



**Centers for Medicare & Medicaid Services**  
**CMS eXpedited Life Cycle (XLC)**

# **Electronic Retroactive Processing Transmission (eRPT)**

## **Plan User Manual**

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# **1. Introduction**

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The basic purpose of this project is to provide retroactive processing documentation from the Plans to the Retroactive Processing Contractor (RPC). There are four user roles involved with eRPT. This User Manual provides the information necessary for Plan users to effectively use the Electronic Retroactive Processing Transmission (eRPT) application.

## **2. Overview**

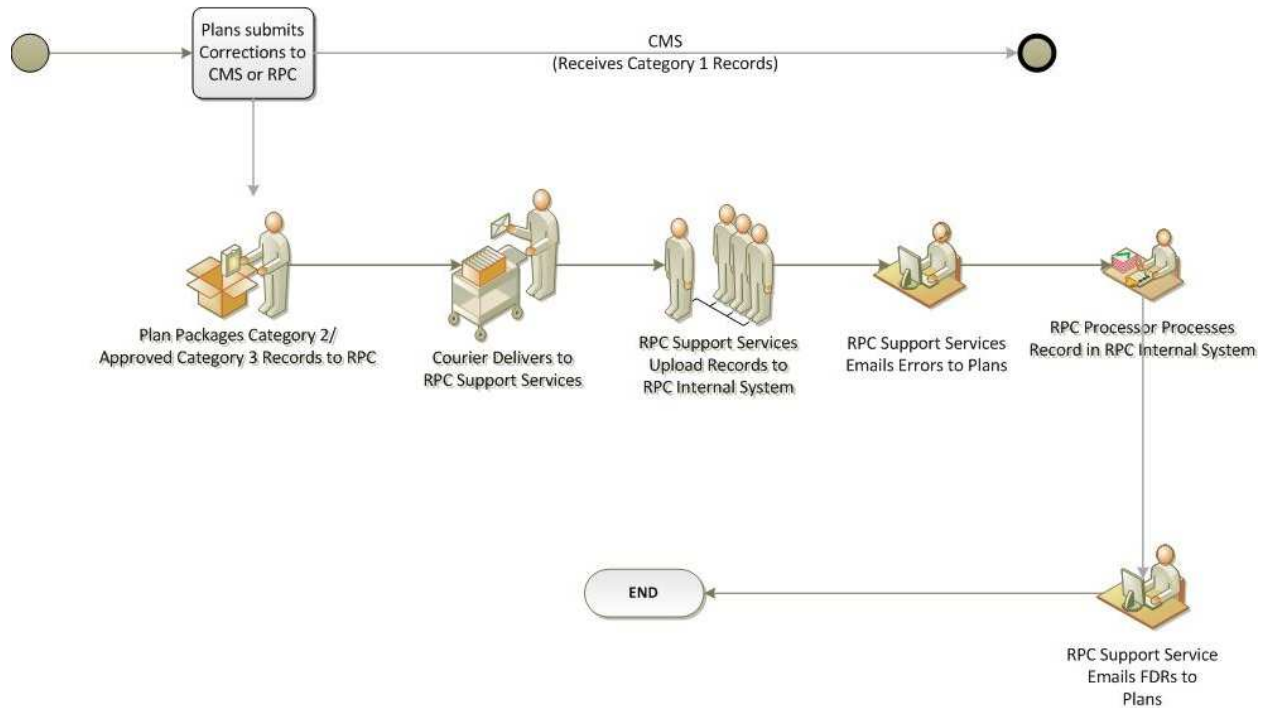
---

Currently, Medicare Advantage and Prescription Drug Plans communicate with the Retroactive Processing Contractor (RPC) in several different ways. They submit requests on CD's through a secure mail courier (UPS, FEDEX, USPS, etc.) and they receive encrypted email communications from the RPC through PK Ware. There are rare occasions where the RPC receives paper requests. In the current environment there are often questions about security with the mail system and complications with firewalls involving PK Ware.

### **2.1 Project Diagrams**

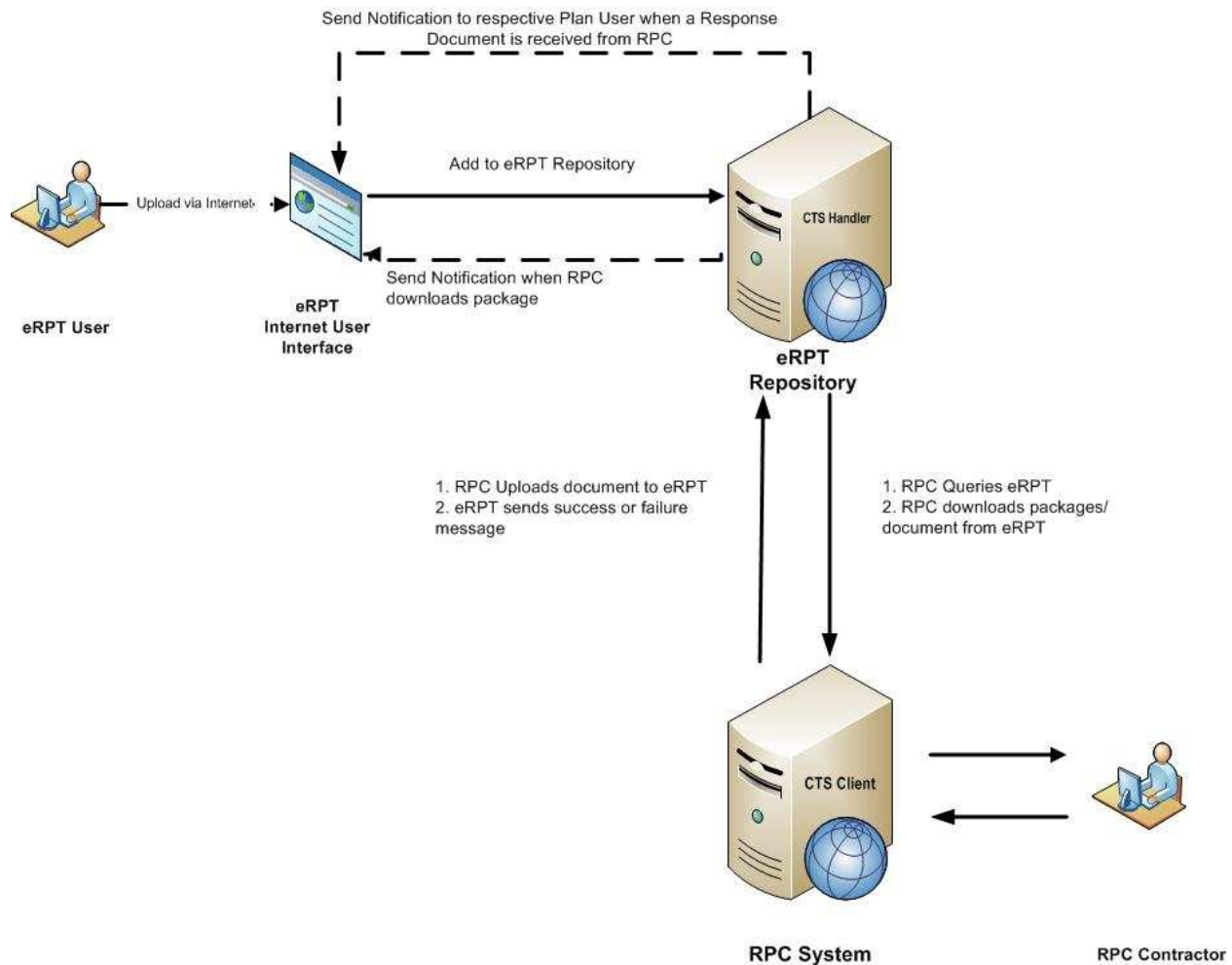
The diagrams for the eRPT application project includes As-Is and To-Be business process models.

#### **2.1.1 Pre-eRPT Implementation High-Level Business Process Diagram**

**Figure 1: Pre-eRPT Implementation High-Level Business Process Diagram****Table 1: Pre-eRPT Implementation High-Level Business Process Diagram**

Events	Description
1.	Plans submits corrections to CMS or RPC
2.	CMS receives Category 1 Records
3.	RPC receives Category 2 and Approved Category 3 Records via courier.
4.	RPC Support Services receives the Category 2 and Approved Category 3 Records from courier.
5.	RPC Support Services Upload Records to RPC Internal System.
6.	RPC Processor Processes Record in RPC Internal System.
7.	RPC Support Service emails FDR's to Plans.

## 2.1.2 Post-eRPT Implementation High-Level Business Process Diagram

**Figure 2: Post-eRPT Implementation Process****Table 2: Post-eRPT Implementation Process Event Description**

Events	Description
1.	Plan Representative will submit the Package using the user interface. The eRPT application will capture the time when the Package is submitted. The eRPT user interface will also display a message to the submitter if the document is uploaded successfully. If there is any error during the upload, the user will be notified in the user interface. The user interface will also display the number of documents that were uploaded in the display message.
2.	Packages are retrieved from the eRPT application by the RPC at a defined interval. Based on the requests received by the RPC system eRPT application will send necessary response. RPC contractor can continue with their process after a Package is retrieved from the eRPT application to review all the documents and provide the required Response Documents (FDR, Error Reports etc.).

Events	Description
2.a	Once the Package is retrieved by RPC, a notification is sent out to the Package submitter.
3.	RPC can now upload the Package into to the RPC system, work on the Package and send the necessary response for the Package back to the eRPT application.
3.a	Once a response document is added by RPC to a Package a notification is created and sent out to the respective Plan User.

*Note:* The dotted line in the Post-eRPT Implementation Process diagram refers to the instance when a notification message will be sent to the respective user within the eRPT application.

Please review Appendix A for user rights to the user interface for the eRPT application.

## 2.2 Conventions

This document provides screen prints and corresponding narrative to describe how to use eRPT.

When an action is required on the part of the reader, it is indicated by a line beginning with the word "Action:" For example:

**Action:** Click on OK.

Fields or buttons to be acted upon are indicated in bold italics in the Action statement; links to be acted upon are indicated as links in underlined blue text in the Action statement.

*Note:* The term 'user' is used throughout this document to refer to a person who requires and/or has acquired access to the eRPT application.

## 2.3 Cautions & Warnings

None

# 3. Getting Started

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The following provides an overview of how to access the system and navigate through the system.

## 3.1 Set-up Considerations

CMS screens are designed to be viewed at a minimum screen resolution of 800 x 600. To optimize your access to eRPT:

- 1) Please disable pop-up blockers prior to attempting access to eRPT.

Use Internet Explorer, version 7.0 or higher.

## 3.2 User Access Considerations

There are three user groups for the eRPT application.

1 The first group of users is the Plans. Plans will utilize their Individuals Authorized Access to the CMS Computer Services (IACS) ID (7 digit CMS User Id) to access the system through the Internet website provided.

2 The second and third group of users is the CMS Central Office and the Regional Office Account Managers. This group should utilize their EUA ID to access the eRPT application through the Internet or Intranet website provided.

## 3.3 Accessing the System

The Plans will have access to the eRPT application if they currently have access to the following roles:

- MAMA Submitter
- MAMA Representative
- MAMA Updater
- MMP User
- MCO Representative
- MAMA EPOC
- NET Representative

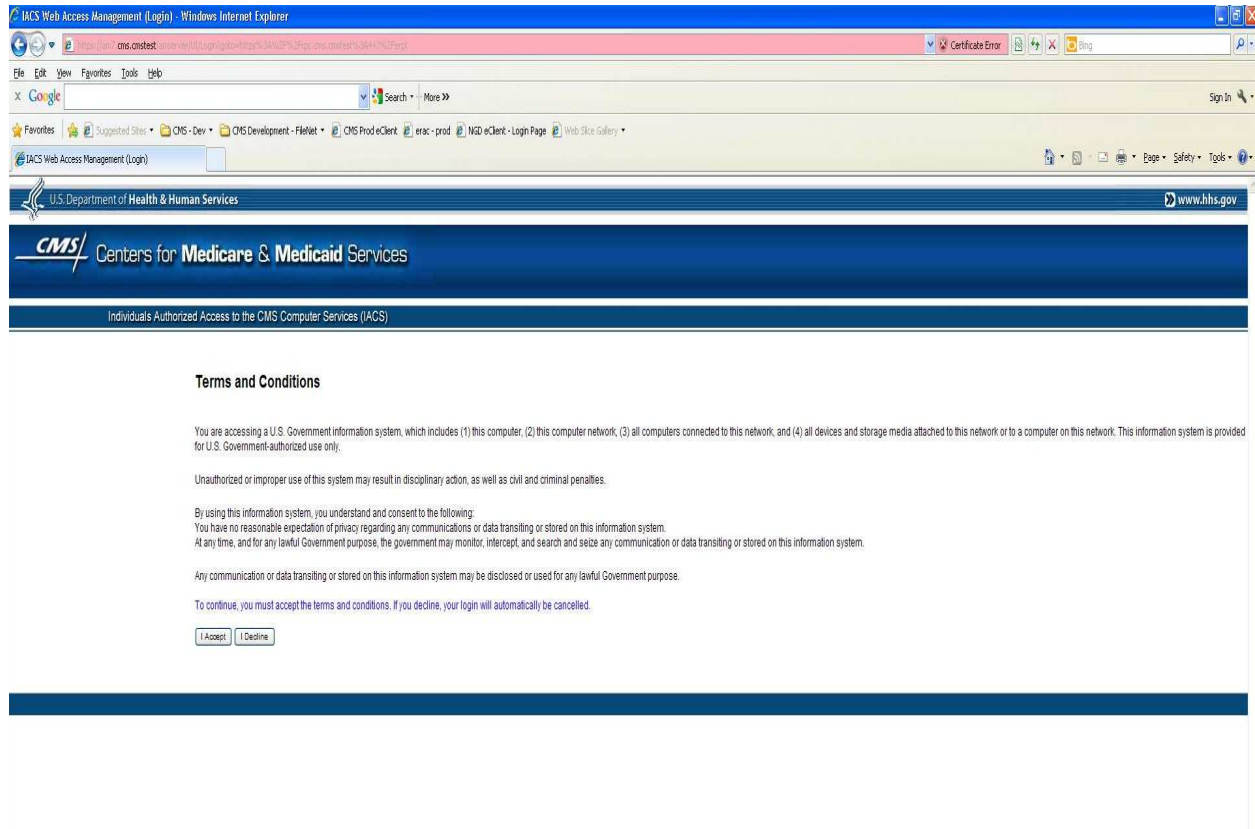
If they do not have access, they will need to request access by going into IACS and will need to select anyone of the role specified above. A user with access to more than one role specified above will also be able to access the eRPT application.

1 The eRPT application can be accessed using the following URL:

<https://erpt.cms.hhs.gov/erpt/>

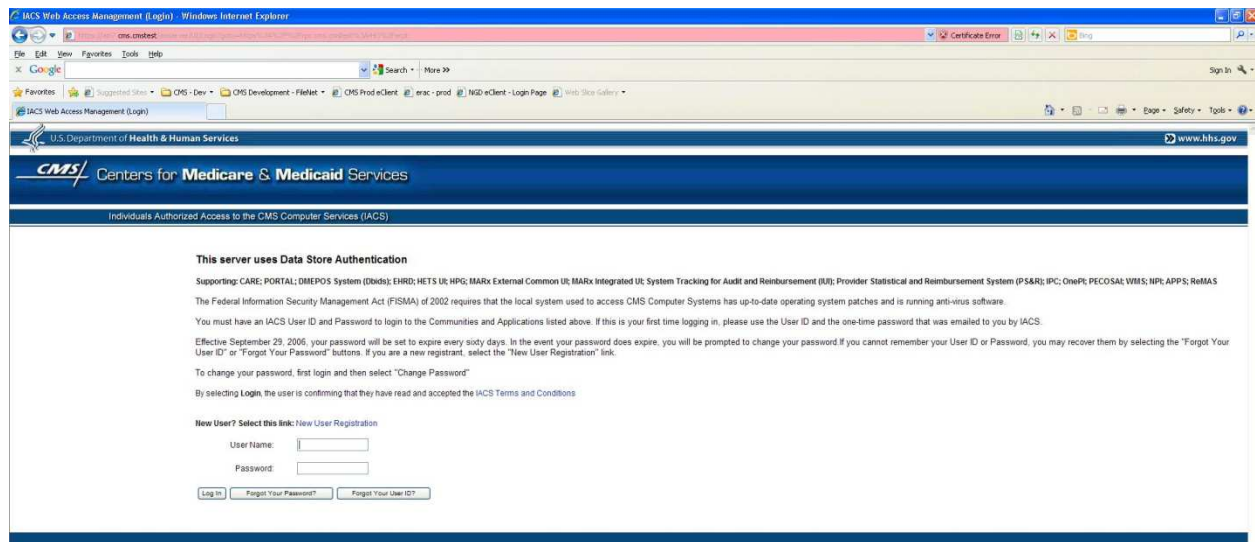
2 Upon accessing the above mentioned URL, the following login screen will be displayed:

### Figure 3: Terms and Conditions



- 3 Please read the Terms and Conditions.
- 4 **Action:** Select **I Accept** button. The following screen will display:

### Figure 4: Login



- 5 The user can enter his 7-digit IACS ID and password to login to the eRPT application.
- 6 **Action:** Select **Log In** button.
- 7 If the wrong credentials are entered the following screen will be displayed.

**Figure 5: Incorrect Login**



Your user ID or password was incorrect. Please try again.

- 8 On successful login the Plan user will see the eRPT landing page.

Figure 6: Successful Login - Create Package

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
-------------	-------

Page 1 of 0

Total Submission Count:  
0

[Continue](#)

### 3.4 System Organization & Navigation

In order to navigate through the website, the user will use the menu options on the top right of the screen. These menus will allow the user to create a Package and search for Packages. The menu options are specific to the user group access rights.

### 3.5 Exiting the System

In order to exit the system, the user will need to follow the steps specified below:

1. **Action:** Select [Logout](#) on the top right of the screen. See diagram below for example:



**Figure 7: Exiting the System**

The screenshot shows the 'Create Package' form in the CMS XLC system. The form is titled 'Create Package' and has a red header bar. Below the header, there is a section for 'Package Information' with the following fields:

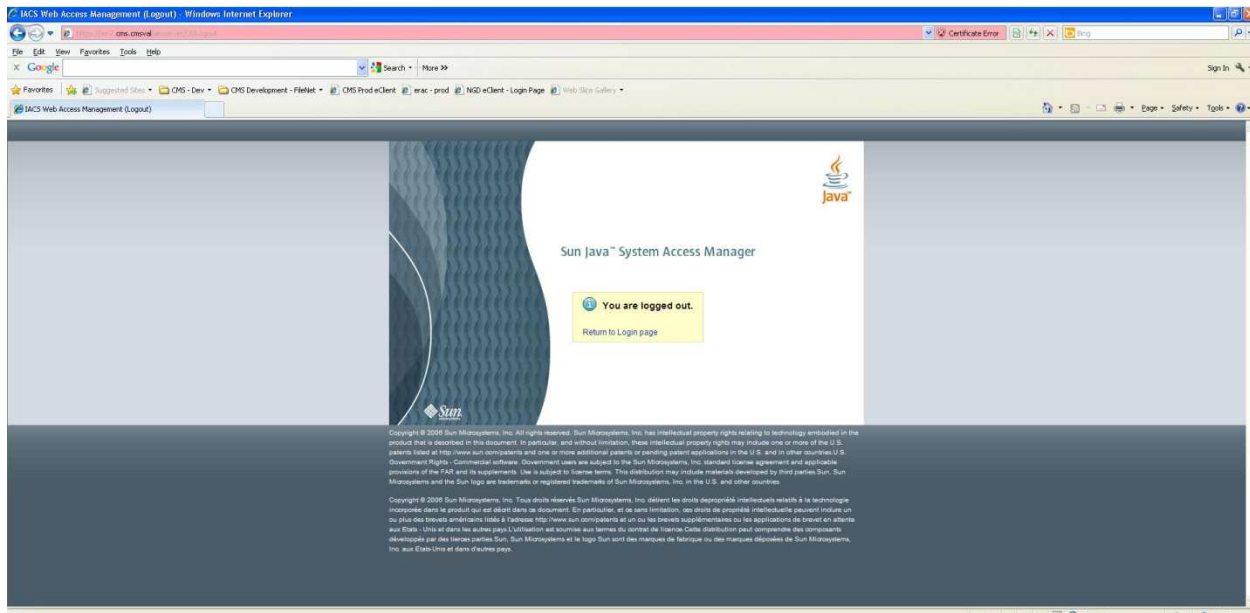
- Package Type: \* (Dropdown menu showing 'Submission Package')
- Category: \* (Dropdown menu showing 'Category 2')
- Parent Organization: \* (Text field showing 'Acension Health')

Below these fields is a table for 'Contracts' with columns 'Contract ID' and 'Count'. The table is currently empty. Below the table is a pagination bar showing 'Page 1 of 0'.

At the bottom of the form, there is a 'Total Submission Count' field showing '0' and a 'Continue' button.

2. On successfully logging out of the system the users will see following screen:

Figure 8: Exiting the System



*Note: To login again the user will need to close the current browser and open a new browser and repeat steps in section 3.3.*

## 4. Using the System

The following sub-sections provide details on how to use the various functions or features of the eRPT application.

### 4.1 eRPT Terminology

- 1 **Package Type** - Package classification representing the type of package submitted by the Plan for processing.
  - a. **Submission Package** - Retroactive enrollment-related transactions submitted by a Plan to RPC such as Enrollments, Disenrollments, Reinstatements, LIS Deeming Updates, Medic aids, and SCC changes.

*Note: A Submission Package should not be created to respond to an EDV Review Package.*

- b. **Transaction Inquiry Package** - A request submitted to the RPC by a Plan requesting a status on a previously submitted retroactive request.
  - c. **Review Package** - Enrollment Data Validation (EDV) and Payment Validation (PayVal) requests from the RPC.

*Note: All EDV packages should be responded using the Review Package created by the RPC.*

- 2 **Category Code** - A code representing a classification of a retroactive Package type request.
  - a. For Submission Package types:

- **Category 2** - Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that may be submitted to the RPC without additional RO approval. Please refer RPC's SOP on their website for the types of retroactive transactions that do not require RO Approval.
  - **Category 3** - Untimely (i.e. current calendar month minus 3 months or more) or other (Special Cat 2 Cases, Guidance waivers, Documentation waivers and any other exceptions) retroactive transactions that may be submitted to the RPC requiring RO approval prior to submission. Please refer RPC's SOP on their website for the types of retroactive transactions that require RO Approval.
  - **Resubmission** - Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that have been previously submitted but not processed as requested by (NPAR) by the RPC and do not require additional RO approval for processing.
  - **Special** - A customized user Package submitted by the CMS Central Office Staff or Plan Users (with CMS approval) to RPC.
- b. For Review Package Types:
- **Enrollment Data Validation (EDV)** - A request submitted by the RPC to a Plan requesting supporting documentation for enrollment related transactions processed by the Plan in MARx.
  - **Payment Validation (PAYVAL)** - A request submitted by the RPC to a Plan requesting supporting documentation for status changes (i.e. Medicaid, SCC, etc.) previously processed by the RPC.
- 3 **Parent Organization** - Name of the Parent Organization to which the Package or document belongs.
- 4 **Status** - Status of the Package. The following are the different Package status values and definitions that can be set on a Package:
- **Draft** -When a Package has been created but not yet submitted within the eRPT application.
  - **Pending RO Approval**- When a Package is submitted by a Plan User but is awaiting an RO Approval Letter from the RO Account Manager. This status is applicable only for a Category 3 Submission Package.
  - **Open**- When a Submission Package is submitted to eRPT and ready for the RPC to download or when a Review Package is uploaded for a Plan User to respond.
  - **Completed**- When a review Package is submitted by the Plan user with all of the Response documents.
  - **Downloading**- When the RPC is downloading the Package.
  - **In Process**- When the RPC is processing the Package.
  - **Closed**- When a retroactive Package processing has been completed by the RPC the Package status will be marked as closed.
- 5 **Contract Id** - A unique five-character alphanumeric identifier assigned by CMS.

- 6 **Count** - The total number of transactions by contract listed in the RPC Submission spreadsheet. The count includes all transactions across each worksheet within the spreadsheet.
- 7 **Package Id** - A unique system-generated identifier assigned to each retroactive Package request.
- 8 **Created by** – The eRPT User ID who created the Package. In this document, the user who created the Package is referred to as the “Package Creator”.

## 4.2 eRPT User Interface Menu

On a successful login to eRPT, the user can see the following menu options based on their access:

### 4.2.1 Search

On the Search Package screen, the users can search for Packages and documents in eRPT. Depending on the type of user logging into the eRPT there are restrictions on the Packages and document that can be retrieved and viewed by the user.

Users with Plan access will be able to view the following:

- The Packages that have been created by them.
- Response documents (For example: Final Disposition Reports (FDRs), Error Report) for their respective contracts.
- Review Packages for their respective contracts.

The drop-down selection lists and free-form data entry fields allow the user to make selections that will customize their returned results in the Results grid.

The search screen provides the user with following search criteria and options:

#### 1 Search For:

##### ***Packages-***

- Submission Packages
- Transaction Inquiry Packages
- Review Packages (e.g. EDV Review)

##### ***Response Documents-***

- FDR
- Error Reports
- RO Letters
  - Regional Office Approval Letter

#### 2 Date:

- This is a mandatory entry field and should be used by the user to select the date range in which the Package was saved or submitted. The search will automatically look for the dates based on the Package status. If the user is searching for a draft or Pending RO Approval Package, the eRPT application will look for Packages based on the Package's creation date. If the user is searching for a submitted Package, (with a status of Open or Closed or Rejected or In Process or Downloading) the eRPT application will look for Packages based on the Package submitted date.

- **From-**
  - **To-**
- 3 **Package ID:**
  - If the user knows the specific ID of the Package they are trying to find they should enter it free-form.
- 4 **Category:**
  - The category code values are dynamically populated based on the Search-For selection made by the user as shown below:
    - a. **Submission Package**
      - Category 2
      - Category 3
      - Resubmission
      - Special
    - b. **Review Package**
      - Enrollment Data Validation
      - Payment Validation
- 5 **Status:**
  - It is a dropdown containing Package status values. The status values are dynamically populated based on Search-For and Category selection made by the user as shown below. (Please refer section [4.1](#) or section [4.3.8](#) for status description)
    - a. **Submission Package - Category 2, Resubmission and Special**
      - Draft
      - Open
      - Downloading
      - In Process
      - Closed
    - b. **Submission Package - Category 3**
      - Draft
      - Pending RO Approval
      - Open
      - Rejected
      - Downloading
      - In Process
      - Closed
    - c. **Transaction Inquiry Package**
      - Draft
      - Open
      - Downloading
      - In Process
      - Closed
    - d. **Review Package**
      - Open
      - Completed
      - In Process
      - Downloading
      - Closed
- 6 **Parent Organization:**
  - All Plan Parent Organizations will be listed.

*Note: If your Parent Organization is not available in the drop-down please contact the MAPD Help Desk.*

**Figure 9: Search**

**Search**

\* Indicates Required Field

**Search Criteria**

Search For: \*  
Submission Packages

Package ID:

Date: \*  
From: To:

Category:  
All

Status:  
All

Parent Org:  
All

**Search**

**Results**

ID	Type	Category	Status	Submission Date
----	------	----------	--------	-----------------

## 4.2.2 Create a Package

In eRPT, the Plan user can use the Create-Package screen to create the following types of Package:

- Submission Package
- Transaction Inquiry Package

The term 'Package' refers to a request submitted by Medicare Managed Care or Prescription Drug Plans for RPC to process. A Package within the eRPT application will consist of 3 main parts:

- **Package Details** - Information about the Package such as Package Type, Category, Parent Organization etc.
- **Submission Documents**
  - **For Submission & Transaction Inquiry Package** - All of the supporting documents that are required by the RPC to process the Package. (see the RPC website for details)
  - **For Review Package** - All the supporting documents that are submitted by RPC for the review. (see the RPC website for details)
- **Response Documents**
  - **For Submission & Transaction Inquiry Package** - Documents that are added by the RPC after processing the Package.
  - **For Review Package** - Supporting documents that are submitted by Plans for the Enrollment Data Validation (EDV) review request.

Each of the Packages created within the eRPT application will be assigned a unique identifier called a Package ID. The supporting documentation required for a Package will vary, depending on the type and category of the Package. A user will need to upload all the required documents to a Package for successful submission of the Package to the eRPT application. Appendix D lists all the document types that are required to submit a Package.

The Packages created in the eRPT application will follow different workflows based on the Package Type and Category Type.

#### 4.2.2.1 General Workflow

A Submission (Category 2, Special and Resubmission) or Transaction Inquiry Package follows the general workflow. The following are the steps:

- The Package is created and submitted by a Plan user or CMS user.
- The Package is downloaded by the RPC.
- The Package creator will receive a notification about Package being downloaded by the RPC.
- The RPC will begin adding FDRs and Error Reports to the Package for a particular Plan Contract.
- The respective Plan user or Package Creator will receive a Notification in their eRPT account, so it is important that these individuals check their accounts regularly.
- When the RPC completes processing the Package they will mark the Package status as *Closed*.

#### 4.2.2.2 Submission -Category 3 Package workflow

A Category 3, Submission Package follows a slightly different workflow and requires action from the RO Account Manager upon Package submission by Plan User. Following are the steps:

- The Submission -Category 3 Package is created and submitted by Plan user or CMS user.

- The Package is searched by RO Account Manager to add the respective RO Approval Letter or Reject the Package.
- If RO Account Managers **adds the RO Approval Letter** the workflow steps are as shown below:
  - The Package is downloaded by the RPC.
  - The Package creator will receive a Notification about Package being downloaded by the RPC.
  - The RPC will begin adding FDRs and Error Reports to the Package for a particular Plan Contract.
  - The respective Plan user will receive a Notification in their eRPT account. The Plan user will need to login to the eRPT application to check if there are any new notifications.
  - When the RPC completes processing the Package they will mark the Package status as *Closed*.
- If RO Account Manager **rejects** the Package the workflow steps are shown below:
  - The Package creator receives the Notification in their eRPT account.
  - The Package creator will need to create a new Package.

