

<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 1636</b>	<b>Date: March 11, 2016</b>
	<b>Change Request 9526</b>

**SUBJECT: Implementation of the Award for Jurisdiction B Durable Medical Equipment (DME) Medicare Administrative Contractor (MAC) Workload**

**I. SUMMARY OF CHANGES:** The purpose of this Change Request (CR) is to announce a new contractor to process the Jurisdiction B DME MAC workload will take effect July 1, 2016 and system changes will be implemented on July 5th. The workload ID will change from 17003 to 17013.

**EFFECTIVE DATE: January 4, 2016**

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

**IMPLEMENTATION DATE: July 1, 2016 - for all cutover requirements outside of those related to System Changes; July 5, 2016 - for System Changes**

*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	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

Pub. 100-20	Transmittal: 1636	Date: March 11, 2016	Change Request: 9526
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## **I. GENERAL INFORMATION**

**A. Background:** The Centers for Medicare & Medicaid Services (CMS) awarded CGS Administrators, LLC (CGS), a new contract for the administration of Medicare Fee-for-Service claims for durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS) in Jurisdiction B (JB). The incumbent is National Government Services (NGS). Jurisdiction B DME MAC serves Medicare beneficiaries who reside in the states of Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio, and Wisconsin.

On September 3rd, 2015, the CMS awarded CGS Administrators, LLC (CGS), a new contract for the administration of Medicare Fee-for-Service claims for DMEPOS in Jurisdiction B. CGS is based at Two Vantage Way, Nashville, Tennessee TN 37228.

As a result of the protest of the DME MAC Jurisdiction B contract award, CMS issued the stop-work order on September 21, 2015. The U.S. Government Accountability Office issued its final decision on December 30, 2015, denying the protest of the DME MAC JB contract award. By means of modification 000002, CMS canceled the stop-work order effective January 4, 2016.

NGS is the incumbent contractor located at 8115 Knue Road Indianapolis, IN 46250.

Medicare DMEPOS suppliers serving Jurisdiction B beneficiaries should continue to submit their paper claims to NGS until CMS completes the transition of Jurisdiction B operations to CGS. Electronic claims should continue to be submitted to the Common Electronic Data Interchange (CEDI) both prior to & post transition.

The CMS has determined that the JB workload currently processed by NGS, will require a new workload number when transitioned. The JB DME MAC workload number 17013 will be effective on the implementation date of this CR (Currently 17003, NGS).

The following applications or business owners shall accept the new JB DME workload number 17013 as of the implementation date of this CR:

- Administrative Qualified Independent Contractor (AdQIC)
- Benefits Coordination and Recovery Center (BCRC)
- CMS Analysis, Reporting and Tracking System (CMS ARTS)
- CMS Baltimore Data Center (BDC)
- Common Electronic Data Interchange (CEDI)

- Common Working File (CWF)
- Comprehensive Error Rate Testing (CERT) Program
- Contractor Administrative Budget and Financial Management (CAFM) System
- Contractor Management Information System (CMIS)
- Contractor Reporting of Operational Workload Data (CROWD) System
- Coordination of Benefits Agreement (COBA) Program
- Customer Service Assessment and Management System (CSAMS)
- Debt Collection System (DCS)
- Electronic Correspondence Referral System (ECSR)
- Electronic Submission of Medical Documentation System (esMD)
- Fraud Prevention System (FPS)
- General Dynamics Information Technology (GDIT)
- Health Care Information System (HCIS)
- Health Insurance Portability & Accountability Act (HIPAA) Eligibility Transaction System (HETS)
- Integrated Data Repository (IDR)
- Intern and Resident Information System (IRIS)
- Local Coverage Determination (LCD) Database
- Medicare Appeals System (MAS)
- Medicare Coverage Data Base (MCD)
- National Data Warehouse (NDW)
- National Level Repository (NLR)
- National Part B Pricing Files
- National Provider Identifier (NPI) Crosswalk
- National Supplier Clearinghouse (NSC)
- Next Generation Desktop (NGD)
- Production Performance Monitoring System (PULSE)
- Program Safeguard Contractor (PSC)

- Provider Customer Service Program Contractor Information Database (PCID)
- Provider Enrollment Chain and Ownership System (PECOS)
- Provider Inquiry Evaluation System (PIES)
- Quality Information Evaluation System (QIES)
- Recovery Auditors (RAs), Recover Management and Accounting System (REMAS)
- Renal Management Information System (REMIS)
- Supplemental Medical Review Contractor (SMRC)
- Virtual Data Centers (VDCs)
- ZIP Code File
- Zone Program Integrity Contractors (ZPICs)

