CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 11720	**Date: November 23, 2022**
	Change Request 12974

SUBJECT: MAC Use of Jira and Confluence

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to direct Medicare Administrative Contractors (MACs) to gain access to Jira and Confluence tools to access system requirements and test plans.

EFFECTIVE DATE: December 28, 2022
*Unless otherwise specified, the effective date is the date of service.
IMPLEMENTATION DATE: December 28, 2022

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.*

R/N/D	CHAPTER / SECTION / SUBSECTION / TITLE
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: 11720	Date: November 23, 2022	Change Request: 12974

SUBJECT: MAC Use of Jira and Confluence

EFFECTIVE DATE: December 28, 2022
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I.   GENERAL INFORMATION

A.   Background: The purpose of this CR is to direct the MACs to gain access to CMS Jira and Confluence tools, and to modify their internal workflow to ensure all MAC staff that need access to information currently stored in Infoman/VIC also have access to these two applications. In an effort to modernize the development 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. As a part of this effort, the SSMs are now using Jira and Confluence as tools to create and track system requirements and test plans for CRs. This information is also stored in the tool Infoman/VIC.

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			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
12974.1	MACs shall note that beginning with the April 2023 release, SSMs will begin to enter system requirements and test plans for a CR into Jira and/or Confluence. This transition will take place over several releases and timing will vary by SSM.	X	X	X	X					
12974.2	MACs shall ensure their appropriate staff members have access to CMS Jira and Confluence tools to support the distribution and availablity of CR system requirements and test plans when needed for MAC review.	X	X	X	X					
12974.2.1	MACs shall not request new Enterprise User Administration (EUA) Identifications (IDs) for all	X	X	X	X					

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
	staff members, but rather determine an internal process that maximizes the use of staff who currently have EUA IDs to share this information with other staff as necessary with a minimum of new EUA ID requests.									
12974.3	MACs shall request the following job code to be added to their current CMS EUA IDs through the normal process used to establish CMS EUA IDs today. This will give access to both tools. ENT_AGILE_TOOLS	X	X	X	X					
12974.4	MACs shall open a Fee for Service (FFS) Service Now (SNOW) ticket with the maintainers to request access to the appropriate JIRA and Confluence boards for the EUA IDs that will need access.	X	X	X	X					

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
	None					

IV. SUPPORTING INFORMATION

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

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

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

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

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):
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ATTACHMENTS: 0