#### 4.2.2.3 Review Package Workflow

A Review Package is a Package created by either a CMS User or the RPC requesting Plan users to provide additional information to perform a review of previously submitted transactions by a Plan to ensure they comply with CMS Guidelines. Review Packages include EDV Reviews, Pay Val Reviews, and special reviews as designated by CMS. Unlike the Submission Package and Transaction Inquiry Package the Review Package follows a different process. Following are the steps:

- The RPC or CMS User creates a Review Package for a particular Plan Contract.
- Notification is sent to the respective users in their eRPT account, who have access to the contract.
- The Plan user views the notification.
- The Plan user responds to the Package by providing all the required Response documents within seven business days of the request.
- The Plan user submits a response to the Review Package.
- The RPC will download and process the Package.
- When the RPC completes processing, the Package will be marked as Closed.

*Note: A Submission Package should not be created to respond to an EDV Review Package. All EDV packages should be responded using the Review Package created by the RPC.*



## 4.3 Plan User Functions

In eRPT, a Plan user will be able to create, view, update, delete a draft package, track and respond to Review Packages. A Plan user will also be able to view Response documents that are added to the Package by the RPC.

The following are the types of Packages that can be created by a Plan User via the User Interface:

- Submission Package
  - Category 2
  - Category 3
  - Resubmission
  - Special
- Transaction Inquiry Package

In following sub sections, we will discuss the steps to:

- Create Package - Submission Package
- Create Package - Transaction Inquiry Package
- Search a Package
- View a Package
- Update a Package
- Delete a Draft Package
- Tracking a Package
- View Response Documents added by the RPC via Notifications
- Search & View Documents
- Add Response Documents to Review Package

### 4.3.1 Create Package - Submission Package

*Note: An Enrollment Data Validation Review package should not responded by creating a Submission Package. Please refer to section [4.3.11.3](#) to respond to an Enrollment Data Validation Review package.*

1. Login to the eRPT application.
2. **Action:** Select **Create Package**.

Figure 10: Create Package - Submission Package

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
-------------	-------

Page 1 of 0

Total Submission Count:  
0

**Continue**

3. This screen allows the user to enter details for the Submission Package.
  - a. **Package Type:**
    - i. Submission Package
  - b. **Category** - The category code is dynamically populated based on the Package type selection.
  - c. **Parent Organization:** (multiple organization selection list)
  - d. **Contracts** - optional field
    - i. Contract Id - Select the Contract Id from the dropdown
    - ii. Count - Enter the number of transactions.
4. **Action:** To add contract information select the + sign in the contract grid and pop-up window will appear as shown below:

Figure 11: Create Package - Submission Package

The screenshot shows the 'Create Package' interface in the CMS system. The header includes the CMS logo and navigation links for 'Search' and 'Create Package'. The user is logged in as 'PLAN' with 20 notifications and a 'Logout' link.

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

**Add Record**

Contract ID: H3204

Count:

Submit Cancel

Page 1 of 0

Total Submission Count: 0

Continue

5. For a Plan user the contract ID drop down will be populated automatically based on the contracts the Plan user has privileges to as shown below:

Figure 12: Create Package - Submission Package

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0117	
H0141	
H0150	
H0302	
H0354	
H0474	
H0490	
H0490	
H0544	
H0571	
H0602	
H0607	
H0712	
H0808	
H0905	
H0913	
H1032	
H1112	
H1218	

Total Submission Count: 0

Page 1 of 0

**Submit**

6. **Action:** Select Contract from the drop down for **Contract ID**.
7. **Action:** Enter number of transactions in the **Count** Field.
8. **Action:** Select **Submit** button.
9. The contract information will be added in the Contracts grid as shown below:

Figure 13: Create Package - Submission Package

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H2109	12

**Add Record**

Contract ID: H2109

Count:

Submit Cancel

Page 1 of 0

Total Submission Count:  
12

Continue

10. **Action:** Repeat steps 6 to 8 to add additional contract information. The user can enter 25 contract entries per Package.
11. **Action:** After entering all the contract information select **Cancel** or select **x** on the Add Record pop-up.
12. **Action:** To delete any contract information added in the contract grid complete the following steps-
  - a. **Action:** Select Contract row in the contract grid. The selected contract row will be highlighted as shown below:

**Figure 14: Create Package - Submission Package**

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0571	54
H0474	23
H0150	25
H0117	12

+ - [icon] [icon] [icon] [icon] [icon] Page 1 of 0 >> >>

Total Submission Count:  
114

**Continue**

- b. **Action:** Select delete sign as shown below:

**Figure 15: Create Package - Submission Package**

**Create Package**

Create Package

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0571	54
H0474	23
H0150	25
H0117	12

+ ✎ 🗑️ 🔍 ↺

Page 1 of 0

Total Submission Count:  
114

Continue

- c. The contract information will be deleted as shown below:

Figure 16: Create Package - Submission Package

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0571	54
H0474	23
H0150	25

+ ✎ 🗑️ 🔍 🔄
 Page 1 of 0

Total Submission Count:  
102

**Continue**

13. To edit any contract information added in the contract grid complete the following steps:
- Action:** Select Contract row in the contract grid. The selected contract row will be highlighted as shown below:



**Figure 17: Create Package - Submission Package**

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0117	12
H0571	54
H0474	23
H0150	25

Page 1 of 0

Total Submission Count:  
114

**Continue**

b. **Action:** Select edit sign as shown below:

**Figure 18: Create Package - Submission Package**

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0117	12
H0571	54
H0474	23
H0150	25

+ [Edit] [Delete] [Refresh] [Filter]

Page 1 of 0

Total Submission Count:  
114

**Continue**

- c. Edit Record pop-up will appear on the screen as shown below:

Figure 19: Create Package - Submission Package

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0117	12
	54
	23
	25

**Edit Record**

Contract ID: H0117

Count: 12

Submit Cancel

Page 1 of 0

Total Submission Count: 114

- d. Update the required information. For our example we will update the count to 15.

Figure 20: Create Package - Submission Package

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

	Count
	12
	54
	23
	25

**Edit Record**

Contract ID: H0117

Count: 15

Submit Cancel

Page 1 of 0

Total Submission Count: 114

- e. **Action:** Select **Submit**.
- f. The user will be able to see the updated information in the contract grid as shown below:

Figure 21: Create Package - Submission Package

**Create Package**

**Create Package**

\* Indicates Required Fields

**Package Information**

Package Type: \*  
Submission Package

Category: \*  
Category 2

Parent Organization: \*  
AIDS Healthcare Foundation

Contracts:

Contract ID	Count
H0117	15
H0571	54
H0474	23
H0150	25

+ ✎ 🗑️ 🔍 ⚙️
 Page 1 of 0

Total Submission Count:  
114

**Continue**

*Note: The **Total Submission Count** field will be automatically updated. The user will not be able to update the values.*

*Note: In the Contracts dropdown the user will be able to see only the contracts the user has access too. If a Plan user does not have access to any contract, the Contract Grid will not be available for the user on the Create Package Screen.*

14. **Action:** After entering all the information required for the Package creation select **Continue**.

15. Documentation screen will be displayed as shown below. The user can select add documents to a Package using the options available in Documentation screen:

Figure 22: Create Package - Submission Package

The screenshot shows the 'Create Package' page in the CMS system. The header includes the CMS logo, a search bar, and a 'Create Package' button. The main content area is titled 'Create Package' and contains a 'Documentation' section. This section lists accepted file types (pdf, xls, xlsx) and a 'Select files' button. Below this is a table with columns for Document Type, Filename, and Status. At the bottom of the table are 'Add Files' and 'Start Upload' buttons, and a progress indicator showing 0%.

**Create Package**

Create Package

**Documentation**

Accepted File Types: pdf, xls, xlsx

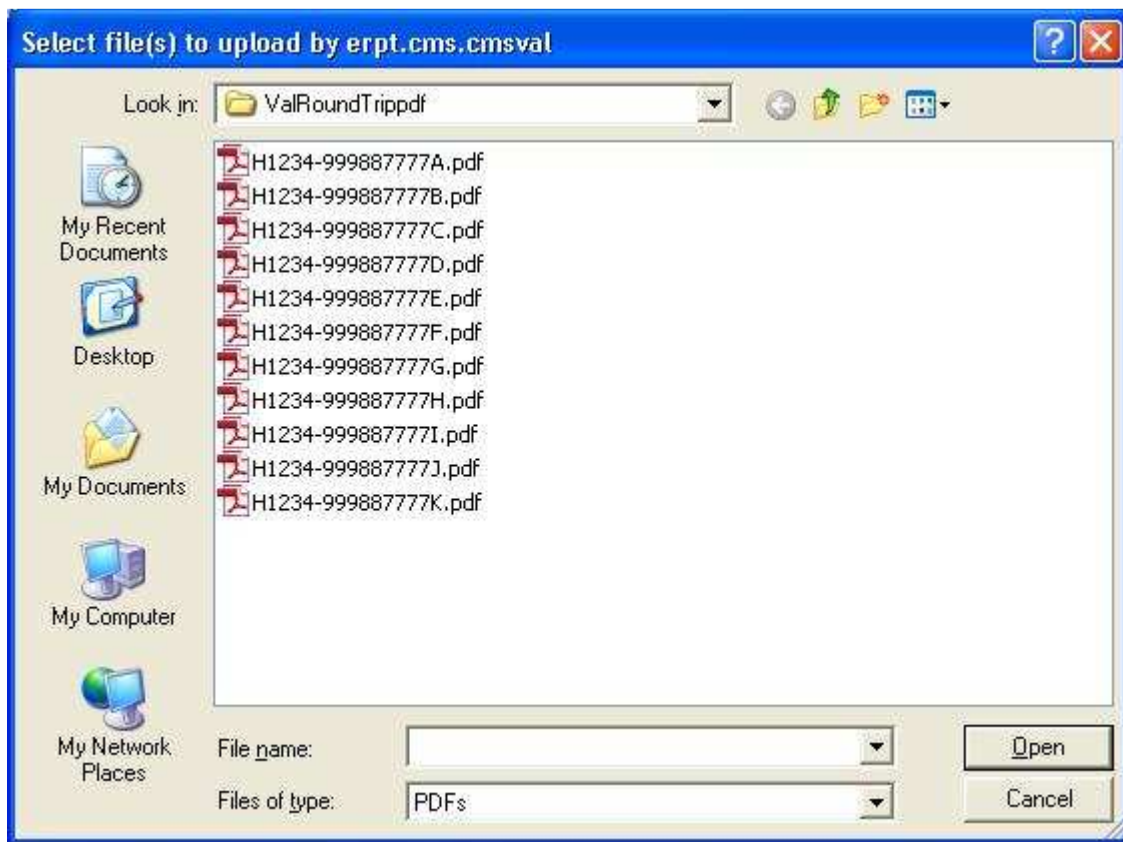
**Select files**  
Add files to the upload queue and click the start button.

Document Type	Filename	Status
---------------	----------	--------

**Add Files** **Start Upload** 0%

**Save** **Submit**

16. **Action:** Select **Add Files**. Windows Explorer pop-up window will be displayed for the user to select the documents as shown below:

**Figure 23: Create Package - Submission Package**

*Note: Refer RPC website for the file naming conventions.*

17. **Action:** Select the files you want to add for the document and select **Save**. The selected document will display in the user interface:

Figure 24: Create Package - Submission Package

The screenshot shows the 'Create Package' interface in the CMS XLC system. The header includes the CMS logo and navigation links like 'Search' and 'Create Package'. The main section is titled 'Create Package' and contains a 'Documentation' tab. Below the tab, it states 'Accepted File Types: pdf, xls, xlsx'. A 'Select files' button is present. A table lists five documents, each with a 'Document Type' dropdown (all set to 'RPC Supporting Documentation'), a 'Filename', and a 'Status' column showing '0%'. At the bottom of the table, it says '7 files queued' and 'Start Upload'. 'Save' and 'Submit' buttons are at the bottom left.

Document Type	Filename	Status
RPC Supporting Documentation	H1234-999887777G.pdf	0%
RPC Supporting Documentation	H1234-999887777A.pdf	0%
RPC Supporting Documentation	H1234-999887777B.pdf	0%
RPC Supporting Documentation	H1234-999887777C.pdf	0%
RPC Supporting Documentation	H1234-999887777D.pdf	0%

7 files queued Start Upload 0%

18. **Action:** Select the appropriate **Document Type** value from the dropdown for each document. *Please refer Table 10 to view the appropriate document type values for the documents.* The default document type value for all the documents will be '**RPC Supporting Documentation**' when creating a Submission Package.

*Note: The default document type value will vary based on the Package type and also the step in the process.*

19. **Action:** Select **Start Upload**.

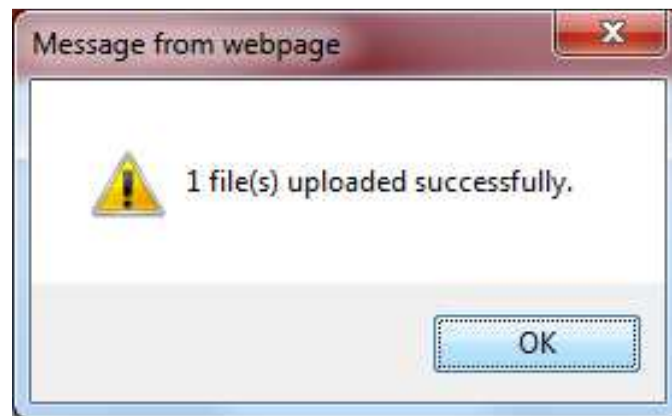
20. **Action:** The user must upload at least one document for each of the following document types for successful submission of the Package:

- RPC Submission Cover Letter (PDF File).
- RPC Submission Spreadsheet (xls or xlsx File).
- RPC Supporting Documentation (PDF File(s)).

*Note: The format ".xism" is not supported by the eRPT. Please refer to section [4.5](#) for steps to convert xism format document.*

21. On successful upload the user interface will display the following message:



**Figure 25: Create Package - Submission Package**

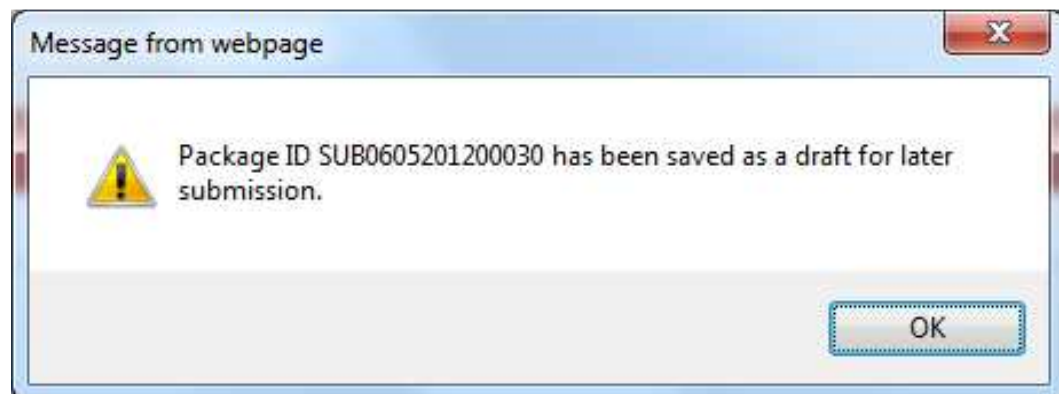
*Note: Acceptable file types for uploading are PDF, XLS and XLSX.*

22. **Action:** Select **Ok**.

23. **Action:** The user can either 'Save' the Package or 'Submit' the Package by selecting the respective button.

*Note: The user will not need to upload any documents to save the Package.*

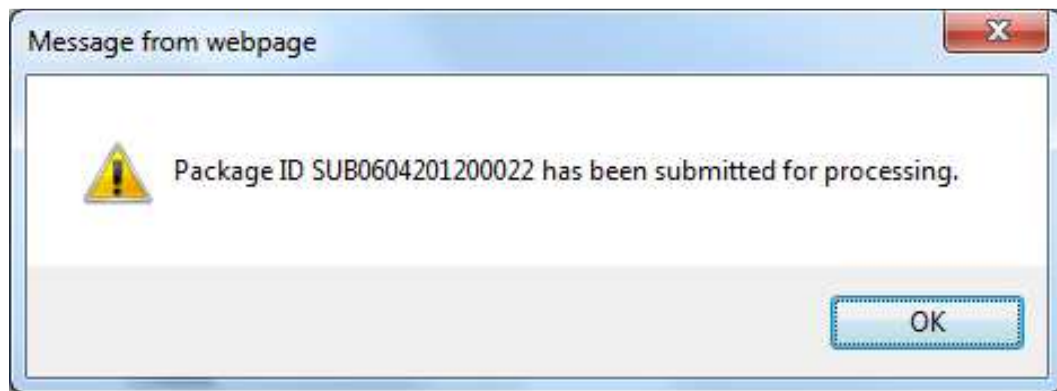
24. **Action:** To save a Package click on the **Save** button. The user will see the following message:

**Figure 26: Create Package - Submission Package**

*Note: A saved Package can be retrieved on the Search screen by searching for Packages with 'Draft' status.*

25. **Action:** Select **Ok**.

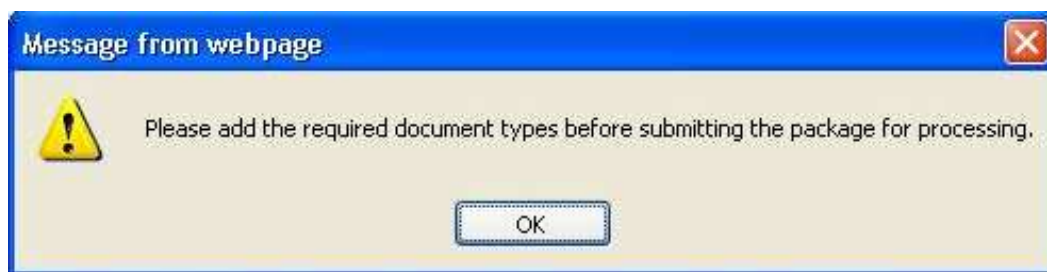
26. **Action:** To submit a Package click **Submit** button. The user will then see the following message:

**Figure 27: Create Package - Submission Package**

*Note: A submitted Package can be retrieved on the Search screen by searching for Packages with an 'Open' status.*

27. **Action:** Select **OK**.

28. If the user has not added all the required documents for the Package before submitting the Package the following pop-up will be displayed:

**Figure 28: Create Package - Submission Package**

29. **Action:** Select **Ok**. Repeat steps 16 through 22 to add the required documents and then submit the Package.

### 4.3.2 Create Package- Transaction Inquiry Package

*Note: An Enrollment Data Validation Review package should not be responded by creating a Submission Package. Please refer section [4.3.11.3](#) to respond to an Enrollment Data Validation Review package.*

- 1 Login to the eRPT application.
- 2 **Action:** Select **Create Package**.
- 3 This screen allows the user to enter details for the Transaction Inquiry Package.
  - a. **Package Type** - Select Transaction Inquiry from the drop down.
  - b. **Parent Organization**: Select the Parent organization to which the Package belongs.

*Note: If the user's Parent Organization does not display, please contact the MAPD Help Desk at [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov) or 1-800-927-8069 to create a ticket.*

Figure 29: Create Package - Transaction Inquiry

The screenshot shows the CMS 'Create Package' web form. At the top, there is a CMS logo and navigation links for 'Search', 'Create Package', 'PLANS', 'Notification(s)', and 'Logout'. The main form area is titled 'Create Package' and contains a red header bar with the text 'Create Package' and a refresh icon. Below the header, a note states '\* Indicates Required Fields'. The 'Package Information' section includes a 'Package Type: \*' dropdown menu with three options: 'Transaction Inquiry Package' (highlighted in blue), 'Submission Package', and 'Transaction Inquiry Package' (highlighted in red). Below the dropdown is a text input field containing 'AIDS Healthcare Foundation'. A 'Continue' button is located at the bottom left of the form.

- 4 **Action:** After entering all the information required for the Package select **Continue**.
- 5 Documentation screen will be displayed as shown below. The user can add supporting documents to a Package using the options available on the Documentation screen:

Figure 30: Create Package - Transaction Inquiry

**Create Package**

Create Package

**Documentation**

Accepted File Types: pdf, xls, .xlsx

**Select files**  
Add files to the upload queue and click the start button.

Document Type	Filename	Status

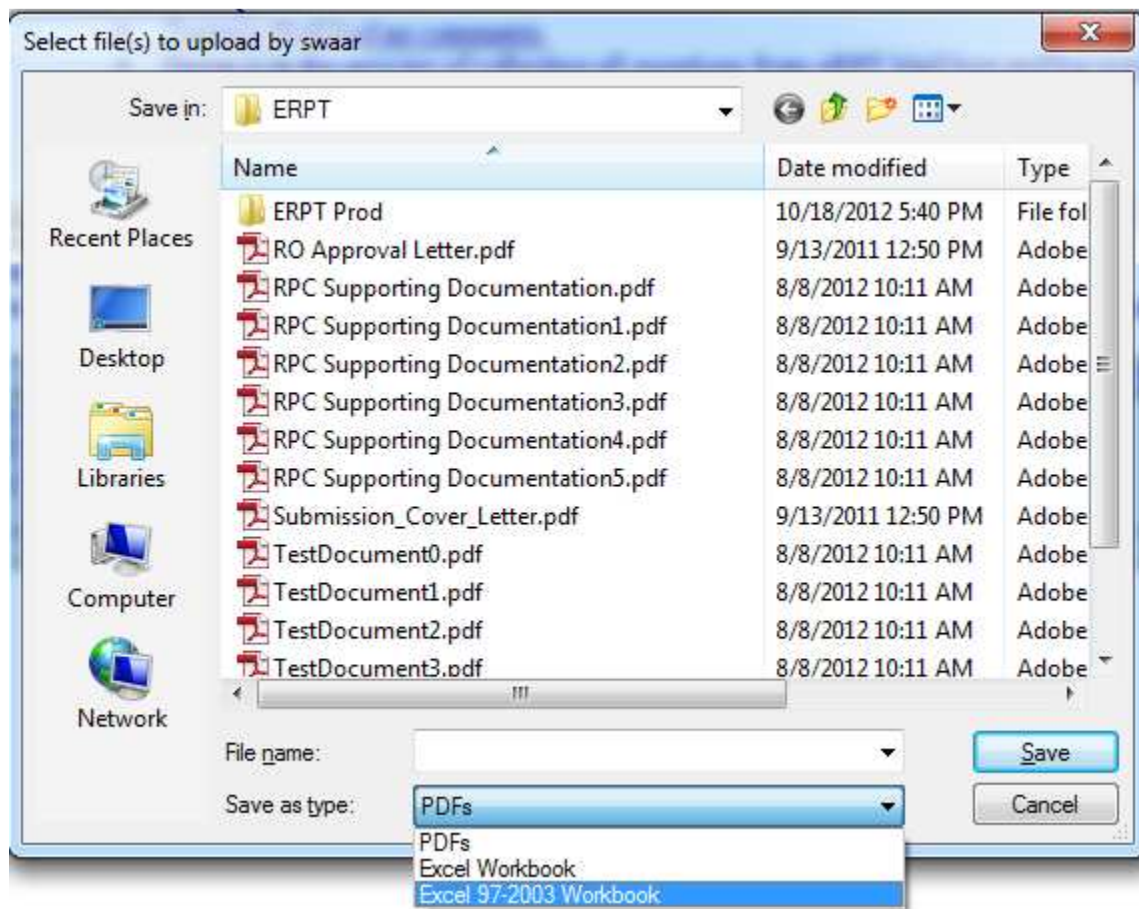
Add Files Start Upload 0%

Save Submit

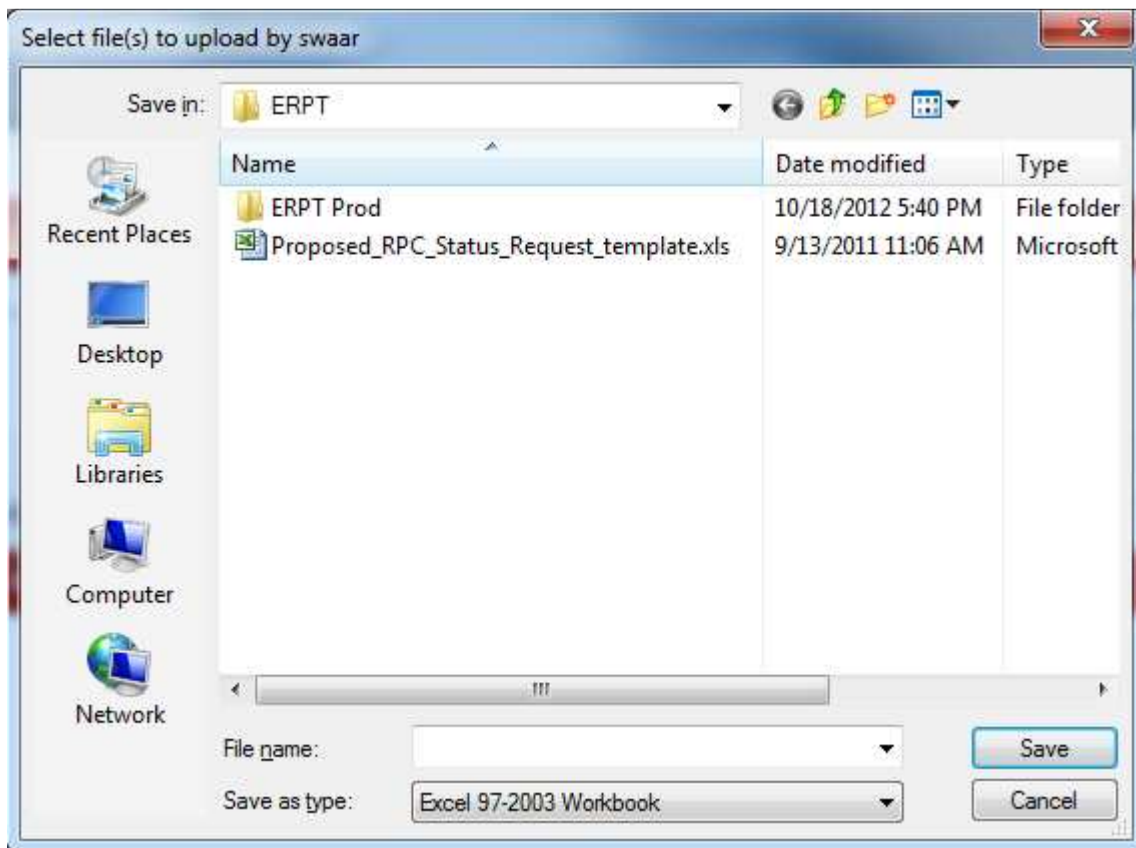
6 **Action:** Select **Add Files**. Windows Explorer pop-up window will be displayed for the user to select the documents as shown below:

7 If the user wants to upload xls documents select Excel 97-2003 Workbook from Save-as-Type dropdown as shown below:

*Note: If the user wants to upload 'xlsx' documents select Excel Workbook from Save-as-Type dropdown.*

**Figure 31: Create Package - Transaction Inquiry**

8 All xls documents within the local folder will be displayed as shown below:

**Figure 32: Create Package - Transaction Inquiry**

- 9 **Action:** Select the files you want to add for the document and select **Save**. The selected document will display in the user interface.

Figure 33: Create Package - Transaction Inquiry

The screenshot shows the 'Create Package' window in the CMS system. At the top, there's a header with the CMS logo and navigation links like 'Search', 'Create Package', 'PLANS', 'My Notifications', and 'Logout'. The main content area is titled 'Create Package' and contains a 'Documentation' section. This section has a sub-header 'Accepted File Types: pdf, xls,.xlsx' and a 'Select files' button. Below this is a table with the following data:

Document Type	Filename	Status
RPC Transaction Inquiry Request	Proposed_RPC_Status_Request_Template.xls	0%

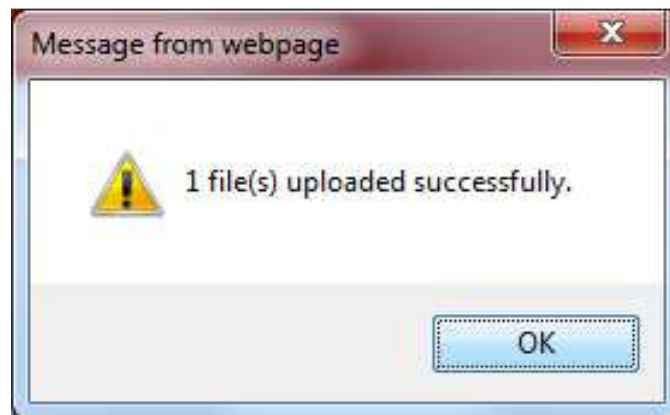
At the bottom of the table, there's a red bar with '1 files queued' and a 'Start Upload' button. Below the table, there are 'Save' and 'Submit' buttons.

- 10 **Action:** Select the appropriate **Document Type** value from the dropdown to each document. The default value for all of the documents will be 'RPC Transaction Inquiry Request' when creating a Submission Package. The default document type value will vary based on the Package type and also the step in the process.

*Note: For Transaction Inquiry Package 'RPC Transaction Inquiry Request' is the only document type the user can select for Package submission.*

- 11 **Action:** Select **Start Upload**.

