

<b>CMS Manual System</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>Transmittal 1397</b>	<b>Date: July 25, 2014</b>
	<b>Change Request 8817</b>

**SUBJECT: Consolidation of HIGLAS Organizations for a MAC - Organization Merges**

**I. SUMMARY OF CHANGES:** The Medicare Administrative Contractors (A/B MAC) have been functioning with multiple HIGLAS organizations. The Medicare Administrative Contractor (A/B MAC) organizations defined within this Change Request (CR) shall be consolidated in HIGLAS by utilizing a limited amount of resources as well as relying upon redundant processes. This calls for consolidation of multiple HIGLAS organizations accomplished with the move to one organization in HIGLAS. The organization numbers for these MACs will not be changing with this consolidation and are defined in this CR.

**EFFECTIVE DATE: July 27, 2014**

*\*Unless otherwise specified, the effective date is the date of service.*

**IMPLEMENTATION DATE: July 27, 2014**

*Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.*

**II. CHANGES IN MANUAL INSTRUCTIONS:** (N/A if manual is not updated)

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
N/A	

**III. FUNDING:**

**For Medicare Administrative Contractors (MACs):**

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC statement of Work. The contractor is not obliged to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**IV. ATTACHMENTS:**

**One Time Notification**

# Attachment - One-Time Notification

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## **I. GENERAL INFORMATION**

**A. Background:** Eight of the Medicare Administrative Contractors have more than one HIGLAS Organization for a Single A or B MAC as a result of the realignment of data that occurred with MAC Awards. This results in the independent Financial Reconciliation and Reporting for each of these HIGLAS Organizations. The Financial Reconciliation and Reporting for each of these Organizations shall be combined to eliminate the extra and redundant efforts performed each Month/Quarter or Year End. The transitions will be approximately three months in duration and they will be staggered across the fourth quarter of 2014 and first quarter of 2015.

The HP Shared Systems (FISS & MCS) shall transition to a production environment, for below A/B MAC Jurisdictions on the dates indicated below:

1. Novitas Solutions Inc. JH Part B Texas, Oklahoma, Colorado, New Mexico, Arkansas, Mississippi and Louisiana Workloads on 07/27/14; Organizations to be merged 07002 and 07202 into 04002.
2. National Government Services (NGS), JK Part A Connecticut, Massachusetts, Maine, Rhode Island, New Hampshire, New York and Vermont Workloads on 08/10/14; Organizations to be merged 00270 and 00180 into 00308.
3. Palmetto Government Benefits Administrators (GBA), J11 Part B West Virginia, Virginia, North Carolina and South Carolina Workloads on 09/21/14; Organizations to be merged 11002 into 00880.
4. National Government Services (NGS), JK Part B Connecticut, Massachusetts, Maine, Rhode Island, New Hampshire, New York and Vermont Workloads on 09/21/2014; Organizations to be merged 14002 into 13002.
5. Novitas Solutions Inc. JH Part A Texas, Oklahoma, Colorado, New Mexico, Arkansas, Mississippi and Louisiana Workloads on 10/12/14; Organizations to be merged 07001 into 00400.
6. National Government Services (NGS), J6 Part A Minnesota, Wisconsin and Illinois Workloads on 10/12/14; Organizations to be merged 00130 and 06001 into 00450.
7. Wisconsin Physicians Services (WPS), J5 Part A Nebraska, Kansas, Iowa, Missouri and The Mutual Of Omaha legacy Organization Workloads on 10/26/14. Organizations to be merged 52280 into 05001.
8. Wisconsin Physicians Services (WPS), J8 Part B Michigan and Indiana Workloads on 11/23/14; Organizations to be merged 08202 into 08002.

The Part A and Part B Shared Systems Maintainers will support the change of workload numbers required for the Organization Merges in HIGLAS and ensure that daily interface files shall be transferred from the existing VDC to HIGLAS.

The A/B MAC will not be required to perform any roundtrip testing or validation of test results for the Consolidation of HIGLAS Orgs.

The A/B MAC staff and end users shall be granted the same security access, in the newly consolidated Organization as they had in a previous HIGLAS Organization assuming it does not violate any security or segregation of duty rules. Access in the decommissioned HIGLAS Organizations will be changed to read only for all users and administrators.

The incumbent VDC shall establish and support the Unit Acceptance Testing (UAT) Region, Production Simulation Region, and Production Region for both the Part A and Part B operating systems.

The A/B MAC will have the responsibility of performing requests for access changes as defined above, participate in weekly status and cutover meetings, Manually close-out and re-establish all Loans in the HIGLAS Orgs being closed via Merge in addition to supporting Production Cutover Activities.

