitoring:   | Sample text  |
| Method Follow-up:  | Sample text  |
| Method Other:  | Sample text  |
| Topic Covered Training:  | Sample text  |
| Topic Covered Support:   | Sample text  |
| Topic Covered Monitoring:  | Sample text  |
| Topic Covered Follow-up:   | Sample text  |
| Topic Covered Other:   | Sample text  |
| B5. Outcome Measures and Interventions   |  |
| Outcome Measures and Interventions Entry #1                                      |  |
| B5a. Goal:   | Sample text  |
| B5b. Goal:   | Clinical   |
| B5c. Benchmark:  | Sample text  |
| Benchmark:   | Baseline   |
| B5d. Interventions:  | Sample text  |
| B5e. Rationale for specific intervention related to goal or benchmark:           | Sample text  |
| B5f. Measurement Methodology:  | Sample text  |
| B5g. Timeline:   | Sample text  |
| B6. Communication Sources including the Interdisciplinary Care Team and Patients |  |
| B6a. Sources:  | Electronic Communications (Website, portal, email, etc.) |
| B6b. Target Audience:  | Patients   |
| C. Plan Section Approval:  |  |
| (Medical Director)   |  |
| Name of Individual:  | Jon Test   |
| Title:   | CEO  |
| E-mail Address:  | test@test.com  |
| Phone:   | 123-456-7890   |
| Date of Approval:  | 10/24/2013   |

Please review your responses for accuracy. To submit the current information, please select the "Submit" button.

[Go To: CCIP Start Page](#)

Table II-12



**HPMS**  
Health Plan Management System

Health Plan Management System  
Home

**CCIP - Submission**

**CCIP Plan Information Submission Confirmation**  
Your data has been submitted.

| Contracts included with Submission |             |                    |
|------------------------------------|-------------|--------------------|
| Contract Number                    | Plan Number | Contract Name      |
| Z0001                              | Non-SNP     | Example Contract 1 |

| Individuals that will be Notified of Submission |            |          |                |
|---|------------|----------|----------------|
| Contract Number                                 | Role       | Name     | Email          |
| Z0001   | Pharmacist | John Doe | johnD@demo.com |
| Z0001   | Pharmacist | John Doe | johnD@demo.com |
| Z0001   | Pharmacist | John Doe | johnD@demo.com |

Thank you for submitting your CCIP Information. An email will be sent to confirm your submission.

Go To: [CCIP Start Page](#)

### CMS APPROVAL

Once the user has completed the Plan section, CMS will review the submission and determine whether it is approved or not. Each user will be notified of its approval status by CMS.

If CMS notifies the user of non-approval, CMS will provide the user with guidance and assistance on how to improve its submission. Once the user has worked with CMS to improve its submission, the user must re-submit the Plan section. The user must re-enter information in the sections where the information has changed when resubmitting specific sections of the *CCIP*.

Once the Plan section is approved by CMS, the user can begin to implement the *CCIP*.

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## III. ANNUAL UPDATE

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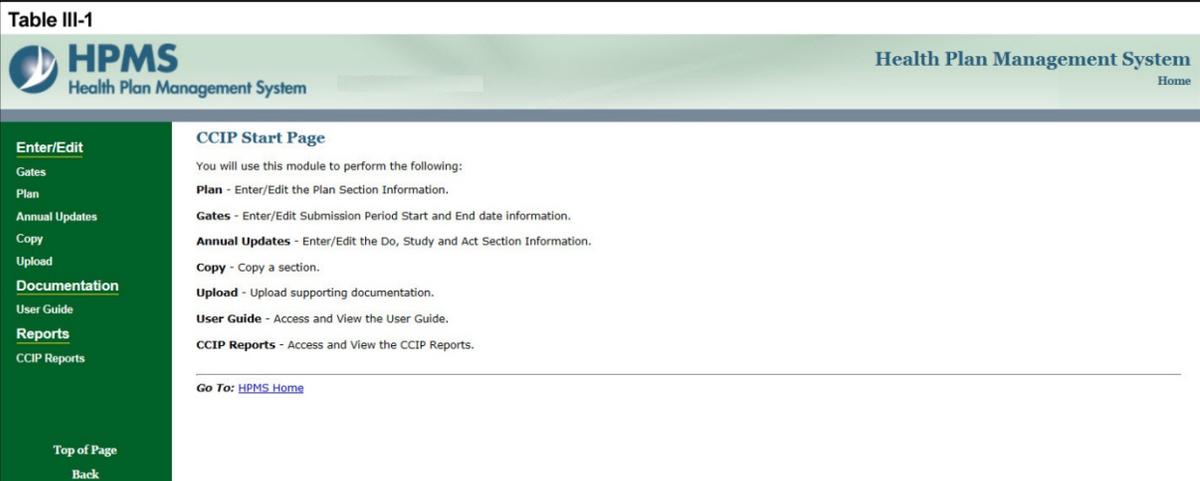
The Annual Update section allows users to the implementation, progress and ongoing activities of their *CCIP* initiatives. The *CCIP* Annual Update is comprised of the Do, Study, and Act components of the Plan, Do, Study, Act quality improvement model, and serves as a progress report to document *CCIP* activity over time. MAOs should assess and document activities related to these quality initiatives on an ongoing basis, and make modifications to interventions and/or processes as necessary, and provide the details of any such adjustments to CMS as part of the Annual Update.

Please note the following information:

- Once the Annual Update section submission window is closed for the CY 2013 *CCIP*, the user will be unable to edit the Annual Update section.
- Only approved CY 2012 *CCIP* Plan sections can submit the *CCIP* Annual Update section for CY 2013 Annual Update 1.
- During the data entry process, users may save the data entered on any Enter/Edit page and exit by clicking the **Save & Exit** button. Users may come back later to edit the data entered or continue to enter data.

### STEP 1

As shown in Table III-1, on the **CCIP Start Page**, click on the **Annual Update** link on the Left Navigation Bar to get to the **Contract/Plan/Program Selection** screen. (See Chapter I: Getting Started for help getting to the *CCIP* Start Page.)

|  |  |
|--|--|
|  |  |
|--|--|

### STEP 2

On the **Contract/Plan/Program Selection** screen (Table III-2) first select the applicable contract (i.e., “H” number). Once the contract is selected, the screen will automatically refresh to show all available plans within that contract. The *SNPs* are identified by their actual plan

number, or plan benefit package (PBP) (e.g., 006, 007). As shown in Table III-2, all non-SNP coordinated care plans under each contract are bundled together and identified as 'Non-SNP'.