Figure 34: Create Package - Transaction Inquiry



*Note: A document is not submitted until the user receives a message indicating that it has been uploaded successfully.*

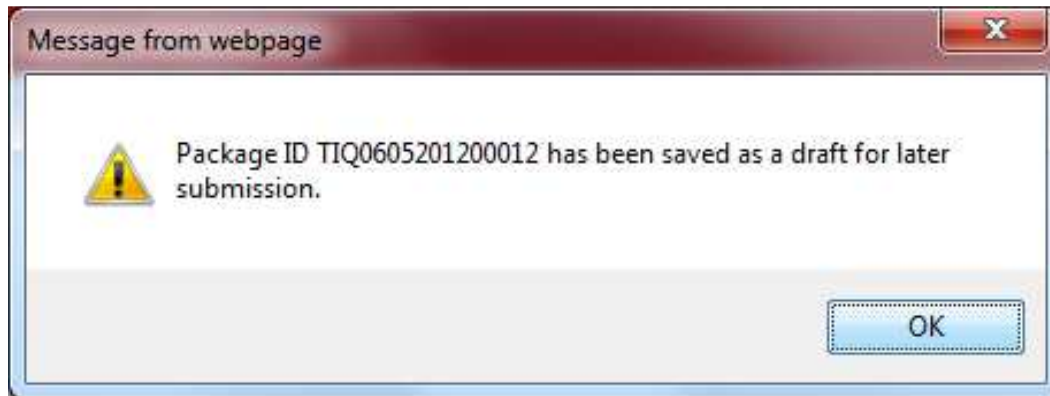
- 12 **Action:** Select **OK**.
- 13 Now the user can either 'Save' as Draft Package or 'Submit' the Package by selecting the respective button.



*Note: The user will not need to upload any documents to save the Package.*

14 **Action:** To save a Package click on **Save** the user will see following message:

**Figure 35: Create Package - Transaction Inquiry**

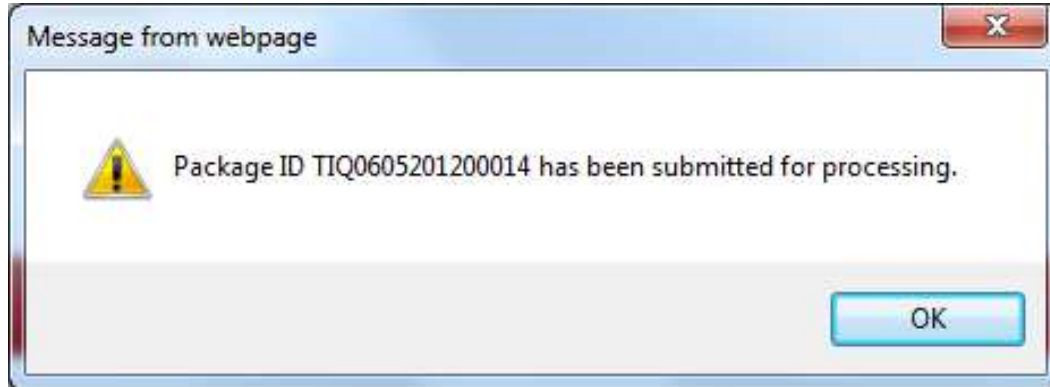


*Note: A saved Package can be retrieved on the Search screen by searching for Packages with 'Draft' status.*

13. **Action:** Select **Ok**.

14. **Action:** To submit a Package click on **Submit**. The user will then see the following message:

**Figure 36: Create Package - Transaction Inquiry**



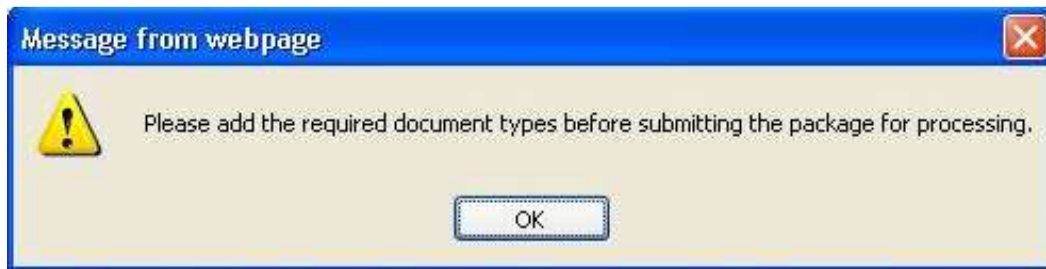
*Note: A submitted Package can be retrieved on the Search screen by searching for Packages with 'Open' status.*

15 **Action:** Select **OK**.

16 If the user has not added all the required documents for the Package before submitting the Package the following pop-up will be displayed:



Figure 37: Create Package - Transaction Inquiry



- 17 **Action:** Select **Ok**. Repeat steps 6 through 10 to add the required documents and then submit the Package.

### 4.3.3 Search Package

*Note: For our example we will search for a Draft Submission Package. The required fields on the Search page are marked with an asterisk (\*).*

1. Login to the eRPT application.
2. **Action:** Select **Search** on top right corner of the screen.
3. **Action:** Select following options for Search Criteria:
  - a. **Search For** - Select Submission Package from the dropdown.
  - b. **Date**
    - i. **From** - Enter the beginning date for search.
    - ii. **To** - Enter the end date for search.
  - c. **Package ID** - For our example we will leave it blank.
  - d. **Category** - Category 2 (Default value for Submission Package Search).
  - e. **Status** - Select Draft from the dropdown.
  - f. **Parent Organization** - Select 'All' from the dropdown.

Figure 38: Search Package

**Search**

\* Indicates Required Field

Search Criteria

Search For: \*  
Submission Packages

Date: \*  
From: 07-01-2012 To: 09-30-2012

Package ID: \*

Category: \*  
Category 2

Status: \*  
Draft

Parent Org: \*  
All

**Search**

Results

ID	Type	Category	Status	Submission Date
----	------	----------	--------	-----------------

4. **Action:** Select **Search**.
5. If the search criteria have any matching results the values will be displayed in the results grid as shown below. A Plan user will only see Packages to which the user has access in the results grid.

**Figure 39: Search Package**

The screenshot displays the CMS Search Package interface. At the top, there is a header with the CMS logo and a search bar. Below the header, the search criteria section is visible, featuring a red 'Search' button. The search criteria include fields for 'Search For' (set to 'Submission Packages'), 'Date' (From: 07-01-2012, To: 09-30-2012), 'Package ID', 'Category' (set to 'Category 2'), 'Status' (set to 'Draft'), and 'Parent Org' (set to 'All'). A 'Search' button is located below these fields. The results section shows a table with the following data:

ID	Type	Category	Status	Submission Date
SUB0720201200036	SUB	Category 2	Draft	
SUB0719201200034	SUB	Category 2	Draft	
SUB0719201200033	SUB	Category 2	Draft	
SUB0719201200032	SUB	Category 2	Draft	
SUB0719201200031	SUB	Category 2	Draft	

6. In section [4.3.4](#) we will discuss steps on how to view a Package retrieved in a Search.
7. If the search criteria does not have any results to display the following pop-up will be displayed:

Figure 40: Search Package

The screenshot shows the CMS XLC application interface. At the top, there is a header with the CMS logo and navigation links like 'Search' and 'Create Package'. Below the header, there is a 'Search' section with a red bar. Underneath, there are search criteria fields: 'Search For' (set to 'Submission Packages'), 'Date' (From: 09-01-2012 To: 09-30-2012), 'Package ID', 'Category' (set to 'Category 2'), 'Status' (set to 'Draft'), and 'Parent Org' (set to 'All'). A modal dialog box is open in the center, displaying the message 'No search results found.' with an 'OK' button. Below the search criteria, there is a 'Results' section with a table header: ID, Type, Category, Status, Submission Date.

8. **Action:** Select **Ok** and repeat steps 1 to 4 to perform a new search.

#### 4.3.4 Steps to View a Package

- 1 Login to the eRPT application.
- 2 Search for Packages as shown in section [4.3.3](#)
- 3 **Action:** Double click on Package in the result grid to view it. The "Package Details" tab will be displayed as shown below:

*Note: Based on the Package status you may see a button on the top right corner of the "Package Details" tab.*

Figure 41: View Package

The screenshot shows a web application window titled 'View Package' for Package ID: SUB0719201200022. At the top, there are three buttons: 'Add RO Approval' (highlighted in blue), 'Reject', and 'Submit'. Below these are three tabs: 'Package Details' (active and highlighted in red), 'Submission Documents', and 'Response Documents'. The 'Package Details' tab displays the following information:

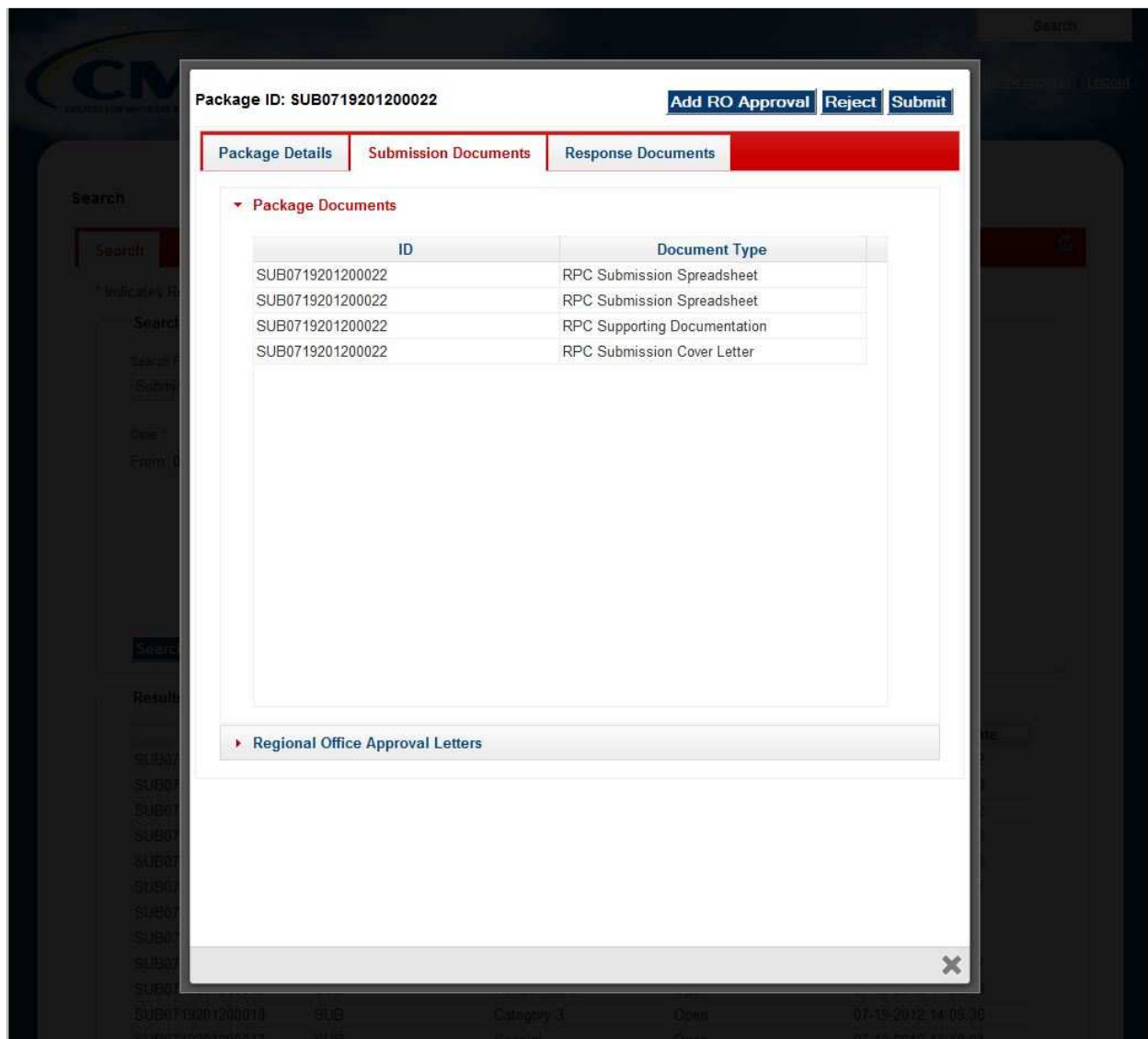
- ID: SUB0719201200022
- Type: Submission
- Category: Category 3
- Regional Office Code: 01
- Parent Org: AIDS Healthcare Foundation
- Status: Pending RO Approval
- Last Updated By: PLAN8
- Last Updated: 07-19-2012 14:59:15 EDT
- Created By: PLAN8
- Creation Date: 07-19-2012 14:53:30 EDT
- Contracts: A table with columns 'Contract ID' and 'Count'.

The background shows a search interface with a search bar, search criteria (Search Type: Submission Package, Date: From: 07-19-2012), and a results table with columns ID, Package Name, Category, Status, and Submission Date.

- 4 **Action:** Select **Submission Documents** tab to view all the documents that were submitted during Package submission.

*Note: Depending on the Package type and category code, the document types available may differ. Refer to Appendix C for selections available under Submission Documents.*

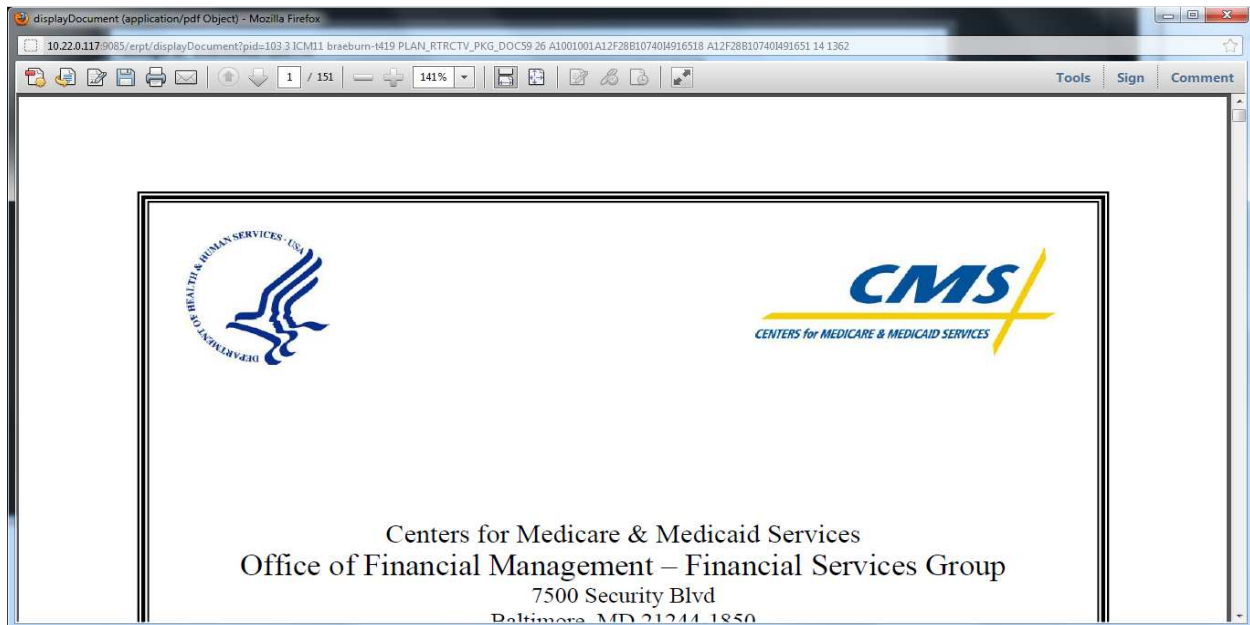
Figure 42: View Package



- 5 **Action:** To view the documents select **Package Documents** to expand the selection to view the list of documents.
- 6 **Action:** Double click on a specific document in the list to open and view the document.
- 7 **Action:** If the user receives the pop up window shown in the image below, select **Cancel**.

**Figure 43: View Package Document**

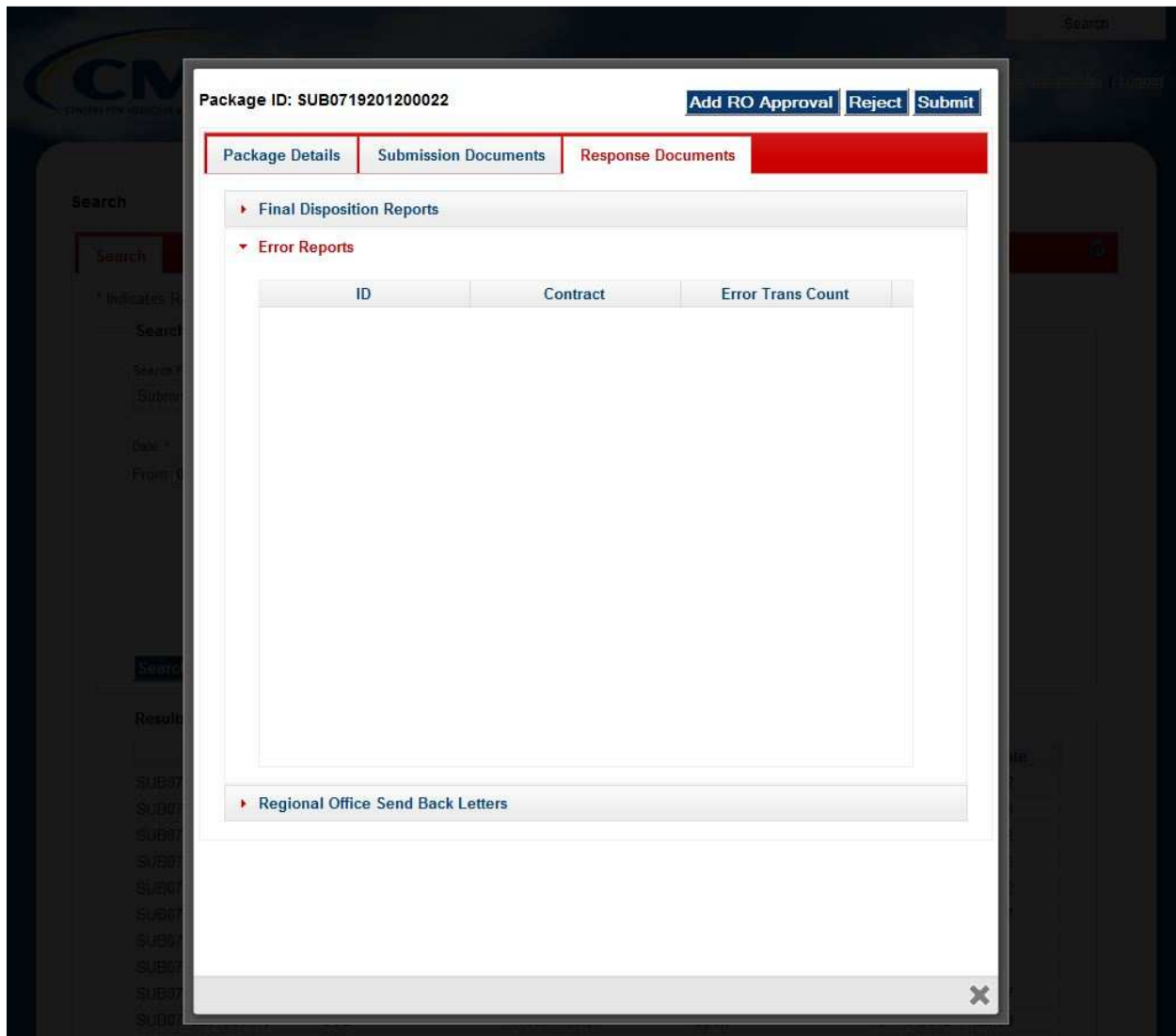
- 8 The document will open as shown below:

**Figure 44: View Package Document**

- 9 **Action:** Select **Response Documents** to view all the Response Documents submitted by the RPC contractor as shown below:

*Note: Response documents will not be available if the status is marked as Draft, Pending RO Approval or Open. Also the Response documents will only be visible if the user has access to those documents.*

Figure 45: View Package Documents



9 **Action:** To view the documents, the user can click **Final Disposition Reports** or **Error Reports** to expand the selection to view the list of documents.

*Note: The document types displayed under Response documents will vary based on the Package type. Refer to Appendix C for selections available under Response Documents.*

10 **Action:** To open and view the documents double click on the document to view it.

11 Download the document to the local computer by selecting the **Save** icon as shown below:



Figure 46: Save a Document



### 4.3.5 Steps to update a Package

*Note: Only Packages in 'Draft' status can be updated.*

1. Login to the eRPT application.
2. **Action:** Select **Search**.
3. Enter the search criteria as shown in section [4.3.3](#) to retrieve the Package.
4. **Action:** Select **Search**.
5. The results meeting the search criteria will be displayed in the result grid.

Figure 47: Update a Package

**Search**

\* Indicates Required Field

**Search Criteria**

Search For: \*  
Submission Packages

Package ID:

Date: \*  
From: 07-20-2012 To: 07-20-2012

Category:  
Category 2

Status:  
Draft

Parent Org:  
All

**Search**

**Results**

ID	Type	Category	Status	Submission Date
SUB0720201200041	SUB	Category 2	Draft	
SUB0720201200040	SUB	Category 2	Draft	
SUB0720201200039	SUB	Category 2	Draft	
SUB0720201200038	SUB	Category 2	Draft	

6. **Action:** Open the Package that you want to update by double clicking on the Package.

**Figure 48: Update a Package**

Package ID: SUB0720201200040

Update Mode Submit Delete

Package Details Submission Documents Response Documents

Package Details

ID:  
SUB0720201200040

Type:  
Submission

Category:  
Category 2

Parent Org:  
America's 1st Choice Insurance Company of NC Inc.

Status:  
Draft

Total Submissions:  
3280

Last Updated By:  
PLAN1

Last Updated:  
07-20-2012 21:18:16 EDT

Created By:  
PLAN1

Creation Date:  
07-20-2012 19:17:28 EDT

Contracts:

Contract ID	Count
-------------	-------

- 7 **Action:** Select **Update Mode** from the top right corner of the Package screen.

Figure 49: Update a Package

Package ID: SUB0720201200040 View Only Mode Submit Delete

**Package Details** **Submission Documents** **Response Documents**

\* Indicates Required Fields

Package Information

Package Type: \*  
SUB

Category: \*  
Category 2

Parent Organization: \*  
America's 1st Choice Insurance Company of NC Inc.

Contracts:

Contract ID	Count
H0474	3280

Page 1 of 0

Total Submission Count:  
3280

Save Save and Submit


- 8 **Action:** To update the Package attributes select **Package Details** to update the attributes.
- 9 **Action:** Once the update is completed select **Save**.  
*Note: If the Save button is not selected after updating the Package attributes, the updated information will not be saved for the Package.*
- 10 **Action:** To add additional documents select the **Submission Documents** tab.

Figure 50: Update a Package

Package ID: SUB0720201200040 View Only Mode Submit Delete

Package Details Submission Documents Response Documents

Package Documents

 **Select files**  
Add files to the upload queue and click the start button.

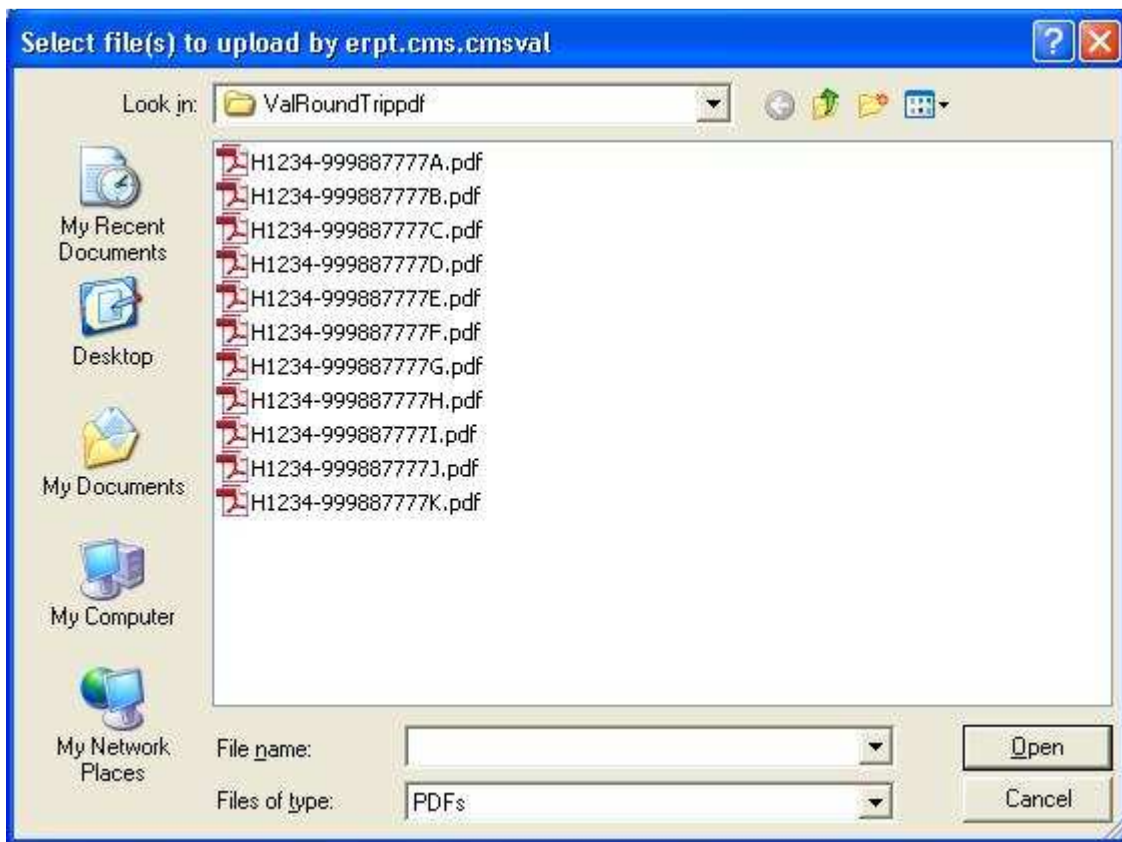
Document Type	Filename	Status
---------------	----------	--------

Add Files Start Upload 0%

Accepted File Types: pdf, xls,.xlsx

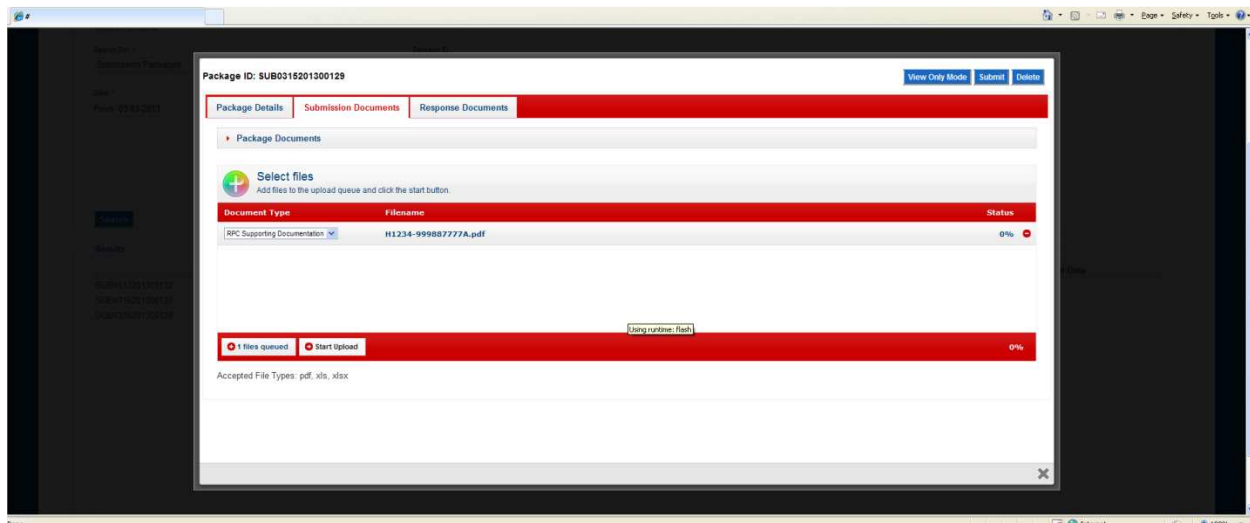
- 11 **Action:** Select **Add Files**. Windows Explorer pop-up window will be displayed for the user to select the documents as shown below:

Figure 51: Update Package



- 12 **Action:** Select the files you want to add for the Package and select **Save**. The selected document will display in the user interface.

