

CENTER FOR DRUG AND HEALTH PLAN CHOICE

DATE: February 5, 2009

TO: All Current and Prospective Special Needs Plans as well as interested Medicare Advantage, Prescription Drug Plan, Cost, and Demonstration Organizations

FROM: Louis Polise /s/
Acting Director, Medicare Drug and Health Plan Contract Administration Group

SUBJECT Part 2 of 2 Application Training for Special Needs Plans

The purpose of this memorandum is to announce the follow up training for the Special Needs Plan (SNP) proposal submission and to provide a forum to answer questions related to Medicare Improvements for Patients and Providers (MIPPA) provisions as well as review detailed instructions regarding application submission. The Centers for Medicare & Medicaid Services (CMS) requires all SNP offering Medicare Advantage Organizations to participate in this call. All SNP proposals must be submitted to CMS by the Medicare Advantage (MA) application due date, which is February 28, 2009. SNP proposals must be submitted to CMS electronically through the Health Plan Management System (HPMS). CMS will not accept SNP proposals submitted on paper. The format of the SNP proposal in the MA application is not the same as in prior years. The format is similar to the MA application itself. The SNP proposal is a list of questions and statements requiring a “yes” or “no” response, and uploads of attestations and other documentation. These changes do not immediately impact Medicare beneficiaries, but become effective January 1, 2010.

This call will take place on February 11, 2009, from 3:30 pm through 5:00 pm EST.

Technical Information

Call-in information will be sent out prior to the meeting dates by Management Solutions Consulting Group (MSCG), the CMS User Group Call contractor. To subscribe to the CMS User Group Calls, potential applicants should register at www.mscginc.com/registration.

NOTE: Plan sponsors must have a valid CMS issued Contract Number to register for the calls.

All questions on this guidance may be directed to Mike Adelberg at 410-786-7627.