Once a particular plan is selected, the screen will again automatically refresh to show the CCIP that has been established for that specific plan. Select the topic then click **Save & Next**, which will take the user to the **DO SECTION (D)** screen.

**Table III-2**

HPMS Health Plan Management System

Health Plan Management System Home

CCIP - Annual Update

NOTE: You will be unable to select a CCIP topic if you have not completed your Plan Section.

Select a Contract: Select a Plan: Select a program:

Z0001 Non-SNP (M) Decreasing Cardiovascular Disease:

Z0002

Next

Go To: [CCIP Start Page](#)

### **STEP 3**

On the **DO Section (D) - D. Program Implementation** screen (Table III-3), describe the steps taken to conduct the CCIP; this includes describing any changes to the educational component, any barrier(s) encountered, its effect(s), and associated mitigation strategies. Note that the **MAO Information** will default to MAO information that was already entered in HPMS for that particular plan.

After completing Do sections D1 – D3 as applicable, click **Save & Next**, which will take the user to the **STUDY Section (E)** screen.

#### **D1. Education**

The educational component may be focused on the patients, the providers, or both.

**D1a. Patient Self Management** – The information is auto-populated from information that was entered in the approved CY 2012 Plan section for that particular contract.

**D1b. Provider Education** – The information is auto-populated from information that was entered in the approved CY 2012 Plan section for that particular contract.

#### **D1c. Did you conduct proposed education**

If you conducted the proposed education in the approved CCIP Plan section, select **YES**. If **YES**, then no further input in this section is necessary.

If you did not conduct the proposed education in the approved *CCIP* Plan section, select **NO**. If **NO**, use the field provided to explain why the proposed education was not conducted. Describe what alternate education was used and/or will be used going forward and include the expected impact the new education will have on reaching the project goal. (Character Limit: 4,000)

**D2. Intervention** is auto-populated from Plan section “B5d. Intervention.”

### **D3. Barriers Encountered**

For “D3. Barriers Encountered”, identify if there are barriers. If there are barriers, select **YES**. If there are no barriers, select **NO**.

If **NO**, then no further input in this section is necessary and the user may move forward to the **STUDY Section (E)**.

If **YES**, use the field provided to describe, in detail, the actual barrier(s) encountered during the implementation of the project thus far and describe how the barrier(s) impacted the project implementation. Then move the Mitigation box and provide the necessary information (outlined below). If a Non-SNP bundled *QIP* has experienced particularly significant barriers on the PBP level, the MAO should indicate the details of those barriers, including the affected PBP numbers, here. (Character Limit: 4,000)

### **Mitigation**

If **YES**, also describe the mitigation plan (i.e. activities implemented in response to the identified barrier(s)), and include a discussion of how the implementation of these activities will help achieve the target goal. Mitigation approaches should be reasonable and appropriate for the documented barriers. Be sure to indicate which barrier a specific mitigation strategy was used for. (Character Limit: 4,000)

After entering all information, click **Save & Next** to get to the **STUDY Section (E)** screen.

Table III-3

CCIP - Annual Update

**MAO Name:** Example Contract 1  
**Contract Number:** Z0001  
**Identification Number:** Non-SNP  
**Chronic Care Improvement Program (CCIP) Topic:** Sample Program  
**Project Cycle:** Contract Year 2013 - Annual Update 1

Enter/Edit - DO Section (D) - D. Program Implementation

**D1. Education**

Type of Education: Both

**Patient Self Management Entry #1**

**Method Training:** Sample Text  
**Method Support:** Sample Text  
**Method Monitoring:** Sample Text  
**Method Follow-up:** Sample Text  
**Method Other:** Sample Text

**Dia. Patient Self Management from Plan**

**Topic Covered Training:** Sample Text  
**Topic Covered Support:** Sample Text  
**Topic Covered Monitoring:** Sample Text  
**Topic Covered Follow-up:** Sample Text  
**Topic Covered Other:** Sample Text

**Provider Education Entry #1**

**Method Training:** Sample Text  
**Method Support:** Sample Text  
**Method Monitoring:** Sample Text  
**Method Follow-up:** Sample Text  
**Method Other:** Sample Text

**Dib. Provider Education from Plan**

**Topic Covered Training:** Sample Text  
**Topic Covered Support:** Sample Text  
**Topic Covered Monitoring:** Sample Text  
**Topic Covered Follow-up:** Sample Text  
**Topic Covered Other:** Sample Text

**D1c. Did you conduct proposed education:**  Yes  No

If NO, explain:

**D2. Intervention:**

**Intervention 1**  
**Planned Intervention:** Intervention

**D3. Barriers Encountered:**  Yes  No

If YES: What barrier(s)?

If YES: Mitigation: How did you address the barrier(s) encountered?

Go To: [CCIP Start Page](#)

## **STEP 4**

On the **STUDY Section (E) - E. Results and Findings** screen (Table III-4), describe details about the results and findings of the project to date, including both quantitative and qualitative data. Also, provide a detailed analysis of the results, compare the results to the identified benchmark and indicate whether or not the anticipated goal and/or outcomes were achieved. The results and findings reported in the **STUDY Section (E)** should reflect an evaluation of the intervention(s) implemented during the first year of the *CCIP*.

After completing Study sections E1 – E9, click **Save & Next**, which will take the user to the **ACT Section (F)** screen.

### **STUDY Section (E) - E. Results and Findings**

The **STUDY Section** describes the *CCIP* topic and reports the results of the *CCIP*, as well as provides the numerical data where applicable.

**E1. Goal** – The information is auto-populated from information that was entered in the approved CY 2012 Plan section for that particular contract.

**E2. Benchmark** – The information is auto-populated from information that was entered in the approved CY 2012 Plan section for that particular contract.

**E3. Timeframe** – The timeframe is reflective of the reporting period and is specified as “January 1, 2013 through Annual Update Period.” Because this is the first Annual Update in the 5-year *CCIP* cycle for approved CY 2012 Plan sections, the timeframe begins with project implementation in January 2013 and ends with submission of the first Annual Update.

### **E4. Total Population**

(Number)

At “E4. Total Population,” provide the total number of enrollees in the plan(s) at the time the Annual Update is due. If there is a significant fluctuation in enrollment during the reporting period, discuss the reasons why in the “Analysis of Results or Findings” field (E7) below.

Note: With the exception of SNPs, the Annual Updates are submitted at the contract level. Therefore, the total population and results will reflect the aggregate number of enrolled beneficiaries and experience across all applicable non-SNP coordinated care plans under that contract. For SNPs, submit the total population and results for each SNP individually.