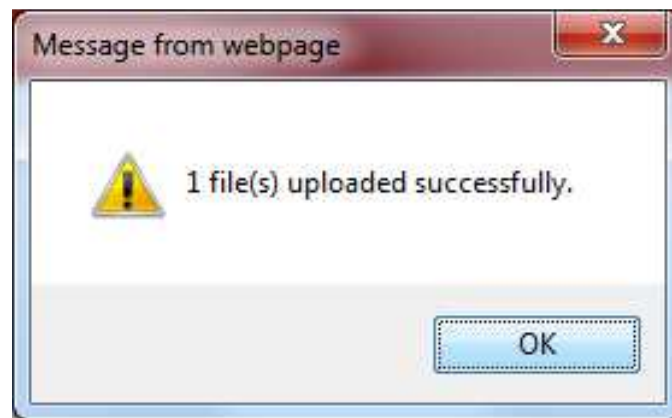
Figure 52: Update Package



13. Select the appropriate document type value from the drop-down and select **Start Upload**. On successful upload the user interface will display the following message:

*Note: The message in the pop-up will display the number of documents that were uploaded.*

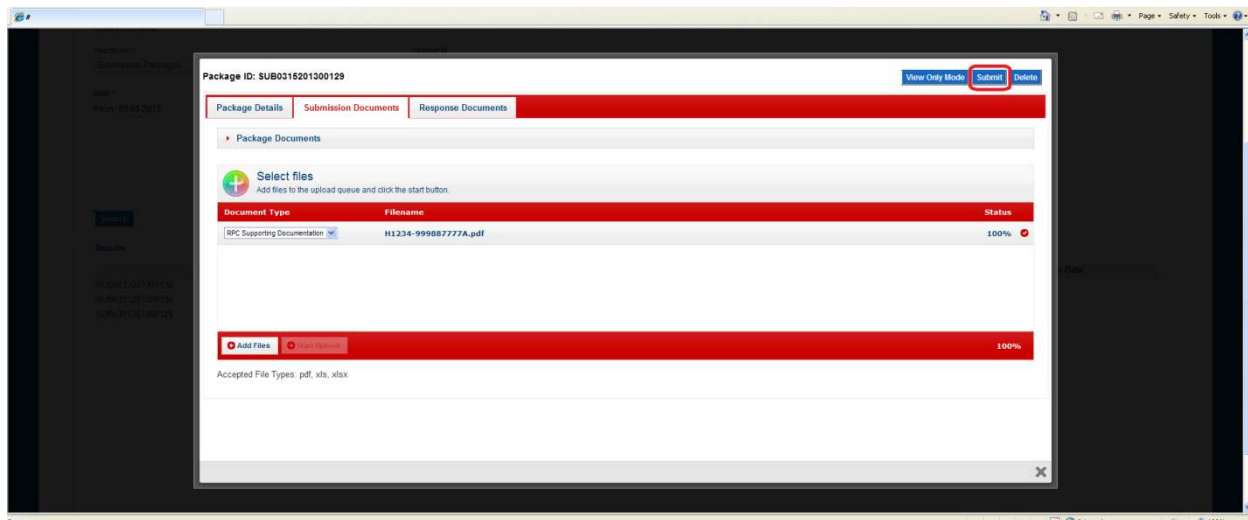
Figure 53: Update Package



*Note: Acceptable file types for uploading are PDF, XLS and XLSX. The eRPT does not accept the XLSM format. This format must be converted to an acceptable format. See section 4.5 of this manual for instructions on how to convert an xlsx file to an acceptable format.*

- 14 If the user chooses to do so, the user can select to submit the Package, close the Package screen or switch back to 'View Mode' or delete the Package.
- 15 To submit the Package:
- Action:** Select **Submit** button on the top right corner of Package Screen as shown below:

Figure 54: Update Package

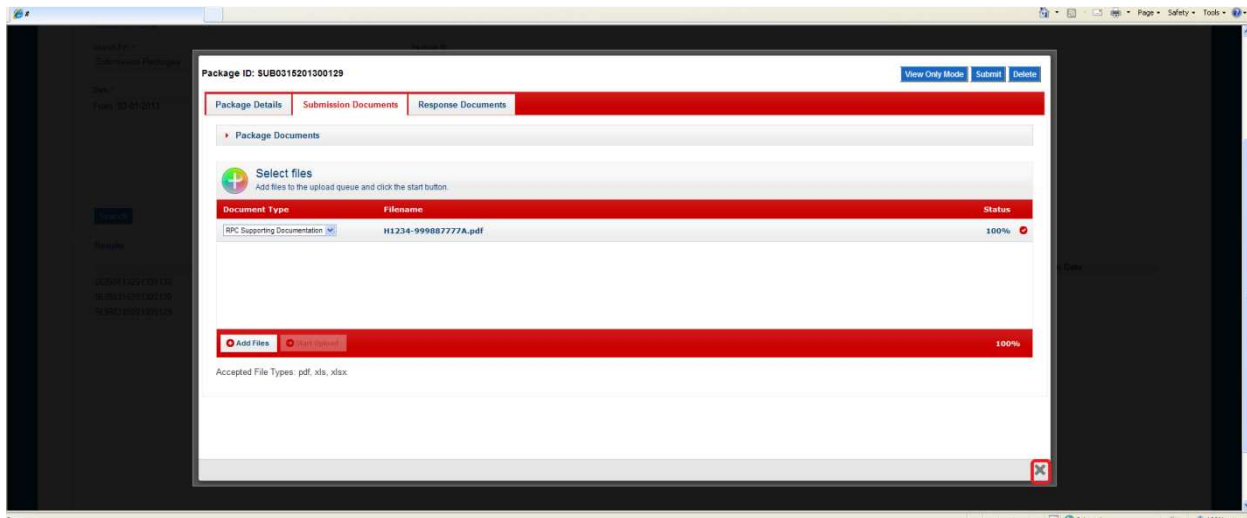


16 To close the Package screen:

- Action:** Select **x** at the bottom right corner of the screen.



Figure 55: Update Package



- ii. **Action:** You can also choose to click outside the Package screen and Package will be closed.
- 17. Switch to View Only Mode:
  - i. **Action:** Select **View Only Mode** on the top right corner of the Package screen.

*Note: If the Package screen is closed before selecting the **Start Upload** for selected documents in the Submission Documents the document will not be saved for the Package. Please make sure to upload the document before closing or submitting the Package.*

#### 4.3.6 Steps to delete uploaded documents on a Draft Package

*Note: The documents can be deleted only on Packages in 'Draft' status.*

In the eRPT application when documents on draft package are deleted it will be permanently deleted from the application and cannot be retrieved. Documents on a draft Package can be deleted only by the Package Creator.

1. Login to the eRPT application.
2. **Action:** Select **Search**.
3. Enter the search criteria as shown in section 4.3.3 to retrieve the Package.
4. **Action:** Select **Search**.

Figure 56: Delete Uploaded Documents on a Draft Package

The screenshot shows the CMS XLC Search interface. At the top, there is a search bar and a 'Create Package' button. Below the search bar, the 'Search Criteria' section includes fields for 'Search For' (set to 'Submission Packages'), 'Package ID', 'Date' (From: 06-04-2012, To: 06-04-2012), 'Category' (set to 'Two'), and 'Status' (set to 'Draft'). A 'Search' button is located below these criteria. The 'Results' section displays a table with the following data:

ID	Type	Category	Status	Submission Date
SUB0604201200025	SUB	2	Draft	
SUB0604201200016	SUB	2	Draft	
SUB0604201200013	SUB	2	Draft	
SUB0604201200010	SUB	2	Draft	

5. **Action:** Open the Package that you want to delete by double clicking on the Package.

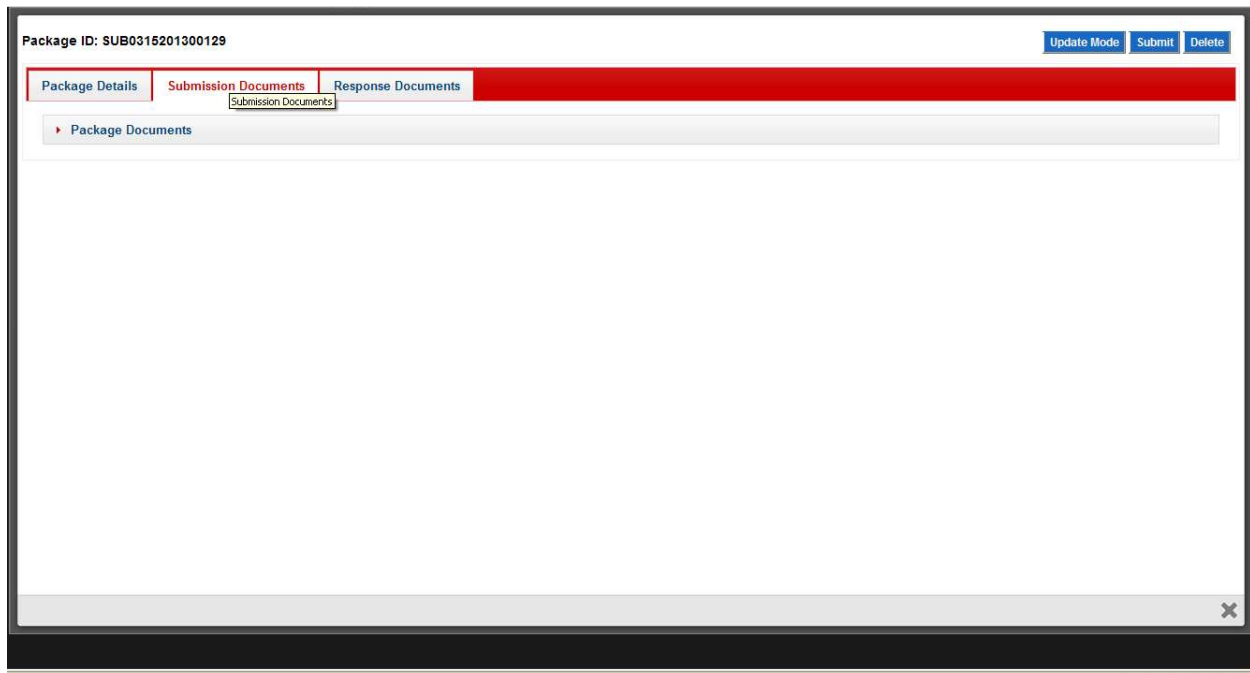
Figure 57: Delete Uploaded Documents on a Draft Package

The screenshot shows the CMS XLC Package Details page for Package ID: SUB0315201300129. The page has tabs for 'Package Details', 'Submission Documents', and 'Response Documents'. The 'Package Details' tab is selected, showing the following information:

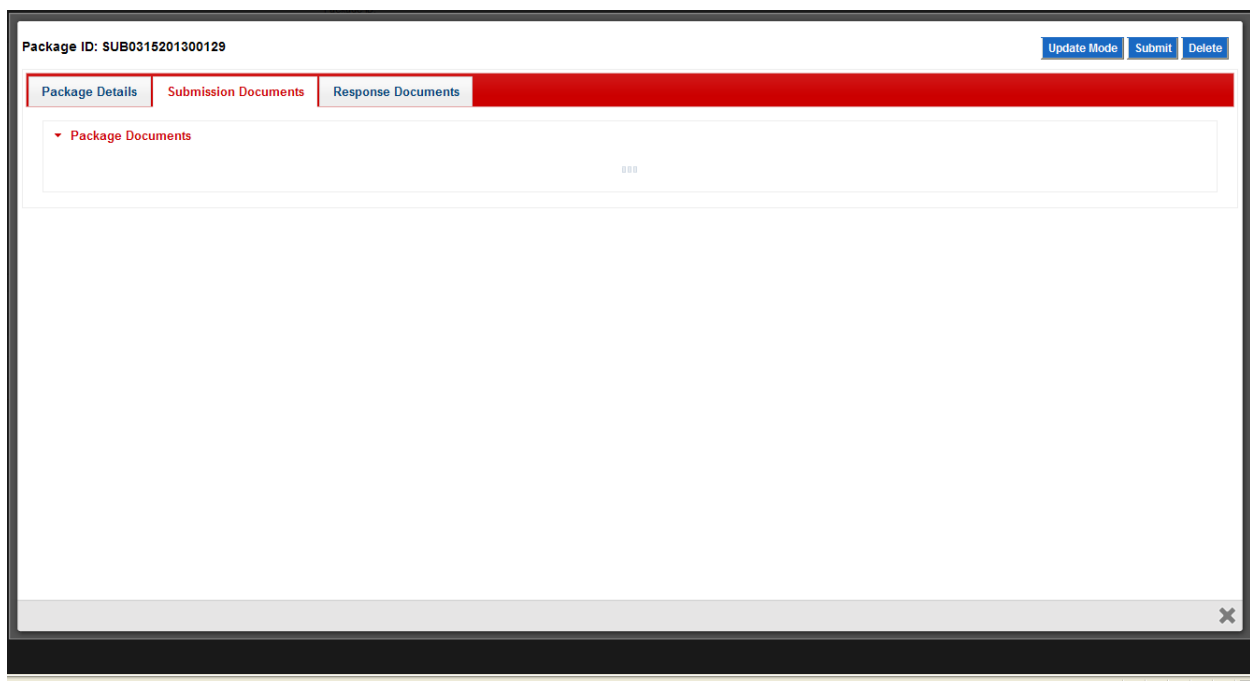
- ID: SUB0315201300129
- Type: Submission
- Category: Resubmission
- Parent Org: Advantage Health Solutions
- Status: Draft
- Total Submissions: 13
- Last Updated By: ERPT1
- Last Updated: 03-15-2013 14:40:54

At the top right of the page, there are buttons for 'Update Mode', 'Submit', and 'Delete'.

6. **Action:** Select Submission Documents Tab.

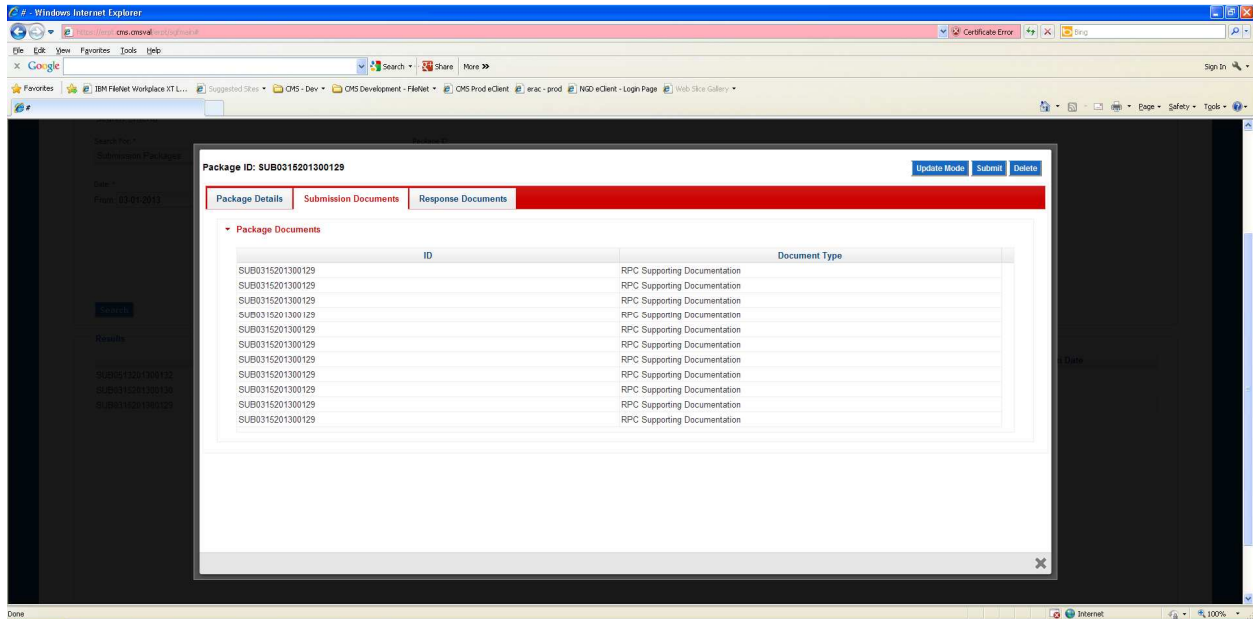
**Figure 58: Delete Uploaded Documents on a Draft Package**

7. **Action:** Expand Package Documents by selecting the red arrow next to it. Depending on the internet speed and size of the document users may see the following screen with downloading action:

**Figure 59: Delete Uploaded Documents on a Draft Package**

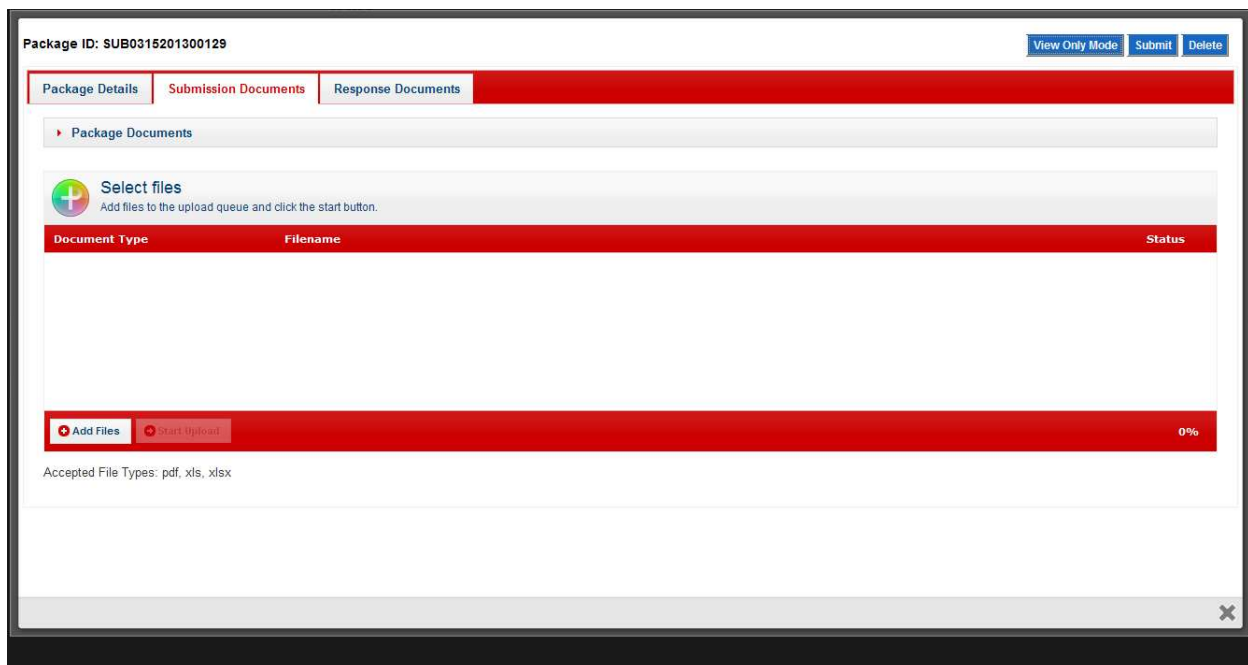
8. Once the downloading action is completed, the user will see all the documents has shown below:

Figure 60: Delete Uploaded Documents on a Draft Package



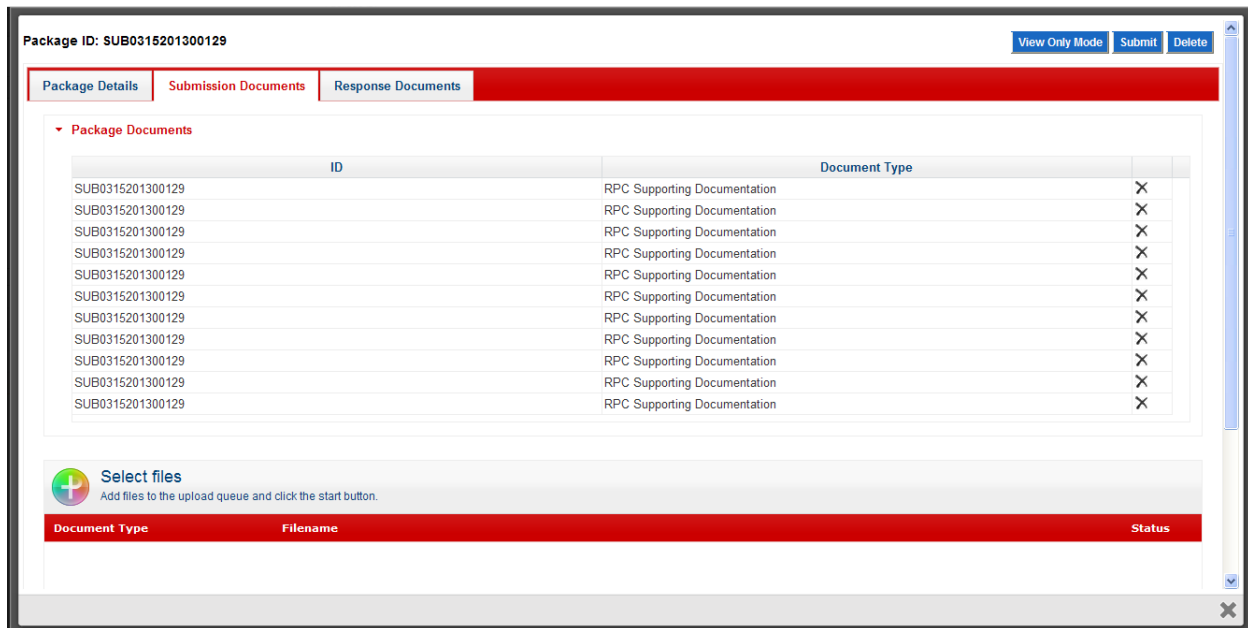
9. **Action:** Select Update Mode.

Figure 61: Delete Uploaded Documents on a Draft Package



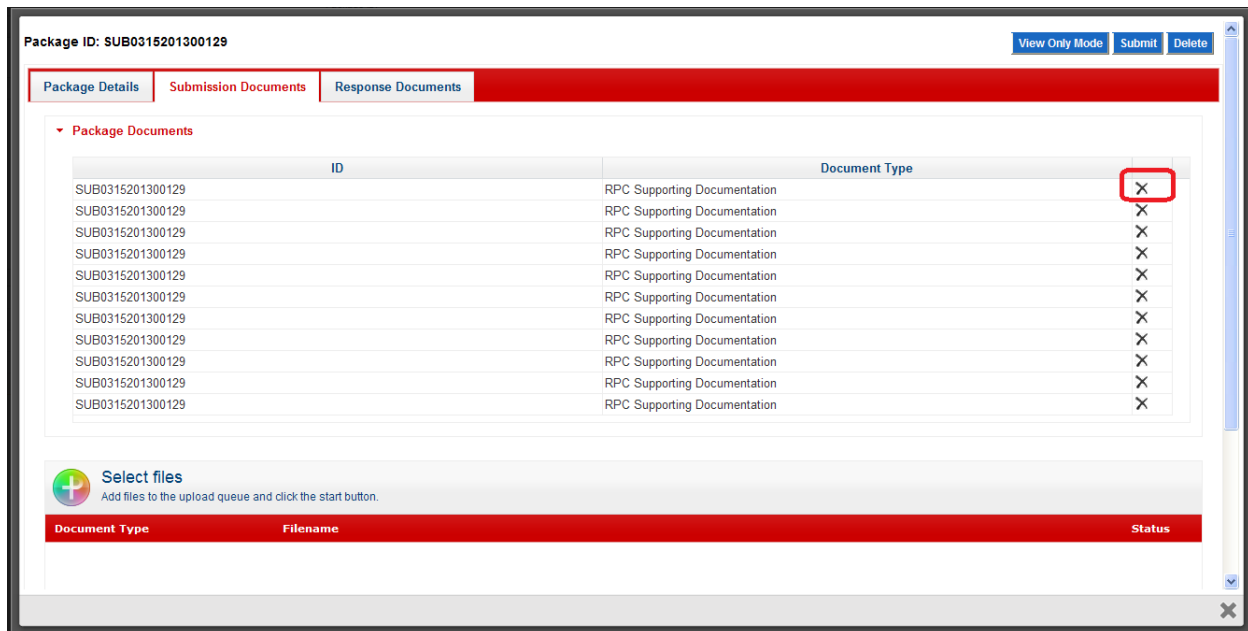
10. **Action:** Expand Package Documents by selecting the red arrow next to it. Depending on the speed of the internet the users may see the downloading sign.

Figure 62: Delete Uploaded Documents on a Draft Package



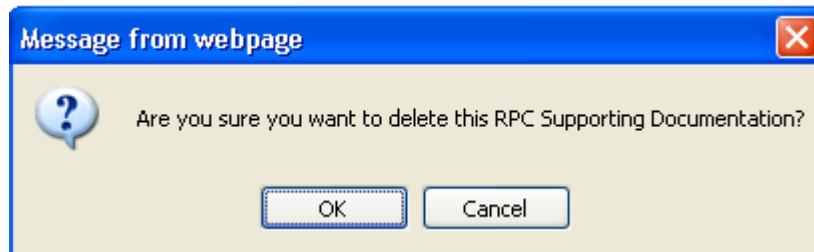
11. **Action:** Select the delete sign as shown below to delete a document.

Figure 63: Delete Uploaded Documents on a Draft Package



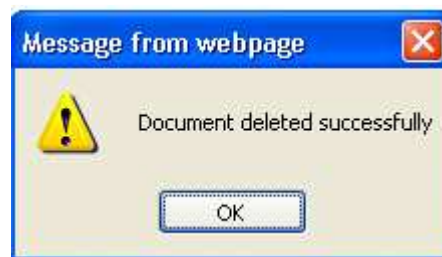
12. **Action:** The user will be displayed with a pop-up message as shown below. Select **OK** to delete the document.

Figure 64: Delete Uploaded Documents on a Draft Package



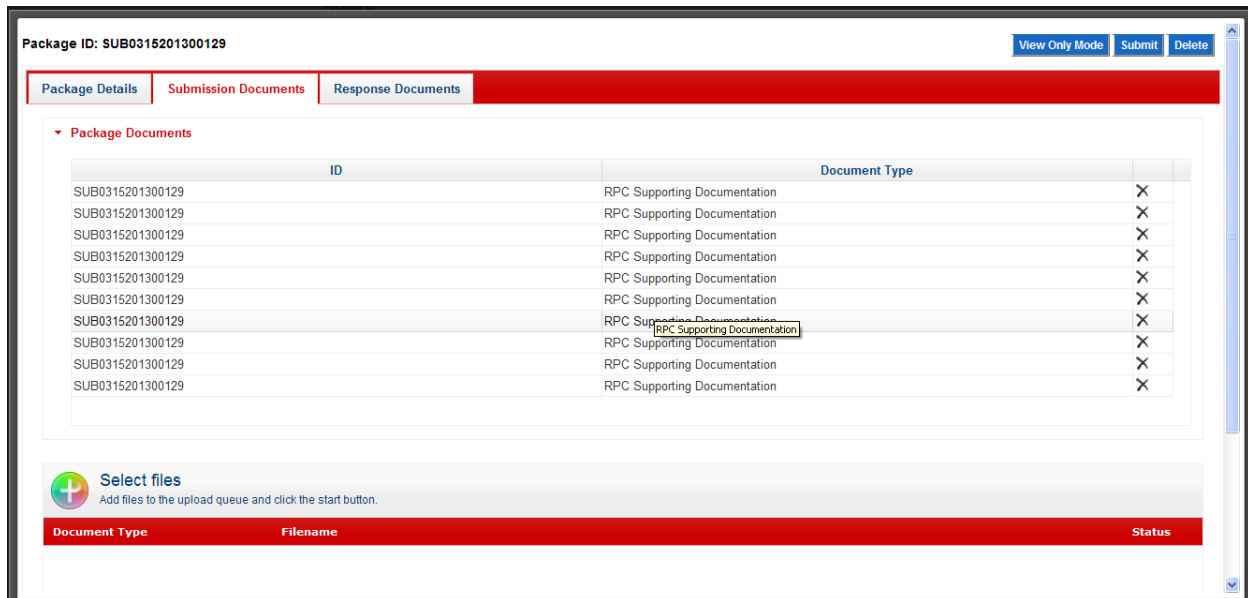
13. **Action:** On successful deletion the user will be displayed with a pop up message as shown below. Select OK to close the pop-up message.

Figure 65: Delete Uploaded Documents on a Draft Package



14. The document will be permanently deleted in the eRPT application and the document will disappear from the user interface as shown below:

Figure 66: Delete Uploaded Documents on a Draft Package



15. If you want to delete additional documents repeat step 12 to 14. If you want to update the package and add additional documents repeat step 11 to 14 from section 4.3.5

### 4.3.7 Steps to delete a Draft Package

*Note: Only Packages in 'Draft' status can be permanently deleted.*

When a Package in Draft status is deleted from the eRPT application it will be permanently deleted from the application and cannot be retrieved. A draft Package can be deleted only by the Package Creator.

1. Login to the eRPT application.
2. **Action:** Select **Search**.
3. Enter the search criteria as shown in section 4.3.3 to retrieve the Package.
4. **Action:** Select **Search**.

**Figure 67: Delete a Draft Package**

The screenshot shows the CMS eRPT application interface. At the top, there is a navigation bar with the CMS logo, a search bar, and a 'Create Package' button. Below the navigation bar, the 'Search' section is active. The 'Search Criteria' section includes a 'Search For' dropdown set to 'Submission Packages', a 'Package ID' text box, a 'Date' range from '06-04-2012' to '06-04-2012', a 'Category' dropdown set to 'Two', and a 'Status' dropdown set to 'Draft'. A 'Search' button is located below the criteria. The 'Results' section displays a table with the following data:

ID	Type	Category	Status	Submission Date
SUB0604201200025	SUB	2	Draft	
SUB0604201200016	SUB	2	Draft	
SUB0604201200013	SUB	2	Draft	
SUB0604201200010	SUB	2	Draft	

5. **Action:** Open the Package that you want to delete by double clicking on the Package.

