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DATE: July 12, 2010

TO: Current and Future Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Employer/Union Direct Medicare Advantage Organizations and Prescription Drug Plan Sponsors, and Section 1876 Cost Contractors

FROM: Danielle R. Moon, J.D., M.P.A.
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RE: CY 2011 Agent Broker Compensation Data Entry and Attestation – HPMS Functionality and User Access

As indicated in our May 14, 2010 HPMS memo, beginning with the 2011 contract year, the Centers for Medicare & Medicaid Services (CMS) MA organizations, PDP sponsors, and section 1876 cost contractors (hereinafter referred to as plan sponsors) are required to access the Health Plan Management System (HPMS) to enter, review, and attest to their agent/broker compensation (ABC) status.

The purpose of this memorandum is to advise plan sponsors that this new module is now available and remind plan sponsors of their reporting responsibilities. The ABC functionality is located within the HPMS Marketing Module at the following navigation path: Monitoring>Marketing Review>Agent Broker Compensation.

Each plan sponsor must review and/or enter data regarding ABC status and amounts, and then attest to the data entry in the ABC module. ABC information data entry and attestation must be completed no later than **August 2, 2010**.

To aid plan sponsors in the review and entry of ABC data, HPMS will pre-fill the ABC data with values from last year's submission, adjusted by the change in MA and PDP payment rates as published in the "Announcement of Medicare Advantage Capitation Rates and Medicare Advantage and Part D Payment Policies and Final Call Letter" for the 2011 contract year, and validated against the current year fair market value, as appropriate. In instances where plan sponsors had previously indicated that they did not use independent agents/brokers, the module will indicate that status. New plan sponsors and those plan sponsors that previously elected not to use independent agents/brokers but will begin to do so for CY 2011 will be allowed to enter data as necessary.

Plan sponsor users will automatically have access to the new data entry portion of the ABC functionality. The plan sponsor CEO – Sr. Official for Contracting, Chief Financial Officer (CFO), or Chief Operating Officer (COO) must attest to the ABC data, as stated in the May 20, 2010 HPMS memo, entitled “2011 Contracting and Attestation Process - HPMS Access for Officials for Contracting.”

The CEO, CFO, and COO must have user IDs with access to HPMS in order to complete the ABC attestation. In accordance with the HPMS Rules of Behavior, sharing user IDs is strictly prohibited. Additionally, once the CEO, CFO, and COO have obtained HPMS User IDs, your organization must submit an email to drugbenefitimpl@cms.hhs.gov identifying each person’s name, associated title and user ID, and applicable contract number(s) no later than July 16, 2010. These individuals should obtain HPMS access for every contract ID with which they are associated. Instructions on obtaining HPMS user IDs are provided in **Attachment 1** of this memo.

Please note that the CY 2011 ABC information will be made available for beneficiaries and others to view on the CMS website (www.cms.gov) and via a link to that information from the Medicare Plan Finder on www.medicare.gov, prior to the start of the annual election period for CY 2011.

Specific instructions for data entry and attestation within the ABC functionality may be found in the HPMS Marketing Module under the User Guides section. For technical questions related to HPMS access, please contact hpms_access@cms.hhs.gov. Any general questions related to the agent broker compensation process should be directed to MarketingPolicy@cms.hhs.gov.

Attachment 1 - Requesting HPMS Access for New Users

- If the CEO, CFO, and COO within your organization do not have HPMS access, please download a copy of the Application for Access to CMS Computer Systems form at: <http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAaccessform.pdf>
- Complete the form as follows:
 - Section 1 – Check “New” as the type of request.
 - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only”. Complete the other data entry fields, as appropriate.
 - Section 3 – Enter the active and pending contract number(s) for which you need access.
 - Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS_P_CommUser".
 - Section 5 – State briefly that you require HPMS.
 - Section 6 – Leave blank.
 - Sign and date the Privacy Act Statement on page 3 of the form. Also enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.
- Send the completed form to the attention of Don Freeburger via an expedited mail service:

ATTENTION: Don Freeburger
Centers for Medicare & Medicaid Services
Re: HPMS Access for Contracting Officials
7500 Security Boulevard
Mail Stop: C4-18-13
Baltimore, MD 21244
- On each individual’s form, please ensure that it includes an original signature/date, social security number, and the contract number(s) for which the user needs HPMS access.

Your request will not be processed without completing these steps.

Note: The process for establishing a user ID for systems access is a two-step process. Step 1 is the creation of the ID, and step 2 is the configuration of the ID for HPMS access. At each step, the applicant will receive an e-mail notification of the progress of their account setup. The first e-mail notification will come from the ESS User e-mail address. At this point, the user ID has been created, but it is not yet functional in HPMS. Upon completion of step 2, the applicant will receive an e-mail notification from the HPMS e-mail address stating that the ID is ready for use. Please wait for receipt of the second notification prior to attempting to use the ID in HPMS.

Please send any questions regarding this attachment to don.freeburger@cms.hhs.gov.