### **E5. Numerator**

(Number)

At “E5. Numerator,” provide the number of plan members that met the inclusion criteria as defined in the Plan section **and** actually received the project intervention(s). The data in this field must be reported as either a whole number or percentage only.

### **E6. Denominator**

(Number)

At “E6. Denominator,” provide the total number of plan members that met inclusion criteria and were eligible to receive the program interventions as defined in the Plan section. The data in this field must be reported as either a whole number or percentage only.

*For example: If an MAO has 100 enrollees that met the inclusion criteria for participation, and 35 of those 100 enrollees participate in the CCIP, the numerator is 35, and the denominator is 100. The 35 members who satisfied the inclusion criteria (the numerator) are also known as the targeted population described in the Plan Section. In summary, the numerator is the number of enrollees who participated in the intervention and the denominator is the number of enrollees who were eligible to participate.*

**E7. Results and/or Percentage** Character Limit: 4,000)

At “E7. Results and/or Percentage,” provide any outcomes data available at the time the update is due and indicate the data source and data collection period. Note that for reliable and consistent measurement, CMS recommends that MAOs use the same primary data source over time for the CCIP Annual Updates so that the findings are comparable. MAOs should avoid using different data sources for each reporting year. Please note that this field allows for both numerical data and text, so that quantitative and qualitative data can be provided here.

*For example: 11.8 percent all-cause 30 day readmission rate for 2012.*

**E8. Other Data or Results**

(Character Limit: 4,000)

At “E8. Other Data or Results,” provide any additional outcomes data or results pertinent to the project, and indicate the data source and data collection period.

*For Example: MAOs may use HEDIS data as their primary data source for measurement, however, some may also use claims data or other sources of internal data, to measure the impact of their intervention(s).*

If no other data or results are present, enter “not applicable” in the available field. Please note that this field allows for both text and numerical data, so that quantitative and qualitative data can be provided here.

**E9. Analysis of Results or Findings**

(Character Limit: 4,000)

At “E9. Analysis of Results or Findings,” provide a detailed analysis and description of the CCIP results and findings, including what was achieved in relation to the project goal and the significance of the demonstrated results. The analysis should reflect key aspects of the intervention(s) employed (or other applicable elements of the plan section) that contribute to the overall improvement and/or achievement of the target goal. Users with a Non-SNP bundled CCIP may also use this field to describe any significant PBP-specific results where appropriate.

Table III-4



**HPMS**  
Health Plan Management System

Health Plan Management System  
[Home](#)

---

**CCIP - Annual Update**

**MAO Name:** EXAMPLE CONTRACT 1  
**Contract Number:** Z0001  
**Identification Number:** Non-SNP  
**Chronic Care Improvement Program (CCIP) Topic:**  
**Project Cycle:** Contract Year 2013 - Annual Update 1

Enter/Edit - STUDY Section (E) - E. Results and Findings

|   |  |  |
|---|--|--|
| <b>E1. Goal</b>                             | Outcome Measures and Interventions 1<br><b>Goal:</b> goal                      |  |
| <b>E2. Benchmark</b>                        | Outcome Measures and Interventions 1<br><b>Benchmark:</b> benchmark            |  |
| <b>E3. Timeframe:</b>                       | January 1, 2013 through Annual Update Period.                                  |  |
| <b>E4. Total Population:</b> (Number)       | <input type="text"/>   |  |
| <b>E5. Numerator:</b> (Number)              | <input type="text"/>   |  |
| <b>E6. Denominator:</b> (Number)            | <input type="text"/>   |  |
| <b>E7. Results and/or Percentage:</b>       | <div style="border: 1px solid gray; height: 50px; vertical-align: top;"></div> |  |
| <b>E8. Other Data or Results:</b>           | <div style="border: 1px solid gray; height: 50px; vertical-align: top;"></div> |  |
| <b>E9. Analysis of Results or Findings:</b> | <div style="border: 1px solid gray; height: 50px; vertical-align: top;"></div> |  |

Go To: [CCIP Start Page](#)

## STEP 5

On the **ACT Section (F) - F. Next Steps** screen (Table III-5), describe the next steps for the *CCIP* by providing details about the Action Plan and any revisions to the interventions, changes in methodology, adjusted goal, and any other items of interest that occurred during the first year reporting period. This includes information regarding the next steps for the *CCIP* in the upcoming year. The MAO should also describe best practices and lessons learned as applicable.

After completing Act sections F1 – F4, click **Save & Next**, which will take the user to the **QIP Annual Updates Review** screen...

### ACT Section (F) - F. Next Steps

#### G1. Action Plan

At “G1. Action Plan,” select any Action Plans that your *CCIP* will take in the implementation year as a result of *STUDY* findings. Users may select Revise Intervention, Revise Methodology, Change Goal, or Other. Please select all that apply.

Select **Revise Intervention** if any changes have been made to the intervention(s) identified in the Plan submission, including deleting, modifying, or adding a new intervention. Provide an explanation of those changes in the Action Plan Description and include a brief description of how this revision is expected to help achieve your stated goal.

Select **Revise Methodology** if any changes have been made to the method/s used to collect data or measure the effectiveness of a project intervention. Provide an explanation of those changes in the *Action Plan Description* and include a brief description of how this revision is expected to help achieve your stated goal.

Select **Change Goal** if the *CCIP*'s goal has changed. Provide the new goal in the Action Plan Description and include an explanation of why you have decided to change the goal, including a description of how the current interventions will help achieve the new goal.

Select **Other** if you have made any other changes to your *CCIP*. Provide a detailed description of changes in the Action Plan Description. (Character Limit: 4,000)

If your *CCIP* has been successful thus far and you are on track to achieve planned outcomes and therefore your MAO has no plans to change any activity, please select **Other** and state your plans to keep the *CCIP* unchanged in the Action Plan Description.

## **G2. Action Plan Description**

(Character Limit: 4,000)

At “G2. Action Plan Description,” describe the selected Action Plan(s) based on the results and lessons learned to date. Include how the next steps will be implemented as well as how this plan will work toward achieving the project goal. Include in the discussion details about the proposed changes, whether or not these changes have already been implemented, and the rationale behind the changes. The Annual Update reflects progress to date; however, it also represents a snap shot in time. As such, the Action Plan may reflect revisions, e.g., increased outreach efforts, that have already occurred during the first year of implementation, as well as proposed revisions that will be implemented in the future as part of the next steps.

