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**DATE:** July 8, 2014

**TO:** All Medicare Advantage, Prescription Drug Plan, Medicare-Medicaid Plan, PACE, and Cost Organizations

**FROM:** Kathryn A. Coleman, Acting Director  
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**SUBJECT:** Plan Connectivity Data Submissions in HPMS

Updates to the Plan Connectivity Data Module (PCD) were released in HPMS on June 18, 2014. The PCD module is intended for use both by new organizations to set up initial data exchange processes with CMS and by existing organizations which need to update their PCD information. As part of the Contract and Plan approval process with CMS, the PCD module allows organizations to enter required data, view submitted data, and print the required form(s) which are emailed to CMS. All organizations using third party entities to transfer data to/from CMS are responsible for providing and maintaining the third party information within the PCD module. CMS strongly encourages organizations to complete the data entry and the email submission no later than August 1, 2014, to ensure timely approval of contracts for CY2015. Completion of data entry in the PCD module is required before contracts are approved.

Organizations are instructed to enter all PCD information in the HPMS PCD module, print, sign, scan, and email all PCD data exchange information, per the instructions on the PCD screen, and email the signed documents to the MAPD Help Desk at [MAPDHelp@cms.hhs.gov](mailto:MAPDHelp@cms.hhs.gov).

The PCD module is located at the following path in HPMS:  
HPMS Home Page>Contract Management>Plan Connectivity Data>Enter/Edit Connectivity Data>Select Contract Number or Contract Number Grouping.

You may access the Technical User's Manual at the following path:  
HPMS Home Page>Contract Management>Plan Connectivity Data>Documentation>Technical User's Manual.

For technical questions about completing the PCD data, you may contact the HPMS help desk at [HPMS@cms.hhs.gov](mailto:HPMS@cms.hhs.gov).