DEPARTMENT OF HEALTH & HUMAN SERVICES
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CENTER FOR MEDICARE

DATE: October 22, 2021

TO: All HPMS Users

FROM: Amy Larrick Chavez-Valdez, Director
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SUBJECT: New Health Plan Management System Home Page

On the evening of Friday, November 19, 2021, CMS will launch a new home page for the Health Plan Management System (HPMS). The home page design has been updated to address end user feedback received as a result of our July 9, 2021 HPMS memorandum entitled "Invitation to Provide Feedback on the Health Plan Management System (HPMS) Home Page."

Full View

Figure 1 presents the new HPMS home page. Each component will be discussed in detail below.
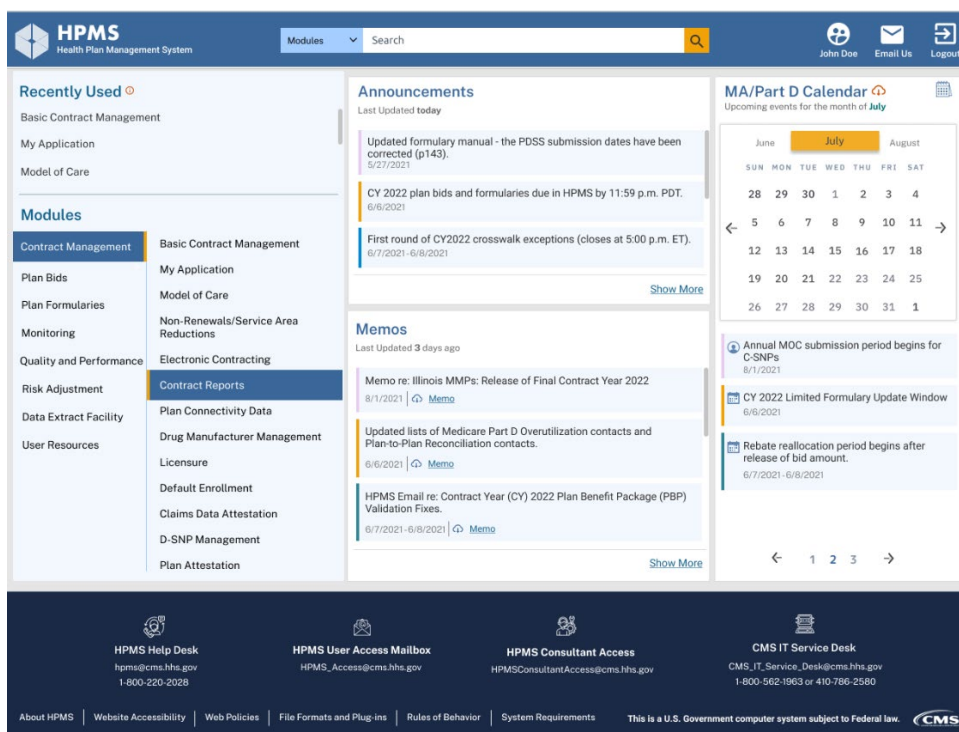

Figure 1

Header

Figure 2 illustrates the header component of the new HPMS home page. The header is comprised of the following:

- HPMS Logo
- Search Bar
    - With the initial release of the new home page, users may search for specific modules (i.e., to bypass the navigation menu). **Note:** A user may only search for modules that are assigned to their user ID.
    - In a subsequent release, CMS will expand the search feature to include both HPMS memos and frequently asked questions.
- My Account Icon
    - This feature directs the user to the My Account page, where the user can update their account information (e.g., email address), view their user access report, and update their multi-factor authentication (MFA) preferences.
- Email Us Icon
    - This feature directs the user to the Contact Us page, where the user can send an email to obtain either HPMS user access or technical support.
- Logout Icon
    - This icon logs the user out of HPMS and returns to the HPMS landing page.

Figure 2

Recently Used Modules

Figure 3 shows the new recently used modules feature.

- The 10 most recently accessed modules are available for selection.
- The default display shows the first 3 recently accessed modules, along with a scroll bar to see the complete list of 10 recently used modules.
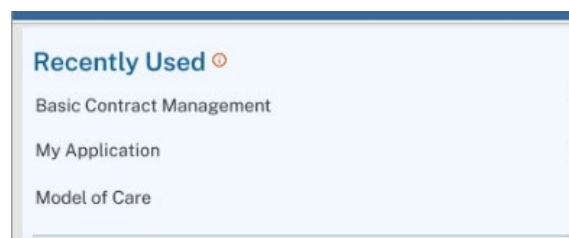- Based on user feedback and utilization numbers, the "favorites" feature has been retired.

Figure 3

Module Navigation

Figure 4 illustrates the new module navigation feature.

- The home page navigation appears as a menu on the left side of the page.
- Modules are presented to the right of each selected home page category grouping.
- The home page categories and module naming conventions remain the same.