## **G3. Describe "Best Practices"**

(Character Limit: 4,000)

At “G3. Describe “Best Practices,” describe any identified Best Practices that have resulted from the findings and that have worked well in producing positive outcomes. Include a detailed description of any identified best practices including: how you determined best practices(s), how those practices affected the *CCIP*, and how you will share the details of

those practices with others. If no Best Practice was found during the CY 2013 implementation year, please indicate "Not Applicable" in the field.

#### G4. Describe "Lessons Learned"

(Character Limit: 4,000)

At "G4. Describe "Lessons Learned," describe any identified Lessons Learned, including a summary of how the interventions implemented during the CY 2013 implementation year impacted the results of the project, members, providers, and/or other stakeholders, whether positive or negative.

**Table III-5**

Health Plan Management System [Home](#)

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**CCIP - Annual Update**

**MAO Name:** EXAMPLE CONTRACT 1  
**Contract Number:** Z0001  
**Identification Number:** Non-SNP  
**Chronic Care Improvement Program (CCIP) Topic:** Demo for meeting  
**Project Cycle:** Contract Year 2013 - Annual Update 1

**Enter/Edit - ACT Section (F) - F. Next Steps**

**F1. Action Plan:** (check all that apply)  Revise intervention  
 Revise methodology  
 Change goal  
 Other

**Other:**

**F2. Action Plan Description:**

**F3. Describe "Best Practices":**

**F4. Describe "Lessons Learned":**

<< Previous Save & Exit Save & Next >>

Go To: [CCIP Start Page](#)

## **STEP 6**

On the **CCIP Annual Update Review** screen (Table III-6) review all information for accuracy.

Once the user confirms that the information related to the **Annual Update** section is accurate, the user will select **Submit** to complete the submission process. Click **Edit** to return to the **Contract/Plan/Program Selection** screens to edit any information. After clicking **Submit**, the user will be taken to the **Annual Update Submission Confirmation** screen (Table III-7) that includes the following message: “Your data has been submitted.”

**Notes:** If **Edit** option is selected on the **CCIP Annual Update Review** screen (Table III-6), user will be able to reopen the **Annual Update** section at a later time (before the **Annual Update** section submission window closes) to edit any information until the user is ready to submit the final *CCIP* to CMS.

If **Submit** option is selected, the submission for the program created will be final and user cannot edit the submitted topic.

Table III-6

CCIP - Annual Update

**MAO Name:** EXAMPLE CONTRACT 1  
**Contract Number:** 20001  
**Identification Number:** Non-SNP  
**Chronic Care Improvement Program (CCIP) Topic:** Sample Program  
**Project Cycle:** Contract Year 2013 - Annual Update 1

**Note:** Your CCIP Annual Update data is saved. Please use the submit button if you want to submit your data now, or use the Edit button to exit.

CCIP Annual Update Review

DO Section (D) - D. Program Implementation

E1. Education

Type of Education: Both

**Patient Self Management Entry #1**  
**Method Training:** Sample Text  
**Method Support:** Sample Text  
**Method Monitoring:** Sample Text  
**Method Follow-up:** Sample Text  
**Method Other:** Sample Text

D1a. Patient Self Management from Plan

**Topic Covered Training:** Sample Text  
**Topic Covered Support:** Sample Text  
**Topic Covered Monitoring:** Sample Text  
**Topic Covered Follow-up:** Sample Text  
**Topic Covered Other:** Sample Text

**Provider Education Entry #1**  
**Method Training:** Sample Text  
**Method Support:** Sample Text  
**Method Monitoring:** Sample Text  
**Method Follow-up:** Sample Text  
**Method Other:** Sample Text

D1b. Provider Education from Plan

**Topic Covered Training:** Sample Text  
**Topic Covered Support:** Sample Text  
**Topic Covered Monitoring:** Sample Text  
**Topic Covered Follow-up:** Sample Text  
**Topic Covered Other:** Sample Text

D1c. Did you conduct proposed education: Yes

D2. Intervention: **Intervention 1**  
**Planned Intervention:** Intervention

D3. Barriers Encountered: Yes

If YES: What barrier(s)? Sample Text

If YES: Mitigation: How did you address the barrier(s) encountered? Sample Text

STUDY Section (E) - E. Results and Findings

E1. Goal **Outcome Measures and Interventions 1**  
**Goal:** goal

E2. Benchmark **Outcome Measures and Interventions 1**  
**Benchmark:** benchmark

E3. Timeframe: **January 1, 2013 through Annual Update Period.**

E4. Total Population: (Number) Sample Text

E5. Numerator: (Number) Sample Text

E6. Denominator: (Number) Sample Text

E7. Results and/or Percentage: Sample Text

E8. Other Data or Results: Sample Text

E9. Analysis of Results or Findings: Sample Text

ACT Section (F) - F. Next Steps

F1. Action Plan: Revise intervention

F2. Action Plan Description: Sample Text

F3. Describe "Best Practices": Sample Text

F4. Describe "Lessons Learned": Sample Text

Go To: [CCIP Start Page](#)

Table III-7

**CCIP - Annual Update**

Your data has been submitted.

| Contracts included with Submission |             |                    |
|------------------------------------|-------------|--------------------|
| Contract Number                    | Plan Number | Contract Name      |
| 20001                              | Non-SNP     | EXAMPLE CONTRACT 1 |

| Individuals that will be Notified of Submission |                             |            |               |
|---|-----------------------------|------------|---------------|
| Contract Number                                 | Role                        | Name       | Email         |
| 20001   | Medicare Compliance Officer | John Smith | test@test.com |
| 20001   |                             | John Smith | test@test.com |
| 20001   |                             | John Smith | test@test.com |

Thank you for submitting your CCIP Information. An email will be sent to confirm your submission.

