



## **CENTER FOR DRUG and HEALTH PLAN CHOICE**

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**DATE:** January 6, 2009

**TO:** All Part D Plans

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

**SUBJECT:** UPDATED - Submission of Beneficiary-Level Medication Therapy Management (MTM) Program Data

**This memo provides important updates to the October 8, 2008 memo entitled “Submission of Beneficiary-Level Medication Therapy Management (MTM) Program Data.”**

The Centers for Medicare & Medicaid Services (CMS) requires that certain Part D organizations submit beneficiary-level Medication Therapy Management (MTM) program data for Contract Year (CY) 2008. CMS will be prepared to begin receiving the MTM data submissions on January 1, 2009 with data due no later than February 28, 2009. This memo is intended to provide information regarding the submission process.

### Methods of Transmission

You will be submitting your CY 2008 beneficiary-level MTM data using the secure CMS Enterprise File Transfer (EFT) infrastructure that you currently use to submit other beneficiary-specific information to CMS. You will use your existing Gentran or Connect:Direct service to upload your beneficiary-level MTM data files. If you utilize the services of a 3rd party vendor to submit information to Gentran or Connect:Direct, please notify them that you are required to submit beneficiary-level MTM data so that, if you desire, they can submit the file you create.

### Record Layout and Naming Conventions

You must use the record layout provided in **Appendix A** for the submission of your CY 2008 beneficiary-level MTM data. *Note: The record length of the file has been corrected in this memo.*

Accompanying this memo is also a sample MTM file submission; please use this as a guide.

**Important Reminder:** You must submit a separate file for each contract number.

Additionally, you must use the following file naming conventions to submit your data:

For Gentran Mailbox Users: guid.racfid.MTM.freq.ccccc.FUTURE.P

For Connect:Direct Users: P#EFT.IN.MTMP.Rcccc.DYYMMDD.THHMSST

Code Key:

guid – IACS assigned GUID

racfid – RACFID if available; else literal NONE

freq – Freq code of file (use A for ad-hoc)

cccc – Contract Number (e.g., H0000)

yymmdd – year, month, day

hhmsst – hour, minute, second, tenth of second

If Connect:Direct users include “DYYMMDD.THHMSST” in the incoming file name as a literal value, Connect:Direct will automatically convert the value to the current date and time.

In addition, Connect:Direct users must include an end of file marker (i.e., mark the file with an enter or a new line after the last record is written).

*Note: First, the “cccc” value has been redefined as five positions in this memo. Second, the code key definitions for “freq” and “cccc” have been updated and “yymmdd” and “hhmsst” have been added. Lastly, special notes for Connect:Direct users regarding the date/time value and use of an end of file marker have also been added to this memo.*

Validation Process and Response Files

CMS, with contractor support from Fu Associates, will access your beneficiary-level MTM data through the same secure EFT system, perform validations on your data, and provide you with a response file to indicate acceptance of the file or to indicate corrections that are needed.

- If you use Gentran to submit your data, then you should expect to see the following response file name: P.Rcccc.MTMRSP.Dyymmdd.Thhmsst.pn.
- If you use Connect:Direct to submit your data, then you should expect to see the following response file name: site-HLQ.Rcccc.MTMRSP.Dyymmdd.Thhmsst.

Please refer to **Appendices B and C** for sample response files, **Appendix D** for the response file layout, and **Appendix E** for a listing of the reasons for rejection.

*Note: The “cccc” value in the response file name has been redefined as five positions in this memo. The sample response files, response file layouts, and reasons for rejection have been added.*

Fu Associates is performing this activity under contract to CMS and is accountable for adhering to Federal laws and regulations regarding security and confidentiality of personally identifiable information and PHI. If your response file indicates that corrections are needed, please resubmit or have your 3rd party vendor resubmit **a complete replacement file** for your contract number as soon as possible.

If you need access to Gentran or Connect:Direct, please contact the MMA Help Desk at 1-800-927-8069 or [mmahelp@cms.hhs.gov](mailto:mmahelp@cms.hhs.gov).

For technical questions about the 2008 beneficiary-level MTM file specifications and submission process, please contact the HPMS Help Desk at either 1-800-220-2028 or [HPMS@cms.hhs.gov](mailto:HPMS@cms.hhs.gov).

