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TO: All Medicare Advantage Organizations, Prescription Drug Plans, and Section 1876 Cost Plans

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SUBJECT: 2020 Timeliness Monitoring Project (TMP)

CMS will again conduct an industry-wide monitoring project in 2020, collecting data to evaluate the timeliness of processing of Medicare Advantage (Part C) organization determinations and reconsiderations and Medicare Prescription Drug (Part D) coverage determinations and redeterminations.¹ This memorandum provides operational and technical instructions regarding the submission requirements for this data collection.

The Timeliness Monitoring Project (TMP) will include a retrospective collection and review of 2019 data from Part C and Part D sponsors with active contracts in both CY2019 and CY2020. Sponsors who underwent a program audit in 2019 will not have to resubmit data for this request if they successfully submitted the Coverage Determination, Appeals and Grievances (CDAG), and the Organization Determinations, Appeals and Grievances (ODAG) universes without any Invalid Data Submission (IDS) conditions and had at least one month of 2019 data for each of the universes listed below. Sponsors can refer to their preliminary draft audit report for any IDS conditions. Sponsors who had an IDS condition for any of the universes listed below will only be required to resubmit the affected universe(s). Sponsors that underwent an audit validation in 2019 are not exempt from this collection. All Program of All-Inclusive Care for the Elderly, Medicare-Medicaid Plan (MMP), Medicare Medical Savings Account, Employer/Union Only Direct ('E' contracts), and 1833 Health Care Prepayment Plan (HCPP) contracts are excluded from this data submission.

¹ This collection is included in CMS-10191.

CMS reminds Part C and Part D sponsors that this monitoring effort will provide all sponsors the ability to demonstrate their Independent Review Entity (IRE) data are accurate and valid for use in CMS' Medicare Part C and Part D Star Ratings. Failure to submit requested data or failure to submit complete data for TMP will result in a reduction in the applicable Star Ratings measures (see §§ 422.164(g), 423.184(g)).

Operational Details of the Timeliness Monitoring Project

CMS will collect ODAG and CDAG audit universes from each contract to assess all sponsors' timeliness in processing both Parts C and D requests, as well as sponsor compliance with forwarding cases to the IRE. The universe record layouts from the 2019 program audit protocols will be used for the TMP and can be located in the *Downloads* section at the bottom of the page using this link:

<https://www.cms.gov/Medicare/Compliance-and-Audits/Part-C-and-Part-D-Compliance-and-Audits/ProgramAudits.html>

As in previous years, CMS will be conducting this collection in three waves, with the first wave of letters requesting data being issued in January 2020. The universes that will be requested in 2020 are as follows:

CDAG:

- Table 1: Standard Coverage Determinations (SCD) RecordLayout
- Table 2: Standard Coverage Determination Exception Requests (SCDER) RecordLayout
- Table 3: Direct Member Reimbursement Request Coverage Determinations (DMRCD) Record Layout
- Table 4: Expedited Coverage Determinations (ECD) RecordLayout
- Table 5: Expedited Coverage Determination Exception Requests (ECDER) Record Layout
- Table 6: Standard Redeterminations (SRD) RecordLayout
- Table 7: Direct Member Reimbursement Request Redeterminations (DMRRD) Record Layout
- Table 8: Expedited Redeterminations (ERD) RecordLayout

ODAG:

- Table 5: Standard Pre-service Reconsiderations (SREC) RecordLayout
- Table 6: Expedited Pre-service Reconsiderations (EREC) RecordLayout
- Table 7: Requests for Payment Reconsiderations (PREC) RecordLayout

The universe review time period requested will be February, March, and/or April 2019 depending on the size of the sponsor. The enrollment bands listed in the ODAG and CDAG audit protocols available under the link above, will be used to determine the amount of data to be collected from each sponsor. Sponsors with a total enrollment (across all contracts subject to this monitoring project) over 250,000 enrollees will submit one month of data (February) for each of the above universes, sponsors with an enrollment of 50,000 to 250,000 enrollees will submit two months of data (February and March), and

sponsors with an enrollment of less than 50,000 enrollees will submit three months of data (February, March, and April).

Similar to the collection for program audits, universe submissions should include data processed in-house and by all First Tier, Down-stream, and Related entities (FDRs) on their behalf. In addition, all universes will be submitted at the Parent Organization level, based on November 2019 total enrollment across all contracts subject to this monitoring project; therefore, one universe submission may include data for multiple contracts.

Beginning in January 2020, organizations will receive a data request email from the following mailbox: TimelinessMonitoring@cms.hhs.gov. This email will include additional instructions on the time period being tested, how to submit the data through the Secure File Transfer Protocol (SFTP), actual deadlines for submission, and information on when validation webinars will be scheduled. **Please ensure you retain a copy of the complete TMP submission for your records.**

CMS will run a timeliness analysis on all validated universes and determine a rate of timeliness for each case type. The findings will be reviewed and may result in compliance actions, if necessary, and may have implications for the Star Ratings data integrity reviews for the four appeals measures.

Data Transfer Information for the Timeliness Monitoring Project

CMS is using two support contractors, David James and Conrad, to collect and analyze these data. The subcontractors for these organizations are Booz Allen Hamilton and Myers & Stauffer, respectively. Sponsors will receive emailed communications from one of these organizations regarding the data submission. Please make note of these organizations' names so future emails will be identified as legitimate communications on behalf of CMS.

Sponsors are expected to submit the requested data via SFTP within 15 business days (excluding federal holidays) after receiving the request. Many sponsors already set up accounts as part of their CMS program audit or as part of the TMP last year. Only one individual per organization will be granted access to the SFTP. You can check your access at the following website:

<https://transfer.mslc.com/>. By December 2, 2019, please email CMSProgramAudits@mslc.com and provide one of the following responses:

1. We do not have an existing SFTP user and need to establish an account (Provide the full name, email, and phone number of the individual that will be assigned to the account as well as the name of the Parent Organization they represent).
2. We have an existing user and would like that account terminated (provide name and email) and replaced with (provide name and email).
3. We have an existing user who should remain on the account, but we need an updated/reset password.
4. We have an existing user who should remain on the account and we are able to successfully log into the SFTP site.

Questions regarding the collection of data for this monitoring project should be sent to TimelinessMonitoring@cms.hhs.gov.

Questions about the analyses and results of this monitoring project and the Star Ratings program should be sent to PARTCDQA@cms.hhs.gov.