Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA) 111
Computer Based Training (CBT)
Group Health Plan (GHP) Curriculum

Connect Tutorial	
Course Description	The CBT modules are delivered, tracked and managed using a Learning Management System (LMS). The Connect Tutorial course is designed for new LMS users. It provides the foundation for using the LMS and accessing the CBT modules.
Duration	9 minutes
	User Guide Version 3.1 Curriculum
Acronyms List	
Description	A list of acronyms pertaining to MMSEA Section 111 and their descriptions.
GHP Process Overview	
Course Description	The topics in this course include: purpose of the GHP Reporting Process, details of the Data Exchange between the Responsible Reporting Entity (RRE) and the Coordination of Benefits Contractor (COBC), including reporting options, file submissions, data flow, Data Use Agreement and the Coordination of Benefits Secure Web Site (COBSW). The course also includes options for customer service and reporting assistance.
Duration	15 minutes
GHP Process Reporting Options	
Course Description	The GHP Process Reporting Options course explains the two data reporting options available to comply with Section 111: Basic and Expanded. The Basic Reporting Option reflects the minimum requirements the RREs must adhere to in order to comply with Section 111. The Expanded Reporting Option includes the minimum requirements for Section 111 plus the exchange of prescription drug coverage information. This course includes file types and descriptions for each option.
Duration	9 minutes
General Reporting Requirements	
Course Description	The General Reporting Requirements course describes the Section 111 terms and standards. The topics in this course include: defining RREs, use of agents, what to report on the MSP Input and Non-MSP Input Files, file formats, record types, and data formatting standards.
Duration	13 minutes

User Guide Version 3.1 Curriculum (cont.)	
GHP Section 111 Registration	
Course Description	RREs will register on the Section 111 COBSW. The GHP Section 111 Registration course reviews the registration requirements, purpose and timeframes. It details the five steps of registration and account setup. This course should be reviewed prior to COBSW-Step 1-New Registration and COBSW-Step 2-Account Setup.
Duration	30 minutes
COBSW-Step 1-New Registration	
Course Description	Registration must be completed on the Section 111 COBSW. The COBSW-Step 1-New Registration course reviews how to register on the Section 111 COBSW.
Duration	20 minutes
COBSW-Step 2-Account Setup	
Course Description	Account setup must be completed on the Section 111 COBSW. The COBSW-Step 2-Account Setup course reviews how to set up an account on the Section 111 COBSW.
Duration	28 minutes
Modifying Your Section 111 Registration	
Course Description	This course provides information regarding the steps RREs must take if changes occur in reporting status after their initial Section 111 registration is completed. Possible changes include: abandoned RRE IDs, ceasing use of an RRE ID, transition of reporting, changing reporting agents, and changing RRE information.
Duration	9 minutes
MSP Input File Requirements Overview	
Course Description	To comply with the Section 111 requirements, all GHP RREs must submit the MSP Input File. This learning module provides an introduction to MSP Input File requirements including data elements, format, and the GHP reporting extension for dependents, individual matching criteria, MSP Occurrences and file process notifications.
Duration	19 minutes
TIN Reference File	
Course Description	This learning module explains the Tax Identification Number (TIN) Reference File, how to format Employer TIN records, how to format Insurer/Third Party Administrator (TPA) TIN records, and TIN Validation.
Duration	22 minutes

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User Guide Version 3.1 Curriculum (cont.)	
MSP Input File Reporting Methods	
Course Description	This course reviews what must be reported on the MSP Input File, including the two reporting options and reporting exclusions. It reviews the definition of an Active Covered Individual including current employment status and employer size. It gives examples of Active Covered Individuals and reviews the data flow when using the Active Covered Individual option. This course also describes the Finder File Method, its data flow, and the query submission process. The course concludes with a discussion of the quarterly update MSP Input File.
Duration	18 minutes
Initial MSP Input File Submission	
Course Description	To begin reporting for Section 111, you must create and send an initial MSP Input File. This module provides information on what must be reported on the initial MSP Input File. It describes the record submittal process and explains the file submission timeframes.
Duration	11 minutes
Quarterly Update MSP Input File Submissions	
Course Description	After your initial MSP Input File submission, you must send an update MSP Input File each subsequent quarter. This module explains the quarterly update file requirements. It describes the add, delete, and update transactions and provides examples. Additionally, this course reviews the creation of the MSP Occurrence and explains how to report coverage Termination Dates, how to correct MSP Occurrence key information, how to change fields used to determine MSP and what to do when you don’t have changes to report.
Duration	19 minutes
Quarterly Update File Events	
Course Description	This learning module corresponds with the Quarterly Update Event Table in the User Guide. It provides additional examples illustrating how to submit records on a quarterly MSP Input File.
Duration	35 minutes

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User Guide Version 3.1 Curriculum (cont.)	
Processing Response Files	
Course Description	The MSP Response File is the data set transmitted from the COBC to the RRE after the information supplied in the RRE's MSP Input File has been processed. This course reviews the MSP Response File including format and content. It explores disposition and error code processing, Part D Eligibility and Enrollment Data as well as file level and threshold errors.
Duration	35 minutes
SP99, SP25, and SP32 Errors	
Course Description	This CBT was created to assist RREs with the errors most commonly returned on response files: SP99, SP25, and SP32. This CBT will assist the RRE in understanding why these errors occur, what to do when these errors are received, and steps to take to prevent these errors in the future.
Duration	30 minutes
Non-MSP Input File Requirements Overview	
Course Description	The Non-MSP Input File is the data set transmitted from an RRE to the COBC that is used to report information regarding the drug insurance coverage information of Inactive Covered Individuals. This course provides an introduction to Non-MSP Input File requirements including: the Non-MSP File exchange process, the definition of Inactive Covered Individuals, basic data elements, uses of the exchange, action types for different types of records and file format. It also reviews how your reported prescription drug coverage is determined to be supplemental to Medicare Part D and the e-mail notifications you receive during file processing.
Duration	17 minutes
Initial Non-MSP Input File Submission	
Course Description	This course provides information on what must be reported on the initial Non-MSP Input File. It describes the record submittal process and explains the file submission timeframes.
Duration	5 minutes
Update Non-MSP File Transmission	
Course Description	This learning module provides information on the reporting requirements for update Non-MSP Input Files. Add, Update, and Delete transactions are defined and examples of when to submit each are provided.
Duration	16 minutes