**B. Policy:** Medicare Prescription Drug Improvement and Modernization Act of 2003, Section 911

II. BUSINESS REQUIREMENTS TABLE

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

Number	Requirement	Responsibility								
		A/B MAC			DME MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
9526.1	All CMS shared systems, applications and business owners that currently utilize the workload number 17003 for the outgoing JB DME MAC shall begin accepting and utilizing workload number 17013 for the incoming JB DME MAC as of the implementation date of this CR.								X	All applications and business owners listed in the background section of this CR.
9526.1.1	CEDI shall begin accepting and utilizing workload number 17013 for the incoming JB DME MAC as of July 1, 2016.									CEDI
9526.1.2	In the event the transition needs to be delayed, these applications shall be able to accommodate the delay within 5 business days of receiving notification from				X				X	All applications and business owners listed in the





Number	Requirement	Responsibility								Other
		A/B MAC			DME MA C	Shared-System Maintainers				
		A	B	HH H		FIS S	MC S	VM S	CW F	
	appropriate) following the date of the transition of that workload.									
9526.9	Where practical, CWF and the entities or Medicare applications listed in this CR shall be able to implement the incoming JB DME MAC workload number up to 8 weeks prior to the implementation date of the workload transition for the purpose of testing with the incoming JB DME MAC.								X	All applications and business owners listed in the background section of this CR., HP VDC
9526.10	CWF shall direct any associated Informational Unsolicited Response (IUR) and reports for previously processed claims under outgoing JB DME MAC workload number 17003 to incoming JB DME MAC workload number 17013.								X	
9526.10.1	CWF shall read the contractor workload number in history and the Business Segment Identifier (BSI) for the purpose of directing IUR and CWF reports following the effective date of the workload transitioned to the incoming JB DME MAC.								X	
9526.11	The Health Insurance Master Record (HIMR) system shall be modified if necessary to ensure the incoming JB DME MAC will be able to access it.				X				X	
9526.12	The incoming JB DME MAC shall ensure its non-				X					

Number	Requirement	Responsibility								
		A/B MAC			DME MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	base jobs, applications and reports support the renamed CICS UAT and production regions and the new JB DME MAC workload number.									
9526.13	The incoming JB DME MAC and/or CEDI shall modify any electronic claims billing or other software it provides to suppliers, providers or submitters to reflect the incoming JB DME MAC workload number.				X					CEDI
9526.13.1	CEDI shall coordinate with the maintainer of the PC Ace Pro32 free billing software to reflect the incoming JB DME MAC workload number, make the updated software available to suppliers, providers or submitters, and update CEDI outreach and education.				X					CEDI
9526.13.2	CEDI shall create a new process for the incoming JB DME MAC in order to upload the JB test claims and receive front end reports.				X					CEDI
9526.14	Any user at the outgoing JB DME MAC who wants access to the incoming JB DME MAC workload number shall submit an application to the incoming JB DME MAC as per the instructions in the on line Help (FAQ) section of PECOS at least 8 weeks prior to the effective date for the transition of that workload. The application shall be sent to				X					PECOS

Number	Requirement	Responsibility								
		A/B MAC			DME MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	Alisha.Banks@cms.hhs.gov and Meena.Patel@cms.hhs.gov. The user must do this in order to have access to the enrollments under these DME MAC numbers.									
9526.15	The MCD shall be updated to reflect the incoming JB DME MAC workload number. This refers to the LCD.									MCD
9526.16	Upon request, the outgoing JB DME MAC shall supply the incoming JB DME MAC with a list of any non-base software.				X					
9526.17	For checks issued prior to the workload transition, the outgoing JB DME MAC shall continue to serve as the primary interface with the existing bank for up to 12 months following the transition of the workload, unless CMS determines in consultation with the incoming and outgoing JB DME MAC that the incoming JB DME MAC should assume this responsibility immediately or that the period should be shorter or longer.				X					CMS
9526.18	At least 2 weeks prior to the JB DME MAC transition, the incoming JB DME MAC shall send a request to the CWF Host contact, CMS _ FED CWF distribution list at fed_cwf@cms.hhs.gov and copy the CMS Implementation Lead and				X					CMS