Go To: [CCIP Start Page](#)

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## IV. COPY

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The **Copy** functionality allows users to Copy *CCIP* sections from one plan to another, as long as certain conditions exist. In particular:

- The Plan section from one *CCIP* may be copied to a second *CCIP* if the second *CCIP* has no Plan section or only has a Plan section and no other sections.
- When copying a section, the source and target sections cannot be for the same plan.

| CCIP Copy Functions General Rules |                 |  |
|-----------------------------------|-----------------|--|
| #                                 | Source Criteria | Target Criteria  |
| 1.                                | Mandatory Topic | Target topic not yet created <ul style="list-style-type: none"> <li>- The title of the mandatory topic will be copied as a “Copy of...” (Note that the mandatory topic will not be copied).</li> <li>- All data entered in the Enter/Edit pages of the source topic will be copied.</li> </ul>           |
|                                   |                 | Target mandatory topic not yet created <ul style="list-style-type: none"> <li>- The title of the mandatory topic will be copied as a “Copy of...” (Note that the mandatory topic will not be copied).</li> <li>- All data entered in the Enter/Edit pages of the source topic will be copied.</li> </ul> |
|                                   |                 | Target topic created <ul style="list-style-type: none"> <li>- The title will be retained for a topic created.</li> <li>- All data entered in the Enter/Edit pages of the source topic will be copied.</li> </ul>   |
|                                   |                 | Target mandatory topic created <ul style="list-style-type: none"> <li>- The title will be retained for a topic created.</li> <li>- All data entered in the Enter/Edit pages of the source topic will be copied.</li> </ul>   |

## STEP 1

As shown in Table IV-1, on the **CCIP Start Page** click on the **Copy** link on the Left Navigation Bar to get to the **Criteria Selection** screen. (See Chapter I: Getting Started for help getting to the **CCIP Start Page**.)

|   |  |   |  |
|---|--|---|--|
|  |  |  |  |
| <b>Enter/Edit</b>   |  | <b>CCIP Start Page</b>  |  |
| Gates   |  | You will use this module to perform the following:                                  |  |
| Plan  |  | <b>Plan</b> - Enter/Edit the Plan Section Information.                              |  |
| Annual Updates  |  | <b>Gates</b> - Enter/Edit Submission Period Start and End date information.         |  |
| Copy  |  | <b>Annual Updates</b> - Enter/Edit the Do, Study and Act Section Information.       |  |
| Upload  |  | <b>Copy</b> - Copy a section.   |  |
| <b>Documentation</b>  |  | <b>Upload</b> - Upload supporting documentation.                                    |  |
| User Guide  |  | <b>User Guide</b> - Access and View the User Guide.                                 |  |
| <b>Reports</b>  |  | <b>CCIP Reports</b> - Access and View the CCIP Reports.                             |  |
| CCIP Reports  |  | <hr/>   |  |
| Top of Page   |  | <b>Go To:</b> <a href="#">HPMS Home</a>   |  |
| Back  |  |   |  |

## STEP 2

On the **Criteria Selection** screen (Table IV-2) first select a section to copy.

Once the appropriate section is selected, the screen will automatically refresh to show available SOURCE contracts.

- Select the SOURCE contract and the screen will again automatically refresh to show available plans.
- Select the SOURCE plan and available CCIP topics will appear.
- Select the SOURCE CCIP topic to copy.

After selecting all sources, follow the same procedures to select the TARGET criteria. After selecting all TARGET criteria, click **Next** to get to the **Copy Verification** screen.

Table IV-2

HPMS Health Plan Management System

Health Plan Management System Home

### CCIP - Copy

Criteria Selection

1. Select a Section

Section:

Plan

2. Select SOURCE Contract Criteria

| Select a Contract: | Select a Plan: | Select a QIP Topic:                               |
|--------------------|----------------|---|
| Z0001              | Non-SNP        | (M) Decreasing Cardiovascular Disease: Demo Topic |

3. Select TARGET Contract Criteria

| Select a Contract: | Select a Plan: | Select a QIP Topic:                   |
|--------------------|----------------|---------------------------------------|
| Z0002<br>Z0003     | 001            | (M) Decreasing Cardiovascular Disease |

Previous Next

Go To: [CCIP Start Page](#)

### STEP 3

On the **Copy Verification** screen (Table IV-3) review all information for accuracy, and then click **Copy** to get to the **Copy Confirmation** screen.

The **Copy Verification** screen included the following notes:

- Please remember to review the SOURCE data for accuracy before you copy the information.
- The PLAN section is the only section that you can create a new topic for the TARGET data.
- The TARGET information can still be edited for the Enter/Edit sections.

On the **Copy Confirmation** screen (Table IV-4) click **OK** to return to the **Criteria Selection** screen.

**Note:** In order to submit a copied *CCIP* to CMS, the user must go through each section of the Plan section and select **Submit** on the **Plan Submission Verification** screen (Table II-11).

**Table IV-3**

HPMS Health Plan Management System Home

CCIP - Copy  
Copy Verification

NOTE:

- Please remember to review the SOURCE data for accuracy before you copy the information.
- The PLAN section is the only section that you can create a new topic for the TARGET data.
- The TARGET information can still be edited from the Enter/Edit sections.

1. Selected SOURCE Contract Criteria  
Section:Plan  
Contract:20001  
Plan:Non-SNP  
Topic:(M) Decreasing Cardiovascular Disease: Demo Topic

2. Selected TARGET Contract Criteria  
Contract:20002  
Plan:001  
Topic:(M) Decreasing Cardiovascular Disease: Copy of Demo Topic

Go To: [CCIP Start Page](#)

**Table IV-4**

HPMS Health Plan Management System Home

CCIP - Copy  
Copy Confirmation

The information is successfully duplicated and saved.

Go To: [CCIP Start Page](#)

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# V. UPLOAD

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Take the following steps to upload supporting documentation for the *CCIP*. All files must be uploaded in .zip format that is NOT password protected.

**Note:**

File names must include the corresponding contract number, and plan id for SNP plans (example: Z1234001). If your organization is uploading one document for multiple non-SNPs, please include "nonsnp" after the contract number and exclude the plan ids in the file name (example: Z1234nonsnp).

**STEP 1**

As shown in Table V-1, on the **CCIP Start Page** click on the **Upload** link on the Left Navigation Bar to get to the **Criteria Selection** screen. (See Chapter I: Getting Started for help getting to the **CCIP Start Page**.)

|  |   |   |  |
|--|---|---|--|
|   |   |  |  |
| <p><b>Enter/Edit</b></p> <p>Gates</p> <p>Plan</p> <p>Annual Updates</p> <p>Copy</p> <p>Upload</p> <p><b>Documentation</b></p> <p>User Guide</p> <p><b>Reports</b></p> <p>CCIP Reports</p> <p>Top of Page</p> <p>Back</p> | <b>CCIP Start Page</b>  |   |  |
|  | You will use this module to perform the following:                            |   |  |
|  | <b>Plan</b> - Enter/Edit the Plan Section Information.                        |   |  |
|  | <b>Gates</b> - Enter/Edit Submission Period Start and End date information.   |   |  |
|  | <b>Annual Updates</b> - Enter/Edit the Do, Study and Act Section Information. |   |  |
|  | <b>Copy</b> - Copy a section.   |   |  |
|  | <b>Upload</b> - Upload supporting documentation.                              |   |  |
|  | <b>User Guide</b> - Access and View the User Guide.                           |   |  |
|  | <b>CCIP Reports</b> - Access and View the CCIP Reports.                       |   |  |
|  | <hr/> <p>Go To: <a href="#">HPMS Home</a></p>                                 |   |  |

## STEP 2

On the **Contract/Plan/Topic Selection** screen (Table V-2) first select a contract. Once the contract is selected, the screen will automatically refresh to show available plans. Then select a plan and the screen will again automatically refresh to show *CCIP* topics. Select an existing topic.