Figure 4

Announcements

Figure 5 presents the announcement section.

- This section has been expanded to show up to 10 announcements.
- The default display will show the first 3 announcements (or more, depending upon screen resolution) in ascending order along with a scroll bar to see up to 10 upcoming announcements, if available.
- The last updated field represents the number of days since the last announcement was added.
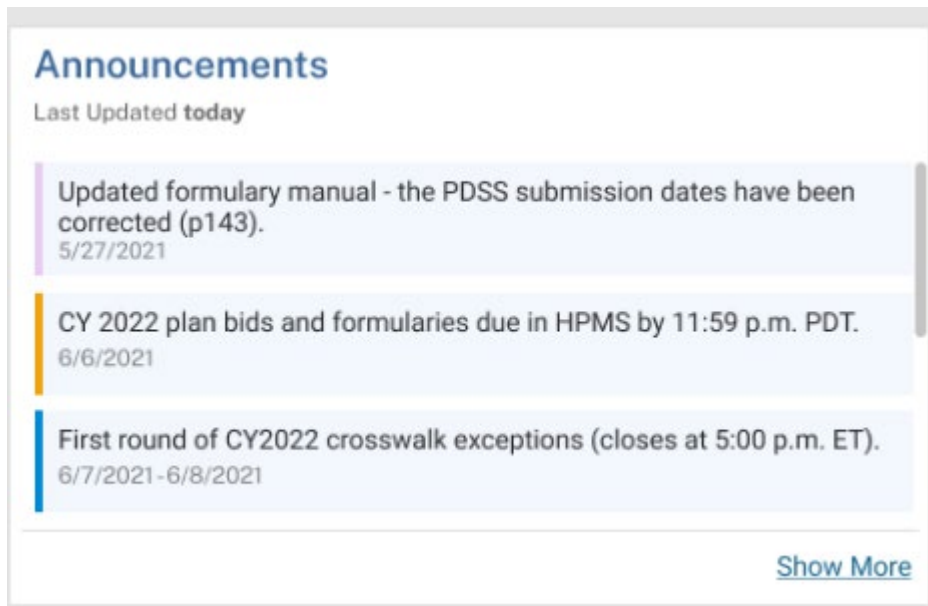- The "Show More" hyperlink navigates the user to the Search News and Announcements Archive.

Figure 5

Memos

Figure 6 shows the memo section.

- Memos display in descending order beginning with the most recent memo along with a scroll bar to see memos from the past 7 days.
- The last updated field represents the number of days since the last memo was added.
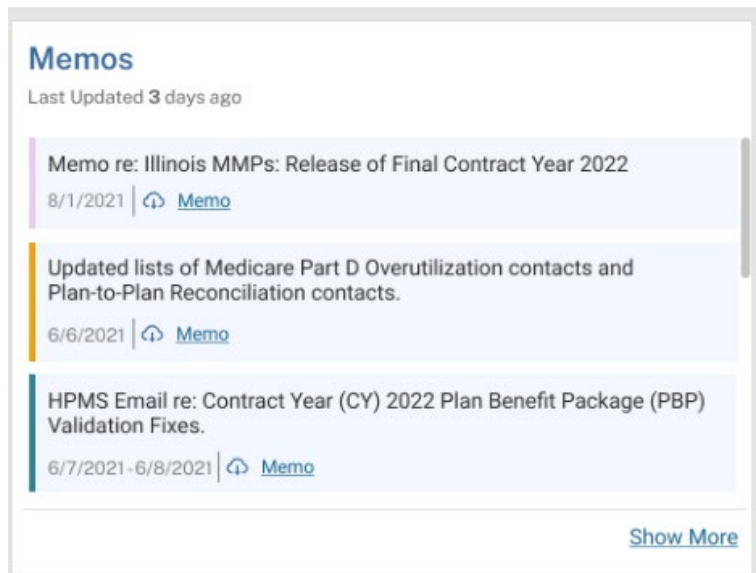- The "Show More" hyperlink navigates the user to the Search News and Announcements Archive.

Figure 6

MA/Part D Calendar

Figure 7 shows the MA/Part D calendar feature.