The incumbent VDC shall ensure files are updated appropriately for entities where data is exchanged, via batch requests for access changes as defined above, and participate in weekly status and cutover meetings,

**B. Policy:** N/A

## II. BUSINESS REQUIREMENTS TABLE

*"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.*

Number	Requirement	Responsibility										
		A/B MAC			D M E M A C	Shared-System Maintainers				Other		
		A	B	H H H		F I S S	M C S	V M S	C W F			
8817.1	The CDS VDC shall support the transitioning A/B MACs defined in the background section of this CR.										VDC	
8817.2	The HP VDC shall support the transitioning A/B MACs defined in the background section of this CR.										VDC	
8817.3	HIGLAS shall support the merge transition activities defined within the background section of this CR.										HIGLAS	
8817.4	The HP and CDS VDC shall ensure the appropriate file name changes are made at the CWF Host Site as appropriate.										HIGLAS	
8817.5	The MAC shall perform Pre and Post Merge Financial Reconciliation functions; Manually close-out and re-establish all Loans in the HIGLAS Orgs being closed via Merge; Provide BR-100 and SIDU updates, and perform access changes for the impacted personnel.	X	X	X								
8817.6	The MAC shall participate in weekly calls for approximately 1 hour for the duration of their Merge, and daily cutover calls during the cutover weekend. All Project plan support, minutes and other support	X	X	X								

Number	Requirement	Responsibility								
		A/B MAC			D M E M A C	Shared-System Maintainers				Other
		A	B	H H H		F I S S	M C S	V M S	C W F	
	functions will be performed by the CMS AIS Contractor.									

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			D M E M A C	C E D I
		A	B	H H H		
	None					

### IV. SUPPORTING INFORMATION

**Section A: Recommendations and supporting information associated with listed requirements: N/A**

*"Should" denotes a recommendation.*

X-Ref Requirement Number	Recommendations or other supporting information:

**Section B: All other recommendations and supporting information: N/A**

### V. CONTACTS

**Pre-Implementation Contact(s):** Mary Carole Stiffler, 410-786-5415 or mary.stiffler@cms.hhs.gov, Joedda Pessima, 404-562-7201 or joedda.pessima@cms.hhs.gov.

**Post-Implementation Contact(s):** Contact your Contracting Officer's Representative (COR) or Contractor Manager, as applicable.

### VI. FUNDING

#### Section A: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**ATTACHMENTS: 1**

FINAL Schedule

Transition Merge Lead	Mary Carole/Patrice Benn		Mike Newman/Kevin Dozier		Joedda Pessima		Mary Carole/Patrice Benn		Mike Newman/Kevin Dozier		Joedda Pessima	
	JH (B)		JK (A)		J11 (B) and JK (B)		JH (A) and J6 (A)		J5 (A)		J8 (B)	
	04002 & 07002 & 07202		00308 & 00180 & 00270		00880 & 11002/ 13002 & 14002		00400 & 07001/ 00130 & 00450 & 06001		05001 & 52280		08002 & 08202	
Task	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Functional Analysis												
Design/Development												
Testing												
Merge Kick-Off (Conf Call)	05/06/2014	07/27/2014	06/03/2014	08/24/2014	07/08/2014	09/21/2014	08/05/2014	10/19/2014	08/12/2014	10/24/2014	09/04/2014	11/14/2014
ITT Clone/Copy Date	06/02/2014	06/06/2014			08/19/2014							
ITT	06/09/2014	06/13/2014	06/23/2014	06/27/2014	08/25/2014	08/29/2014	09/22/2014	09/26/2014	09/29/2014	10/03/2014	10/20/2014	10/24/2014
ITT Instance	VLD1		VLD1		VLD1		VLD1		VLD1		VLD1	
Prod Sim Clone Date	06/30/2014	07/01/2104										
Prod Sim Preparation	07/02/2014	07/03/2014										
Prod Sim	07/07/2014	07/11/2014	07/14/2014	07/18/2014								
Prod Sim Instance	VLD1		VLD1		N/A		N/A		N/A		N/A	
Go/No-Go Decision	07/16/2014		08/01/2014		09/09/2014		10/07/2014		10/14/2014		11/04/2014	
Production Cutover	07/25/2014	07/27/2014	08/08/2014	08/10/2014	09/19/2014	09/21/2014	10/10/2014	10/12/2014	10/24/2014	10/26/2014	11/21/2014	11/23/2014
Number of Workloads	2, 1, 2		1, 3, 1		3, 1		1, 2		3, 1		1, 2, 1	