DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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![CMS logo]

DATE: March 14, 2014

TO: Medicare- Medicaid Plan Organizations

FROM: Arrah Tabe-Bedward
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SUBJECT: **Certification of Monthly Enrollment and Payment Data for Medicare-Medicaid Plans - Clarification**

The August 16, 2013 memorandum entitled, "Updates to the Health Plan Management System (HPMS) Electronic Contracting Module – Release of the Contracts and Addenda for Contract Year (CY) 2014 and the Certification of Monthly Enrollment and Payment Data" stated the guidance did not apply to Medicare-Medicaid Plans (MMPs). However, the specific part of that guidance regarding the completion and submission of the monthly enrollment and payment certification applies to all MMPs participating in the capitated Financial Alignment Demonstration. The certification is one of CMS' methods of ensuring that entities submitting enrollments and/or receiving payments of federal funds, are reviewing the data upon which payments are based, which ensures payment accuracy and reduces payment adjustments.

After an MMP has reviewed its monthly payment reports, the MMP must complete and submit a monthly attestation of enrollment information related to payment from the Centers for Medicare & Medicaid Services (CMS). Through the electronic signature of its Chief Executive Officer, Chief Financial Officer, or the Chief Operating Officer, each MMP certifies that, based on best knowledge, information, and belief, the enrollment information submitted to CMS is accurate, complete, and truthful. As a reminder, the certification for each month's data is due to CMS within **45 days** of the date the monthly payment reports are available with that month's data. For example, monthly payment reports are available March 24, 2014. The MMP must review the report, ensure to the best of the signing official's knowledge, information, and belief, that the data is correct, and submit the certification by May 8, 2014. Please see the *Year 2014 MARx Monthly Schedule* in CMS's Plan Communication User Guide for cut-off dates. The User Guide can be accessed at http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan_Communications_User_Guide.html. If data discrepancies are identified in the monthly report, the MMP and/or State should follow the normal process for submitting retroactive requests to the Retroactive Processing Contractor (RPC) for correction. The MMP can submit the attestation once the retroactive requests have been sent to the RPC.

Accessing the Monthly Enrollment and Payment Certification: Your signing official can access Contract Management>Electronic Contracting>Contract Year 2014>Review and Certify Enrollment and Payment Data.

Checking Certification Status: On the Review and Certify Enrollment and Payment Data page, organizations may check that certification months are complete, the date of the certification, the user who completed the certification, and whether the certification was late.

For questions regarding the certification or monthly enrollment and payment data, please send an email to MMCOcapsmodel@cms.hhs.gov .

For technical questions regarding HPMS, please contact the HPMS Help Desk at either hpms@cms.hhs.gov or 1-800-220-2028.