Figure 68: Delete a Draft Package

Package ID: SUB0720201200041

**Update Mode** **Submit** **Delete**

**Package Details** **Submission Documents** **Response Documents**

**Package Details**

ID:  
SUB0720201200041

Type:  
Submission

Category:  
Category 2

Parent Org:  
AIDS Healthcare Foundation

Status:  
Draft

Last Updated By:  
PLAN2

Last Updated:  
07-20-2012 14:42:17 EDT

Created By:  
PLAN2

Creation Date:  
07-20-2012 14:42:17 EDT

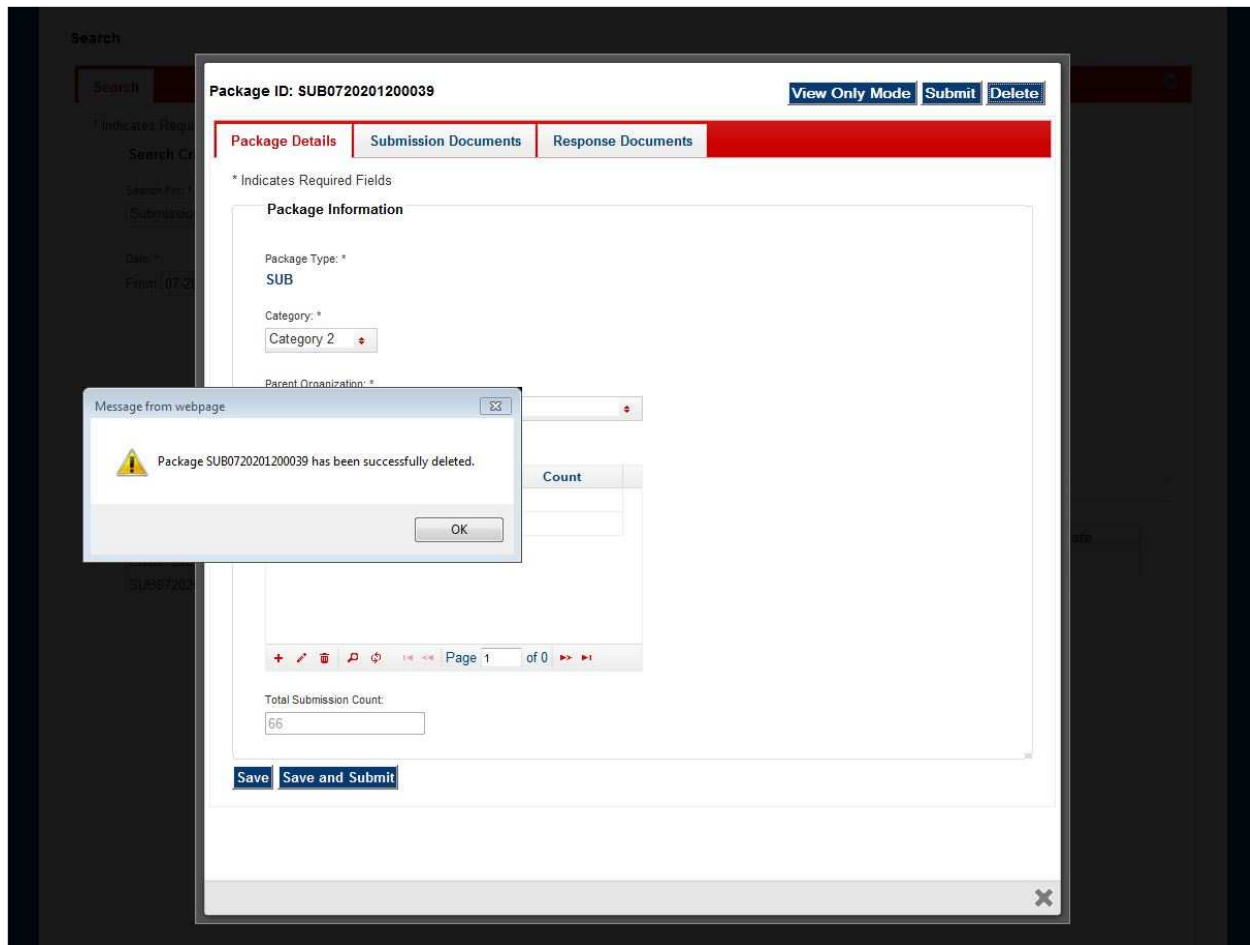
Contracts:

Contract ID	Count
-------------	-------

6. **Action:** Select **Delete** button on the top right hand corner of the screen. The following message will be displayed:



Figure 69: Delete a Draft Package



7. **Action:** Select **Ok**.

### 4.3.8 Tracking a Package

A Package can be tracked in the eRPT application by referring to the status of the Package. The following are the status values that are supported in the eRPT application:

- **Draft** –When a Package has been created but not yet submitted within the eRPT application.
- **Pending RO Approval**- When a Package is submitted by the Plan Users but is awaiting RO Approval Letter from the RO Account Manager. This status is applicable only for a Category 3 Submission Package.
- **Open**- When a Submission Package is submitted to eRPT and ready for the RPC to download or when a Review Package is uploaded for a Plan User to respond.
- **Completed**- When a review Package is submitted by the Plan user with all of the Response documents.
- **Downloading**- When the RPC is downloading the Package.
- **In Process**- When the RPC is processing the Package.

- **Closed**- When a Submission Package has been completed by the RPC the Package status will be marked as closed.

1. **Action:** Select **Search** on top right of the screen.
2. **Action:** Select following options for Search Criteria:
  - a. **Search For** - Select Submission Package from the dropdown.
  - b. **Date**
    - i. **From** - Enter the beginning date for search.
    - ii. **To** - Enter the end date for search.
  - c. **Package ID** - For our example we will leave it blank.
  - d. **Category** - Category 2 (Default value for Submission Package Search).
  - e. **Status** - Select 'All' from the dropdown.
  - f. **Parent Organization** - Select 'All' from the dropdown.

*Note: The fields required in the search criteria are marked with an asterisk (\*).*

3. **Action:** Select **Search**.
4. A user can view the status of a Package in the Results grid as shown below:

**Figure 70: View Package Status**

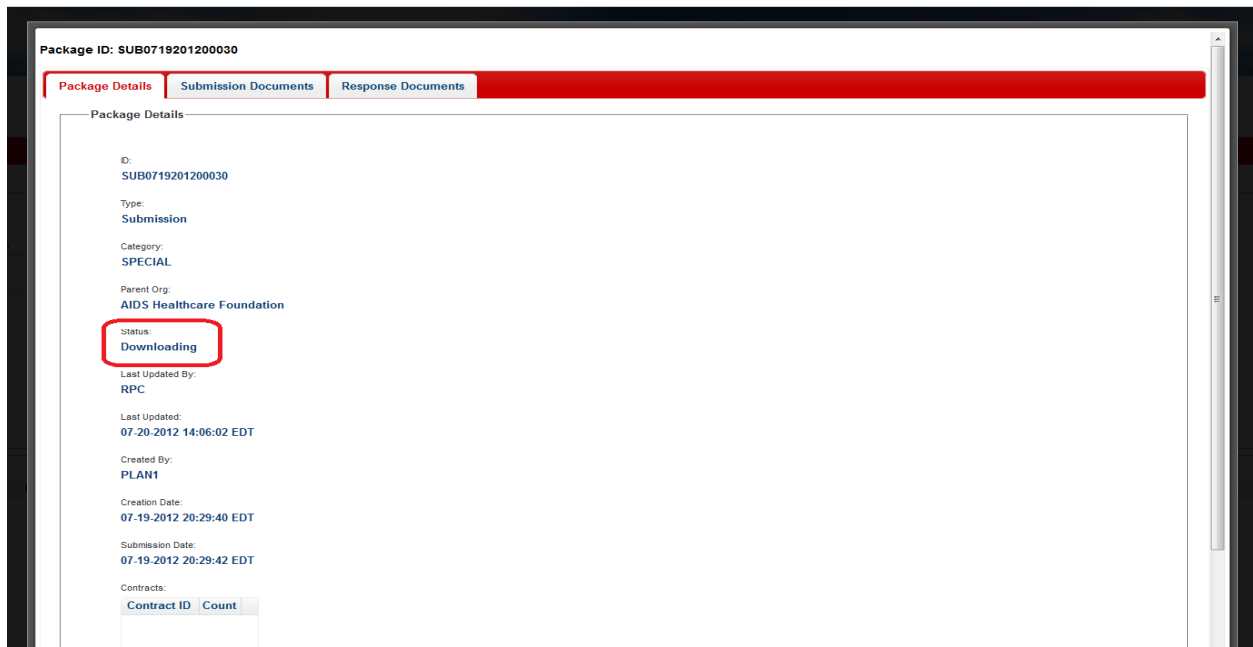
The screenshot shows the 'Search' interface with the following search criteria:

- Search For:** Submission Packages
- Date:** From: 07-01-2012 To: 07-20-2012
- Package ID:** (blank)
- Category:** All
- Status:** All
- Parent Org:** All

The **Results** table is displayed below the search criteria. The 'Status' column is highlighted with a red box.

ID	Type	Category	Status	Submission Date
SUB0719201200030	SUB	Special	Downloading	07-19-2012 20:29:42
SUB0719201200026	SUB	Category 3	In Process	07-19-2012 17:55:42
SUB0719201200025	SUB	Category 3	Open	07-19-2012 17:52:30
SUB0719201200024	SUB	Category 3	Open	07-19-2012 17:48:42
SUB0719201200023	SUB	Category 2	Downloading	07-19-2012 15:29:17
SUB0719201200021	SUB	Category 3	Pending RO Approval	
SUB0719201200020	SUB	Category 3	Downloading	07-19-2012 14:24:27
SUB0719201200019	SUB	Resubmission	Open	07-19-2012 14:22:03
SUB0719201200018	SUB	Category 3	Open	07-19-2012 14:09:36
SUB0719201200017	SUB	Special	Open	07-19-2012 13:49:01
SUB0719201200016	SUB	Resubmission	Closed	07-19-2012 13:47:19
SUB0719201200015	SUB	Category 3	Pending RO Approval	
SUB0719201200014	SUB	Category 2	Completed	07-19-2012 13:42:56
SUB0718201200001	SUB	Category 2	Draft	

5. The user can double click on a Package to view the Package Details. The status of that Package will be displayed as shown below:

**Figure 71: View Package Status in Package Details**

6. The **Status** field confirms the Package is in a *Downloading* status.

#### 4.3.9 View Response Documents added by the RPC via Notifications

All Submission and Transaction Inquiry Packages submitted to the eRPT application by the Plan Users will be available for the RPC users to download and provide Response documents. Following are the Response Documents that are added by RPC for Plan users:

- FDR
- RPC Error Report Notification
- RPC File Upload Error Report
- RPC Transaction Inquiry Response

All response documents to a submission Package are added for a particular Plan contract and only the users who have access to the contract will be able to view the documents. When a response document is added by the RPC contractor, the respective user will receive a notification within the eRPT application (i.e. the user will not receive an email in their email account notifying them that there is a response document. The user must login to the eRPT application to view the notification.). Following are the different notifications the users will receive when a response document is added by RPC for a submission Package,

- There is an FDR(s) uploaded by RPC for Package {0}
- There is an Error Report uploaded by RPC for Package {0}
- There is an Inquiry Response uploaded by RPC for Package {0}

All response documents to an Inquiry Package are added for the Package Creator to view. When a response document is added to a Transaction Inquiry Package only the Package

creator will receive the notification in the eRPT application. The Package creator will receive the following notification when he/she receives a response document from RPC:

- There is an Inquiry Response uploaded by RPC for Package {0}.

*Note: {0} holds the Package ID to which the response document was added by RPC.*

In this section, we will discuss the steps to view response documents added by RPC via notifications.

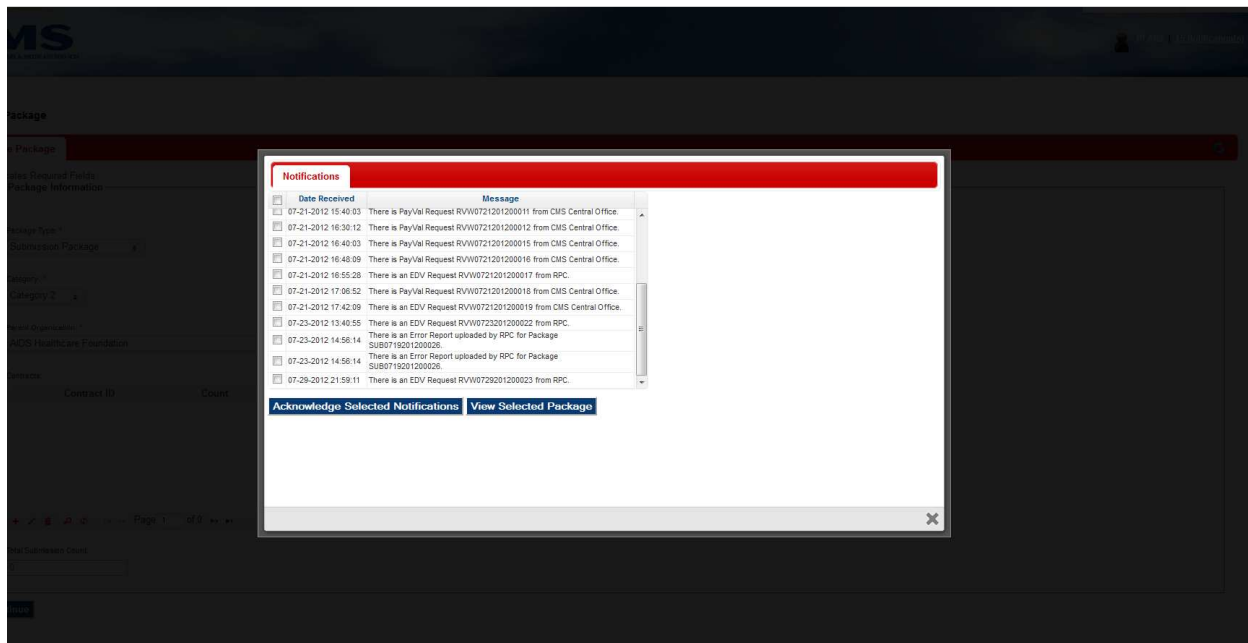
1. Login to the eRPT application.
2. **Action:** Select [Notifications](#) on the upper right hand corner of the screen.

**Figure 72: View Response Documents via Notifications**

The screenshot displays the CMS XLC application interface. At the top, there is a header with the CMS logo and navigation links: Search, Create Package, eRPTCO, eRPTC-1500000, and Logout. Below the header, a red banner contains the word "Search". Underneath the banner, a section titled "Search Criteria" contains several input fields: "Search For:" with a dropdown menu set to "Submission Packages", "Date:" with "From:" and "To:" date pickers, "Package ID:" with a text input field, "Category:" with a dropdown menu set to "All", "Status:" with a dropdown menu set to "All", and "Parent Org:" with a dropdown menu set to "All". A "Search" button is located below these fields. Below the search criteria section, a "Results" section contains a table with the following headers: ID, Type, Category, Status, and Submission Date. The table is currently empty.

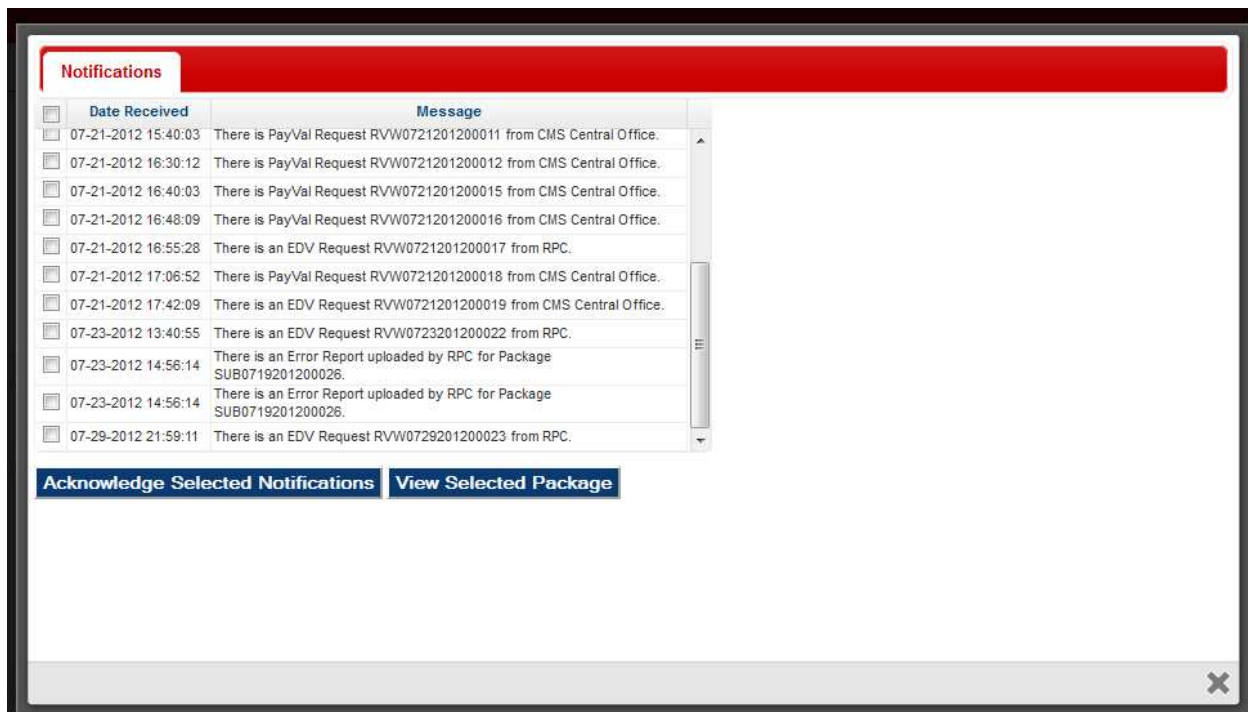
3. The following pop-up window will display with a list of all the Notifications for the logged in user:

Figure 73: View Response Documents via Notifications



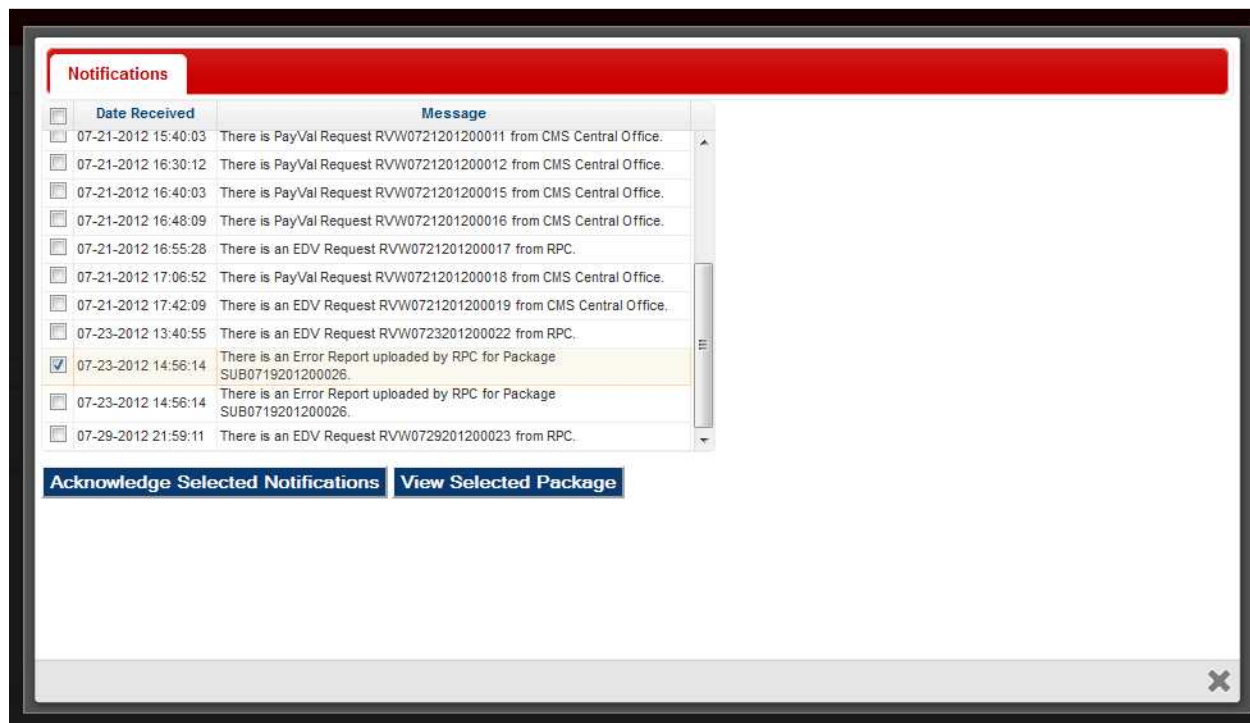
- All the notifications belonging to the current user will be displayed.

Figure 74: View Response Documents via Notifications



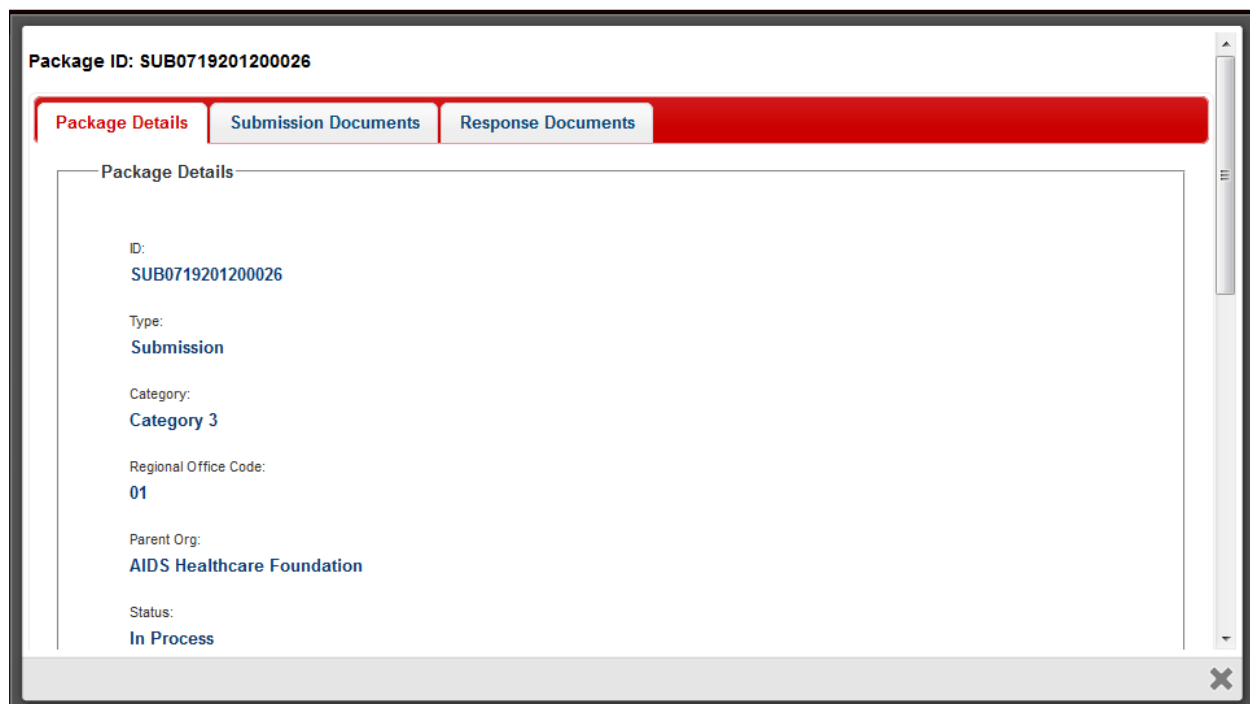
- Action:** The user should select a checkbox for the notification that they would like to view. For our example let's select notification for Error Report.

Figure 75: View the Response Documents via Notifications



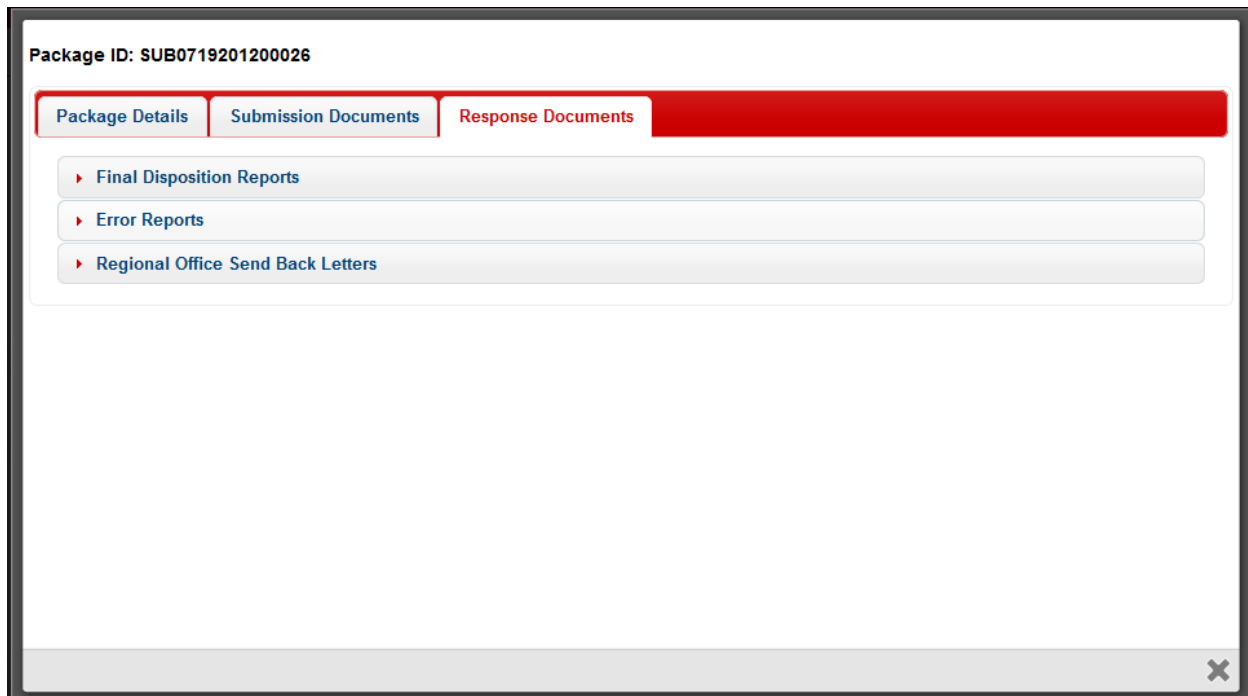
6. **Action:** Select the **View Selected Package** button.
7. The Package will be displayed to the user.

Figure 76: View Response Documents via Notifications



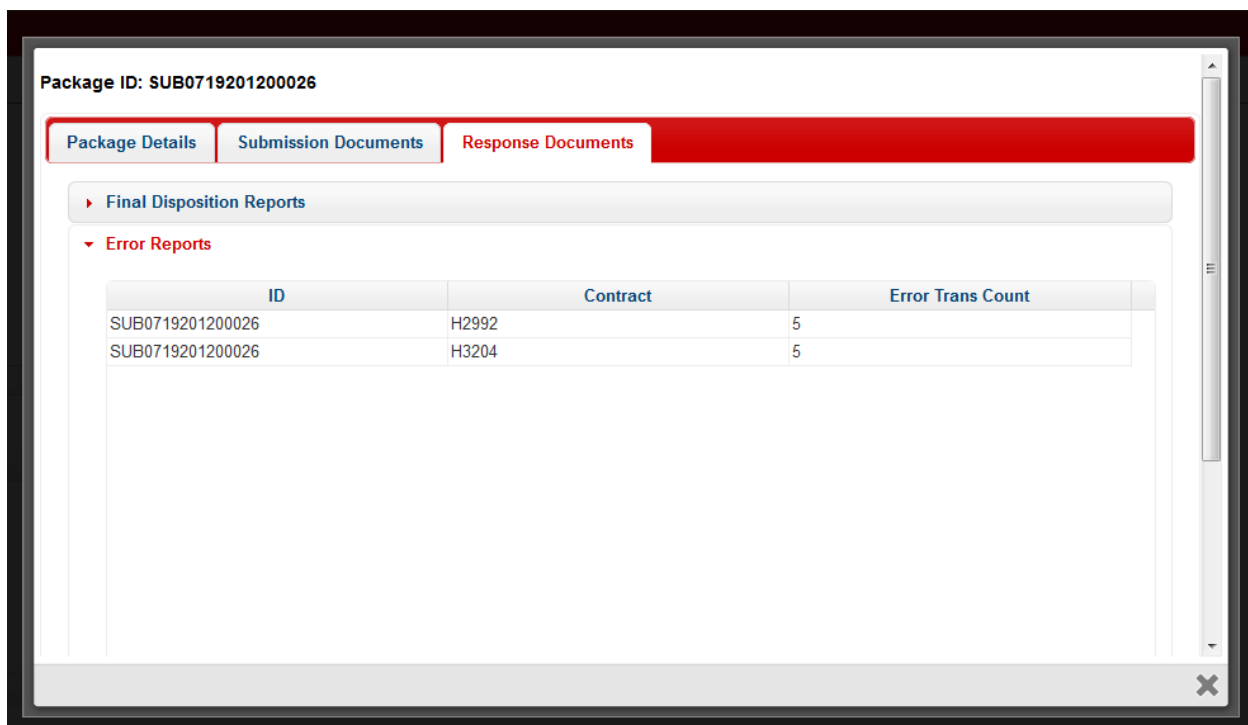
8. **Action:** Select Response Documents Tab to view the documents added by RPC.

**Figure 77: View Response Documents via Notifications**



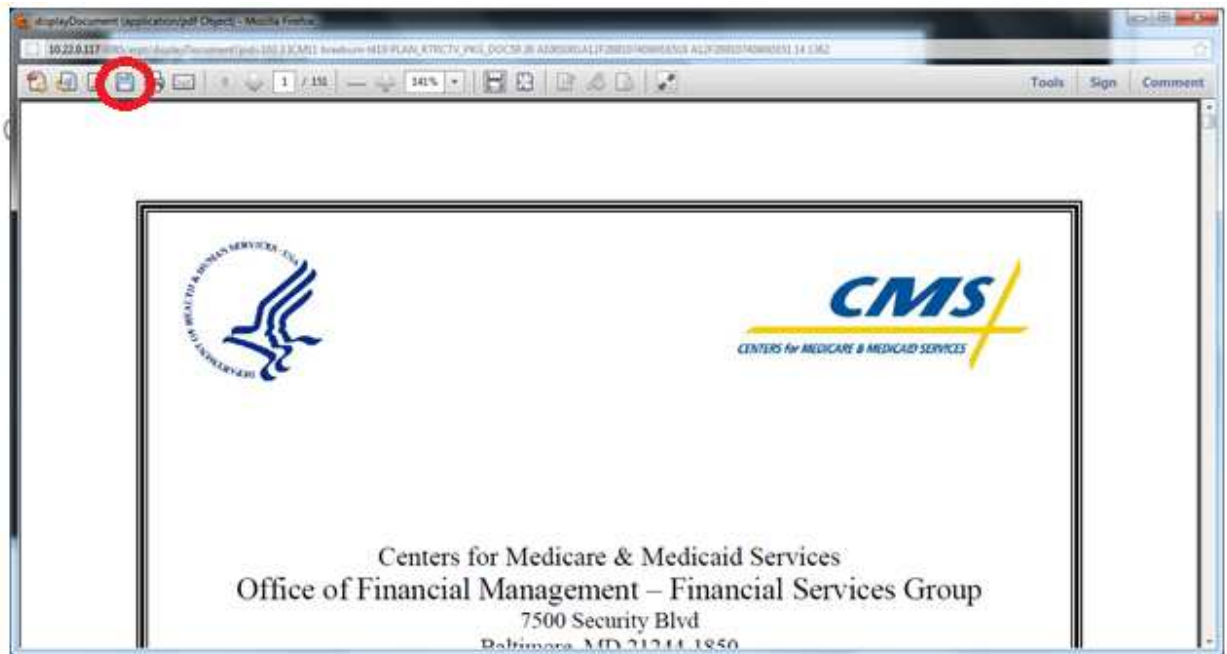
9. **Action:** Expand Error Reports selection to view the documents as shown below:

**Figure 78: View Response Documents via Notifications**



10. The user will be able to view all the error report documents added by the RPC.
11. **Action:** To open and view the documents double click on the document to view it.  
Download the document to the local computer by selecting the **Save icon** as shown below:

**Figure 79: View Response Documents via Notifications**



#### 4.3.10 Search & View Response Documents

The Search feature in the eRPT application can also be used for searching the following types of documents:

- Final Disposition Reports
- Error Reports
- RO Letters
  - Regional Office Approval Letters

In this section, we will discuss the steps to search and view documents.

