



Medicare Modernization Act (MMA) –
 Customer Support for Medicare Modernization (CSMM)
 Plan Systems Readiness Checklist

| | Step | Target Date | Completed Date |
|------------|---|-------------|----------------|
| 1 | Plan Connectivity and Data Transfer Method to CMS | | |
| 1.1 | Communicate connectivity and data transfer method to CSMM – CSMM will record in CSMM Plan Profile database. | | |
| 2 | Establish security & User Ids | | |
| 2.1 | Send local account approver(s) (EPOC letter) to CMS. | | |
| 2.2 | Local Plan approver (EPOC) self-registers and requests approver-level access. | | |
| 2.3 | CMS approves the request for an approver account (EPOC). | | |
| 2.4 | All regular plan users self-register, providing requested information. | | |
| 2.5 | Local approver (EPOC) for the Plan approves the regular user requests. | | |
| 2.6 | CMS emails User ID and temporary password to end users. | | |
| 3 | Physical Connectivity to CMS | | |
| 3.1 | T1 – Large or Small Plan | | |
| 3.1.1 | Contact CSMM for new T1 circuit instructions. | | |
| 3.1.2 | Contact AT&T or reseller to initiate new T1 circuit and notify CSMM estimated T1 install date. | | |
| 3.1.3 | Notify CSMM that T1 is installed. | | |
| 3.2 | Internet Connection – Small Plans (<100,000) | | |
| 2.2.1 | Establish/verify Internet connection. | | |
| 3.3 | Existing Dial-Up Connectivity – Small Plan (<100,000) (Previous with Host On Demand) | | |
| 3.3.1 | Verify pre-existing dial-up connection. | | |
| 4 | Data Transfer Protocol | | |
| 4.1 | Connect:Direct – Large Plans (>= 100,000) Initiated by completion of 3.1.2 | | |
| 4.1.1 | Request/receive C:D template (C:D Setup | | |

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| | Request form and Plan Setup Information) from CSMM. | | |
| 4.1.2 | Mail SPOE Request form to CMS. | | |
| 4.1.3 | Submit completed C:D Setup request form to CMS. CMS User ID from CMS required as Transmitter ID. | | |
| 4.1.4 | Contact Sterling contractor to obtain the Connect:Direct software license. | | |
| 4.1.5 | Inform CSMM that communication requirements are complete and coordinate time-slot for point to point connectivity test. | | |
| 4.1.6 | CSMM coordinates conference call for connectivity test. | | |
| 4.1.7 | Execute connectivity test conference call(s). | | |
| 4.1.8 | Successful connectivity test completed. | | |
| 4.2 | SFTP or HTTPS | | |
| 4.2.1 | Ensure System Requirements are satisfied. | | |
| 4.2.2 | Configure firewall and ACL. | | |
| 4.2.3 | For Extranet use only – configure DNS. | | |
| 4.3 | SFTP – Secure File Transfer Protocol | | |
| 4.3.1 | Request Sterling Commerce Coupon from CSMM. | | |
| 4.3.2 | Download Secure FTP Client from Sterling Homepage: “link to procedure on CSMM website”. | | |
| 4.3.3 | Contact Sterling Commerce for assistance with configuration if needed. | | |
| 4.3.4 | Email SFTP configuration test screen shot to CSMM. | | |
| 4.4 | HTTPS – Secure Browser | | |
| 4.4.1 | Configure network browser and ensure Verisign certificates are imported. | | |
| 4.4.2 | Email browser connection test screen shot sent to CSMM. | | |

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| 5 | End to End Testing | | |
| 5.1 | CSMM contacts Plan for coordination of time-slot for End to End test. | | |
| 5.2 | CSMM coordinates Plan test of Eligibility, Enrollment/Disenrollment/Change file transmission to and from CMS. | | |