

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850



CENTER FOR BENEFICIARY CHOICES

DATE: August 17, 2007

TO: All CY2008 New and Renewing Plans

FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit Group
David Lewis, Director, Medicare Advantage Group
Brenda Tranchida, Director, Employer Policy and Operations Group

RE: Upcoming Release of CY2008 Contracting and Bid Attestation Instructions and Documents

Overview

CMS announces the upcoming release of the contracting and bid attestation instructions and related documents for the 2008 contract year. The instructions will provide direction on required documents and important deadlines for new applicants and renewing organizations. This memorandum provides highlights of key deadlines and documents.

Timeline

The following is a timeline of the CY2008 contracting process. All organizations must submit the necessary contract and bid attestation documents on September 5, 2007. This will help ensure the timely approval of CY2008 contract packages. Organizations are strongly advised to frequently monitor HPMS for contracting announcements, including possible changes to deadlines.

Date	Timeline
Week of August 20, 2007	Release of CY2008 contracting and bid attestation instructions and related documents on HPMS.
August 22, 2007	Announcement of contracting and bid attestation instructions on Part C and D User Group Call. NOTE: All organizations are strongly encouraged to participate.
Late August 2007	Availability of contracting and bid attestation documents (contracts, addenda, benefit attestations, data use attestations) on HPMS. Organizations will be notified via HPMS-generated emails of the release date.
August 31, 2007	Organizations are encouraged to download benefit attestations from HPMS no later than August 31, 2007. Please be advised that benefit attestations will not be available to organizations for download until bids have been approved.
September 5, 2007	Deadline for submission of all required contracting and bid attestation documents to CMS.
Late September 2007	CMS notification to organizations of contract approval (only <i>new</i> organizations for CY2008 will receive a counter-signed contract).

Submission of Contracting and Bid Attestation Documents

Organizations must submit all required CY2008 contracting and bid attestation documents to CMS by September 5, 2007. The documents an organization must submit depends on the organization type. For example, *new* organizations for CY2008 are required to submit signed contracts to CMS, while *renewing* organizations are not. CMS will release instructions for each organization type that list the required documentation to be submitted to CMS. The following table highlights guidelines about the required contracting documentation that must be submitted to CMS.

Document Type	Requirement
Data Use Attestations	All organizations are required to submit a data use attestation.
Benefit Attestations	All organizations are required to submit benefit attestations - except for Chronic Care Contracts, renewing HCPPs, and Cost plans that do not submit a plan benefit package.
Contracts <ul style="list-style-type: none"> ▪ Coordinated Care Plan (CCP) Contracts → ▪ Private Fee-for-Service (PFFS) Plan Contracts → ▪ Prescription Drug Plan (PDP) Contracts → ▪ Medical Savings Accounts (MSA) Contract and Business Attestations → ▪ “800 Series Only” Employer Group PDP Contracts → ▪ “800 Series Only” Employer Group Non-Network PFFS Contracts → ▪ Employer Direct PDP Contracts → ▪ Employer Direct PFFS Contracts → 	<p>Required only for new organizations for CY 2008 contracts. <i>Organizations should only submit contracts that apply to the relevant plan type.</i></p> <ul style="list-style-type: none"> → For use by HMOs and Local/Regional PPOs → For use by PFFS Plans → For use by stand-alone PDPs → For use by MSA organizations → For use by PDPs offering employer/union-only group waiver (“800 Series”) plans and no individual plans → For use by Non-Network PFFS Plans offering employer/union-only group waiver (“800 Series”) plans and no individual plans → For use by Employer/Union Direct Contract PDPs → For use by Employer/Union Direct Contract PFFS Organizations
Addenda <ul style="list-style-type: none"> ▪ Part D Addendum → ▪ “800 Series Only” MA-PD Addendum → 	<p>Required only for new organizations for CY2008 contracts and renewing organizations offering 800 Series plans for the first time. <i>Organizations should only submit addenda that apply to the relevant plan type.</i></p> <ul style="list-style-type: none"> → For new (initial) MA-PD contracts and renewing PFFS Contracts offering Part D for the first time. → For new non-network PFFS contracts

▪ Employer Direct MA-PD Addendum	→ offering employer/union-only group waiver (“800 Series”) plans and no individual plans → For Employer/Union Direct MA-PD contracts and renewing Employer/Union Direct PFFS contracts offering Part D for the first time
▪ EGWP (“800 Series”) MA-PD Addendum	→ For new MA-PD contracts offering “800 Series” plans and renewing MA-PD contracts offering “800 Series” plans for the first time
▪ EGWP (“800 Series”) MA-Only Addendum	→ For new MA contracts offering “800 Series” plans and renewing MA contracts offering “800 Series” plans for the first time
▪ EGWP (“800 Series”) PDP Addendum	→ For new PDP contracts offering “800 Series” plans and renewing PDP contracts offering “800 Series” plans for the first time
▪ EGWP (“800 Series”) Regular MSA Addendum	→ For new MSA contracts offering “800 Series” plans and renewing MSA contracts offering “800 Series” plans for the first time
▪ EGWP (“800 Series”) Demo MSA Addendum	→ For new Demo MSA contracts offering “800 Series” plans and renewing Demo MSA contracts offering “800 Series” plans for the first time
▪ EGWP (“800 Series”) Cost Part D Addendum	→ For renewing Cost plan contracts offering “800 Series” plans for the first time

If you have questions about this memorandum, please contact the following individuals:

For Managed Care Plans, Daniella Stanley at (410) 786-3723.

For Employer/Union Direct Contract Plans and 800 Series-Only Plans, Usree Bandyopadhyay at (410) 786-6650.

For Prescription Drug Plans, Michael Kavouras at (312) 353-5928 or Deborah Hunter at (410) 786-0625.

We look forward to working with all of you on a smooth transition to the 2008 contract year.