

PACE Application Industry Training



2016

**Division of Medicare Advantage Operations
Medicare Drug & Health Plan Contract Administration Group
Centers for Medicare & Medicaid Services**

Application Overview

- NOIA
- Access to CMS Systems
- State PACE application process
- Application Attestations and Uploads
- Request for Additional Information
- PACE Part D Application
- Important Dates

NOIA Submission

- NOIA Submission
 - Submit NOIA request to the DMAO portal
 - CMS responds to the NOIA request with a pending contract number
 - See 2016 PACE Application Guidance, Attachment B for the NOIA form

Access to CMS systems

- Request access to CMS systems
 - Applicant uses the pending contract number to request access to CMS systems
 - Process may take 2-4 weeks
 - See 2016 PACE Application Guidance, Attachment C for instructions on requesting HMPS access

State application process for PACE

- Applicants should follow any state application requirements for PACE
- The state application process varies by state
- CMS expects potential applicants to follow the specific application process for the State in which it is applying to operate a PACE program
- Applicants must upload into the initial PACE application the State assurance (as required by 42 CFR §460.12(b))

Attestations and Uploads

- Application consists of attestations and uploads
- The state assurance must be submitted with the initial application and must be included when the applicant hits the “Final Submit” button
- For an application to be submitted and to start the first 90 day clock, applicants must hit the “Final Submit” button on the specified date in the HPMS memo
- Hitting “Final Submit” starts the first 90-day review period

Failure to Hit “Final Submit”

- If an applicant fails to hit “final submit” on the specified date, the pending application will no longer be available.
- A new application will be required.

Request for Additional Information

- A Request for Additional Information (RAI) will be generated through the HPMS system. HPMS will send an email with the RAI to the applicant within the first 90-day review period.
- Receipt of the HPMS email will signal the end of the first clock's review period.

Response to the RAI

- The applicant must respond to the RAI in HPMS answering all questions and uploading any additional requested materials.
- The State Readiness Review (SRR) must be submitted in the applicant's response to the RAI.
- The applicant will again hit "Final Submit" to indicate that the response is complete and ready for CMS's review.
- Hitting "Final Submit" will start the second 90-day review period.

Waiver Requests submitted simultaneously with Initial PACE application

- Applicants may submit a waiver request in conjunction with the initial application
- The applicant must submit the waiver request to the SAA which will forward the waiver request along with any State input regarding the waiver request (see PACE regulations at 42 CFR §460.26(a)(2))
- Waiver requests may be submitted to Kelley.Ordonio@cms.hhs.gov

PACE Part D Application

- The review of the Part D application is now reviewed simultaneously with the PACE application and the same time periods apply. Both applications are completed in the HPMS system.

Initial Application Timeframes

- **NOIA submission** for new PACE organizations to ensure timely access to CMS systems, including HPMS.
- 1st quarter – By January 31, 2016
- 2nd quarter - April 1 to April 30, 2016
- 3rd quarter - July 1 to July 31, 2016
- 4th quarter - October 1 to October 31, 2016

Initial Application Timeframes

- **Request HPMS access** as a new user
- 1st quarter – By January 31, 2016
- 2nd quarter - April 1 to April 30, 2016
- 3rd quarter - July 1 to July 31, 2016
- 4th quarter - October 1 to October 31, 2016

Initial Application Timeframes

- **HPMS window open** to complete Initial PACE application
- 1st quarter – February 1st to March 31, 2016
- 2nd quarter – May 1st to June 30, 2016
- 3rd quarter – August 1st to September 30, 2016
- 4th quarter – November 1st to December 30, 2016

Initial Application Timeframes

- Initial PACE application **2016 submission deadlines** – the applicant will be able to hit “**Final Submit**” on this date.
- 1st quarter - March 31, 2016
- 2nd quarter – June 30, 2016
- 3rd quarter – September 30, 2016
- 4th quarter – December 30, 2016

Resources

- December 11, 2015 HPMS memo, *2016 PACE Application Guidance* accessible in HPMS
- A paper version of the application is available for reference at <https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html>
- On line Application User Manual – available within HPMS. Please see the Documentation tab at the bottom of the green column on the left side of the screen
- Questions may be submitted in the portal at <https://lmi.dmao.org> under the PACE tab