

CENTER FOR MEDICARE

DATE: October 22, 2010

TO: All Medicare Advantage Organizations and Prescription Drug Plan Sponsors non-renewal or reducing their service area in CY2011

FROM: Danielle R. Moon, J.D., M.P.A., Director, Medicare Drug & Health Plan Contract Administration Group

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SUBJECT: Non-Renewal Readiness Assessment for Medicare Advantage Organizations and Prescription Drug Plan Sponsors that are Non-renewing or Reducing Their Service Area(s)

The Centers for Medicare & Medicaid Services (CMS) is issuing an assessment tool (attached) to Medicare Advantage Organizations and Prescription Drug Plan sponsors that are non-renewing or reducing their service area(s). Beneficiaries impacted by non-renewals or service area reductions(SAR) must continue to receive services and accurate information about the impact of these changes. Therefore, your organization is required to provide responses to questions indicating your readiness and compliance with CMS' non-renewal requirements.

Please provide one response per question for each non-renewing/SAR contract in the attached excel spreadsheet. For each question, please provide the response that best reflects your current status. When providing comments for "No" responses, give sufficient detail and provide information about any barriers to completion and the expected date of completion.

NOTE: When you click in a cell in the spreadsheet, a downward arrow will appear just to the right of the cell. Click the arrow and select your response from the drop down list that appears. Please select "Not Applicable" if a question does not apply to your organization.

Please send your response directly to:

- 1) Tara Foley (member of Non-Renewal Readiness Assessment Team) at Tara.Foley@cms.hhs.gov ;
- 2) Your account manager; and
- 3) The Surveillance email box at Surveillance@cms.hhs.gov.

A response is required no later than **Friday, October 29, 2010**. Failure to respond by this date will indicate to CMS that you may not be in compliance and we may contact you regarding your compliance. If you have any questions please contact Tara Foley at the email address above or at (404) 562-4279.