Overview of the PACE Application Process

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Application Process Overview

- Initial and Expansion Automated Applications
- Notice of Intent to Apply (NOIA)
- Access to CMS Systems
- State PACE application process
- Application Attestations and Uploads
- Request for Additional Information
- PACE Part D Application
- Important Dates

Automated Submission for Initial and Service Area Expansion Applications

- All PACE applications, both initial and service area expansion (SAEs) are now automated

- Applications are submitted via the Health Plan Management System (HPMS)

- The 2017 Initial/SAE PACE application is posted on the CMS webpage at https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html

NOIA Submission for Initial PACE Applications

- Submit NOIA request to the DMAO portal to obtain access to HPMS systems

- Use the NOIA form which is Attachment A to the January 17, 2017 HPMS memo on PACE Application Guidance

- CMS responds to the NOIA request with a pending contract number

Access to CMS Systems

- Applicant uses the pending contract number to request access to CMS systems

- Process may take 2-4 weeks

- For instructions on obtaining CMS User ID and password, see Attachment B to the January 17, 2017 HPMS memo

State application process for PACE

- Varies by state
- Follow the specific application process for the State in which the organization is applying to operate a PACE program
- Upload the State assurance (as required by 42 CFR §460.12(b))

Completing Application

- Complete attestations and upload documentation (in zipped files where indicated)

- Submit State Assurance

- Hit the "Final Submit" button on the specified date in the HPMS memo

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, and

- A new application will be required in a future quarterly submission window

PACE Part D Application

- Submit Part D application in HPMS
- Must follow the same application deadlines for PACE application

Request for Additional Information (RAI)

- If required, an 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

- RAI will include requests for additional information pertaining to both the PACE and Part D applications, as applicable

Response to the RAI

- Respond to the RAI in HPMS
- Answer all questions and upload any additional requested materials
- Submit the State Readiness Review (SRR), as applicable
- Hit "Final Submit" which will start the second 90- day review period

Important Dates

Application Steps	Application Submission Dates	Submission Deadlines
NOIA submission for new PACE organizations to ensure timely access to CMS systems, including HPMS.	1st quarter	January 1 to January 31, 2017
	2nd quarter	April 1 to April 28, 2017
	3rd quarter	July 1 to July 31, 2017
	4th quarter	October 1 to October 31, 2017
Request HPMS access as a new user	1st quarter	By January 31, 2017
	2nd quarter	April 1 to April 30, 2017
	3rd quarter	July 1 to July 31, 2017
	4th quarter	October 1 to October 31, 2017
Initial and SAE Application Submission Dates -- Please note that when submitting an application an applicant must hit "Final Submit" on the quarterly submission deadline by 5:00 pm EST for the application to be considered by CMS.	1st quarter	March 31, 2017
	2nd quarter	June 30, 2017
	3rd quarter	September 29, 2017
	4th quarter	December 29, 2017

Resources

- January 17, 2017 HPMS memo, *2017 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
- Online 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://dmao.lmi.org under the PACE tab
- For a list of State websites for additional information on PACE https://www.medicaid.gov/medicaid/ltss/downloads/integrating-care/state-website-list.pdf