For general questions about the 2008 beneficiary-level MTM data, please contact the Part D Plan Reporting mailbox at [partd-planreporting@cms.hhs.gov](mailto:partd-planreporting@cms.hhs.gov).

## Appendix A – MTM File Record Layout

**NOTE:** You must not include additional information outside of what is dictated in the record layout. You must not include a header row. Submissions that do not strictly adhere to the record layout will be rejected.

<b>Beneficiaries Eligible for MTM Record Layout</b>					
<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Start Position</b>	<b>End Position</b>	<b>Field Description</b>
Contract Number	CHAR REQUIRED	5	1	5	The Contract Number (e.g., H1234, S1234) for your organization.
HICN or RRB Number	CHAR REQUIRED	12	6	17	For each beneficiary identified to be eligible for MTM in the reporting period, provide the unique number that the Social Security Administration assigns to each Medicare beneficiary, which is the Health Insurance Claim number (HICN). For Railroad Retirement Board (RRB) beneficiaries, provide the RRB number in this field instead of the HICN.
Beneficiary First Name	CHAR REQUIRED	30	18	47	The first name of each beneficiary identified to be eligible for MTM in the reporting period.
Beneficiary Middle Initial	CHAR OPTIONAL	1	48	48	The middle initial of each beneficiary identified to be eligible for MTM in the reporting period.
Beneficiary Last Name	CHAR REQUIRED	30	49	78	The last name of each beneficiary identified to be eligible for MTM in the reporting period.
Beneficiary Date of Birth	DATE REQUIRED	8	79	86	The date of birth for each beneficiary identified to be eligible for MTM in the reporting period (CCYYMMDD, e.g., 19400101).
LTC Enrollment	CHAR REQUIRED	1	87	87	For each beneficiary enrolled in MTM, indicate if the beneficiary was a long-term care (LTC) resident for the entire time they were enrolled in MTM. This should be Y (yes), N (no), or U (unknown).

<b>Beneficiaries Eligible for MTM Record Layout</b>					
<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Start Position</b>	<b>End Position</b>	<b>Field Description</b>
Date of MTM Enrollment	DATE OPTIONAL	8	88	95	For each beneficiary identified to be eligible for the MTM in the reporting period, who enrolled in MTM, the date MTM enrollment began (CCYYMMDD, e.g., 19400101).
Date MTM Participation was Declined	DATE OPTIONAL	8	96	103	This should be a date field (CCYYMMDD, e.g., 19400101).
Date Participant Discontinued MTM	DATE OPTIONAL	8	104	111	For each beneficiary who enrolled in MTM and then discontinued participation, the date their participation ended. This should be a date field (CCYYMMDD, e.g., 19400101).
Reason Participant Discontinued MTM	CHAR Conditionally REQUIRED	02	112	113	For each beneficiary with a MTM disposition status of discontinued participation, the reason for discontinuation must be provided. Reasons for discontinuation must be one of the following: 01 - Death; 02 - Disenrollment from Plan; 03 - Request by beneficiary; or 04 - Other.  Note: If Date Participant Discontinued MTM provided, then Reason participant discontinued MTM is required.

*Note: The overall record length for this file has been corrected in this memo. Specifically, the end position for the last field has been changed from 114 to 113.*

**Appendix B – Sample Response File Format for a Passing Submission**

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FILE NAME: P#HPM.IN.EFT.MTMP.RH1234.D081105.T1155560  
CONTRACT NUMBER: H0000  
PROCESSED DATE: 2008-12-23  
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FILE PASSED

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*Note: The file name provided in the response file will not exactly match the file name submitted.*

**Appendix C – Sample Response File Format for a Failing Submission**

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FILE NAME: P#HPM.IN.EFT.MTMP.RH1234.D081105.T1155560  
CONTRACT NUMBER: H0000  
PROCESSED DATE: 2008-12-23

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FILE REJECTED

Your submission was rejected for one or more reasons. If you did not follow the specified record layout exactly, the errors identified may be misleading. Data indicating which field(s) had a problem can be found below. There will be one record for each HICN or RRB submitted. The submitted HICN or RRB will be in positions 1-12. Flags in positions 13-23 will indicate whether the field is valid or invalid. The layout can be found in Appendix D of the UPDATED - Submission of Beneficiary-Level Medication Therapy Management Program Data memo. Criteria for validity can be found in Appendix E of the same memo. Please make the necessary corrections and resubmit a complete replacement file, not just the records that had a problem. Thank you.

