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**MEMORANDUM**

**DATE:** January 24, 2011

**FROM:** Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C&D Data Group

**TO:** All Part C & D Sponsors

**SUBJECT:** Data Validation Training for Contractors

All Part C and Part D sponsoring organizations are responsible for submitting annual data validation audits of the data they provide as part of the Reporting Requirements. In order to ensure the independence and reliability of the data reported, each sponsor must select a data validation reviewer (contractor) to conduct the audit process. Below we briefly describe the tool CMS has developed to train contractors on undertaking data validation audits, as well as provide the link to the training.

The training tool consists of eight modules:

- Introduction to Data Validation
- MOD 1\_Data Validation (DV) Overview
- MOD 2\_ DV Contractor Standards
  - Appendix A: Standards for Selecting a Data Validation Contractor
- MOD 3\_Organizational Assessment Instrument (OAI)
  - Appendix E: Organizational Assessment Instrument
- MOD 4\_ Interview Discussion Guide (IDG)
  - Appendix F: Interview Discussion Guide
  - MOD 5\_Data Extraction\_Sampling Instructions
  - Appendix H: Data Extraction and Sampling Instructions
- MOD 6\_DV Standards
  - Appendix B: Data Validation Standards
- MOD 7\_Findings Data Collection Form
  - Appendix J: Findings Data Collection Form
- MOD 8\_Implementation Process

Each module will be followed by a knowledge check which will allow you to assess your comprehension of the previous lesson. However, prior to taking the knowledge checks for modules 2, 3, 4, 5, and 6, you should review the Data Validation Procedure Manual (Manual).

## Registration information:

Step 1: Register for this training by clicking on the following link:

[https://webinar.cms.hhs.gov/e13581911/event/event\\_info.html](https://webinar.cms.hhs.gov/e13581911/event/event_info.html)

You must select a password which you can remember when registering for the training. The password must contain the following:

- a) one capital letter
- b) one number
- c) 8 to 32 characters

Step 2: Once registered, you will receive an email containing the link to the Login for the training.

Step 3: You must complete all eight modules in order (i.e., a. finish each module; b. for modules 2, 3, 4, 5, and 6, read the accompanying relevant section of the Manual; c. for all modules, take the knowledge check; and d. move onto the next module until you have completed all eight modules).

If you have any questions regarding the training, please email [pcogtraining@cms.hhs.gov](mailto:pcogtraining@cms.hhs.gov).

Thank you.