After selecting the contract, plan and topic, select **Browse** to locate the .zip file being uploaded. Then click **Next** to get to the **Upload Confirmation** screen (Table V-3).

**Notes:** Users may upload supporting documentation for a *CCIP* on the mandatory topic any time before the *CCIP* submission window closes. Users may upload supporting documentation for a *CCIP* on a secondary (or self-identified) topic, only after the Plan section is completed and saved, but before the *CCIP* submission window closes.

**Table V-2**

HPMS Health Plan Management System

Health Plan Management System Home

### CCIP - Upload

Criteria Selection

Once a Contract/Plan/Topic is selected, please upload supporting documentation in a zipped file format. The zipped file must NOT be password protected.

File names must include the corresponding contract number, and plan id for SNP plans (example: Z1234001). If your organization is uploading one document for multiple non-SNPs, please include "nonsnp" after the contract number and exclude the plan ids in the file name (example: Z1234nonsnp).

|                    |                |   |
|--------------------|----------------|---|
| Select a Contract: | Select a Plan: | Select a CCIP Topic:                      |
| Z0001<br>Z0002     | Non-SNP        | (M) Decreasing Cardiovascular Disease: aa |

Select file for upload:  Browse...

Next

Go To: [CCIP Start Page](#)

**Table V-3**

HPMS Health Plan Management System

Health Plan Management System Home

### CCIP - Upload

Upload Confirmation

The file is successfully uploaded and saved.

OK

Go To: [CCIP Start Page](#)

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# VI. CCIP REPORTS

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The **CCIP Reports** functionality allows users to access and view the **Communications Report**, **Score Report**, and the **Status History Report**. The reports provide easy and quick reference to **CCIP** communication emails, approval results, and the status of **CCIP** submissions.

Take the following steps to generate reports for the **CCIP**.

## STEP 1

As shown in Table VI-1, on the **CCIP Start Page** click on the **CCIP Reports** link on the Left Navigation Bar to get to the **CCIP Reports - Select a Report** screen, Table VI-1. (See Chapter I: Getting Started for help getting to the **CCIP Start Page**.)

**Table VI-1**

The screenshot shows the HPMS interface. The header includes the HPMS logo and 'Health Plan Management System' text. The left navigation bar is green and contains the following items: Enter/Edit, Gates, Plan, Annual Updates, Copy, Upload, Documentation, User Guide, Reports, and CCIP Reports. The main content area is titled 'CCIP Start Page' and contains the following text: 'You will use this module to perform the following: Plan - Enter/Edit the Plan Section Information. Gates - Enter/Edit Submission Period Start and End date information. Annual Updates - Enter/Edit the Do, Study and Act Section Information. Copy - Copy a section. Upload - Upload supporting documentation. User Guide - Access and View the User Guide. CCIP Reports - Access and View the CCIP Reports.' At the bottom, there is a 'Go To: [HPMS Home](#)' link.

## STEP 2

On the **CCIP Reports - Select a Report** screen (Table VI-2) first select a report.

**Table VI-2**

The screenshot shows the HPMS interface. The header includes the HPMS logo and 'Health Plan Management System' text. The main content area is titled 'CCIP Reports' and contains the following text: 'Select a Report:' followed by a list box containing 'Communications Report' and 'Status History Report'. Below the list box are 'Back' and 'Next' buttons. At the bottom, there is a 'Go To: [CCIP Start Page](#)' link.

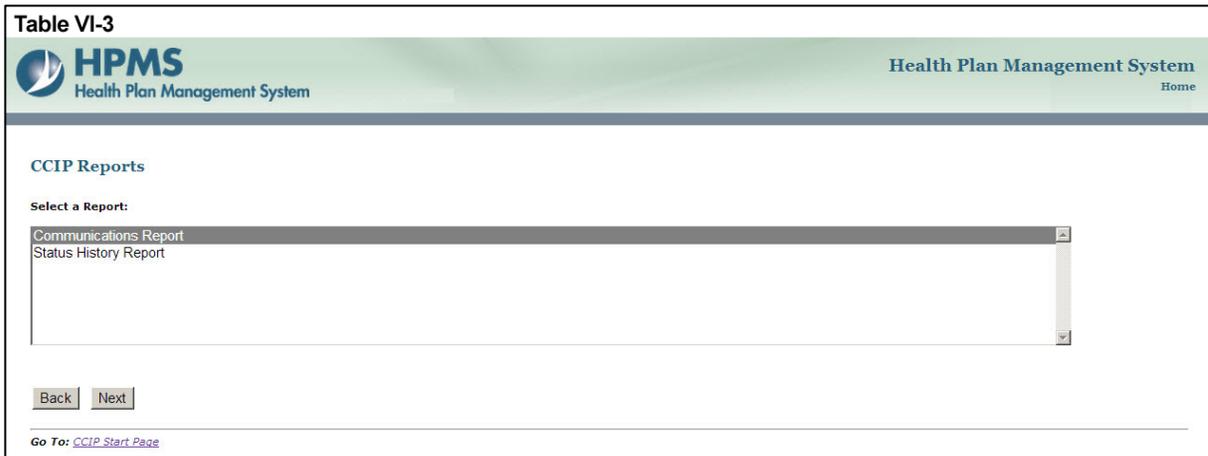
# COMMUNICATION REPORT

The **Communications Report** displays *CCIP* generated communication emails. Users can only access the reports for those contracts that are associated with their User ID.

## STEP 3

As shown in Table VI-3, select **Communications Report** then select **Next** to get to the **Communications Report** contract selection screen.

**Table VI-3**



The screenshot displays the HPMS (Health Plan Management System) interface. At the top left is the HPMS logo and name. At the top right is the text 'Health Plan Management System Home'. The main content area is titled 'CCIP Reports'. Underneath, there is a section 'Select a Report:' followed by a dropdown menu. The dropdown menu is open, showing two options: 'Communications Report' (which is highlighted) and 'Status History Report'. Below the dropdown menu are two buttons: 'Back' and 'Next'. At the bottom of the page, there is a link that says 'Go To: [CCIP Start Page](#)'.

