

<b>CMS Manual System</b>	<b>Department of Health &amp; Human Services (DHHS)</b>
<b>Pub 100-20 One-Time Notification</b>	<b>Centers for Medicare &amp; Medicaid Services (CMS)</b>
<b>Transmittal 10717</b>	<b>Date: April 27, 2021</b>
	<b>Change Request 12223</b>

**SUBJECT: MAC Participation in Change Requests Developed through Agile Methodology**

**I. SUMMARY OF CHANGES:**

**EFFECTIVE DATE: May 7, 2021**

*\*Unless otherwise specified, the effective date is the date of service.*

**IMPLEMENTATION DATE: May 7, 2021 - which is the start of the systems development life cycle for the October 2021 Release**

*Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.*

**II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)**

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
N/A	N/A

**III. FUNDING:**

**For Medicare Administrative Contractors (MACs):**

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**IV. ATTACHMENTS:**

**One Time Notification**

# Attachment - One-Time Notification

Pub. 100-20	Transmittal: 10717	Date: April 27, 2021	Change Request: 12223
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**I. GENERAL INFORMATION**

**A. Background:** In an effort to modernize the development of Change Requests (CRs) to improve the quality and agility of system changes, the Centers for Medicare & Medicaid Services (CMS) has directed the Shared System Maintainers (SSMs) to use a hybrid Agile development methodology to implement CRs in each quarterly release. This approach calls for the analysis, design, and coding phases of CR development to use an Agile method, while the testing and implementation phases of CR development are unchanged. CMS expects all Fiscal Intermediary Shared System (FISS) and Medicare Carrier System (MCS) CRs will use the hybrid Agile approach by the October 2021 Release. Agile development methodology calls for increased stakeholder involvement in the earlier phases of development in order to ensure the final product will better meet the stakeholder’s needs. This change requires a shift in the way meetings are conducted to develop, review, and approve system requirements for these CRs. The purpose of this CR is to direct Medicare Administrative Contractors (MACs) to actively participate in Agile development calls each quarter, when they are assigned as the CR Sponsor MAC, as determined on the Functional Workgroup calls.

**B. Policy:** No new policy or regulations.

**II. BUSINESS REQUIREMENTS TABLE**

*"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.*

Number	Requirement	Responsibility										
		A/B MAC			D M E	Shared- System Maintainers				Other		
		A	B	H H H		F M V C	M I C S	M S S	C M W F			
12223.1	Beginning with the October 2021 Release, MACs shall assume all CRs with FISS or MCS requirements will be developed through the hybrid Agile methodology.	X	X	X								
12223.2	The Sponsor MAC for each hybrid Agile CR shall attend the Sprint Ending Demonstration calls for each CR. This call is typically 30 minutes every two weeks during the development process, for a total of approximately five calls per CR. All other MACs are encouraged, but not required, to attend.	X	X	X								

Number	Requirement	Responsibility									
		A/B MAC			D M E M A C	Shared-System Maintainers				Other	
		A	B	H H H		F I S S	M C S	V M S	C W F		
12223.2.1	The Sponsor MAC shall provide any feedback on the design/development of the changes during the demonstration calls to ensure that their needs will be met as the end-user of the system.	X	X	X							
12223.2.2	MACs shall note the sponsor MAC assigned on the FISS and MCS Functional Workgroup (FWG) is the Sponsor MAC for the Hybrid Agile CRs.	X	X	X							
12223.3	All MACs shall be invited to attend the Sprint Planning meetings for these Agile CRs. These meetings are typically 60 minutes every two weeks to review the User Stories that will be completed in the next Sprint. The Sponsor MAC is encouraged, but not required to attend these calls. Attendance for all other MACs is optional.	X	X	X							
12223.4	CMS shall ensure that the list of CRs which will be developed through the hybrid Agile Methodology, and the assigned MAC Sponsor, is emailed to the MCS and FISS functional workgroups at the start of each release.										CMS

**III. PROVIDER EDUCATION TABLE**

Number	Requirement	Responsibility									
		A/B MAC			D M E M A C	C W F	I S S	V M S	M C S	O t h e r	
		A	B	H H H							
	None										

**IV. SUPPORTING INFORMATION**

**Section A: Recommendations and supporting information associated with listed requirements: N/A**

*"Should" denotes a recommendation.*

<b>X-Ref Requirement Number</b>	<b>Recommendations or other supporting information:</b>
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**Section B: All other recommendations and supporting information: N/A**

## **V. CONTACTS**

**Pre-Implementation Contact(s):** Stacey Ndelle, 410-786-8208 or [stacey.ndelle@cms.hhs.gov](mailto:stacey.ndelle@cms.hhs.gov)

**Post-Implementation Contact(s):** Contact your Contracting Officer's Representative (COR).

## **VI. FUNDING**

### **Section A: For Medicare Administrative Contractors (MACs):**

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

**ATTACHMENTS: 0**