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 Application Process for PACE
- Key Changes to Application for 2018
- Completing and Submitting PACE Application
- PACE Part D Application
- Request for Additional Information
- Important Dates

Automated Submission for Initial and Service Area Expansion Applications

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

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

- The 2018 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 form to the DMAO portal to obtain access to HPMS systems

- Use the NOIA form (Attachment A of the February 2, 2018 HPMS memo that addressed 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 and applicable timeframes, see Attachment B of the February 2, 2018 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)) and documentation of other state processes as required for application

Key Changes to Application for 2018

- SAE applicants are now subject to essentially the same attestation and upload requirements required of initial PACE applicants

- Additional upload template documents included to facilitate assembly of the program agreement upon application approval

- Distinct instructions and requirements for fiscal soundness specific to initial and SAE applications
  - *No upload requirements for SAE applicants unless requested as part of RAI!*

- Corrections to regulatory citations inaccurately referenced in certain attestations

Completing and Submitting PACE Application

- Complete attestations and upload documentation, including required state assurance and other documentation required of the applicable state (in zipped files as applicable)
- Hit the "Final Submit" button on the specified quarterly submission date

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 may only be submitted as part of a subsequent quarterly submission window

PACE Part D Application

- Submit PACE Part D application in HPMS

    - The 2018 PACE Part D Application is posted on the CMS webpage at: https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/RxContracting_Application Guidance.html

- Must follow the same application deadlines for PACE application

Request for Additional Information (RAI)

- If required, 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 (or 45-day period, as applicable, for SAE applications)
- RAI will indicate issues with the application information and include requests for additional information pertaining to both the PACE and Part D applications, as applicable

Response to the RAI

- When ready to submit a ***complete*** response to the RAI, notify CMS by submitting a request to the PACE portal at https://dmao.lmi.org and select the "Operations" link

- Applicant must answer all questions and upload any additional requested materials, including the State Readiness Review (SRR), as applicable

- Once all required information in response to the RAI has been uploaded to HPMS, be sure to click the "Final Submit" button, which will start the second and final 90-day (or 45-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, 2018
	2nd quarter	April 1 to April 28, 2018
	3rd quarter	July 1 to July 31, 2018
	4th quarter	October 1 to October 31, 2018
Request HPMS access as a new user	1st quarter	By January 31, 2018
	2nd quarter	April 1 to April 30, 2018
	3rd quarter	July 1 to July 31, 2018
	4th quarter	October 1 to October 31, 2018
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 30, 2018
	2nd quarter	June 29, 2018
	3rd quarter	September 28, 2018
	4th quarter	December 28, 2018

Resources

- February 2, 2018 HPMS memo, titled "*2018 PACE Application Guidance and Training Announcement*" accessible in HPMS
- A paper version of the 2018 application is available for reference at https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html (along with this training presentation)
- 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
- A list of State websites for additional information on PACE: https://www.medicaid.gov/medicaid/ltss/downloads/integrating-care/state-website-list.pdf