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**MEMORANDUM**

**TO:** All Part C & D Sponsors

**FROM:** Tracey A. McCutcheon, MHSA, MBA  
Acting Director, Center for Medicare Drug Benefit and C & D Data Group

**SUBJECT:** 2014 Data Validation Training for Contractors

**DATE:** March 4, 2014

All Part C and D sponsors are required to undergo an annual data validation of the Part C and Part D Reporting Requirements data they submit to CMS. In order to ensure the independence and reliability of the data reported, each sponsor must select a data validation reviewer (contactor) to conduct the audit. Below we briefly describe the tool CMS has developed to train contractors on undertaking data validation audits, as well as provide information for how to register and access the training.

This year's data validation training is presented as a Web-Based Training (WBT) course through the Medicare Learning Network® (MLN) that will allow trainees to receive continuing education credits. The training is self-paced and consists of a pre-assessment, course modules, review questions, a post-assessment, and a course evaluation. The course modules correspond to the four phases of the 2014 data validation:

- MOD 1: Planning for Data Validation (DV) Activities
- MOD 2: Performing Data Validation (DV) Activities
- MOD 3: Analyzing Results and Submissions of Findings
- MOD 4: Completing Post-Data Validation (DV) Activities

Upon successful completion of the training (you must score at least 70% on the post-assessment), trainees will receive a certificate that can be printed for record keeping.

**Registration Information:**

- Go to <http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts> on the CMS website.
- Under "Related Links" click on "Web-Based Training (WBT) Courses." Click on the course titled "2014 Medicare Part C and Part D Reporting Requirements Data Validation (March 2014)," not the icon next to it. At the top of the Course Description Window, you will be able to click on either "Login" or "Register."

- If you already have an account with the MLN system, click “Login” and enter your Login ID and password. You will be directed to your home page.
- If you do not already have an account with the MLN system, click “Register,” enter your e-mail address and hit “Submit.” The screen will read: “No account found matching your search criteria. Please click here to proceed with registration.” Click on the word “Here.” After completing your registration, you will be directed to your home page.
- Click on “Web-Based Trainings” in the middle part of the web page.
- Click on your selected course, not the icon next to it. Scroll to the bottom of the page. Use the radio buttons to select “Certification of Completion” or “Certificate of Continuing Education.” Click the “Take Course” button. The course will appear in a new pop-up window.

You must complete the entire training (the introduction, pre-assessment, course modules, review questions, post-assessment, and course evaluation) and score at least 70% on the post-assessment to receive a training certificate.

If you have any questions regarding data validation training, please e-mail [PartCandD\\_Data\\_Validation@cms.hhs.gov](mailto:PartCandD_Data_Validation@cms.hhs.gov).

If you have any problems creating an account, logging into the MLN system, or retrieving your certificate, please e-mail [MLN@cms.hhs.gov](mailto:MLN@cms.hhs.gov).

Thank you.