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MEMORANDUM

Date: January 30, 2006

To: Prescription Drug Plans and Medicare Advantage-Prescription Drug Plans

From: Gary Bailey, Deputy Director for Plan Policy and Operations

Subject: Updating Enrollment Files with Low Income Subsidy Information

On January 18, 2006, CMS released a file of low income subsidy (LIS) eligible individuals along with contract enrollment and subsidy levels. That file listed enrollees with enrollment effective dates of January 1, 2006. CMS is now releasing a second file of LIS eligible individuals, this time using an enrollment effective date of February 1, 2006. This file should account for many of the plan changes that have taken place in the past couple of weeks and help plans prepare for enrollments that are effective beginning next month. The file was produced on January 26 and should reflect all enrollments received and processed through that date.

This second LIS file is in a special Transaction Reply Report (TRR) format. This file differs from the original special LIS TRR file in two ways: it includes the plan benefit package (PBP) number; and the Railroad Retirement Board (RRB) numbers have been converted to the format used by beneficiaries and plans. As with the last file, CMS is now asking that plans take some specific steps to update their enrollment and eligibility information based on this special LIS TRR. Additionally, CMS again requests that plans systematically report discrepancies between their files and the information that CMS is releasing today. Due to size constraints, we have posted the Excel attachment on the HPMS homepage for download (see the appropriate line item dated 1/30/2006).

Actions to take immediately:

- If your files show that the beneficiary is enrolled, but the LIS level is higher on your files than on the TRR, please update with the new level on the LIS TRR.
- If your files show the beneficiary is enrolled with no LIS eligibility, please update your files to reflect the LIS information provided by CMS.
- If your files reflect that the beneficiary is enrolled and low income eligible but the beneficiary was not on our file, take no action to change that beneficiary's enrollment or low income status until notified by CMS to do so. CMS is aware of some issues with TRRs that report disenrollments and enrollment cancellations to plans and is developing a method to provide that information to plans so that their files will reflect the same data as CMS.
- In addition, CMS released a weekly TRR on January 28 that may have enrollment information on it that is not reflected on this special report. Please do not replace the LIS information on the January 28 TRR with this information.
- If you cannot match beneficiaries to your enrollment/eligibility files, enroll the beneficiary in the plan benefit package (PBP) reflected on this special TRR.

Please note: Of the 7.3 million beneficiaries on our entire file, 54 beneficiaries are listed incorrectly as 000% premium subsidy level. If one of these beneficiaries is on your TRR, please set the premium subsidy level to 100%.

Immediately upon assigning members or setting up LIS eligibility levels, update your pharmacy benefit systems and provide benefit cards to the affected beneficiaries. In addition, prepare appropriate 4Rx transactions and submit to CMS for processing.

Please note that if you received TRRs for individuals enrolled in plans that do not offer Part D, you are not required to take any action. In order to facilitate processing and expedite distribution to plans, the TRR was sent to all plans with members that had LIS eligibility without regard to whether or not the plan offers Part D.

Reporting to CMS:

CMS would like Part D Sponsors to report the same information as we requested on the previous LIS file. The following instructions are the same instructions as with the earlier file. We have re-labeled the spreadsheet so that we can determine which file is being reported. ***Please be sure to use the spreadsheet provided with this email to report on this new file. This report should reflect only the updates made from the data on this file.*** Plans should already have incorporated the updates from the weekly TRR and the earlier special TRR, with this spreadsheet reporting any differences between the results of those updates and this latest update file. ***Also note that the requested subject line has been changed for this file so that CMS can quickly distinguish which report you are providing. Please be sure to use the correct subject line.***

For each CMS contract provide:

- A contact person for the report
- The phone number for the report contact person
- Number of records on the special LIS TRR
- Counts of beneficiaries who are:
 - On your plan enrollment/eligibility files, but not on the special LIS TRR
 - On the special LIS TRR, but not on your plan enrollment/eligibility files
 - On the special LIS TRR, but not showing low income subsidy (LIS) eligibility on plan enrollment/eligibility files
 - On the special LIS TRR but with copay/premium level different than the level shown on plan enrollment/eligibility files

In addition, please indicate when you updated your pharmacy systems with the current enrollment and LIS eligibility information as outlined in the actions steps above. If you are updating systems only after receipt of this letter, please indicate when you expect the update to be complete. Finally, please indicate how frequently you submit enrollment transactions to CMS.

Because plan results may differ significantly by contract, if your organization has multiple contract numbers, please provide one report line item for each contract in your organizations report. Please note that the spreadsheet form provides a pull-down menu, sorted by contract ID, to support reporting by contract.

Reports should be sent to by COB Friday, February 3, to:

marietta.mack@cms.hhs.gov

Please use the following subject line: LIS TRR FEB: Organization Name