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**DATE:** July 11, 2013

**TO:** All Current and Prospective Medicare Advantage, Prescription Drug Plan, Medicare-Medicaid Plan, and Cost Organizations

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**SUBJECT:** Second Round of HPMS Crosswalk Exceptions for Contract Year (CY) 2014

CMS is pleased to announce that Medicare Advantage Organizations (MAO) and Prescription Drug Plan (PDP) sponsors will be afforded a second opportunity to request an HPMS crosswalk exception for CY 2014. Organizations are strongly encouraged to carefully review their current plan crosswalk relationships from CY 2013 to CY 2014, as this is the last time organizations may request modifications to their HPMS plan crosswalks.

Organizations will be able to submit the above crosswalk exception requests through HPMS from **Thursday, July 11, 2013 through Monday, July 15, 2013 at 5:00 p.m. ET**. CMS will not accept crosswalk exception requests submitted by any other means than HPMS.

An organization may request a crosswalk exception at this time for one of three reasons:

- 1) An organization failed to submit a crosswalk exception during the first crosswalk exception window. The permitted crosswalk exceptions are outlined in the April 1, 2013 “Announcement of the Calendar Year (CY) 2014 Medicare Advantage Capitation Rates and Medicare Advantage and Part D Payment Policies and Final Call Letter” and the Medicare Managed Care Manual. For additional information, please refer to the Final Call Letter, Chapter 16a and 16b of the Medicare Managed Care Manual, or our May 15, 2013 HPMS crosswalk exceptions memorandum, entitled “Process for Requesting an HPMS Crosswalk Exception for Contract Year (CY) 2014.”
- 2) An organization needs to modify their crosswalk or consolidate plans as a result of bid reviews and negotiations. (NOTE: Users should select “Other” as the Crosswalk Exception Request Type in HPMS.)

- 3) An organization has a CY 2013 plan currently marked as “terminated” in the HPMS plan crosswalk that should have been consolidated with a CY 2014 plan. (NOTE: Users should select “Other” as the Crosswalk Exception Request Type in HPMS.)

Please note that guidance on transitions of enrollees between an organization’s current plans and any Medicare-Medicaid Plan (MMP) it may offer in 2014 will be provided in separate guidance.

To access the crosswalk exception functionality, HPMS users should use the following navigation path: HPMS > Plan Bids > Bid Submission > Contract Year 2014 > Upload > Plan Crosswalk Exceptions.

**Note:** For users that are further consolidating plans for CY 2014, you must first delete the plan in HPMS that will not exist for CY 2014. You must contact your CMS desk reviewers to open the bid submission gates in order to delete the appropriate plan(s). To delete a plan, please use the following HPMS navigation: HPMS > Plan Bids > Bid Submission > Contract Year 2014 > Manage Plans > Set-up Plans > Select Contract Number > Select Plan > Select the Action “Delete a Plan.”

After the second crosswalk exception request deadline, CMS will review the submitted requests and determine on an individual basis if the request is permissible. Organizations that submit one or more crosswalk exception requests will be notified once the crosswalks have been reviewed and processed in HPMS. Organizations will then be instructed to view the HPMS Plan Crosswalk Report, which is located at: HPMS > Contract Management > Contract Reports > 2014 > Plan Crosswalk Report.

If the requested crosswalk exception is approved, users will receive one of two possible approval types for each exception request.

1. CMS completes the plan crosswalk on behalf of the organization.
  - Where possible, CMS will effectuate the crosswalk on behalf of an organization. Organizations that receive this type of crosswalk approval will see that their requested crosswalk exception is included in the plan crosswalk report, with the date that the crosswalk was processed by CMS.
2. Permitted to submit MARx enrollment transactions.
  - If it is not possible for CMS to effectuate the crosswalk on behalf of an organization, the organization will be permitted to submit MARx enrollment transactions to move the impacted beneficiaries to the appropriate plan. Plans that have received approval to submit MARx enrollment transactions will see a new table at the bottom of the plan crosswalk report, identifying which plans can submit MARx transactions to move their beneficiaries to the appropriate CY 2014 plan.

For questions regarding this memo, please send an e-mail to [HPMSCrosswalkexceptions@cms.hhs.gov](mailto:HPMSCrosswalkexceptions@cms.hhs.gov).

For HPMS technical issues, please contact the HPMS Help Desk at either 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov).