

**Medicare Advantage & Part D
(MAPD) Maintenance Program
POVER Special Batch File Process**



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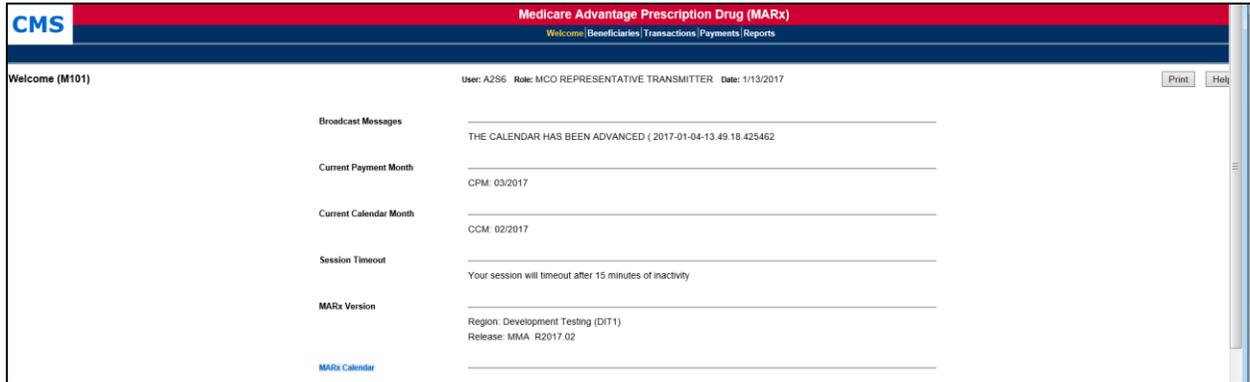
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Step 1 - Special Batch File Approval Request by the Plan

Plan users who want to submit a Plan Submitted Rollover (POVER) special batch file must first submit an online request to CMS.

1. The Plan user logs into the MARx UI using the MCO Representative Transmitter role.



2. Next, the plan user navigates to the View Special Batch File Request (M317) screen by selecting 'Transactions' and then 'File Submission Request'.



3. The user then selects the 'New Request' button at the bottom of the screen.



4. The user then selects the special batch file type from the following dropdown selections:
 - a. Retroactive
 - b. Organization Special Review
 - c. **Plan Submitted Rollover**
5. The user enters the Header Date (MM/DD/YYYY)

6. The user enters an Application Date (MM/DD/YYYY) and Header Date (MM/DD/YYYY). For 'Plan Submitted Rollover' files, this application date must be present in every transaction submitted on the POVER file. (For the other special file types, the M317 screen requires an application date.)

7. For a **Plan Submitted Rollover** Batch File Type
 - a. The user must select '61 – Enrollment' for the Transaction Type

- b. The user must specify the 'rolled to' contract and PBP. The user must select 'C – SEP for Plan-submitted rollovers' for the Election Type.
 - c. The effective date would be the effective date of the Plan Submitted Rollover enrollment transactions within the special batch file
 - i. It's usually the same date as the header date
 - ii. In MM/DD/YYYY format
 - d. The count is the number of enrollment transactions that will be submitted within the Plan Submitted Rollover Special Batch File for the specified contract/PBP.
 - i. The count must match the number of transactions specified for the contract/PBP.

CMS Medicare Advantage Prescription Drug (MARx)
 Welcome | Beneficiaries | Transactions | Payments | Reports
 Batch Status | File Submission Request

Transactions: Special Batch Approval Request (M316) User: A2S6 Role: MCO REPRESENTATIVE TRANSMITTER Date: 1/13/2017

*Indicates required field
 *Batch File Type: PLAN SUBMITTED ROLLOVER *Header Date: 01/01/2017 *Application Date: 12/15/2016

Request Information

Transaction Type	Contract	PBP	Creditable Coverage Flag	Election Type	Effective Date	Count	Clear
1 61 - ENROLLMENT	H1266	003	Y	C - SEP FOR PLAN-SUBMITTED ROLLOVER	01/01/2017	1	<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>
6							<input type="checkbox"/>
7							<input type="checkbox"/>
8							<input type="checkbox"/>
9							<input type="checkbox"/>
10							<input type="checkbox"/>

Submit Clear Line Return

8. The user then clicks the 'submit' button. An automated email is sent to CMS special file approvers to inform them that a new special batch file request has been submitted.

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 Welcome | Beneficiaries | Transactions | Payments | Reports
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1 61 - ENROLLMENT	H1266	003	Y	C - SEP FOR PLAN-SUBMITTED ROLLOVER	01/01/2017	1	<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>
6							<input type="checkbox"/>
7							<input type="checkbox"/>
8							<input type="checkbox"/>
9							<input type="checkbox"/>
10							<input type="checkbox"/>

Submit Clear Line Return



9. The following is what the Plan user will see after the request is submitted. The Plan user must wait for the special batch file request to be approved before submitting the special batch file.

The screenshot displays the Medicare Advantage Prescription Drug (MARx) system interface. At the top, there is a red header with the CMS logo and the text 'Medicare Advantage Prescription Drug (MARx)'. Below this is a navigation bar with links for 'Welcome', 'Beneficiaries', 'Transactions', 'Payments', and 'Reports'. The main content area is titled 'Transactions: View Special Batch File Request (M317)'. It includes a search form with fields for 'Header Date', 'Request Date', 'Request ID', 'Request Status' (with a dropdown menu set to 'NEW REQUEST/HOLD'), 'Request Type' (with a dropdown menu set to 'ALL'), and 'File Status' (with a dropdown menu set to 'NOT RECEIVED'). A 'Find' button is located below the search fields. Below the search form is a table with the following data:

Select	Request Date	Request ID	Batch File Type	Header Date	Submitter	Request Status	File Status	Date Processed	Total Count	Approver
1	01/13/2017	1785	PLAN SUBMITTED ROLLOVER	01/01/2017	A2S6	NEW REQUEST	NOT RECEIVED		1	

At the bottom of the screen, there are two buttons: 'New Request' and 'Cancel Request'.

Step 2 - POVER Special Batch File Created by Plan

Once the POVER request is approved by CMS, the Plan user receives an automated email that the request has been approved. The Plan user can then create the POVER special batch file.

1. The Plan creates a POVER file by including the following in the **header record**:
 - a. POVER
 - b. The request ID from the UI *request* that was submitted in the above sections
 - c. The header date in MMYYYY format

```

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8
AAAAAHEADER POVER 0000001785 012017 037783296 M7KU 2016-06-20
      ↓           ↓           ↓
      Batch File Request ID Header Date
      Type
  
```

2. Create enrollment transaction(s) as usual
 - a. NOTE The 'rolled from' contract information must be entered on the enrollment transaction file as mentioned in fields 30 & 31.

ITEM	FIELDS	SIZE	POSITION	ENROLLMENT (61)
1.	HIC#	12	1 – 12	Required
2.	Surname	12	13 – 24	Required
3.	First Name	7	25 – 31	Required
4.	M. Initial	1	32	Optional
5.	Gender Code	1	33	Required
6.	Birth Date (YYYYMMDD)	8	34 – 41	Required
7.	EGHP Flag	1	42	Required
8.	PBP #	3	43 – 45	Rolled to PBP
9.	Election Type	1	46	C – SEP for Plan-submitted rollovers
10.	Contract #	5	47 – 51	Rolled to Contract
11.	Application Date	8	52 – 59	Application date included on the POVER request
12.	Transaction Code	2	60 – 61	61
13.	Disenrollment Reason	2	62 – 63	N/A
14.	Effective Date (YYYYMMDD)	8	64 – 71	Effective date included on the POVER request
15.	Segment ID	3	72 – 74	Rolled to Segment, if applicable
16.	Filler	5	75 – 79	N/A
17.	ESRD Override	1	80	Required
18.	Premium Withhold Option/Parts C-D	1	81	Required for all plan types except HCPP, COST 1 without drug, COST 2 without drug, CCIP/FFS demo, MSA/MA and MSA/demo plans
19.	Part C Premium Amount (XXXXvXX)	6	82 – 87	Required for all plan types except HCPP, COST 1, COST 2, CCIP/FFS demo, MSA/MA and MSA/demo plans
20.	Filler	6	88 – 93	N/A

ITEM	FIELDS	SIZE	POSITION	ENROLLMENT (61)
21.	Creditable Coverage Flag	1	94	Creditable Coverage Flag included on the POVER request
22.	Number of Uncovered Months	3	95 – 97	Required for all Part D plans; otherwise blank.
23.	Employer Subsidy Enrollment Override Flag	1	98	Required if beneficiary has Employer Subsidy status for Part D; otherwise blank
24.	Part D Opt-Out Flag	1	99	Required when changing PBPs. ('Y' when Opting Out of Part D; 'N' when Opting In to Part D; otherwise blank)
25.	Filler	35	100 – 134	N/A
26.	Secondary Drug Insurance Flag	1	135	Required for Part D plans. For auto/facilitated enrollments and rollovers, value should be blank. For non-Part D plans, value should be blank.
27.	Secondary Rx ID	20	136 – 155	Required when the secondary drug insurance flag = Y; otherwise blank.
28.	Secondary Rx Group	15	156 – 170	Required when the secondary drug insurance flag = Y; otherwise, blank.
29.	Enrollment Source	1	171	N - Rollover by Plan Transactions
30.	Rolled from Contract	5	172-176	Required for Rollover enrollment transactions submitted on a POVER special batch file
31.	Rolled from PBP	3	177-179	Required for Rollover enrollment transactions submitted on a POVER special batch file
32.	Filler	30	180 – 209	N/A
33.	Plan Assigned Transaction Tracking ID	15	210 – 224	Optional
34.	Part D Rx BIN	6	225 – 230	Required for all Part D plans except PACE National and MMP; otherwise blank.
35.	Part D Rx PCN	10	231 – 240	Required for all Part D plans, otherwise blank.
36.	Part D Rx Group	15	241 – 255	Required for all Part D plans, otherwise blank.
37.	Part D Rx ID	20	256 – 275	Required for all Part D plans except PACE National and MMP; otherwise, blank.
38.	Secondary Drug BIN	6	276 – 281	Required when the secondary drug insurance flag = Y; otherwise blank.

ITEM	FIELDS	SIZE	POSITION	ENROLLMENT (61)
39.	Secondary Drug PCN	10	282 – 291	Required when the secondary drug insurance flag = Y; otherwise blank.
40.	Filler	9	292 – 300	N/A

3. If the file fails the validation edits the Plan won't get a failure email but rather the failed transactions will be included on the BCSS.
4. If the POVER file is not submitted correctly and is not processed, the existing POVER file can be edited and resubmitted.

Some Common Issues

If a Plan submits a special batch file without submitting a request through the UI first the file is rejected and an automated email from the program is sent to CMS and Plan letting them know the file has been rejected. An example of a rejected file email is below:

```
H1 TRANSACTIONS RECEIVED ON 2016-10-03 AT 13.18.52
H2 PROCESSING STOPPED ON 2016-10-03 AT 13.22.50
H3 POVER SPECIAL FILE DETECTED, PROCESSING IS NOT APPROVED OR REQUEST ID IS NOT
RECOGNIZED
H4 HEADER CODE= AAAAAAHEADER POVER
H5 HEADER DATE = 102016
H6 REQUEST ID = 0000000000
H7 BATCH ID = 0037830631
H8 USER ID = TOE8
C1 TRAN CNTS1 = 00044374 T01 0000000 T51 0002459 T61 0041915 T72 0000000
C2 TRAN CNTS2 =      T73 0000000 T74 0000000 T75 0000000 T76 0000000
C3 TRAN CNTS3 =      T77 0000000 T78 0000000 T79 0000000 T80 0000000
C4 TRAN CNTS4 =      T81 0000000 T82 0000000 T83 0000000 T90 0000000
C5 TRAN CNTS5 =      T91 0000000 TXX 0000000
```

NOTE this is not an automated message for CMS users letting them know a special batch file request is available for review. This is letting users know the file was rejected because the special batch file process was not followed.