

DATE: August 25, 2010

TO: CY 2011 Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Employer/Union Direct Medicare Advantage Organizations and Prescription Drug Plan Sponsors, and Cost Based Plans

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SUBJECT: 2011 Contracting Documents

Contracts and addenda for Contract Year (CY) 2011 have been posted in the Health Plan Management System (HPMS). Per the May 20, 2010 memo, Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Employer/Union Direct Medicare Advantage Organizations and Prescription Drug Plan Sponsors, and Cost Based Plans must sign contracts via the electronic signature process in HPMS. Signed contracts are due back to the Centers for Medicare and Medicaid Services (CMS) no later than **5:00 P.M. ET, Tuesday, September 7, 2010**. Organizations that do not submit signatures by the deadline will not be included in the 2011 *Medicare and You Handbook*.

Note: Organizations offering new Dual Eligible (DE) Special Needs Plans (SNPs) or seeking a service area expansion for contract year 2011 must submit their contract to CMS by September 1, 2010, as described in our HPMS memorandum of August 19, 2010, "Guidance on Contracts – Dual Eligible Special Needs Plans and State Medicaid Agencies for contract Year 2011." These organizations must also sign contracts via the electronic signature process in HPMS by September 7, 2010. However, CMS will not countersign these contracts until we have completed our review of the organizations' state contracts. Therefore, information about these plans will not be included in the 2011 Medicare and You Handbook.

As described in the May 20 memo, CMS has put security procedures in place to ensure that only certain user IDs have access to the contracting module in HPMS. Specifically, only user IDs associated with the following HPMS Contacts for an organization have been given access to the module for electronic signature: Chief Executive Officer (CEO) – Sr. Official for Contracting, Chief Financial Officer (CFO), and Chief Operating Officer (COO). These are the only officials within an organization who can sign electronically. In accordance with the HPMS Rule of Behavior, sharing user IDs is strictly prohibited.

Once an organization's bids are approved, the organization will have the ability sign contracting documents through the Electronic Contracting Module in HPMS. For most organizations, bid approval is expected to be completed by the end of August. The contracts are found in HPMS Contract Management > Electronic Contracting > Contract Year 2011 > Review and Sign Contract Materials. On the Review and Sign Contract Materials page, organizations will select the contracts for which they are signing. Organizations must review all documents before clicking the Final Sign-off button. Once documents are signed and submitted, the organization's CEO, COO, and CFO will receive an automated email indicating the contract materials are complete and have been sent to CMS for countersignature. The organization's CEO, COO, and CFO will also receive an email once CMS has countersigned the contracting documents. Organizations may check the status of contract documents, including when documents have been countersigned, by using HPMS Contract Management > Electronic Contracting > Electronic Contracting Disposition Report. Sponsors may view and print the PDF document by using HPMS Contract Management > Electronic Contracting > View Contracting Materials.

All applicant and renewing Part D sponsors will sign the Medicare Mark licensing agreements via the HPMS electronic signature process. A PDF document of the Medicare Rx Logo Usage Guidelines and Links will be sent as an attachment to the email from CMS indicating that the contracting documents have been countersigned. The logo is to be used as defined in the Medicare Marketing Guidelines. The license agreement is effective for a single contract year and Part D sponsors must renew annually to continue using the Medicare Mark logo.

For questions, please contact Julie Gover at (410) 786-0525 or julie.gover2@cms.hhs.gov.