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**DATE:** September 19, 2007

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

**FROM:** Cynthia Moreno, Director, Plan Oversight and Accountability Group  
Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group

**SUBJECT:** New Corrective Action Plan (CAP) Report Contact in HPMS

In early October, CMS will be releasing a new set of reports containing corrective action plan (CAP) information related to audits of plan organizations and other specific findings of noncompliance. These reports will be posted on the CMS public website at the following address: <http://www.cms.hhs.gov/MCRAdvPartDENrolData/>.

The new CAP reports will display a phone number for each plan organization with CAP information in the reports. To ensure that the appropriate phone number is listed in the reports, CMS is now requiring plan organizations to provide contact information in HPMS for the “**CAP Report Contact for Public Website**” field. CMS will automatically pre-populate this contact field with your organization’s Medicare Compliance Officer Contact information contained within HPMS. The new CAP Report Contact should be updated as appropriate to provide the contact or resource that is best equipped to respond to questions from the public regarding your organization’s data in the CAP reports.

Please use the following navigation path in HPMS to enter the appropriate information for this new contact: HPMS Homepage > Contract Management > Basic Contract Management > Select Contract Number > Contact Data.

**We strongly recommend that organizations update this new field in HPMS by September 25, 2007 with the appropriate contact information to assist the public with questions related to your CAPs.** If your organization does not update this field in HPMS in this timeframe, your Medicare Compliance Officer on record in HPMS will be listed as the plan point of contact in the published reports.

If you require technical assistance, please contact the HPMS Help Desk at either 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov) or Kristin Finch at 410-786-2873 or [kristin.finch@cms.hhs.gov](mailto:kristin.finch@cms.hhs.gov).

Thank you.