User Guide Version 3.1 Curriculum (cont.)	
Processing Non-MSP Response Files	
Course Description	The Non-MSP Response File is the data set transmitted from the COBC to the RRE after the information supplied in the Non-MSP Input File has been processed. The topics in this course include: Non-MSP Response File, Part D Eligibility and Enrollment Data, Processing D Response Records, Processing N Response Records, Non-MSP Input File Level and Threshold Errors, and End Stage Renal Disease (ESRD).
Duration	12 minutes
RDS File Submission	
Course Description	The RDS File Submission course is designed for RREs that plan to submit retiree files to the Part D Retiree Drug Subsidy (RDS) Center on behalf of a plan sponsor (usually an employer) through the Section 111 reporting process. The course provides guidance on the RDS Retiree File submission.
Duration	18 minutes
Testing	
Course Description	Testing will ensure that the RRE has developed an adequate system internally to capture and report data to the COBC as well as process the corresponding response files. The testing course will discuss testing preparation, an overview of the testing process, the Section 111COBSW and general testing requirements.
Duration	12 minutes
File Transmission Methods	
Course Description	For Section 111 reporting, RREs will exchange data electronically. The File Transmission Methods course reviews the methods of data transmission that may be used. Each of the three methods (i.e. Connect: Direct, SFTP, HTTPS), the instructions for registering for an SFTP or HTTPS CMS mailbox and other important information are discussed.
Duration	21 minutes
Querying for Medicare Entitlement Information	
Course Description	The Querying for Medicare Entitlement Information course details the processes that RREs may use to obtain the Medicare status of covered individuals: Query File transmission and/or the Beneficiary Lookup action on the Section 111 COBSW.
Duration	18 minutes

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User Guide Version 3.1 Curriculum (cont.)	
Beneficiary Lookup	
Course Description	This module explains the Beneficiary Lookup action and who can use it. It reviews the query request limit associated with the Beneficiary Lookup action. It shows how to use the Beneficiary Lookup action and explains the matching criteria and response results.
Duration	8 minutes
MSP Employer Size Guidelines for GHP Arrangements – Part 1	
Course Description	This course provides information on how employer size relates to the MSP requirements for Working Aged, Disability, and ESRD and provides examples on how to correctly determine employer size.
Duration	24 minutes
MSP Employer Size Guidelines for GHP Arrangements – Part2	
Course Description	This course reviews the RRE's responsibilities for calculating and submitting updates to employer size and identifies the valid values for the Employer Size field. The CBT concludes with examples of how to report employer size changes.
Duration	24 minutes
Small Employer Exception	
Course Description	This course explains how some employers may qualify for an exception from the MSP working aged rules and the insurer's role in those situations. Topics in this course include an overview of the Small Employer Exception (SEE), Multi-Employer GHP, the written request for a SEE, SEE application guidelines, reporting a SEE, and possible response file outcomes.
Duration	13 minutes
Health Reimbursement Arrangement (HRA)	
Course Description	This module describes what an HRA is versus a Flexible Spending Account (FSA) or Health Savings Account (HSA), and HRA reporting requirements and examples, including timeframes, new enrollees, Termination Dates, annual benefit values, and Coverage Type.
Duration	11minutes

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Section 111 COBSW User Guide Version 1 Curriculum	
COBSW Basic Functions	
Description	This course provides an overview of the Section 111 COBSW Login/Logout procedures and reviews some of the basic functions available to RREs from the home page of the Section 111 COBSW.
Duration	14 minutes
COBSW Designee Maintenance	
Description	To assist with RRE account management and data file processing, the Account Manager may designate one or more Account Designees to an RRE. This course covers how to add/delete an Account Designee, edit Account Designee information, and regenerate an Account Designee e-mail invitation.
Duration	13 minutes
COBSW Account Designee Registration	
Description	This course reviews the Account Designee user role and registration process. It also reviews login ID and password guidelines.
Duration	8 minutes
COBSW Update RRE Profile	
Description	This course reviews the importance of RRE ID Profile Information and how to view/update this information. It also describes the contents of the RRE Information Summary page.
Duration	5 minutes
COBSW Monitor File Processing	
Description	To assist with account management and data file processing, RREs have the ability to monitor file processing and history. This course reviews the file processing pages that RREs will use while monitoring production file processing.
Duration	9 minutes
COBSW Uploading/Downloading Input Files Via HTTPS	
Description	The Uploading/Downloading Input Files via HTTPS course reviews file upload guidelines, how to upload input files, threshold and severe file submission errors, and how to download response files.
Duration	12 minutes
COBSW Monitor Test File Processing	
Description	This course reviews the testing process, reporting Agent testing, threshold and severe file submission errors, and how to view test file results on the Section 111 COBSW.
Duration	11 minutes

Section 111 COBSW User Guide Version 1 Curriculum (cont.)	
COBSW View Account Activity History	
Description	To assist with account management, RREs can review the activity performed for an RRE ID account on the Account Activity page. This course shows how to navigate to, and review the content of, the account activity page.
Duration	4 minutes