1. Login to the eRPT application.
2. **Action:** Select **Search**.
3. Enter the search criteria to retrieve the response documents,
  - a. **Search For** - Select Final Disposition Reports from the dropdown
  - b. **Date**
    - i. **From** - Enter the beginning date for search
    - ii. **To** - Enter the end date for search
  - c. **Package ID** - For our example we will leave it blank
  - d. **Parent Organization** - Select 'All' from the dropdown.
  - e. **Contract ID** - For our example we will leave it blank



Figure 80: Search &amp; View Response Documents

The screenshot shows the CMS Search interface. At the top, there is a navigation bar with the CMS logo and links for Search, Create Package, ERP/ADM, & Notifications, and Logout. Below this is a search bar with a red header. The search criteria section includes fields for Search For (Final Disposition Reports), Package ID, Contract ID, Date (From: 07-01-2012, To: 09-30-2012), and Parent Org (All). A Search button is located below these fields. The Results section displays a table with the following columns: ID, Type, Category, Status, and Submission Date.

4. **Action:** Select **Search**.
5. The results meeting the search criteria will be displayed in the result grid.

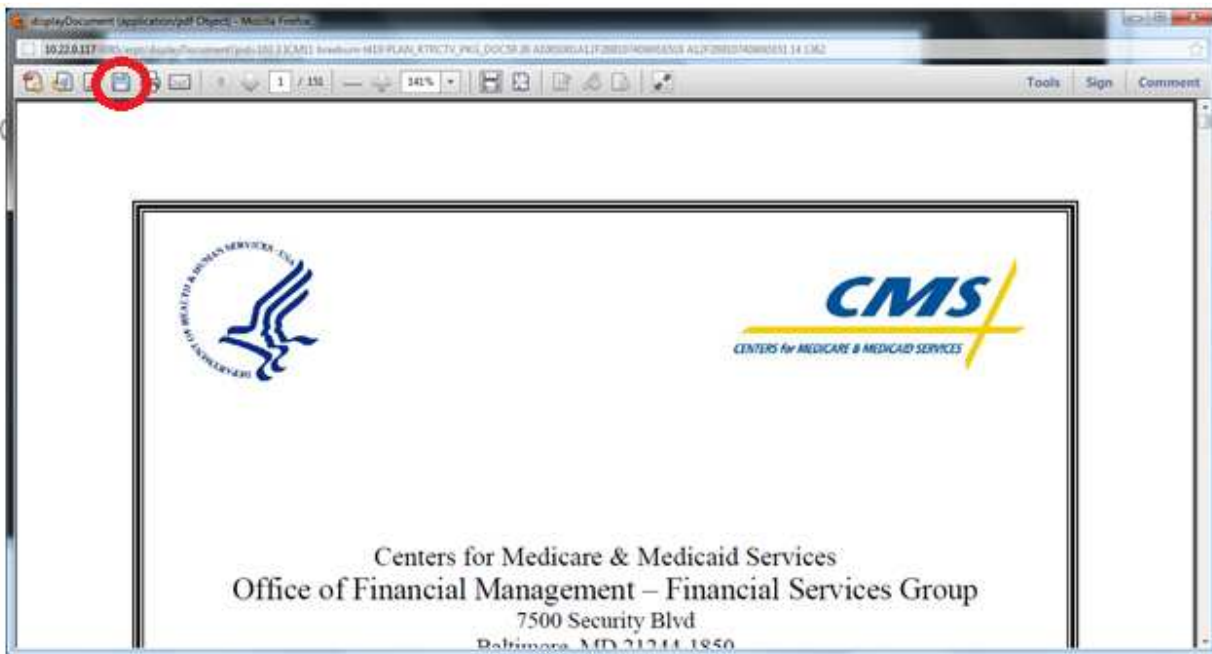
Figure 81: Search &amp; View Response Documents

The screenshot shows the CMS Search interface with search results. The search criteria are the same as in Figure 80. The Results section displays a table with the following columns: ID, Contract, Successful Trans Count, and Failed Trans Count.

ID	Contract	Successful Trans Count	Failed Trans Count
SUB0719201200016	H0117	10	5
SUB0719201200016	H0141	10	5
SUB0719201200026	H1415	10	5
SUB0719201200026	H0819	10	5

6. **Action:** Double click on the document in the result grid to view it. The document will open as shown below. Download the document to the local computer by selecting the **Save icon** as shown below:

Figure 82: Search &amp; View Response Document



### 4.3.11 Add Response Documents to Review Package

Responses to Review Packages include Plan documentation supporting EDV Review Requests, Pay Val Review Requests or other Reviews designated by CMS. In the following section we will discuss how a Plan User can:

- Search for Review Packages
- Access Review Packages via notifications
- Complete Review Packages with Response Documents

#### 4.3.11.1 Search for Review Packages

1. Login to the eRPT application.
2. **Action:** Select **Search** on top right corner of the screen.
3. **Action:** Enter following search criteria to perform the search:
  - a. **Search For:** Select Review Package from the drop down.
  - b. **Date:** Select the date range for the search. Use the date available in the notification to determine the date range for the Review Package.
  - c. **Package ID** - Package ID can be found from notifications.
  - d. **Category:** Select the appropriate Category Code. The Review Package Category will be available in the notifications.
  - e. **Status:** Select Open from the drop down.
  - f. **Parent Org:** Lists all the Parent Organizations.
  - g. **Contract ID:** It is an optional field. Enter the contract ID.
4. **Action:** Select **Search**.

Figure 83: Search Review Package

**Search**

\* Indicates Required Field

**Search Criteria**

Search For: \*  
Submission Packages

Package ID:

Date: \*  
From: 07-01-2012 To: 07-20-2012

Category: All

Status: All

Search

**Results**

ID	Type	Category	Status	Submission Date
----	------	----------	--------	-----------------

5. Search results will be displayed in the results grid.

Figure 84: Search Review Package

**Search**

\* Indicates Required Field

**Search Criteria**

Search For: \*  
Review Packages

Package ID:

Contract ID:

Date: \*  
From: 07-01-2012 To: 07-25-2012

Category: All

Status: All

Parent Org: All

Search

**Results**

ID	Type	Category	Status	Submission Date
RVW0723201200022	RVW	Enrollment Data Validation	Open	07-23-2012 17:40:52
RVW0723201200021	RVW	Enrollment Data Validation	Open	07-23-2012 17:28:39
RVW0723201200020	RVW	Enrollment Data Validation	Open	07-23-2012 15:19:19
RVW0721201200019	RVW	Enrollment Data Validation	Open	07-21-2012 21:42:08
RVW0721201200018	RVW	Payment Validation	Open	07-21-2012 21:06:51
RVW0721201200017	RVW	Enrollment Data Validation	Open	07-21-2012 20:55:24
RVW0721201200016	RVW	Payment Validation	Open	07-21-2012 20:48:07
RVW0721201200015	RVW	Payment Validation	Downloading	07-21-2012 20:40:02
RVW0721201200014	RVW	Payment Validation	Downloading	07-21-2012 20:20:15
RVW0721201200013	RVW	Payment Validation	In Process	07-21-2012 19:44:41
RVW0721201200012	RVW	Payment Validation	Open	07-21-2012 20:30:11
RVW0721201200011	RVW	Payment Validation	Open	07-21-2012 19:40:02
RVW0721201200010	RVW	Payment Validation	Completed	07-21-2012 19:36:02
RVW0721201200009	RVW	Payment Validation	Open	07-21-2012 19:17:36
RVW0719201200008	RVW	Enrollment Data Validation	Open	07-19-2012 19:50:57
RVW0719201200007	RVW	Enrollment Data Validation	Completed	07-19-2012 18:32:10
RVW0719201200006	RVW	Enrollment Data Validation	Open	07-19-2012 17:45:21
RVW0719201200005	RVW	Enrollment Data Validation	Closed	07-19-2012 14:13:41

6. Double click on the EDV Review Package in the search results to open the Package. The Package will open as shown below:

**Figure 85: Search Review Package**

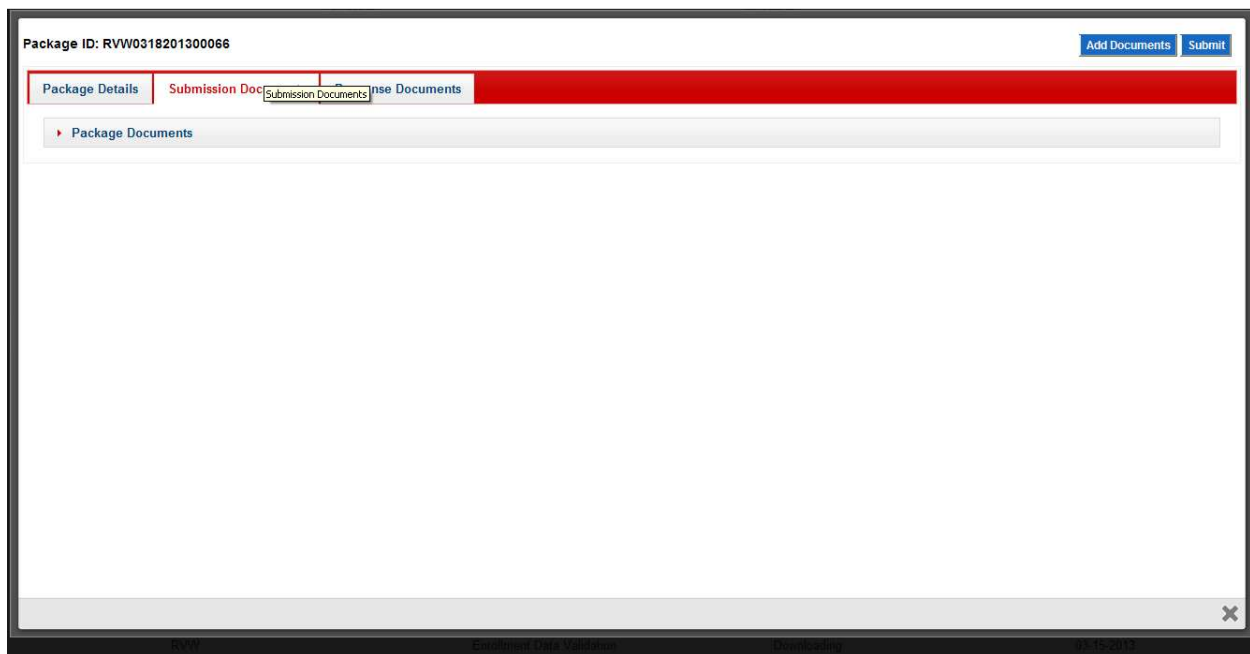
The screenshot displays a web application window titled "Search Review Package". At the top, the "Package ID: RVW0318201300066" is shown. Below this, there are three tabs: "Package Details" (selected), "Submission Documents", and "Response Documents". The "Package Details" tab contains the following information:

- ID: RVW0318201300066
- Type: Review
- Category: Enrollment Data Validation
- Parent Org: Health Alliance Medical Plans
- Status: Open
- Last Updated By: RPC
- Last Updated: 03-18-2013 14:53:20
- Created By: RPC
- Expiration Date: (blank)

At the bottom of the window, there is a status bar with the following text: "RVW", "Enrollment Data Validation", "Downloaded", and "03-18-2013".

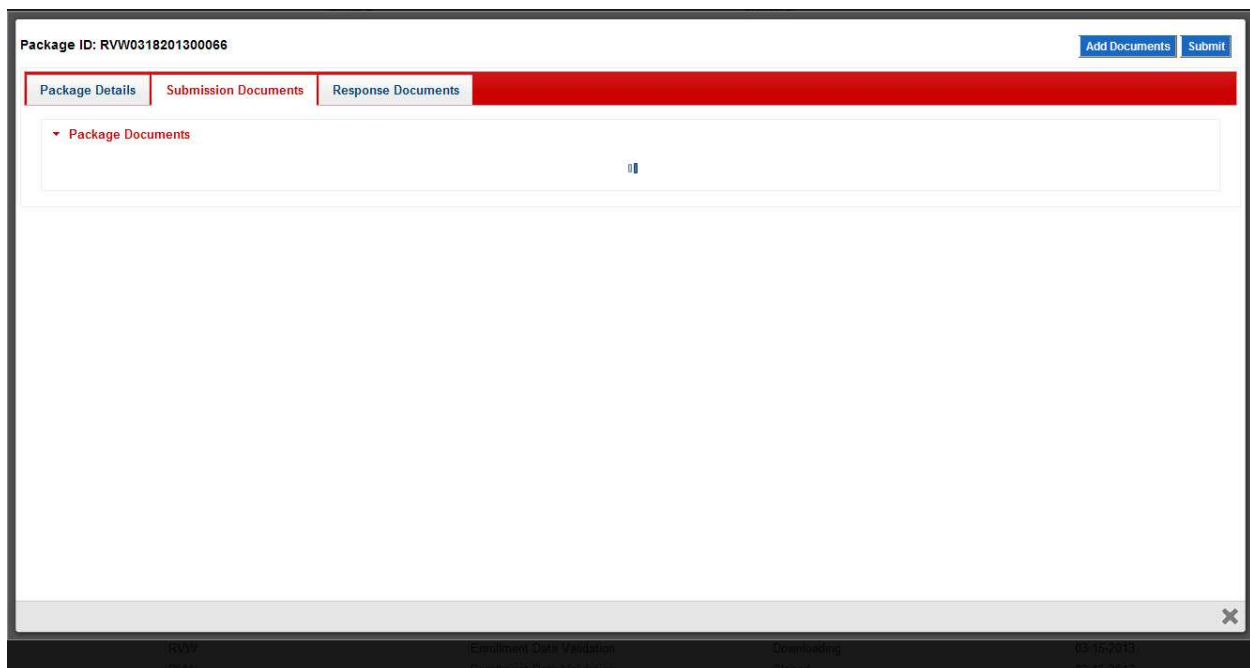
- Action:** Select Submission Documents tab.

Figure 86: Search Review Package



8. **Action:** Expand Package Document to view the documents submitted by RPC. Depending on the internet speed and size of the document users may see the following screen with downloading action:

Figure 87: Search Review Package



*Note: Please wait for the downloading action to be completed to view the documents.*

9. Once the downloading action is completed the documents submitted by RPC will display on the user interface as shown below:

**Figure 88: Search Review Package**

Package ID: RVW0318201300066 [Add Documents](#) [Submit](#)

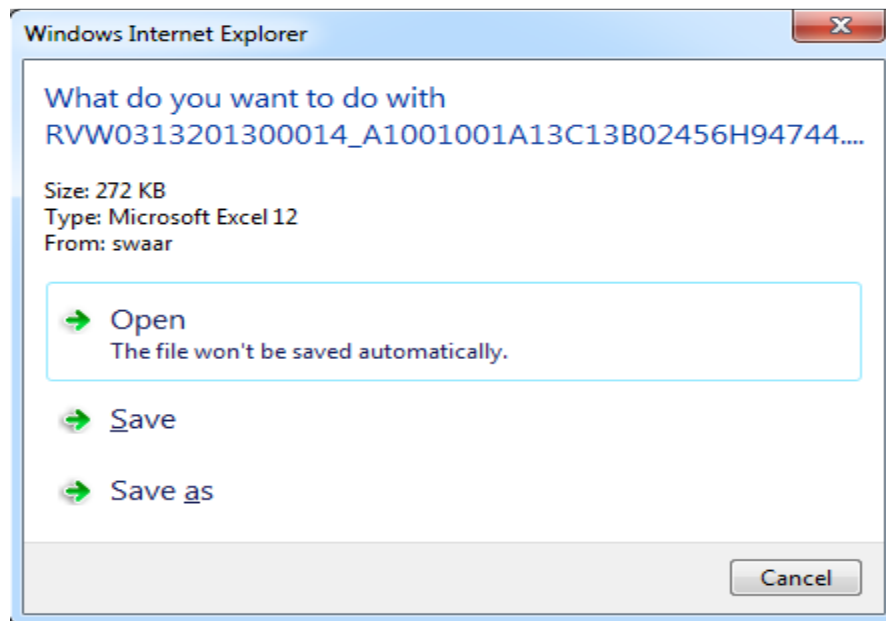
[Package Details](#) [Submission Documents](#) [Response Documents](#)

▼ Package Documents

ID	Document Type
RVW0318201300066	Enrollment Data Validation (EDV) Request Spreadsheet

RVW Enrollment Data Validation Downloading 03-15-2013 03:15:2013

10. **Action:** Double click on the document to view it. Depending on the browser the user will see the following pop-up window

**Figure 89: Search Review Package**

11. **Action:** Select **Open**. Depending on the browser the user will see the following pop up window.

**Figure 90: Search Review Package**

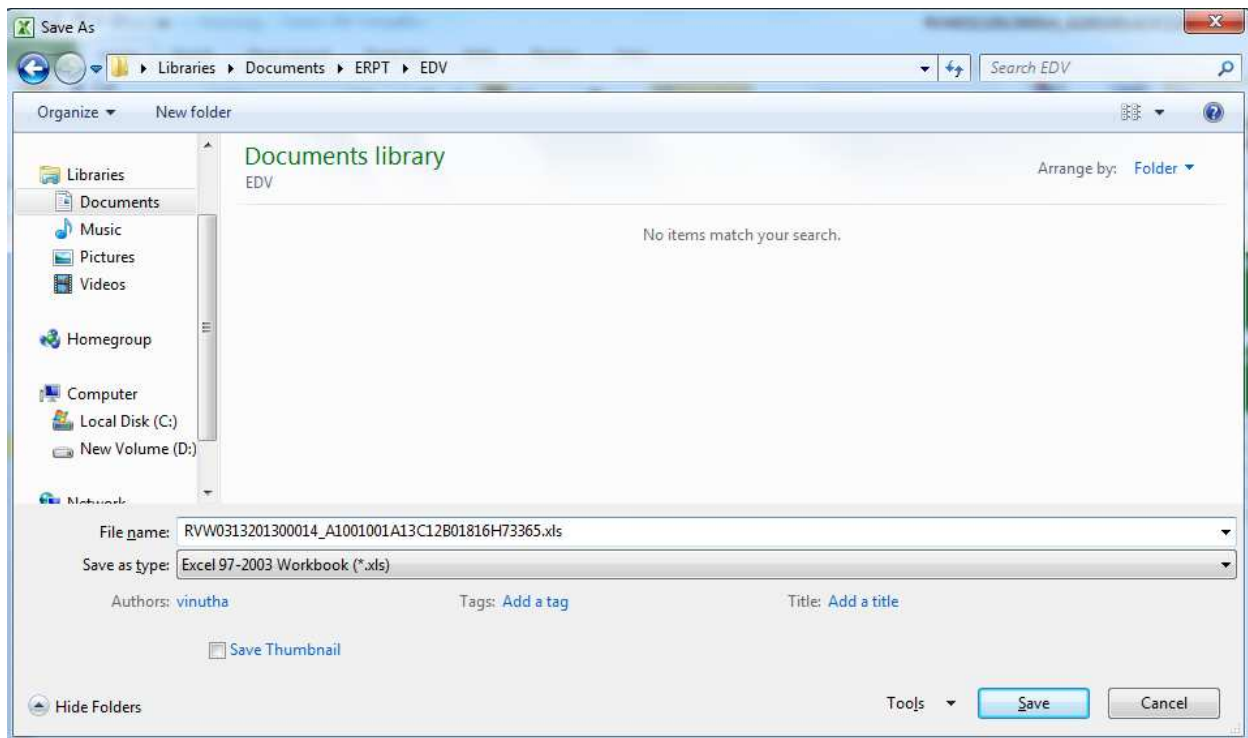
12. **Action:** Select **Cancel**. The document will open has shown below.

Figure 91: Search Review Package

REGION	TRANSACTION_ID	TTC	TRC	TRANSACTION_DATE	CONTRACT_NUMBER	PBP	HCEN	LAST_NAME	FIRST_NAME	EFFECTIVE_DATE	APPLICATION_DATE	ELECTION_TYPE	EGIP	EMPLOYER_OVERRIDE	CREDITABLE_COVERAGE	EMD	EMD_OVERRIDE	DRUGNL_REASON_CODE	OUT_OF_AREA	ENROLLMENT_SOURCE
9	-1545207972	61	011	2/12/2013	XXXXXX	1	XXXXXXXXXX	QUEDDING	PLACIDA	3/1/2013	2/8/2013	1			Y	0				
9	-1548116600	61	011	2/12/2013	XXXXXX	1	XXXXXXXXXX	LACTADON	SATURNI	2/1/2013	1/30/2013	5			Y	0				
9	-1543268374	61	011	2/23/2013	XXXXXX	2	XXXXXXXXXX	FREITAS	ELLIOT	3/1/2013	2/19/2013	5			Y	0				
9	-1546176174	61	011	2/7/2013	XXXXXX	2	XXXXXXXXXX	MATEO	DOLORES	3/1/2013	2/5/2013	5			Y	0				
9	-1546395108	61	100	2/5/2013	XXXXXX	2	XXXXXXXXXX	KIM	YI	3/1/2013	2/1/2013	5			Y	0				

13. **Action:** To save the document to local repository. Select File -> Save As.

Figure 92: Search Review Package



14. **Action:** Select **Save**. The document will be saved in the local repository selected by the user.



### 4.3.11.2 Access Review Packages via Notifications

1. Login to the eRPT application.
2. Action: Select [Notifications](#) on the upper right hand corner of the screen.

**Figure 93: Access Review Package via Notifications**

The screenshot shows the CMS XLC Search interface. At the top, there is a search bar and a 'Create Package' button. Below the search bar, there is a 'Search Criteria' section with several input fields: 'Search For' (set to 'Submission Packages'), 'Date' (From and To), 'Package ID', 'Category' (set to 'All'), 'Status' (set to 'All'), and 'Parent Org' (set to 'All'). A 'Search' button is located below these fields. Below the search criteria, there is a 'Results' section with a table header: 'ID', 'Type', 'Category', 'Status', and 'Submission Date'. The table is currently empty.

3. The following pop-up window will display with a list of all the Notifications for the user:

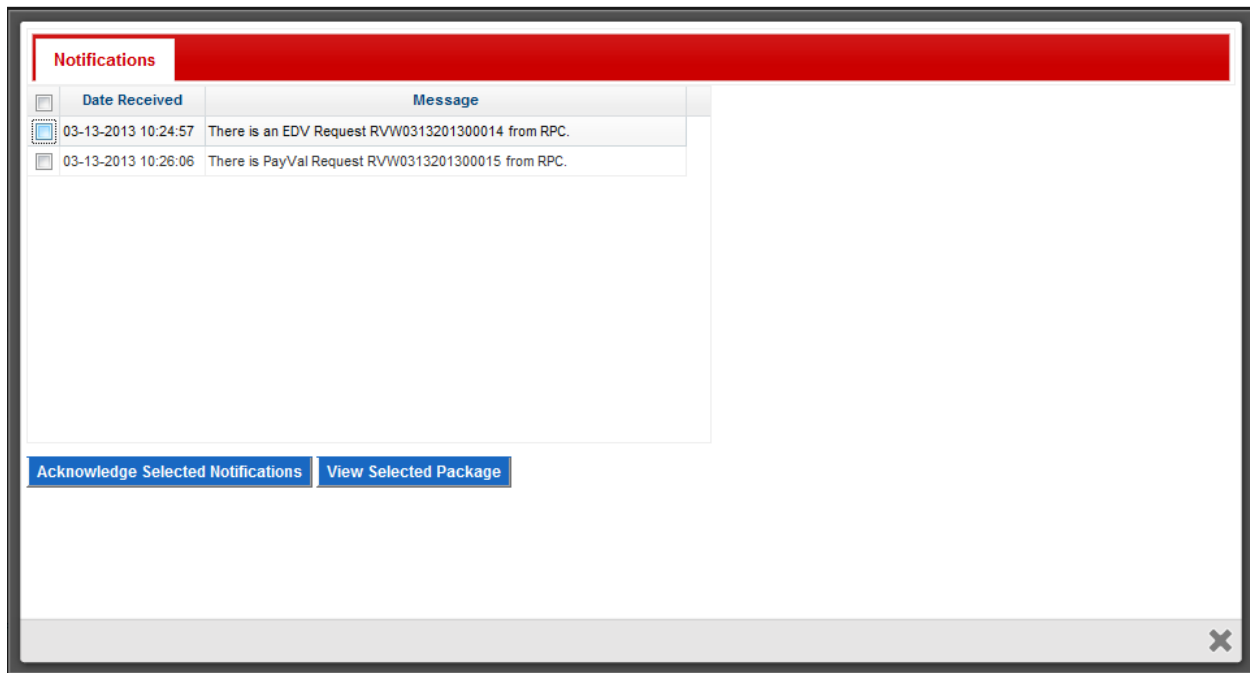
**Figure 94: Access Review Package via Notifications**

The screenshot shows a pop-up window titled 'Notifications'. It contains a table with two columns: 'Date Received' and 'Message'. The table lists two notifications:
 

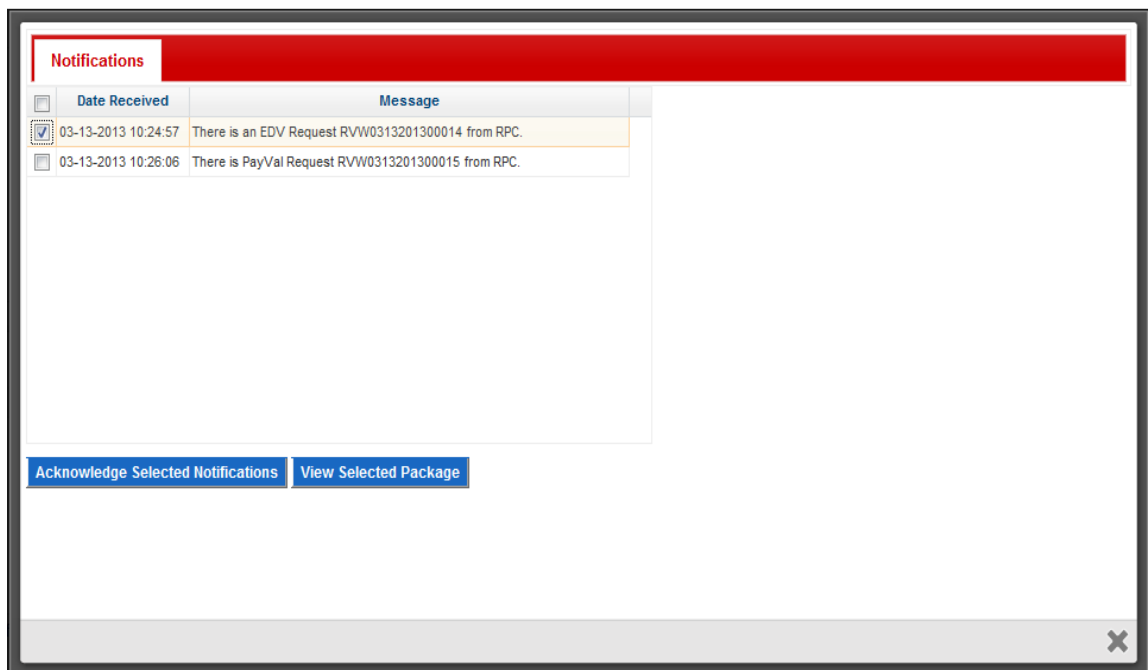
Date Received	Message
03-13-2013 10:24:57	There is an EDV Request RVW0313201300014 from RPC.
03-13-2013 10:26:06	There is Pay/Vol Request RVW0313201300015 from RPC.

 Below the table, there are two buttons: 'Acknowledge Selected Notifications' and 'View Selected Package'. The background shows the CMS XLC interface with the 'Create Package' button and a sidebar with 'Package Information' and 'Package ID' fields.