Number	Requirement	Responsibility								
		A/B MAC			DME MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	IT Specialist in the request for the Out of Service Area (OSA) processing to be dropped.									
9526.19	<p>The following language shall be used by the incoming JB DME MAC to request the dropping of OSA processing as per (add requirement number of this CR) "This Drop Out of Service Area (OSA) request is associated with CMS CR ____ for the JB DME MAC (<i>insert State or States being transitioned</i>) transition for the dropping of CWF OSA transactions.</p> <p>We are requesting authorization by CMS for the dropping of OSA transactions for the (<i>insert workload being transitioned</i>) that are being transitioned to the JB DME MAC. The Drop Date should be Monday (<i>insert first day of the week prior to the transition weekend, including the month, the day, and the year</i>).</p> <p>Cut over weekend for this workload is (<i>insert Month, Day – if multiple days list all</i>) and the first shared system batch cycle is scheduled for (<i>insert the effective date of the transition including the day of the week, the month, the day and the year</i>). Therefore, the OSA Restart Date should be (<i>insert Month, Day and Year</i>).</p> <p>The last cycle at the outgoing contractor will</p>				X					

Number	Requirement	Responsibility								
		A/B MAC			DME MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	<p>be sent to the CWF host on (<i>insert Month, Day and Year</i>). This last file received will be returned to the outgoing contractor.</p> <p>The first cycle at the new contractor will be sent to the CWF Host on (<i>insert Month, Day and Year</i>). The first file received will be returned to the new contractor."</p>									
9526.19.1	There shall be a CWF dark day prior to the implementation date of this CR.								X	
9526.20	Upon the release of this CR, the outgoing JB DME MAC shall prepare an article explaining workload number changes.				X					CEDI
9526.20.1	Following approval of this article by the CMS JB DME MAC Contracting Officer Representative (COR) Brian Johnson <a href="mailto:brian.johnson@cms.hhs.gov">brian.johnson@cms.hhs.gov</a> , the outgoing JB DME MAC shall post this article, or a direct link to this article, on its Web site and include information about it in a listserv message as soon as possible but no later than 30 days prior to the implementation date of this transition.				X					
9526.20.2	Once the article is posted, the incoming JB DME MAC shall include the article in the next regularly scheduled bulletin.				X					
9526.21	Following the expiration of its current contract, the				X					CMS

Number	Requirement	Responsibility								
		A/B MAC			DME MA C	Shared-System Maintainers				Other
		A	B	HH H		FIS S	MC S	VM S	CW F	
	outgoing JB DME MAC shall track and charge all costs related to that contract to the appropriate Contract Line Item Number (CLIN) as instructed by CMS.									
9526.22	The incoming JB DME MAC shall update the VMS screens containing incoming JB DME MAC specific information.				X					
9526.22.1	These screens shall include VMAP/4C - CARRIER = CONTRACTOR-CARRIER IDENTIFICATION, the VANS/PM 277 CONTACT INFORMATION, the VANS/PM 835 CONTACT INFORMATION, the VMAP/1/1 CONTRACTOR OPTIONS SCREEN, VMAP/4A/3 - \$IRS1099 - IRS 1099 ACCOUNTING INFORMATION, and the VMAP/4A/7 EFT Banking screen.				X					

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
9526.23	MLN Article: A provider education article related to this instruction will be available at <a href="http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/">http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/</a> shortly after the CR is released. You will receive notification of the article release via the established				X	X

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
	"MLN Matters" listserv. Contractors shall post this article, or a direct link to this article, on their Web sites and include information about it in a listserv message within 5 business days after receipt of the notification from CMS announcing the availability of the article. In addition, the provider education article shall be included in the contractor's next regularly scheduled bulletin. Contractors are free to supplement MLN Matters articles with localized information that would benefit their provider community in billing and administering the Medicare program correctly.					

#### IV. SUPPORTING INFORMATION

##### Section A: Recommendations and supporting information associated with listed requirements:

*"Should" denotes a recommendation.*

X-Ref Requirement Number	Recommendations or other supporting information:
	All DME MACS shall adhere to Business Requirement 9523.23.

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

#### V. CONTACTS

**Pre-Implementation Contact(s):** Rose Salloum, 410-786-0190 or Rose.Salloum@cms.hhs.gov , Kay Curry, 410-786-1801 or Kay.Curry@cms.hhs.gov

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

#### 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: 0**