

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



## CENTERS FOR MEDICARE & MEDICAID SERVICES

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**DATE:** November 9, 2007

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

**FROM:** Cynthia Moreno, Director  
Plan Oversight & Accountability Group  
Center for Beneficiary Choices

Henry Chao, Deputy Director  
Information Services Design and Development Group  
Office of Information Services

**SUBJECT:** ACTION – The New Plan Connectivity Data Module in the Health Plan Management System (HPMS)

Currently, plan organizations doing business with the Centers for Medicare & Medicaid Services (CMS) establish data exchange capabilities by manually completing a connectivity form and mailing a hard copy to the MMA Help Desk. Upon receipt of the completed form, the MMA Help Desk assists plans through the connectivity and access configuration and testing process.

Effective November 16, 2007, this process will change and any plan organizations that are contracted to do business with CMS as of January 1, 2008 will need to communicate their existing connectivity and access configuration data to CMS via a new Plan Connectivity Data (PCD) module in HPMS. All organizations will need to enter the connectivity configuration method they are currently using to transmit data to CMS into the PCD module no later than Monday, December 17, 2007. **IMPORTANT: Plans may not make any changes to existing connectivity and access configuration data through this initial PCD module registration.** As new organizations obtain contracts with CMS, or as current business partners obtain new contract numbers, they will need to complete their connectivity data in the PCD module as well.

All plans should complete the following steps as soon as possible, but certainly no later than Monday, December 17, 2007:

### **Step 1:**

Send an email to the HPMS Access Resource email address – [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov) – with the name(s), title(s) and HPMS user ID(s) of the person(s) at your organization who will need access to the Plan Connectivity Data (PCD) module within HPMS. CMS recommends that this contact be of a technical nature and be familiar with your organization's connectivity configuration. Include the list of ALL contract numbers for which they will need to enter the

plan connectivity data. In order to expedite the granting of access to the PCD for the individuals at your organization, please include **“PCD Module Access Request”** in the subject of the email.

**Step 2:**

Upon confirmation from the HPMS Access team that access has been granted, the designated individual(s) at your organization should follow this path to begin data entry:

From the HPMS Home Page>Contract Management>Plan Connectivity Data>Enter/Edit Connectivity Data

**Step 3:**

The user(s) should enter all the necessary information into the PCD for all of the contract numbers for which they are responsible.

**Note:** If the same plan connectivity data applies to more than one contract number, the user(s) may select multiple contract numbers at the beginning (forming a group of contract numbers) and complete the data entry only one time for all associated contract numbers.

**Step 4:**

The user(s) should create one or two PDF documents (as required by the module) containing all the plan connectivity data. **During this initial registration period, plans who are already exchanging data with CMS do not have to mail the forms, but are encouraged to keep a copy of the completed forms for their records.**

**Note:** If any of the plan connectivity data for your organization’s contract number(s) changes after this initial registration period, the designated user(s) at your organization should follow Steps 2–4 above to make the appropriate changes in the PCD module in HPMS and submit the signed PDF forms to the MMA Help Desk. Once the completed, signed forms are submitted, a plan representative should contact the MMA Help Desk to obtain a tracking ticket number. The MMA Help Desk will assist the plan with the connectivity setup and testing process. Information related to this process, including a step-by-step overview, is available on the MMA Help Desk website under “Connectivity Preparation” at the following link:

[www.cms.hhs.gov/mmahelp/PRG/list.asp](http://www.cms.hhs.gov/mmahelp/PRG/list.asp)

If you have questions about the specific data elements within the PCD module, please contact the MMA Help Desk at 1-800-927-8069 or [mmahelp@cms.hhs.gov](mailto:mmahelp@cms.hhs.gov).

If you have questions about HPMS access, or specifically access to the PCD module within HPMS, please send them to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov). If you encounter technical difficulties while using the PCD module, please contact the HPMS Help Desk at 1-800-220-2028.

Thank you for your prompt attention.