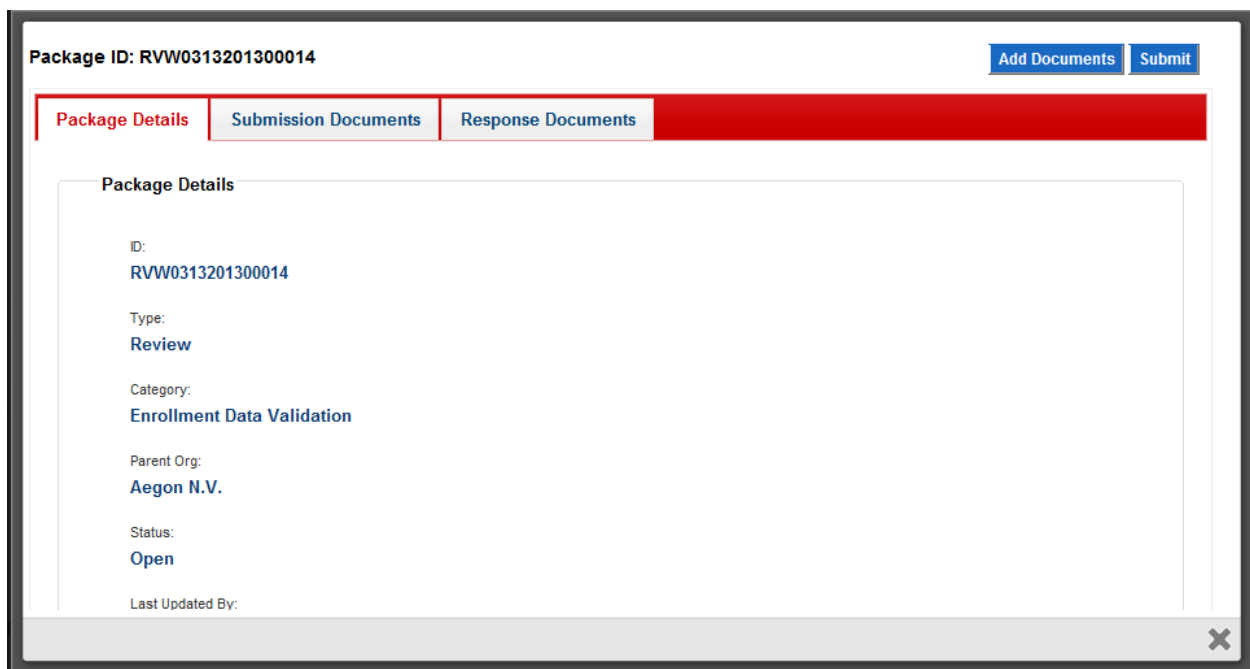
4. All the notifications belonging to the current user will be displayed.

**Figure 95: Access Review Package via Notifications**

5. **Action:** Select a checkbox for the notification you would like to view.

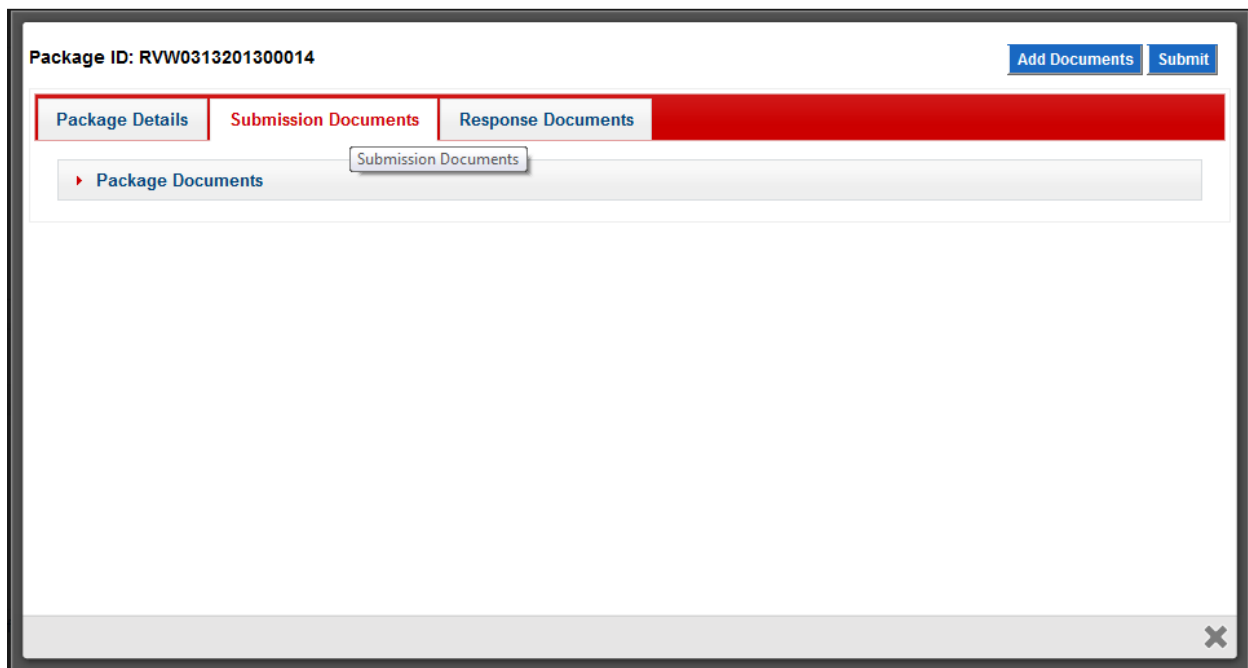
**Figure 96: Access Review Package via Notifications**

6. **Action:** Select the **View Selected Package** button.

**Figure 97: Access Review Package via Notifications**

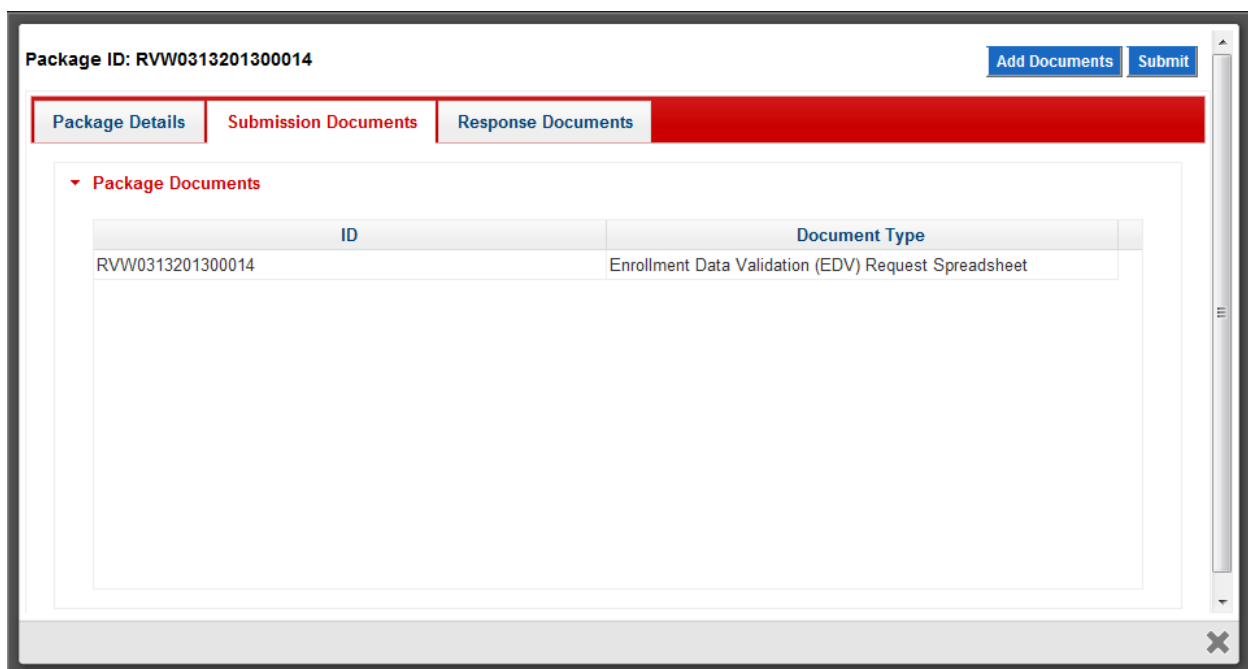
7. **Action:** Select Submission Documents tab.

Figure 98: Access Review Package via Notifications



8. **Action:** Expand Package Document to view the documents submitted by RPC. Depending on the internet speed and size of the document users may see a screen with downloading action.
9. Once the downloading action is completed the documents submitted by RPC will display on the user interface as shown below:

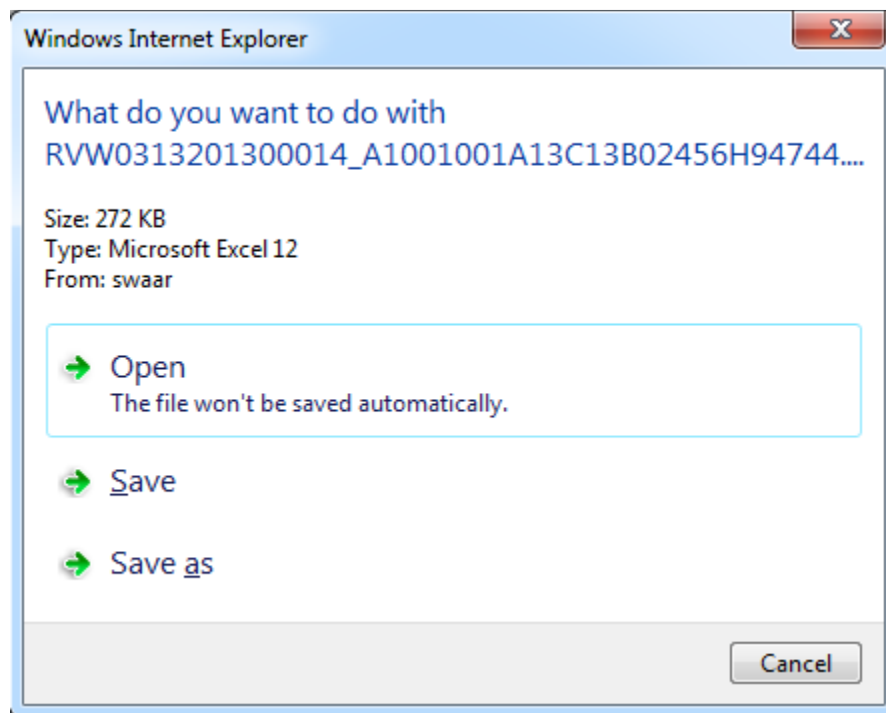
Figure 99: Access Review Package via Notifications



10. **Action:** Double click on the document to view it.

11. Depending on the browser the user will see the following pop-up window.

**Figure 100: Access Review Package via Notifications**



12. **Action:** Select **Open**. Depending on the browser the user will see the following pop up window.

**Figure 101: Access Review Package via Notifications**



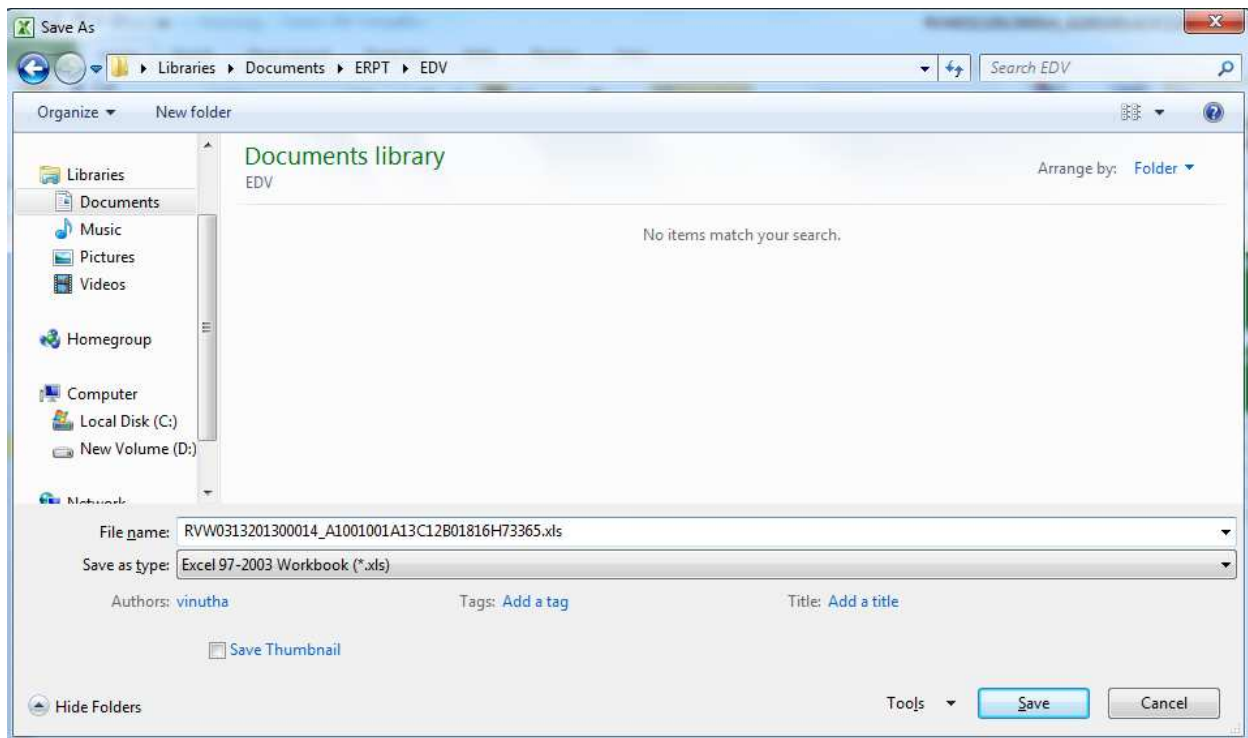
13. **Action:** Select **Cancel**. The document will open has shown below.

Figure 102: Access Review Package via Notifications

REGION	TRANSACTION_ID	TTC	TRC	TRANSACTION_DATE	CONTRACT_NUMBER	PBP	HCEN	LAST_NAME	FIRST_NAME	EFFECTIVE_DATE	APPLICATION_DATE	ELECTION_TYPE	EGIP	EMPLOYER_OVERRIDE	CREDITABLE_COVERAGE	EMD	EMD_OVERRIDE	INTERNAL_REASON_CODE	OUT_OF_AREA	ENROLLMENT_SOURCE
9	15453207972	61	011	2/12/2013	XXXXXX	1	XXXXXXXXXX	QUEZDING	PLACIDA	3/1/2013	2/8/2013	I			Y	0				
9	1548116600	61	011	2/12/2013	XXXXXX	1	XXXXXXXXXX	LACTADON	SATURNI	2/1/2013	1/30/2013	S			Y	0				
9	1543268374	61	011	2/23/2013	XXXXXX	2	XXXXXXXXXX	FREITAS	ELLIOT	3/1/2013	2/19/2013	S			Y	0				
9	1546176174	61	011	2/7/2013	XXXXXX	2	XXXXXXXXXX	MATEO	DOLORES	3/1/2013	2/5/2013	S			Y	0				
9	1546395108	61	100	2/5/2013	XXXXXX	2	XXXXXXXXXX	KIM	YI	3/1/2013	2/1/2013	S			Y	0				

14. **Action:** To save the document to local repository. Select File -> Save As.

Figure 103: Access Review Package via Notifications



15. **Action:** Select **Save**. The document will be saved in the local repository selected by the user.

### 4.3.11.3 Complete Review Package with Response Documents

1. **Action:** Search for Review Package by following steps in section [4.3.11.1](#) to search for Review Package.
2. **Action:** Double click on the Package to open and view the Package.

**Figure 104: Complete Review Package with Response Documents**

Package ID: RVW0318201300066

Add Documents Submit

Package Details Submission Documents Response Documents

Package Details

ID:  
RVW0318201300066

Type:  
Review

Category:  
Enrollment Data Validation

Parent Org:  
Health Alliance Medical Plans

Status:  
Open

Last Updated By:  
RPC

Last Updated:  
03-18-2013 14:53:20

Created By:  
RPC

Finalize Package

RVW Enrollment Data Validation Downloading 03-18-2013

3. **Action:** Select **Add Documents**. The following window will be displayed:

**Figure 105: Complete Review Package with Response Documents**

The screenshot shows a web application interface for managing review packages. At the top, the 'Package ID' is RVW0318201300066. There are three tabs: 'Package Details', 'Submission Documents', and 'Response Documents', with the latter being the active tab. Below the tabs is a 'Select files' section with a plus icon and the instruction 'Add files to the upload queue and click the start button.' A table with columns 'Document Type', 'Filename', and 'Status' is present but empty. Below the table is a red bar containing 'Add Files' and 'Start Upload' buttons, with a progress indicator showing '0%'. At the bottom of this section, it says 'Accepted File Types: pdf, xls,.xlsx'. The footer of the application shows a progress bar with stages: 'Review', 'Completed Data Validation', 'Downloading', and 'Uploading', with the current stage being 'Uploading'. The date '09-15-2013' and time '10:12:00' are also displayed.

Package ID: RVW0318201300066

Finished Adding Docs Submit

Package Details Submission Documents **Response Documents**

Select files  
Add files to the upload queue and click the start button.

Document Type	Filename	Status
---------------	----------	--------

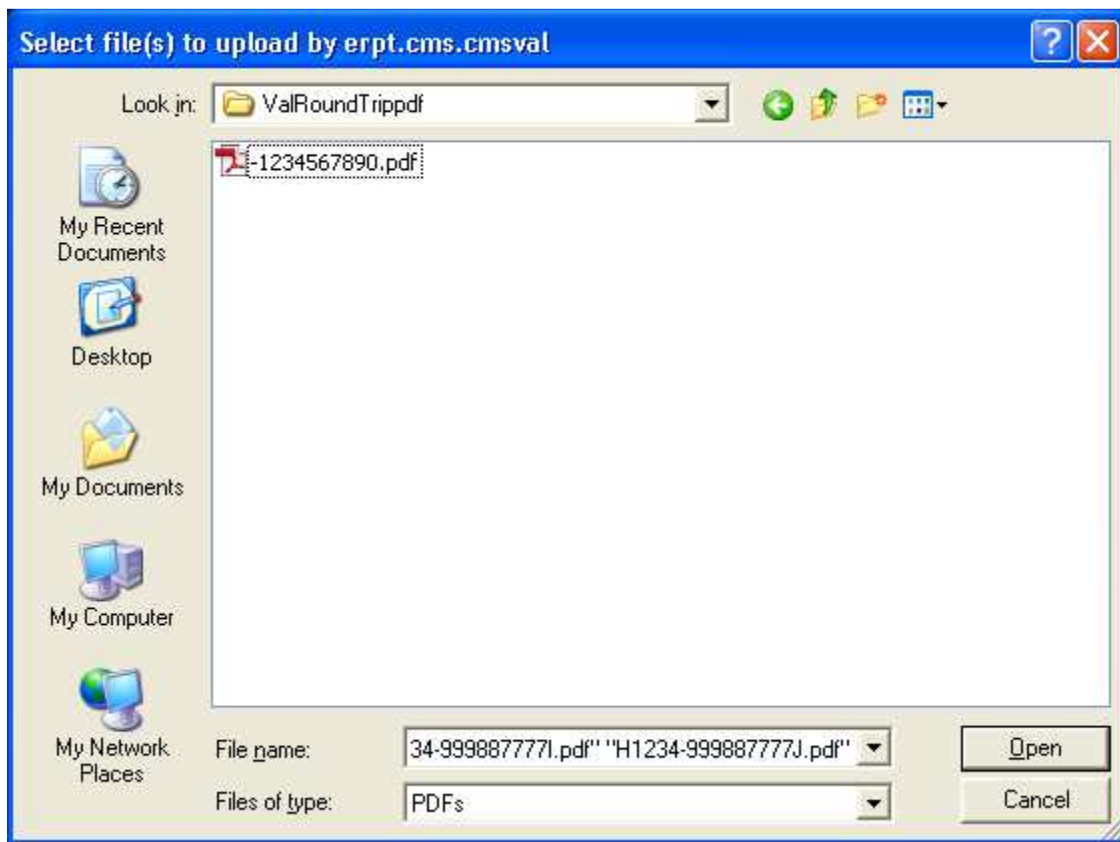
Add Files Start Upload 0%

Accepted File Types: pdf, xls, .xlsx

Review Completed Data Validation Downloading Uploading 09-15-2013 10:12:00

4. **Action:** Select **Add Files**. Windows Explorer pop-up window will be displayed to select the documents as shown below:



**Figure 106: Complete Review Package with Response Documents**


5. **Action:** Select the files you want to add for the document and select **Save**. The selected document will display in the user interface.


*Note: The Plan Users will not need to upload the EDV Validation Spreadsheet that they received from the RPC.*


**Figure 107: Complete Review Package with Response Documents**

Package ID: RVW0318201300066 Finished Adding Docs Submit

Package Details Submission Documents Response Documents


 **Select files**  
Add files to the upload queue and click the start button.

Document Type	Filename	Status
<span>RPC Supporting Documentation</span>	-1234567890.pdf	0% 



1 files queued Start Upload Using runtime: flash 0%

Accepted File Types: pdf, xls, xlsx



00/00  
00/00

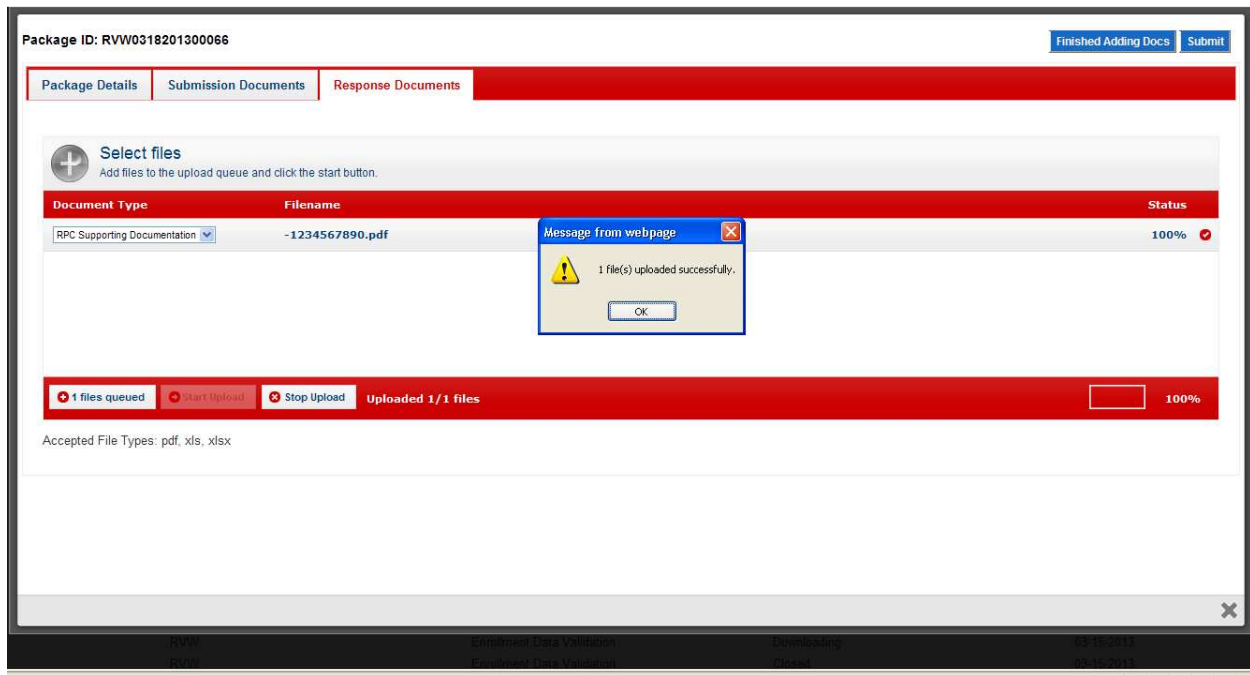
Equipment Data Validation  
Equipment Data Validation

Downloading  
Failed

03/18/2013  
03/18/2013

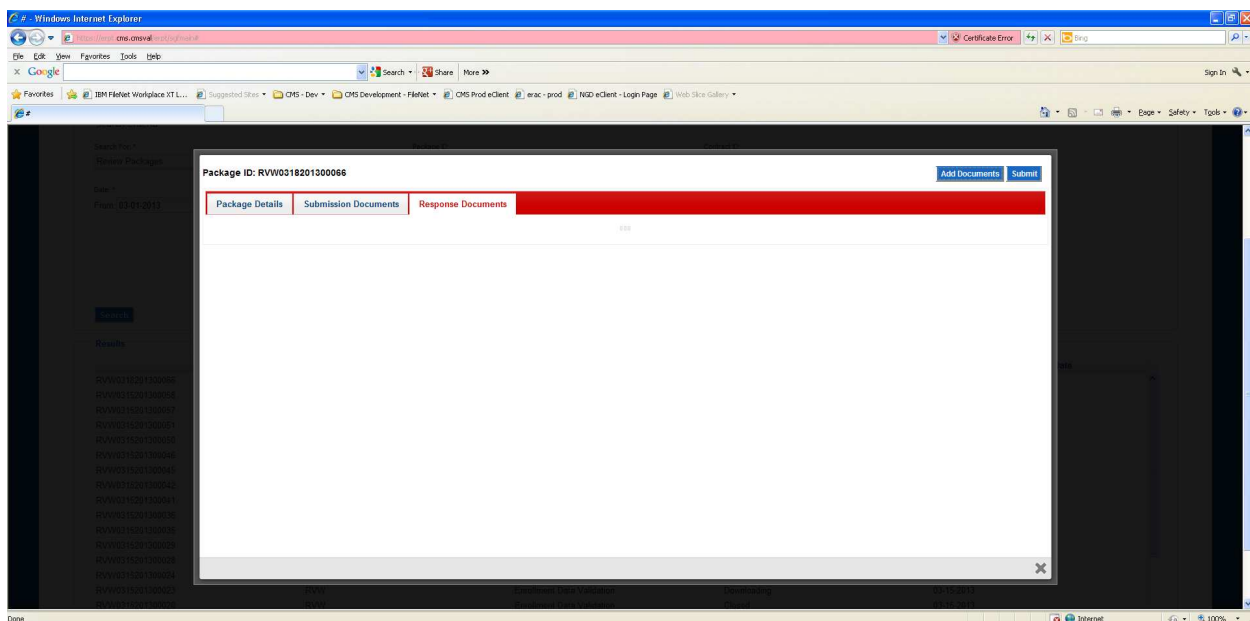
- Action:** The default *Document type*-“*RPC Supporting Documentation*” is automatically selected.
- Action:** Select **Start Upload**.

Figure 108: Complete Review Package with Response Documents



8. **Action:** Select **OK**.
9. **Action:** To view the documents uploaded on the package select **Finished Adding Docs**. Depending on the internet speed and size of the document users may see the following screen with downloading action.

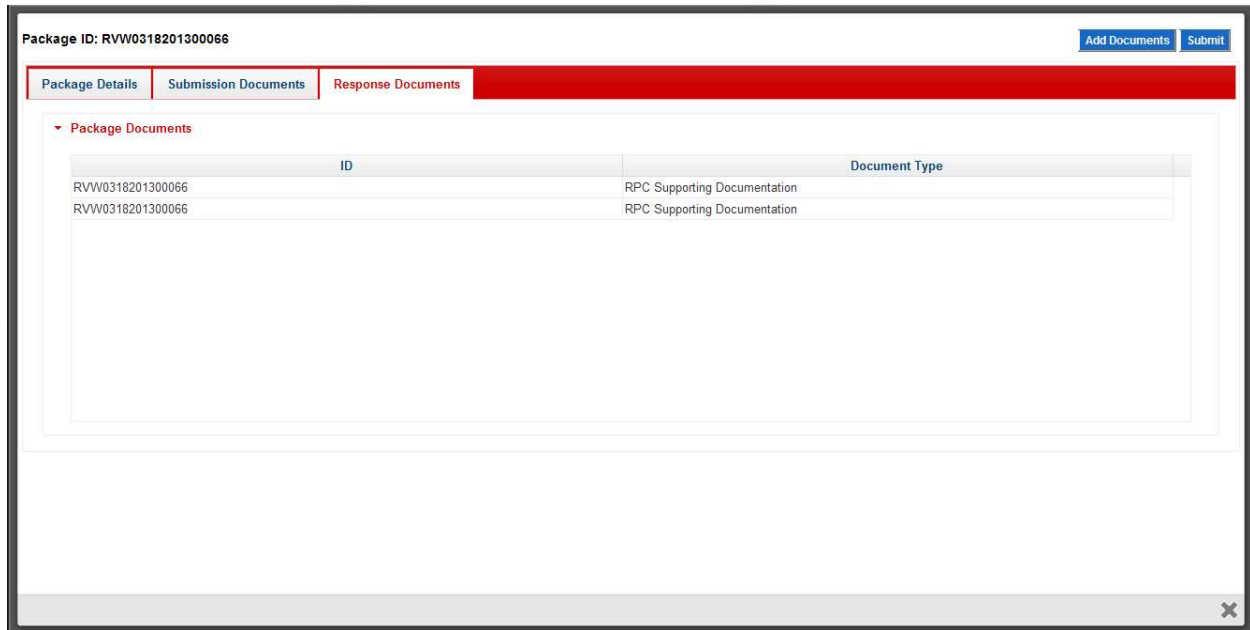
Figure 109: Complete Review Package with Response Documents



*Note: The documents will display on the user interface once it has been downloaded.*

10. **Action:** The users will see Package Documents selection once the download action on the user interface is completed. Expand Package Documents by selecting the red arrow. All the documents uploaded by the user will display as shown below.

**Figure 110: Complete Review Package with Response Documents**



*Note: You may see downloading action when you expand the Package Documents or Package Details depending on the internet speed. The downloading action will not save the documents on your local machine and you will need to manually download the documents if you want.*

11. If the user wants to upload additional documents repeat step 3 to 8. If the user wants to delete any uploaded documents please contact the MAPD Help Desk and create a ticket.
12. **Action:** Select **Submit** if you have completed adding all the documents or select **Finished Adding Docs** to switch to View Mode.
13. **Action:** Select **Submit**. The following message will be displayed:

**Figure 111: Complete Review Package with Response Documents**

Package ID: RVW0729201200023

Finished Adding Docs Submit

Package Details Submission Documents Response Documents

Select files  
Add files to the upload queue and click the start button.

Document Type	Filename	Status
Package ID RVW0729201200023 has been submitted for processing.		

OK

Add Files Start Upload 0%

Accepted File Types: pdf, xls, .xlsx

14. **Action:** Select **OK**.

