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### MEMORANDUM

**Date:** February 7, 2006

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

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

**Subject:** Special Files of February 1 Enrollments

Over the next week, CMS will release two files to assist plans in updating their enrollment files for all enrollees, including those entitled to the low income subsidy (LIS) and those with no LIS eligibility. The first file represents all transactions processed through MARx before February 6, 2006. This file does not reflect any of the pending retroactive transactions, which will be processed later this week.

The first file your plan receives should be used to compare with your current enrollment files. You should accrete any beneficiary as a new enrollment based on this file if they do not currently appear in your plan's enrollment/eligibility file. Subsequent to treating this as a new enrollment, please follow the appropriate next steps in the process to communicate with the beneficiary and issue the necessary confirmation materials.

These enrollments are considered a definitive statement of beneficiaries who are enrolled in your plan effective February 1. Plans are not to disenroll any beneficiaries until receipt of further instructions from CMS. CMS is developing a process to identify the beneficiaries that plans should disenroll, as well as a method to properly inform beneficiaries of the disenrollment.

As with previous files, this file will be in a TRR format. The Transaction Type code will be 01 and the Transaction Reply Code will be 999. The file will contain the LIS information contained in the previous files plus the copay effective date. This latter field has been included at plan request. Currently the system is not reliably producing the premium amount for less than 1% of the records, so that field will not be on this file. If our clean-up efforts result in 100% data in the premium amount field, we will add it to the file next week.

The second file will be released next week. The data on that file will reflect all regular transactions received through cutoff, February 10, 2006 and processed as part of the regular monthly payment process. It will also include all retroactive transactions currently being held for system clean-ups. When we are prepared to release this file, CMS will issue further instructions regarding appropriate application of this data in plan systems.

Attached is the record layout for the Special Enrollment Report.