



**Medicare Modernization Act (MMA)  
Customer Support for Medicare Modernization (CSMM)  
Help Desk FAQ Sheet # 006**

**Transaction File Effective Dates and Retroactivity**

**Updated 02/27/2006**

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1. When must transactions be submitted for each monthly payment cycle?

A Plan's enrollment, as recorded in MARx, is used in the calculation of CMS' monthly payments to the plan. The transaction files that plans submit to MARx convey this enrollment information to CMS.

CMS divides the year into monthly payment cycle windows. Transactions submitted within the payment cycle window will be reflected in the Plan's payment for the next month. For example, Plan payments for June, 2006 will include all transactions received by CMS by 6:00 PM EST on May 16<sup>th</sup>. Any transactions submitted after that time will be applied to the July payment cycle.

The payment cycles and the cut-off dates for 2006 are:

<i>Payment Month</i>	<i>Cut-off Date (all transactions received by 6:00 PM EST on this date will be included in the monthly processing)</i>
<i>Jan 2006</i>	<i>12/13/2005</i>
<i>Feb 2006</i>	<i>1/13/2006</i>
<i>Mar 2006</i>	<i>2/10/2006</i>
<i>April 2006</i>	<i>3/16/2006</i>
<i>May 2006</i>	<i>4/13/2006</i>
<i>June 2006</i>	<i>5/16/2006</i>
<i>July 2006</i>	<i>6/13/2006</i>
<i>Aug 2006</i>	<i>7/13/2006</i>
<i>Sept 2006</i>	<i>8/16/2006</i>
<i>Oct 2006</i>	<i>9/14/2006</i>
<i>Nov 2006</i>	<i>10/17/2006</i>
<i>Dec 2006</i>	<i>11/15/2006</i>
<i>Jan 2007</i>	<i>12/08/2006</i>

2. [What date must be in the header record of the transaction files that I submit during a payment cycle?](#)

The header record of all standard transaction files submitted must reflect the payment cycle during which the file was submitted.

**Example:**

- A file submitted during the period of January 14 to February 10 (files submitted for the March Payment) must contain a header date of 032006 (Payment period).

- A file submitted on February 11 (after the cutoff date) must contain a header date of 042006.

3. What effective dates may be used on transactions in a submitted file? **\*UPDATED\***

The effective dates on transactions included in a submitted file will typically be the first day of the month for that payment period. CMS allows all Plans to include records in this file that have dates that are retroactive by **one** month.

**Example:**

- A file submitted during the period of January 14 to February 10 (files submitted for the March Payment) must contain a header date of 032006 (Payment period).
- The typical effective date on these records will be 20060301 (03/01/2006).
- Effective dates as early as 20060201 (02/01/2006) can be included in this file because of the allowed 1-month retroactivity. **Exception:** Employer Groups are allowed to submit effective dates up to three months before the payment month, in this case 20051201.
- Any effective date later than 03/01/2006 will cause the transaction to be rejected with a TR code of 037 (Enrollment Rejected, Invalid Date) or 105 (Rejected; Invalid Effective Date for Election Type). These should be held until the correct effective payment period.

The following chart details the earliest and latest dates that can be submitted within each payment cycle window for 2006:

<b>Payment Month</b>	<b>File submittal window</b> <i>(submittal period begins and ends at 6:00 PM EST)</i>	<b>Standard Effective Date</b>	<b>Earliest Effective Date</b> <i>(Plans other than Employer Groups)</i>	<b>Earliest Effective Date</b> <i>(Employer Groups)</i>
Jan 2006	11/15 - 12/13/2005	01/01/2006	12/01/2005	10/01/2005
Feb 2006	12/13/05 - 1/13/2006	02/01/2006	01/01/2006	11/01/2005
Mar 2006	1/13 - 2/10/2006	03/01/2006	02/01/2006	12/01/2005
April 2006	2/10 - 3/16/2006	04/01/2006	03/01/2006	01/01/2006
May 2006	3/16 - 4/13/2006	05/01/2006	04/01/2006	02/01/2006
June 2006	4/13 - 5/16/2006	06/01/2006	05/01/2006	03/01/2006
July 2006	5/16 - 6/13/2006	07/01/2006	06/01/2006	04/01/2006
Aug 2006	6/13 - 7/13/2006	08/01/2006	07/01/2006	05/01/2006
Sept 2006	7/13 - 8/16/2006	09/01/2006	08/01/2006	06/01/2006
Oct 2006	8/16 - 9/14/2006	10/01/2006	09/01/2006	07/01/2006
Nov 2006	9/14 - 10/17/2006	11/01/2006	10/01/2006	08/01/2006
Dec 2006	10/17 - 11/15/2006	12/01/2006	11/01/2006	09/01/2006
Jan 2007	11/15 - 12/08/2006	01/01/2007	12/01/2006	10/01/2006

*Note: Employer groups must use a 60 transaction type for submitting transactions prior to the Earliest Effective dates for all plans (i.e. transactions 2 – 3 months prior to the current processing month).*

*Note: For each enrollment request, the enrollment election period, and therefore the effective date of enrollment, is determined by the Plan based on the date the Plan **receives** a complete enrollment request. Detailed information on enrollment election periods and effective dates is provided in the PDP Enrollment and Disenrollment Guidance for PDP sponsors and in Chapter 2 of the Medicare Managed Care Manual for MA organizations.*

4. What if I need to submit transactions with effective dates earlier than the payment cycle allows? **\*Updated\***

Any transactions with dates that precede the earliest allowed date for the payment cycle are considered retroactive transactions and must be submitted in a separate retroactive transaction file. The election type on these transactions must be **S**.

5. How does the Plan submit a retroactive transaction file?

Submission of any retroactive transactions requires previous permission from CMS. If a situation arises that requires a plan to submit retroactive transactions, they must contact the CMS Central Office Health Insurance Specialist for the plan's region to obtain detailed instructions.

*Note: November retroactive enrollment dates are now too old for processing through the usual batch retroactive process. Plans trying to submit retroactive enrollments for dates prior to December, 2005 should contact Integriguard for further analysis and action.*

#### For further information:

- The *Plan Communication User Guide (PCUG)* – Can be downloaded from the [www.cms.hhs.gov/mmahelp/](http://www.cms.hhs.gov/mmahelp/) website.
- The MMA Help Desk can be reached at 1-800-927-8069 or [mmahelp@cms.hhs.gov](mailto:mmahelp@cms.hhs.gov). The MMA Help Desk is available Monday through Friday, 6 am – 9 pm EST.