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DATE: June 11, 2013

TO: All Prescription Drug Plan Sponsors and Medicare Advantage Organizations

FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C&D Data Group

SUBJECT: Monitoring Parts C & D Reporting Website Access for Contract Year (CY) 2013

Since CY 2008, CMS has been analyzing data reported via the Part C and D Reporting Requirements through our Monitoring Parts C & D Reporting initiative. The purpose of this memorandum is to inform Part D sponsors and Medicare Advantage Organizations (MAOs) of the continuation of this initiative for CY 2013. CMS has contracted with Acumen, LLC for this work.

Part D and MAO contracts that are required to submit Reporting Requirements data will continue to be responsible for obtaining and maintaining access to Acumen's Monitoring Parts C & D Reporting Website, a secure website used to communicate with CMS and Acumen regarding issues identified in the Reporting Requirements data. Authorized users are notified via the website and via e-mail if contracts fail to submit data by the reporting deadlines or if CMS would like contracts to verify the accuracy of their submitted data. Through the website, contracts can access details on data issues, respond to data notices, and monitor communications from CMS. In addition, follow-up communications regarding error resolution occur on the website via contract-specific discussion boards.

In response to this memorandum, contracts must establish appropriate points of contact for the Monitoring Parts C & D Reporting Website **within one week from the date of this memorandum**. The most appropriate website users will be staff directly involved in the process of creating and submitting Reporting Requirements data. Contracts should establish users as follows:

- **New CY 2013 contracts:** Identify up to five authorized users for the Monitoring Parts C & D Reporting Website and submit contact information through Acumen's User Security Website (see attachment).
- **Contracts continuing from CY 2012:** Previously authorized users will retain their access to the website; contracts should confirm that the existing users remain the appropriate points of contact for this project. Validation of current users, removal of users, and submission of contact information for any new users must be conducted through Acumen's User Security Website (see attachment).

If you have any questions, please contact Acumen at CDReporting@AcumenLLC.com or (650) 558-8006.

Attachment: User Authorization Instructions

CMS created the Monitoring Parts C & D Reporting Website to facilitate the analyses of Part C and Part D Reporting Requirements data. Through the website, authorized users can communicate with CMS and Acumen regarding data notices and track data issues through contract-specific discussion boards. The website is accessible only to authorized users, with each contract utilizing a space on the website which is separately secured from all other contracts.

In accordance with Federal Information Security Management Act (FISMA) regulations, only the Medicare Compliance Officer is authorized to grant access to Acumen's websites for each contract. To streamline this process, Acumen has developed the User Security Website, a web tool that allows Medicare Compliance Officers to manage their users on the Acumen websites.

Medicare Compliance Officers should take the following steps to grant access to the Monitoring Parts C & D Reporting Website:

- 1. Identify individuals who should have access to the Monitoring Parts C & D Reporting Website.**
 - Each contract is limited to **five** authorized users.
 - All users will have access to all features of the Monitoring Parts C & D Reporting Website, including viewing and replying to data notices and discussion boards. In addition, all users will receive e-mail notifications.

- 2. Log onto the User Security Website (https://CPC.ProgramInfo.US/User_Security).**
 - *If your contract is continuing from CY 2012*, your current Medicare Compliance Officer should already have access to the User Security Website through existing work with Acumen.
 - *If your contract is new in CY 2013*, you should have recently received or will soon receive a welcome e-mail and letter with login credentials.

- 3. Authorize users.**
 - The Medicare Compliance Officer must submit an Available User Request Form through the User Security Website for each proposed user and authorize access permissions for each user.
 - To ensure timely access to the Monitoring Parts C & D Reporting Website, Medicare Compliance Officers must complete the user authorization process **within one week from the date of this memorandum**.

Acumen will then send authorized Monitoring Parts C& D Reporting Website users:

- An e-mail with login username and the website user guide.
- A letter with login password via USPS.

If you have any questions or would like assistance with the user authorization process, please contact Acumen at CDReporting@AcumenLLC.com or (650) 558-8006.