



CENTER FOR MEDICARE

TO: All Part C and D Sponsors

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SUBJECT: 2018 Data Validation Training for Contractors

DATE: March 27, 2018

All Part C and D sponsors are required to undergo an annual validation of the data they provide as part of the Part C and Part D Reporting Requirements. In order to ensure the reliability of the data reported, each sponsor must select a data validation reviewer (contractor) to conduct the audit.

To ensure the data are reviewed objectively CMS reminds sponsors that the reviewer should be an objective, independent third party and not acting in a consulting capacity with the sponsor. Consultants who provide management consulting or assist the sponsoring organization with its reporting procedures, reporting processes, or information systems used in storing, compiling, or reporting the Part C and/or Part D Reporting Requirements data to CMS may not serve as the data validation reviewer for that sponsor.

Selected reviewers must successfully complete training each year prior to commencing any data validation activities (even if the reviewer completed a previous year's training and participated in data validation).¹ CMS developed a tool to train reviewers on undertaking data validation audits. The 2018 data validation training is now available. Information on how to register and access the training is described below.

This year's data validation training is presented as a Web-Based Training (WBT) course through the Medicare Learning Network® (MLN) that will allow trainees to receive continuing education credits. The training is self-paced and consists of an introduction, course modules, review questions, a post-assessment, and a course evaluation. The course modules correspond to the four phases of the 2018 data validation process:

¹ Medicare Part C and Part D Reporting Requirements Data Validation, Procedure Manual. Available at: <http://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/PartCDDDataValidation.html> at the following link: [2018 Parts C and Part D Data Validation \[ZIP, 2MB\]](#).

- MOD 1: Planning for Data Validation (DV) Activities
- MOD 2: Performing Data Validation (DV) Activities
- MOD 3: Analyzing Results and Submission of Findings
- MOD 4: Completing Post-Data Validation (DV) Activities

Upon successful completion of the training (a score of at least 70% on the post-assessment), trainees will receive a training certificate that can be printed for record keeping.

Trainee Registration Information:

- Go to the MLN Learning Management System (LMS) Homepage <https://learner.mlnlms.com>.
- Click on “Need An Account.”
- Enter information for all the required fields (with the red asterisks) and click “Create.”
- An “Email Verification” screen will appear and a system-generated email with an email verification code will be sent to the trainee’s email address on record shortly after clicking “Get Verification Code.”
- Insert the email verification code into the “Email Verification” screen and click “Go.”

***NOTE:** When the trainee gets to the ‘Organization’ field, they should click on Select. From the ‘Select Organizations’ screen, leave the ‘Find Organization’ field blank and click Search. Select ‘CMS-MLN Learners Domain - Organization’ and click Save.

If the trainee already has an account, the trainee should:

- Go to the MLN LMS Homepage <https://learner.mlnlms.com>.
- Click on Log In.
- Enter their login ID and password and click on Log In.
- Accounts inactive for more than 60 days will require a password reset and verification of email address.

For trainee access to the course, the trainee should:

- Go to the MLN LMS Homepage <https://learner.mlnlms.com>.
- Click Log In.
- Enter their login ID and password and click on Log In.
- Move cursor to the Browse Catalog Tab.
- Enter “2018 Data Validation” in the “search” box and click “search” or select the item from the drop down menu.
- Click on the title of the course, “2018 Medicare Part C and Part D Reporting Requirements and Data Validation.”
- Scroll to the bottom of the web-based training course description, Click on “Enroll.”
- Click “Enroll” again.
- Click on “Open Item.” The course will open in a new window.
- **Consider using Microsoft Edge, Internet Explorer 11, Firefox 27 or higher, Google Chrome 38 or higher as their browser.** They should see a course menu on the left-hand side of the new course window.

For trainees to get their certificate after finishing the course, the trainee should:

- Click on “Transcript.”
- Search for the title.
- If they do not see a “View Certificate” button, then they need to complete the evaluation. Click on the title.
- On the right-hand side, they will see “Web-Based Training (WBT) Evaluation” listed under “Surveys.” Click on “Web-Based Training (WBT) Evaluation.”
- Complete the evaluation and click “Submit.”
- They will now see a “View Certificate” button. Click on this to view the certificate.
- If the trainee hasn’t already selected their credit type (or if they selected the wrong type before), click on “Select Credit Type” next to the credit type you want.
- Click “View Certificate.”
- When they get a message asking if they want to open the certificate at the bottom of your screen, click “Open.”
- The certificate will open in a new window. Select “File” and then either “Save As” or “Print” to save or print the certificate.

The trainee must complete the entire training (the introduction, course modules, review questions, post-assessment, and course evaluation) and score at least 70% on the post-assessment to receive a training certificate.

For questions regarding data validation training, please have trainees e-mail PartCandD_Data_Validation@cms.hhs.gov.

For assistance accessing the course or training certificate, please have trainees email MLN@cms.hhs.gov.