

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1468	Date: February 13, 2015
	Change Request 9022

SUBJECT: Identification of Obsolete Shared System Maintainer (SSM) Reports

I. SUMMARY OF CHANGES: The Medicare Part A, B, DME and CWF Fee-For-Service (FFS) systems produces a large number of reports which are used by the Medicare Administrative Contractors (MACs) and the CWF Host to support business needs and functions. These reports have been developed over many years. MCS and the CWF Host will identify the reports that still serve a business need and those that are obsolete and may be removed from the shared systems.

EFFECTIVE DATE: July 1, 2015

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

IMPLEMENTATION DATE: July 6, 2015

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.

R/N/D	CHAPTER / SECTION / SUBSECTION / TITLE
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 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.

IV. ATTACHMENTS:

One Time Notification

Attachment - One-Time Notification

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SUBJECT: Identification of Obsolete Shared System Maintainer (SSM) Reports

EFFECTIVE DATE: July 1, 2015

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IMPLEMENTATION DATE: July 6, 2015

I. GENERAL INFORMATION

A. Background: Fiscal Intermediary Shared System (FISS), Multi-Carrier System (MCS), ViPS Medicare System (VMS), and the Common Working File (CWF) are considered the shared system maintainers (SSMs).

Since the inception of the Medicare program, the SSMs have produced reports which are used by Medicare Administrative Contractors (MACs) and others to support Medicare business needs and functions; however, with MAC consolidation and changes in business priorities and practices, it is unknown how many SSM reports continue to serve an ongoing business need.

The Centers for Medicare & Medicaid Services' (CMS) goal is to identify and archive any SSM produced obsolete report (i.e., reports that no longer meet the needs of the business owner). Once obsolete reports are identified and confirmed obsolete by the MACs and CMS, CMS will issue a change request to remove these reports from the shared systems. In the future, obsolete reports will be identified and removed from the shared systems on an on-going basis.

The removal of the obsolete reports (1) reduces system complexity and makes future maintenance easier and more efficient, (2) reduces processing and storage costs at the Virtual Data Centers (VDCs), and (3) reduces processing and storage costs at the MACs by discontinuing the need to warehouse these reports at their local data centers.

CMS will approach this task in a collaborative and systematic manner so that business owners and contractors are given an opportunity to review and assess whether a specific report should be removed by the maintainers.

B. Policy: There is no policy change associated with this change request.

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		
9022.1	Contractors shall compile a 'master list' in an excel spreadsheet format of all reports that are produced for each business functional area.						X		X		

Number	Requirement	Responsibility								Other
		A/B MAC			D M E M A C	Shared- System Maintainers				
		A	B	H H H		F I S S	M C S	V M S	C W F	
	Note: CMS will create separate change requests to remove and archive obsolete reports.									
9022.1.1	<p>The 'master list' of reports shall contain the following information.</p> <ol style="list-style-type: none"> 1. Business Functional Area 2. SSM Short Title 3. SSM Report Number 4. Report Purpose 5. RRB or RRB MAC requested report (Y/N) 6. NSC requested report (Y/N) 7. PSC/ZPIC requested report (Y/N) If yes, provide the name of the PSC/ZPIC and date of request, if known 8. CMS requested report (Y/N) If yes, provide the Change Request or TDL number, if known 9. MAC requested report (Y/N) If yes, provide the name of the MAC and date of request, if known 10. Date report initiated 11. Date report last changed 12. Frequency of Report (daily, weekly, monthly, quarterly, annually) 					X		X		
9022.1.1.1	Contractors shall include reports produced solely for the benefit of the RRB or RRB MAC.						X		X	
9022.1.2	Contractors shall use the following when identifying the CMS Business Functional Area.						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	
	<ol style="list-style-type: none"> 1. RRB or RRB MAC 2. PSC/ZPIC 3. Provider Enrollment, including reports for the NSC 4. Payment Suspend 5. Medical Review 6. Appeals 7. Electronic Data Interchange 8. Healthcare Integrated General Ledger Accounting System 9. Banking 10. Overpayments 11. Audit 12. Medicare Secondary Payer 13. Other Financial Management Issues 14. Claims Processing 15. Other Report 									
9022.2	Contractors shall evaluate, consolidate and identify obsolete reports within each business functional area.						X		X	
9022.2.1	Contractor shall identify and annotate the obsolete reports on the excel spreadsheet.						X		X	
9022.3	Contractor shall send a consolidated excel spreadsheet of maintainer reports for each business functional area to CMS in 30 day increments beginning 30 days after the effective date of this change request. The first consolidated excel spreadsheet shall contain a list of reports produced solely for the benefit of the RRB. If neither MCS nor CWF produce reports for the sole benefit of						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 S	V M S S	C W F F	
	the RRB or RRB MAC, the first consolidated excel spreadsheet shall contain a list of reports produced solely for the benefit of the PSC or ZPIC.									

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): MCS, Tammy Amendola, 410-786-1149 or Tammy.Amendola@cms.hhs.gov , CWF, Valeri Ritter, 410-786-8652 or Valeri.Ritter@cms.hhs.gov , Team Lead, Marlene Biggs, 410-786-7880 or Marlene.Biggs@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

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and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

ATTACHMENTS: 0