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123456789A 00010000000  
123456789B 00000010000  
123456789C100001000001

*Note: The file name provided in the response file will not exactly match the file name submitted.*

## Appendix D – Response File Layout

**NOTE:** The first several rows will indicate whether your file has passed or failed validation. If your submission failed, data indicating which field(s) had a problem will follow. There will be one record for each HICN or RRB submitted. The submitted HICN or RRB will be in positions 1-12. Flags in positions 13-23 will indicate whether the field is valid or invalid. Criteria for validity can be found in Appendix E.

<b>MTM Response File Record Layout</b>					
<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Start Position</b>	<b>End Position</b>	<b>Field Description</b>
HICN or RRB number	CHAR	12	1	12	Submitted HICN or RRB
Contract Number Flag	CHAR	1	13	13	0 = valid 1 = invalid
HIC or RRB Number Flag	CHAR	1	14	14	0 = valid 1 = invalid
Beneficiary First Name Flag	CHAR	1	15	15	0 = valid 1 = invalid
Beneficiary Middle Initial Flag	CHAR	1	16	16	0 = valid 1 = invalid
Beneficiary Last Name Flag	CHAR	1	17	17	0 = valid 1 = invalid
Beneficiary Date of Birth Flag	CHAR	1	18	18	0 = valid 1 = invalid
LTC Enrollment Flag	CHAR	1	19	19	0 = valid 1 = invalid
Date of MTM Enrollment Flag	CHAR	1	20	20	0 = valid 1 = invalid
Date MTM Participation was Declined Flag	CHAR	1	21	21	0 = valid 1 = invalid

**MTM Response File Record Layout**

<b>Field Name</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Start Position</b>	<b>End Position</b>	<b>Field Description</b>
Date Participant Discontinued MTM Flag	CHAR	1	22	22	0 = valid 1 = invalid
Reason Participant Discontinued MTM Flag	CHAR	1	23	23	0 = valid 1 = invalid

## **Appendix E – Reasons for Rejection**

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### **Submitted File Name**

Must have valid contract number eligible to submit MTMP data and match contract numbers in file.  
If required, must have valid date submitted in YYMMDD format.  
If required, must have valid time submitted in HHMMSST format.

### **Contract Number**

Must be non-missing.  
Must be 5 alphanumeric characters.  
Must be valid contract number eligible to submit MTMP data.  
Must match contract number in file name and all other records.

### **HICN or RRB number**

Must be non-missing.  
Must be in valid HICN or RRB format.

### **Beneficiary First Name**

Must be non-missing.  
Must have at least one alpha character.

### **Beneficiary Middle Initial**

If present, must contain one alpha character.

### **Beneficiary Last Name**

Must be non-missing.  
Must have at least one alpha character.

### **Beneficiary Date of Birth**

Must be non-missing.  
Must be in CCYYMMDD format.  
Must be greater than 18900101.  
Must not be after file submission date.  
Must not be after MTM enrollment date.  
Must not be after MTM declined date.

### **LTC Enrollment**

Must be non-missing.  
Must be only one of the following values: Y, N or U.

### **Date of MTM Enrollment**

If present:  
Must be in CCYYMMDD format.  
Must be greater than 18900101.  
Must not be after file submission date.  
Must be greater than or equal to beneficiary date of birth.  
Must be less than or equal to MTM discontinued date.  
In addition:  
The declined date must be missing.

**Date MTM Participation was Declined**

If present:

Must be in CCYYMMDD format.

Must be greater than 18900101.

Must not be after file submission date.

Must be greater than or equal to beneficiary date of birth.

In addition:

The enrollment date must be missing.

**Date Participant Discontinued MTM**

If present:

Must be in CCYYMMDD format.

Must be greater than 18900101.

Must not be after file submission date.

Must be greater than or equal to MTM enrollment date.

In addition:

The reason participant discontinued MTM must be present.

**Reason Participant Discontinued MTM**

If present:

Must be one of the following values: 01, 02, 03 or 04.

In addition:

The date participant discontinued MTM must be present.