## STEP 4

On the **Communications Report** contract selection screen (Table VI-4), select one or more contracts then select **Next** to generate the report.

### Note:

- To select more than one contract, hold down the <CTRL> while selecting the contracts.
- By default, the most recent contract year is selected in the Filter by Year. User may select a desired contract year to generate the report.

**Table VI-4**

**HPMS**  
Health Plan Management System

Health Plan Management System  
Home

CCIP - Reports  
Communications Report

Filter by Year:  
Contract Year 2013

Select one or more contracts:  
Z0001  
Z0002  
Z0003

Back Next

Go To: [CCIP Start Page](#)

## STEP 5A

After reviewing information on the **Communications Report Results** screen (Table VI-5a), users can view E-mail details.

**Table VI-5a**

HPMS Health Plan Management System

Health Plan Management System Home

CCIP - Reports

Communications Report Results

Contract Year: 2013  
Selected Contract(s): EXAMPLE CONTRACT 1

| H0104 - BLUE CROSS AND BLUE SHIELD OF ALABAMA |                        |   |                      |
|---|------------------------|---|----------------------|
| Subject                                       | Date Sent              | Sent To   | View Email           |
| CCIP Submission - 2013 Plan: Z0001            | 10/21/2013 11:30:18 AM | John Smith: test@test.com<br>John Smith: test@test.com<br>John Smith: test@test.com | <a href="#">View</a> |
| CY 2012 CCIP - Local CCP Approved: Z0001      | 10/21/2013 11:34:10 AM | John Smith: test@test.com<br>John Smith: test@test.com<br>John Smith: test@test.com | <a href="#">View</a> |
| CCIP Submission - 2013 Plan: Z0001            | 10/21/2013 11:47:10 AM | John Smith: test@test.com<br>John Smith: test@test.com<br>John Smith: test@test.com | <a href="#">View</a> |
| CCIP Submission - 2013 Plan: Z0001            | 10/22/2013 7:22:29 PM  | John Smith: test@test.com<br>John Smith: test@test.com<br>John Smith: test@test.com | <a href="#">View</a> |

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Go To: [CCIP Start Page](#)

## STEP 5B

To view the “Subject” and “Message” details of an email, select **View** in the last column of the **Communications Report Results** (Table VI-5a). A pop-up screen will appear (Table VI-5b). After reviewing the data, select the **Print** link to print or **Close** to close the pop-up screen.

**Table VI-5b**

HPMS Health Plan Management System

Date Printed: 10/25/2013  
[Print](#) | [Close Window](#)

CCIP - Reports

Communications Report Detail

|                 |  |
|-----------------|--|
| <b>Subject:</b> | CCIP Submission - 2013 Plan: Z0001   |
| <b>Message:</b> | Re: CCIP, Contract ID: Z0001<br>Thank you for submitting your 2013 CCIP. Your submission has been successful. Please note that receipt of this email does not constitute approval of your CCIP. If you have questions, please send your inquiry to the CMS Quality Mailbox at test@test.com<br>Thank you,<br>CMS |

# STATUS HISTORY REPORT

The **Status History Report** provides a history of the statuses of a *CCIP* submission and the ability to view each submitted version of the *CCIP*.

## STEP 6

As shown in Table VI-6, select the **Status History Report** option then select **Next** to get to the **Status History Report** contract selection screen.

**Table VI-6**

HPMS Health Plan Management System

Health Plan Management System Home

CCIP Reports

Select a Report:

Communications Report  
Status History Report

Back Next

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## STEP 7

On the **Status History Report** contract selection screen (Table VI-7), select one or more contracts then select the **Next** button to get to the **Status History Report Results** screen.

### Note:

- To select more than one contract, hold down the <CTRL> while selecting the contracts.
- By default, the most recent contract year is selected in the Filter by Year. User may select a desired contract year to generate the report.

**Table VI-7**

HPMS Health Plan Management System

Health Plan Management System Home

CCIP - Reports

Status History Report

Filter by Year  
Contract Year 2013

Select one or more contract:  
Z0001  
Z0002  
Z0003

Back Next

Go To: [CCIP Start Page](#)

## STEP 8A

After reviewing information on the **Status History Report Results** Screen (Table VI-8a), users can view the details of the submitted *CCIP*.

**Table VI-8a**

HPMS Health Plan Management System

Health Plan Management System Home

CCIP - Reports

Status History Report Results

Contract Year: 2013  
Selected Contract(s): EXAMPLE CONTRACT 1

| Plan    | Topic                                     | Section / Project Year | Version | Current Status | Last Updated          | View Submission      |
|---------|---|------------------------|---------|----------------|-----------------------|----------------------|
| Non-SMP | (M) Decreasing Cardiovascular Disease: aa | Plan - 2012            | 1       | Received       | 10/24/2013 2:36:55 PM | <a href="#">View</a> |
| Non-SMP | (M) Decreasing Cardiovascular Disease: aa | Plan - 2012            | 1       | Approved       | 10/24/2013 3:58:19 PM | <a href="#">View</a> |

| Upload Date           | User Name | File Name                       |
|-----------------------|-----------|---------------------------------|
| 10/24/2013 3:24:59 PM | User ID   | <a href="#">test.zip</a>        |
| 11/7/2013 4:44:45 PM  | User ID   | <a href="#">Support Doc.zip</a> |

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## STEP 8B

To view the details of the submitted *CCIP*, select **View** in the last column of the **Status History Report Results** (Table VI-8a). The **Status History Report Detail** screen (Table VI-8b) will populate. After reviewing the data, select the **Print** link to print or **Close** to close the pop-up screen.