- The calendar will display the current month of upcoming events and deadlines by default.
- The left and right arrows navigate the user to the prior or future month of calendar items.
- The user can download a PDF version of the annual calendar via the Download icon.
- The user can collapse the calendar section and expand the announcement and memo sections by clicking on the Calendar icon. When collapsed, the user can click on the left arrow under the Calendar icon to expand the calendar (see **Figure 7a**).
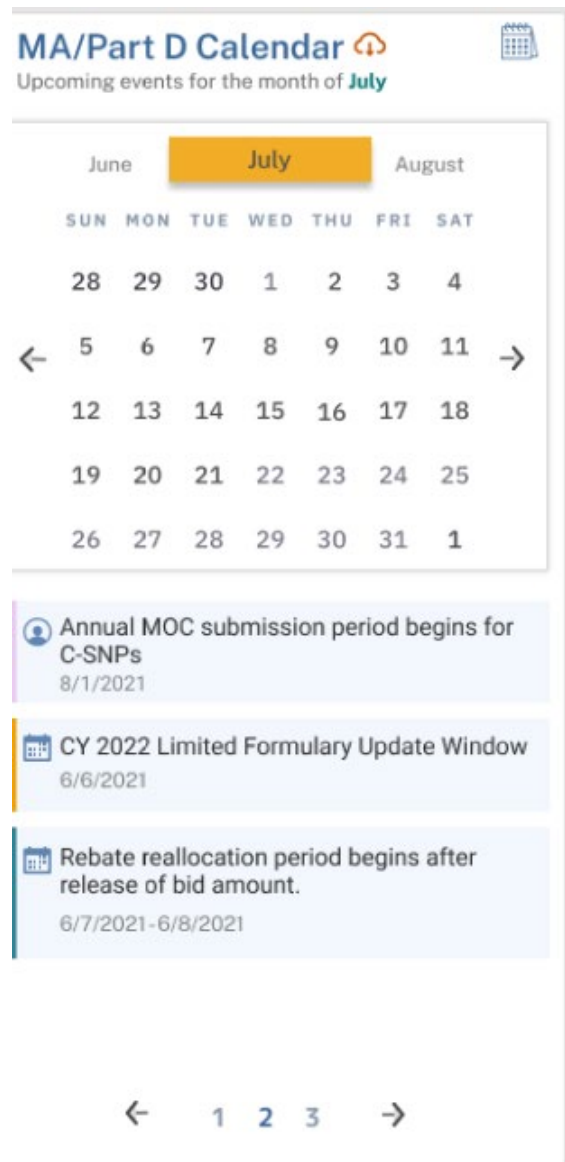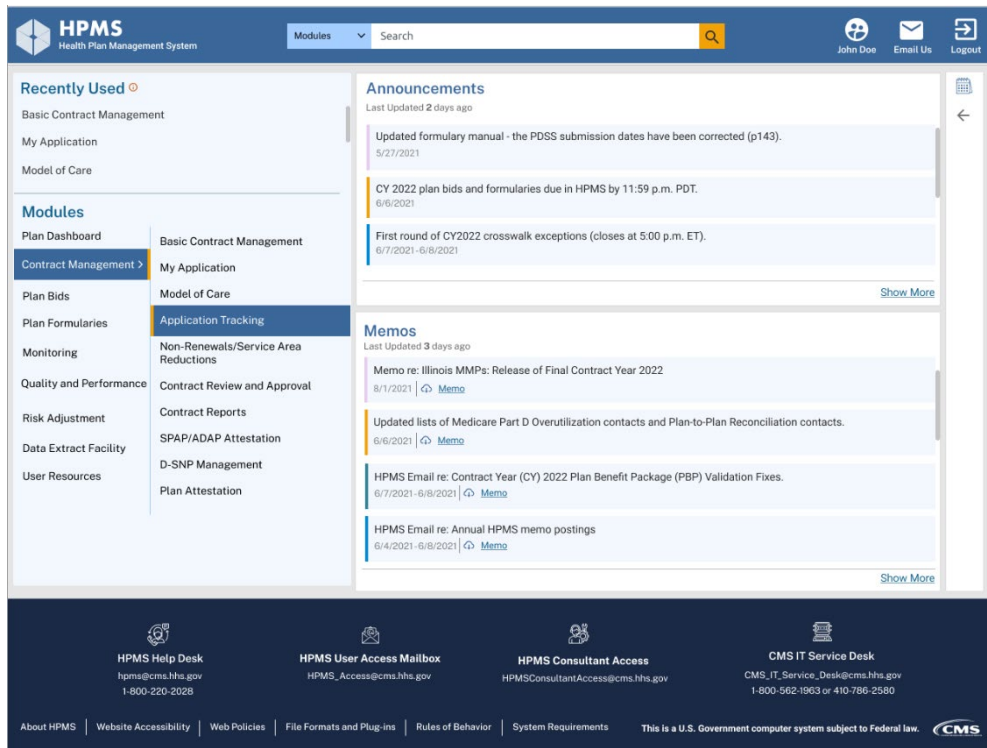

Figure 7

Figure 7a

Footer

Figure 8 presents the footer, which is comprised of both user access and technical help resources and standard footer links (e.g., web policies and system requirements).

Figure 8

Please note that the new HPMS home page is in testing at this time. Users may see some minor adjustments when comparing the final page in production against the screenshots provided in this memo.

CMS appreciates your ongoing support as we continue to improve HPMS. Please direct questions regarding this memo to the HPMS Help Desk at hpms@cms.hhs.gov or 1-800-220-2028.