

<b>CMS Guidance Document</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub. 100-20 One-Time Notification</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Executive Guidance Number 0072</b>	<b>Date: SEPTEMBER 21, 2007</b>
<b>Planned Web Site Address <a href="http://www.cms.hhs.gov/manuals/">http://www.cms.hhs.gov/manuals/</a></b>	<b>Release Planned: October 5, 2007</b>

**PROGRAM AREA: FISS, MCS, HIGLAS**

**SUBJECT: Instructions for Fiscal Intermediary Standard System (FISS) and Multi-Carrier System (MCS) Healthcare Integrated General Ledger Accounting System (HIGLAS) Changes One Time Notification Change Request**

**APPLIES TO: Contractors**

**I. SUMMARY OF DOCUMENT:** The HIGLAS project is currently in the development and transition phase. The maintainers of the MCS and FISS shared systems will implement changes into the shared systems and continue development of programs and processes during this phase. HIGLAS transactions must comply with the implementation guides and functional specifications. If problems are detected, problem resolution must occur in a timely manner. The shared system maintainers have been funded outside maintenance for this activity. These changes will impact only those Medicare contractors on HIGLAS.

**II. CHANGES IN POLICY INSTRUCTIONS: (If not applicable, indicate N/A)**

STATUS: R=REVISED, N=NEW, D=DELETED.

Status	CHAPTER/SECTION/SUBSECTION/TITLE
N/A	

**III. CLEARANCES:**

Clearance & Point of Contact (POC)	Name/Telephone/Component
Senior Official Clearance	Tim Hill (410) 786-5448 OFM
Agency POC	Maureen Hoppa (410) 786-6958 OFM/HIGLAS

**IV. TYPE (Check appropriate boxes for type of guidance)**

	<b>Audit Guide</b>
<b>X</b>	<b>Change Request</b>
	<b>HPMS</b>
	<b>Joint Signature Memorandum/Technical Director Letter</b>
	<b>Manual Transmittal/Non-Change Request</b>
	<b>State Medicaid Director Letters</b>
	<b>Other</b>

**V. STATUTORY OR REGULATORY AUTHORITY:** The Federal Financial Management Improvement Act (FFMIA) of 1996

# Attachment – One-Time Notification

<b>Pub. 100-20</b>	<b>Transmittal:</b>	<b>Date:</b>	<b>Change Request: 5705</b>
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**SUBJECT: Instructions for Fiscal Intermediary Standard System (FISS), Multi-Carrier System (MCS) and Healthcare Integrated General Ledger Accounting System (HIGLAS) Changes**

**Effective Date:** October 1, 2007

**Implementation Date:** October 1, 2007

## I. GENERAL INFORMATION

**A. Background:** The Federal Financial Management Improvement Act (FFMIA) of 1996 requires that Federal agencies implement and maintain financial management systems that comply with Federal management systems requirements. In order to comply, the Centers for Medicare and Medicaid Services (CMS) will install Commercial Off-The-Shelf (COTS) software that contains modules for general ledger, accounts payable, accounts receivable, budget, procurement, grants, etc. The COTS will be the financial software application that supports HIGLAS. The HIGLAS will replace the benefit accounting processes used by Medicare contractors. The HIGLAS project is currently in the development and transition phase. The maintainers of the MCS and FISS systems will implement changes into the shared systems and continue development of conversion programs and processes during this phase. This transmittal provides updated information regarding the hours reserved in the release.

**B. Policy:** The FFMIA of 1996 requires that Federal agencies implement and maintain financial management systems that comply with Federal management systems requirements.

## II. BUSINESS REQUIREMENTS TABLE

*Use "Shall" to denote a mandatory requirement*

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B M A C	D M E A C	F I I E R	C A R I E R	D M R R C	R H H I	Shared-System Maintainers			
							F I S S	M C S	V M S	C W F	
5705.1	Contractors and the system maintainers shall implement changes into the shared systems according to the HIGLAS functional and technical specifications.			X *	X *			X	X		
5705.2	Contractors and the system maintainers shall continue development and testing of the HIGLAS interfaces			X *	X *			X	X		
5705.3	Contractors, who transitioning on to HIGLAS, and			X	X			X	X		

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A / B	D / M	F / I	C / R	D / E	R / H	Shared-System Maintainers				OTH ER
		M / A / C	M / A / C		I / E / R	R / C	I / S / S	F / S / S	M / C / S	V / M / S	C / W / F	
	the system maintainers shall continue development and testing of conversion programs and reconciliation reports			*	*							

\* Only those FIs and Carriers who are currently on HIGLAS or are currently transitioning to HIGLAS.

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A / B	D / M	F / I	C / R	D / E	R / H	Shared-System Maintainers				OTH ER
		M / A / C	M / A / C		I / E / R	R / C	I / S / S	F / S / S	M / C / S	V / M / S	C / W / F	
	None.											

### IV. SUPPORTING INFORMATION

A. For any recommendations and supporting information associated with listed requirements, use the box below:

Use "Should" to denote a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:
	N/A

B. For all other recommendations and supporting information, use this space:

### V. CONTACTS

Pre-Implementation Contact(s): Maureen Hoppa (410) 786-6958

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**Post-Implementation Contact(s):** Maureen Hoppa (410) 786-6958

[Maureen.hoppa@cms.hhs.gov](mailto:Maureen.hoppa@cms.hhs.gov)

**VI. FUNDING**

**A. *For Fiscal Intermediaries, Carriers, and the Durable Medical Equipment Regional Carrier (DMERC), use only one of the following statements:***

No additional funding will be provided by CMS; contractor activities are to be carried out within their operating budgets.

**B. *For Medicare Administrative Contractors (MACs):* N/A**