DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850

CENTER FOR DRUG AND HEALTH PLAN CHOICE

DATE: January 15, 2010

TO: Current and Future Medicare Advantage Organizations, Prescription Drug Plan
               Sponsors, Employer/Union Direct Contract Organizations, Cost Based Plans, and
               PACE Organizations

FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C & D Data
               Group

SUBJECT: Supplemental Technical Instructions for the Contract Year 2011 Automated
               Application in HPMS

This memo provides supplemental technical instructions for initiating a Contract Year (CY) 2011
service area expansion (SAE) application, a Special Needs Plan (SNP) initial application, or a
SNP SAE application in HPMS.

Submitting a CY 2011 SAE Application

Organizations submitting a CY 2011 SAE application should use the following steps:

1 - Log into HPMS and go to Contract Management > Basic Contract Management > Select
Contract Number.

2 - On the Basic Contract Management Start Page, select the link named "Add SAE Data."

3 - Add the appropriate counties, zip codes, or regions to your contract service area by selecting
either the "Add County" or "Add Region" button on the page. Be sure to complete the Employer
Group Waiver Plan (EGWP) attestation as your first step if you intend to designate part of your
pending service area as "employer only" for the first time.

4 - Select the "Submit" button after you have added the pending service area to the contract
number. Note that you may only make changes to your pending service area until you "final
submit" your application for the first time. Once you perform a final submit, your pending
service area will be locked down and no further changes can be made.

5 - On the Basic Contract Management Start Page, select the link named "Submit Application."

6 - All of the appropriate links for the attestations, download templates, and upload templates will now be available.

<u>Submitting a CY 2011 SNP Initial Application</u>

Organizations submitting a CY 2011 initial SNP application should use the following steps:

1 – Log into HPMS and go to Contract Management > Basic Contract Management > Select Contract Number.

2 - On the Basic Contract Management Start Page, select the link named "Proposed SNP Application Data."

3 – To add a **new** SNP offering, select "New" under the "Select an Application" section, and select "Add" under the "Select an Action" section. Once these actions are complete, select the "Submit" button.

4 – On the Select SNP Application to Add page, indicate the appropriate SNP type and select the "Submit" button.

5 – On the Add SNP (Initial) Application page, assign the appropriate service area for the SNP type and select the "Submit" button.

6 – On the Confirm SNP (Initial) Application page, select the "Submit" button if all of your data selections are correct. Otherwise, select "Return to Data Entry" to make the appropriate changes.

7 – Repeat these steps for each SNP type/subtype for which you are applying in CY 2011.

8 - On the Basic Contract Management Start Page, select the link named "Submit Application."

9 - All of the appropriate links for the attestations, download templates, and upload templates will now be available.

<u>Submitting a CY 2011 SNP SAE Application</u>

Organizations submitting a CY 2011 SNP SAE application should use the following steps:

1 – Log into HPMS and go to Contract Management > Basic Contract Management > Select Contract Number.

2 - On the Basic Contract Management Start Page, select the link named "Proposed SNP Application Data."

3 – To add a SNP SAE application, select the existing SNP type under the "Select an Application" section, and select "Add" under the "Select an Action" section. Once these actions are complete, select the "Submit" button.

4 – On the Add SNP (SAE) Application page, assign the appropriate service area for the SNP type and select the "Submit" button.

5 – On the Confirm SNP (SAE) Application page, select the "Submit" button if all of your data selections are correct. Otherwise, select "Return to Data Entry" to make the appropriate changes.

6 – Repeat these steps for each existing SNP type/subtype for which you are applying as a SNP SAE in CY 2011.

7 - On the Basic Contract Management Start Page, select the link named "Submit Application."

8 - All of the appropriate links for the attestations, download templates, and upload templates will now be available.

Please note that CMS has posted an updated version of the CY 2011 automated application slide presentation on the HPMS homepage.

For further technical assistance on the CY 2011 automated application, please contact the HPMS Help Desk at either hpms@cms.hhs.gov or 1-800-220-2028.