**Table VI-8b**

**HPMS**  
Health Plan Management System

Date Printed: 10/25/2013  
[Print](#) | [Close Window](#)

### CCIP - Reports

#### Status History Report Detail

**Medicare Advantage Organization (MAO) Information**

MAO Name: EXAMPLE CONTRACT 1  
 Contract Number: Z0001  
 Plan: Non-DUP  
 MAO Location: 450 RIVERCHASE PARKWAY  
 BIRMINGHAM, AL 35244

**Quality Contact Person**

Name: John Smith  
 Title: Analyst  
 Telephone: 703-555-5555  
 Email: test@test.com

**Compliance Contact Person**

Name: John Smith  
 Title: Analyst  
 Telephone: 703-555-5555  
 Email: test@test.com

MAO Plan Type: Local CCP  
 Initial CCP Plan:  
 Mandatory Topic: Local CCP

Summary of the CCP to include the specific clinical fact and expected outcomes: Sample Text

| A. Basis for Selection   |                           |
|--|---------------------------|
| A1. Disease State (ICD-9 code(s))  | Sample Text               |
| A2. Rationale for Selection  | Sample Text               |
| A3. Relevance to the Plan Population   | Sample Text               |
| A4. Anticipated Outcomes   | Sample Text               |
| A5. Data Source(s) for Selected Chronic Condition                                | Sample Text               |
| B. Program Design  |                           |
| B1. Population Identification Process  |                           |
| B1a. Describe the Target population  | Sample Text               |
| B1b. Method of Identifying Members   | Case Management Referrals |
| B1c. Risk Stratification (preferred study level)                                 | Sample Text               |
| B1d. Enrollment Method   | Opt in                    |
| B2. Evidence Based Medicine  |                           |
| B3. Care Coordination Approach   |                           |
| B4. Education  |                           |
| Type of Education  | Sample Text               |
| Disease Management   | Sample Text               |
| Patient Self Management Entry #1   |                           |
| Method Training  | Sample Text               |
| Method Support   | Sample Text               |
| Method Monitoring  | Sample Text               |
| Method Follow-up   | Sample Text               |
| Method Other   | Sample Text               |
| Topic Covered Training   | Sample Text               |
| Topic Covered Support  | Sample Text               |
| Topic Covered Monitoring   | Sample Text               |
| Topic Covered Follow-up  | Sample Text               |
| Topic Covered Other  | Sample Text               |
| B5. Outcome Measures and Interventions   |                           |
| Outcome Measures and Interventions Entry #1                                      |                           |
| B5a. Goal  | Sample Text               |
| B5b. Goal  | Sample Text               |
| B5c. Benchmark   | Sample Text               |
| Benchmarks   | Sample Text               |
| B5d. Interventions   | Sample Text               |
| B5e. Rationale for specific intervention related to goal or benchmark            | Sample Text               |
| B5f. Measurement Methodology   | Sample Text               |
| B5g. Timeline  | Sample Text               |
| B6. Communication Sources including the Interdisciplinary Care Team and Patients |                           |
| B6a. Sources   | Sample Text               |
| B6b. Target Audience   | Sample Text               |
| C. Plan Section Approval:  |                           |
| (Medical Director)   |                           |
| Name of Individual   | John Smith                |
| Title  | Analyst                   |
| E-mail Address   | test@test.com             |
| Phone  | 703-555-5555              |
| Date of Approval   | 10/21/2013                |

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# APPENDIX I: CONTACT INFORMATION

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| Subject Matter   | Name                                    | Phone        | Email Address / Web Address  |
|--|---|--------------|--|
| <ul style="list-style-type: none"><li>HPMS Technical Help</li></ul>        | HPMS Help Desk                          | 800-220-2028 | HPMS@cms.hhs.gov   |
| <ul style="list-style-type: none"><li>Password Reset Requests</li></ul>    | CMS Action Desk                         | 410-786-2580 | N/A  |
| <ul style="list-style-type: none"><li>HPMS User Access Questions</li></ul> | HPMS User Access Mailbox                | N/A          | <a href="mailto:hpms_access@cms.hhs.gov">hpms_access@cms.hhs.gov</a> |
| <ul style="list-style-type: none"><li>CCIP Questions</li></ul>             | CMS MA Quality Improvement Team Mailbox | N/A          | <a href="mailto:MAQuality@cms.hhs.gov">MAQuality@cms.hhs.gov</a>     |

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# APPENDIX II: GLOSSARY OF TERMS

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|  |   |
|--|---|
| <b>Action Plan</b>                             | A defined or organized process or steps taken to achieve a particular goal or to reduce the risk of future events.  |
| <b>Analysis</b>                                | A systematic evaluation of the data and/or results of the project/program.  |
| <b>Benchmark</b>                               | <p>A point of reference by which something can be measured, compared, or judged. It can be an industry standard or internal baseline against which a program indicator is monitored and found to be above, below or comparable to the benchmark.</p> <ul style="list-style-type: none"><li>• <b>Baseline Benchmark</b> – Data obtained at the end of the current reporting cycle as the standard of comparison for subsequent reporting cycles. The first measure used as a point of reference in which a project or program can be measured, compared, or judged.</li><li>• <b>External benchmark</b> – Data obtained from sources outside of the MAO (e.g., national or regional benchmarks). At the end of the measurement cycle, this data is used to measure internal results against to determine the level of success or failure of the program/project.</li><li>• <b>Internal benchmark</b> - Data used from the plan’s own data sources (e.g., administrative data or claims data) for comparison.</li></ul> |
| <b>Chronic Care Improvement Program (CCIP)</b> | A set of interventions designed to improve the health of individuals who live with multiple or sufficiently severe chronic conditions, and includes patient identification and monitoring. Other programmatic elements may include the use of evidence-based practice guidelines, collaborative practice models involving physicians as well as support-service providers, and patient self-management techniques. (Publication 100-16 Medicare Managed Care Manual, Chapter 5)   |
| <b>Evidence-based Medicine</b>                 | The practice of making clinical decisions using the best available research evidence, clinical expertise, and patient values.   |
| <b>Intervention</b>                            | The Agency for Healthcare Research and Quality (AHRQ) defines intervention as “A change in process to a health care system, service, or supplier, for the purpose of increasing the likelihood of optimal clinical quality of care measured by positive health outcomes for individuals.”   |
| <b>Methodology</b>                             | The means, technique, procedure, or method used to collect data or measure the effectiveness of a program/project or intervention.  |

|                                    |  |
|------------------------------------|--|
| <b>Plan, Do, Study, Act (PDSA)</b> | A quality improvement model that is cyclical in nature and includes planning, implementing, studying a change, and acting on the results of that change.   |
| <b>Program/Project Cycle Year</b>  | Cycle year refers to a logical sequence of activities to accomplish the program or project's goals or objectives. The CCIP cycle year and the QIP cycle year each begin on an established date. Together, each cycle of PDSA is a full cycle year. Subsequent cycle years begin on the anniversary of the beginning of the first program or project year. The cycle year may be independent of the CMS review cycle. |
| <b>Special Needs Plan (SNP)</b>    | An MA coordinated care plan that limits enrollment to special needs individuals who are 1) institutionalized, 2) dually eligible for Medicare and Medicaid, or 3) diagnosed with a severe or disabling chronic condition. (Publication 100-16 Medicare Managed Care Manual, Chapter 16b)   |
| <b>Target Population/Audience</b>  | A selected group of MA plan members that meet eligibility criteria for participation in a CCIP.  |