15. The Package status will be updated to Completed and will be available for RPC to download and process.

*Note: If the package was submitted by mistake and the users had additional documents to upload, they can contact the MAPD Help Desk at [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov) or 1-800-927-8069 to reopen the review package.*

## 4.4 Notifications

Notifications are messages sent to users to notify them about an action that has been completed on the Package

Notifications are created within the eRPT application when:

- A Response document is added by the RPC for the Plan or for CMS Regional Office to review.
- A Category 3 Submission Package is rejected by the Regional Office user.
- If a CMS Central Office user deletes a Package created by the Plan User.
- When RPC downloads the package.

The following table lists all the notifications that a user can receive based on the RPC response:

**Table 3: eRPT Notifications**

Notification Message	Notification Description
RPC successfully downloaded Package <Package Id>	This notification is to the Package creator. This notification is sent automatically by eRPT when RPC successfully downloaded the Package
There is an Error Report uploaded by RPC for Package <Package Id>	This notification will be sent to the Plan when the RPC uploads an error report for a Package relating to a specific contract. Only the users who have access to the contract can view the error report. The notification will be sent to all the users who have access to the contract. If the Package Creator does not have access to a contract he/she will not be able to view the document and notification.
There is FDR(s) uploaded by RPC for Package <Package Id>	This notification will be sent to the Plan when the RPC uploads a FDR for a Package relating to a specific contract. Only the users who have access to a contract can view the error report. The notification will be sent to all the users who have access to the contract. If the Package Creator does not have access to a contract the user will not be able to view the document and notification.
There is an Inquiry Response uploaded by RPC for Package <Package Id>	This notification is sent to the Package Creator when a response document is added to the Transaction Inquiry Package.
There is PayVal Request <Package Id>from RPC.	This notification will be sent to the Plan when the RPC creates a review Package to a specific contract. Only the users who have access to the contract can view the PAYVAL package. The notification will be sent to all the users who have access to the contract.
There is an EDV Request <Package Id>from RPC.	This notification will be sent to the Plan when the RPC creates a review Package for a specific contract. Only the users who have access to the contract can view the EDV package. The notification will be sent to all the users who have access to the contract.
The Package <Package Id>has been deleted by CMS Central Office user <User Name>. Please contact the user if you have any questions.	This notification will be sent to the Package Creator when a CMS Central Office user deletes a Package.

Notification Message	Notification Description
The Package <Package Id> has been rejected by CMS Regional Office user <User Name>. Please contact the user if you have any questions.	This notification will be sent to the Package Creator when a CMS Regional Office user rejects a Category 3 Package.

In the following sub-sections we will discuss:

- View Notification
- Acknowledge Selected Notification
- View Selected Package

#### 4.4.1 View Notifications

- 1 Login to the eRPT application.
- 2 **Action:** Select 'Notifications' on the upper right hand corner of the screen.

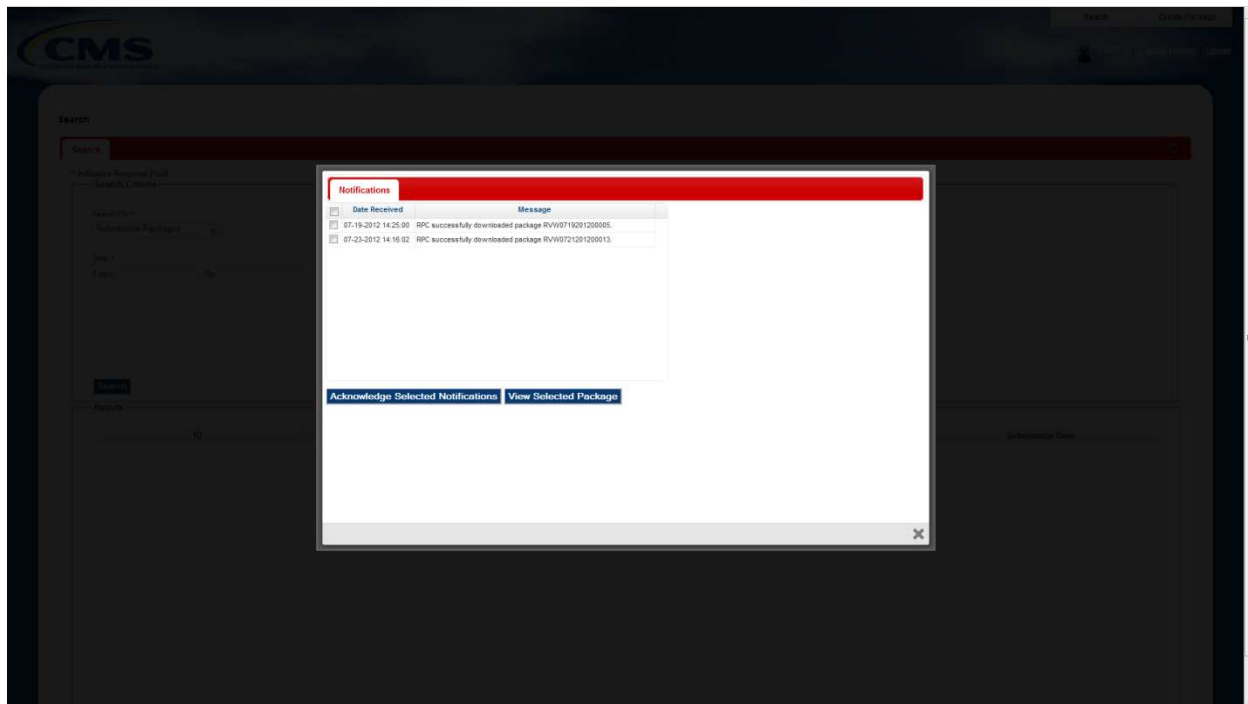
**Figure 112: Notifications**

The screenshot displays the CMS eRPT application interface. At the top, there is a navigation bar with the CMS logo and links for Search, Create Package, eRPTCO, Notifications, and Logout. Below this is a search window titled 'Search' with a red header. Inside the search window, there is a 'Search Criteria' section with the following fields:

- Search For:** A dropdown menu with 'Submission Packages' selected.
- Date:** Two input fields labeled 'From' and 'To'.
- Package ID:** A text input field.
- Category:** A dropdown menu with 'All' selected.
- Status:** A dropdown menu with 'All' selected.
- Parent Org:** A dropdown menu with 'All' selected.

Below the search criteria is a 'Search' button. Underneath the search window is a 'Results' section with a table. The table has the following columns: ID, Type, Category, Status, and Submission Date. The table is currently empty.

- 3 The following pop-up window will display a list of all the Notifications for the logged in user:

**Figure 113: View Notifications**

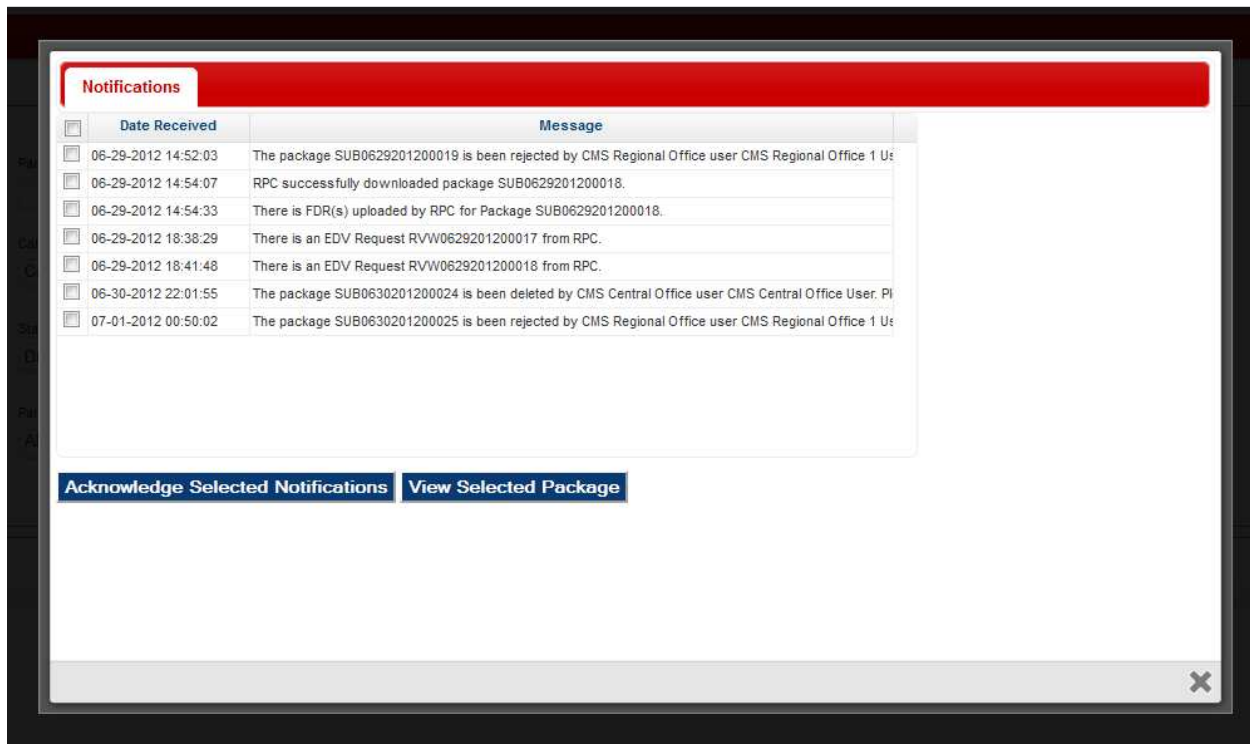
4 **Action:** Select **x** at the right hand bottom corner of the pop-up window. This will close the Notification window. You can also click outside the pop-up window to close the notifications window.

#### 4.4.2 Acknowledge Notifications

1. Repeat steps in section [4.4.1](#)
2. All the notifications belonging to the current user will be displayed:

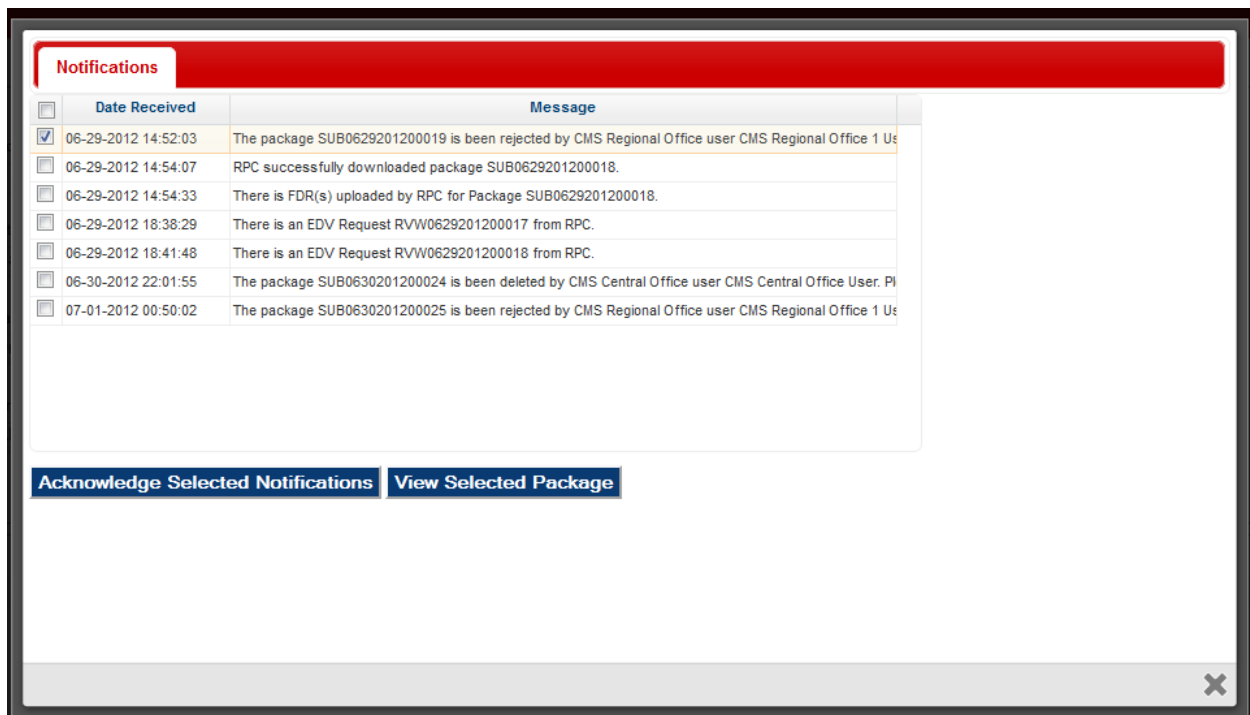


Figure 114: Acknowledge Notifications



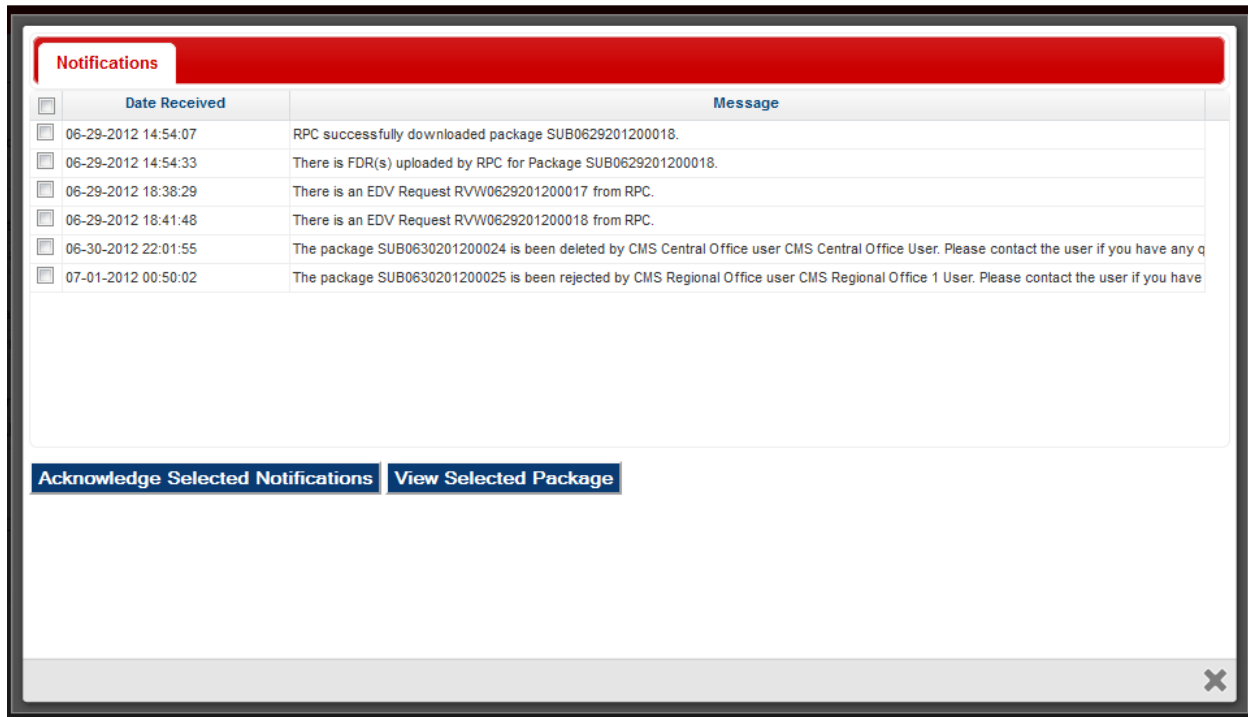
3. **Action:** Select the checkbox of the notification you want to acknowledge.

Figure 115: Acknowledge Notifications



- 4 **Action:** Select **Acknowledge Selected Notifications**.
- 5 The notification will disappear from the notifications window:

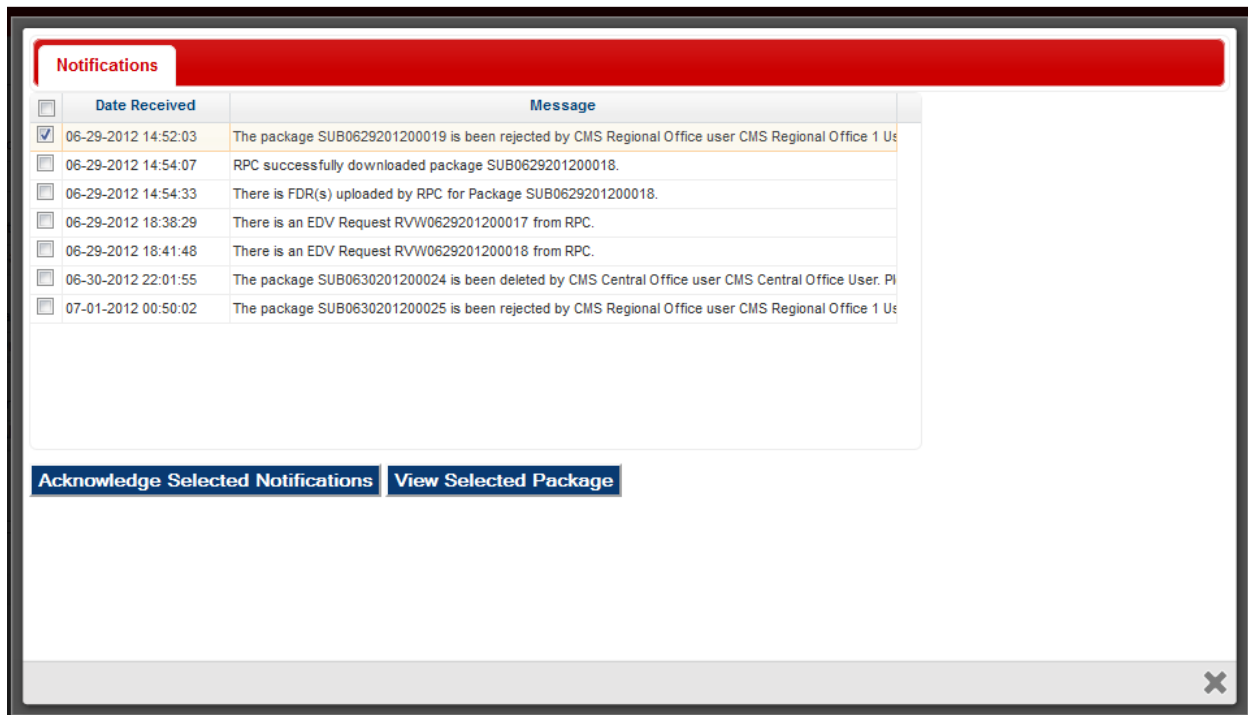
Figure 116: Acknowledge Notifications



#### 4.4.3 View Selected Package

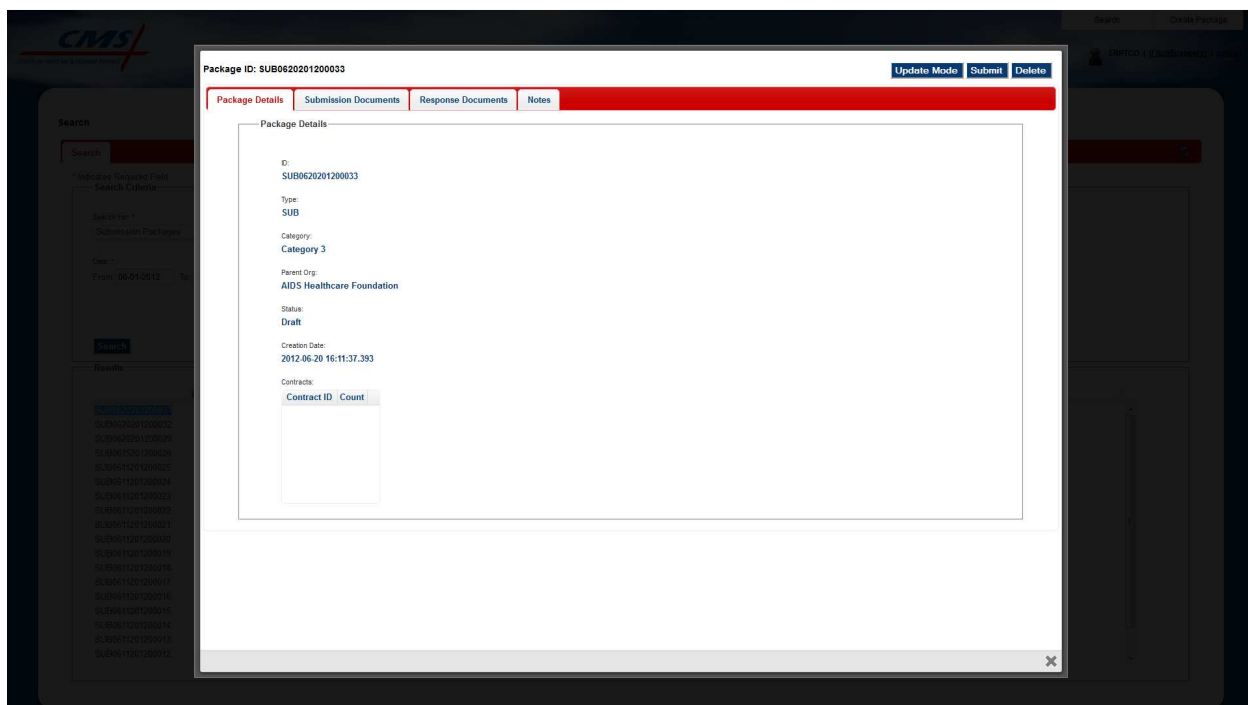
- 1 **Action:** Repeat steps in section [4.4.1](#)
- 2 All the notifications belonging to the current user will be displayed.
- 3 **Action:** Select a Notification for the Package you would like to view.
- 4 **Action:** Select the **View Selected Package** button.

Figure 117: View Selected Package



- 5 The Package will be displayed.

Figure 118: View Selected Package



- 6 **Action:** Refer to section [4.3.4](#) to view the steps to view the Package Details, Submission Documents and Response Documents.

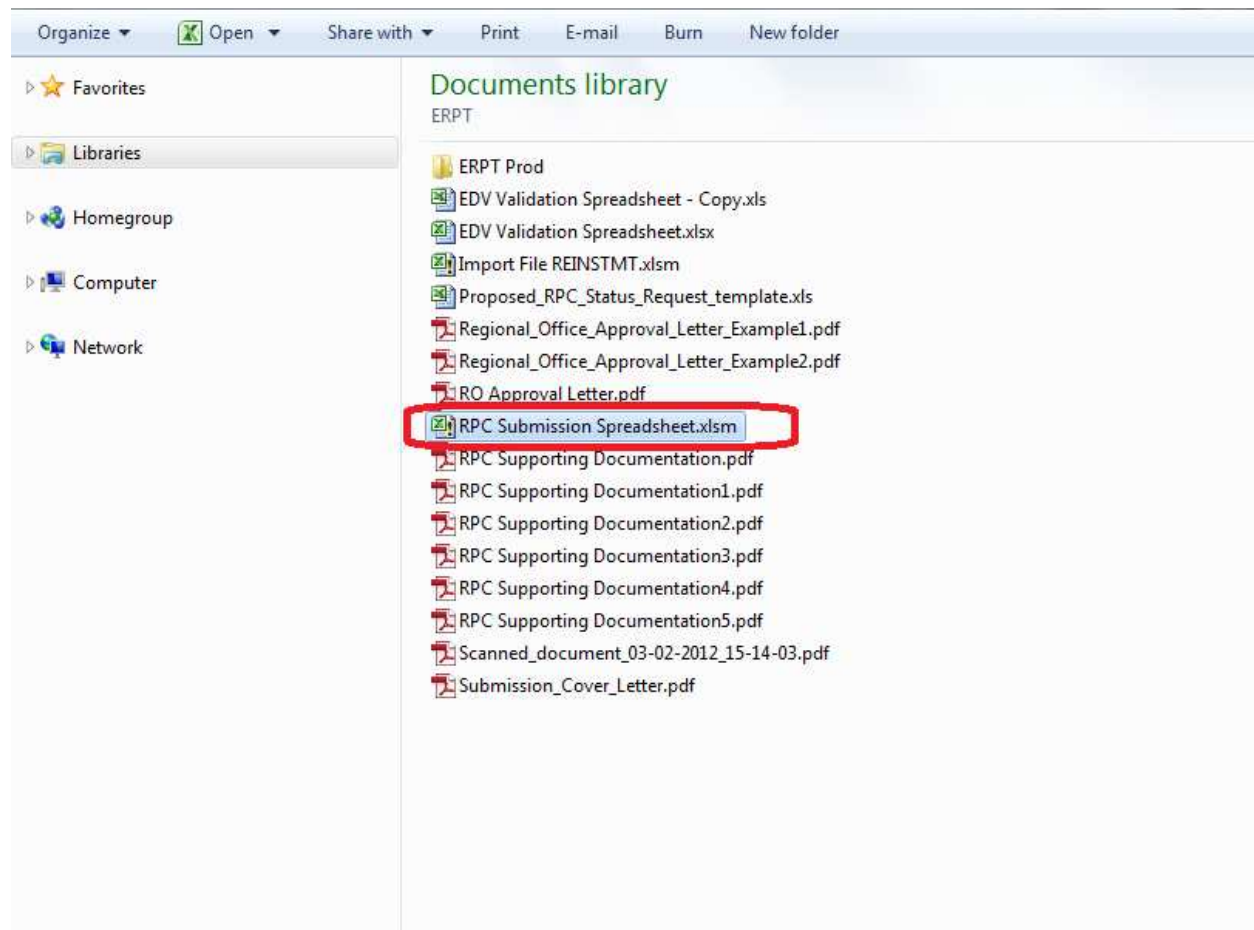
## 4.5 Convert 'xlsm' document to 'xls' document

In the eRPT application a user can upload documents which are available only in the following formats:

- PDF documents - Documents with .pdf extension.
- Excel documents - Documents with .xls or .xlsx extension.

In this section, we will discuss how documents with unsupported excel formats like 'xlsm' can be converted to acceptable formats to upload in the eRPT application. For our example, we will discuss how to convert the RPC submission spreadsheet that is available on the Reed & Associates website in 'xlsm' format to 'xls' format. An 'xlsm' document can be identified by its extension. This type of document will have the extension ".xlsm" as shown in Figure 94.

**Figure 119: xlsm Documents**

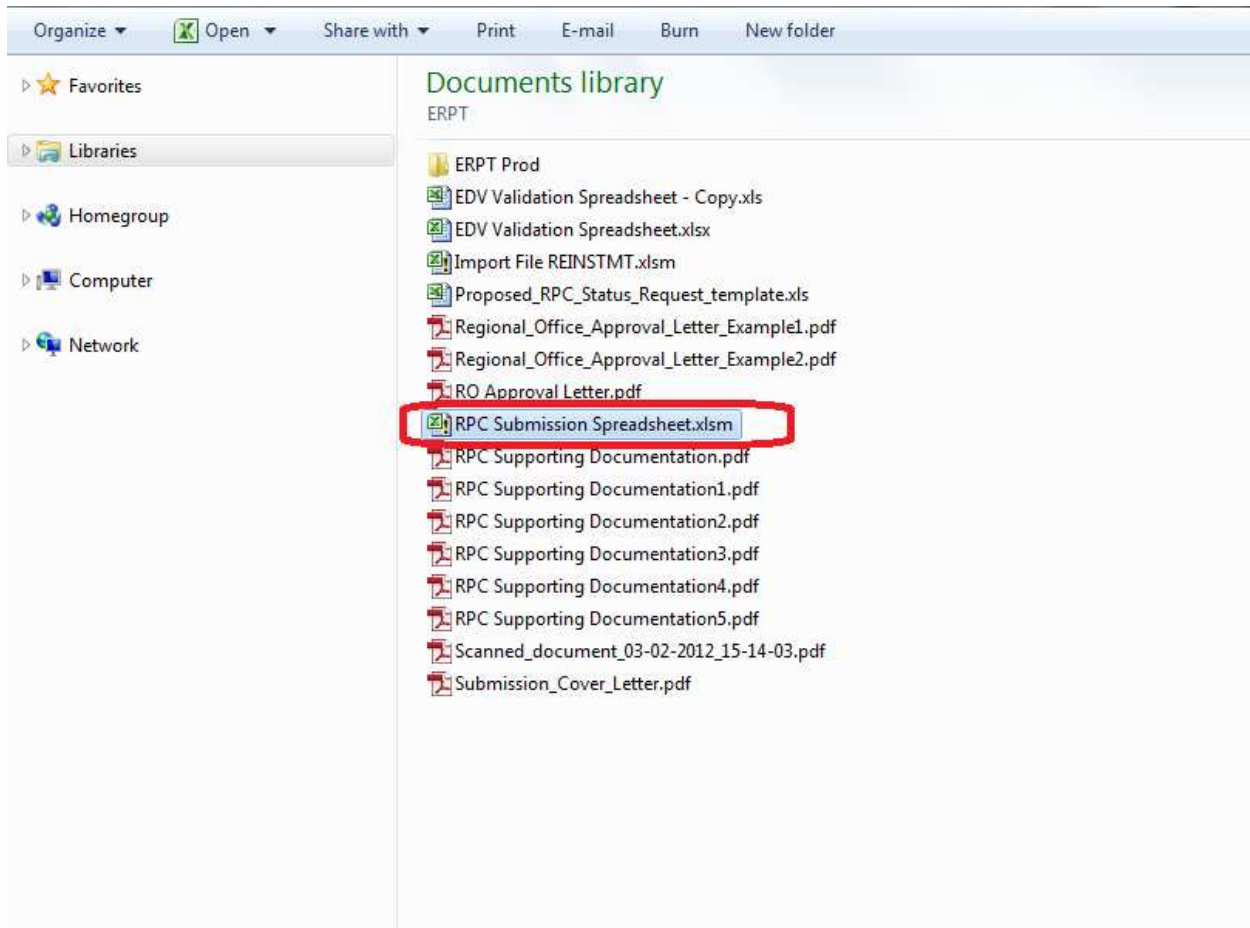


*Note: Please convert the RPC Submission Spreadsheet document to xls after it is been completed with all the required information and validated using the validation function available within the spreadsheet.*

#### 4.5.1 Steps to convert 'xlsm' to 'xls'

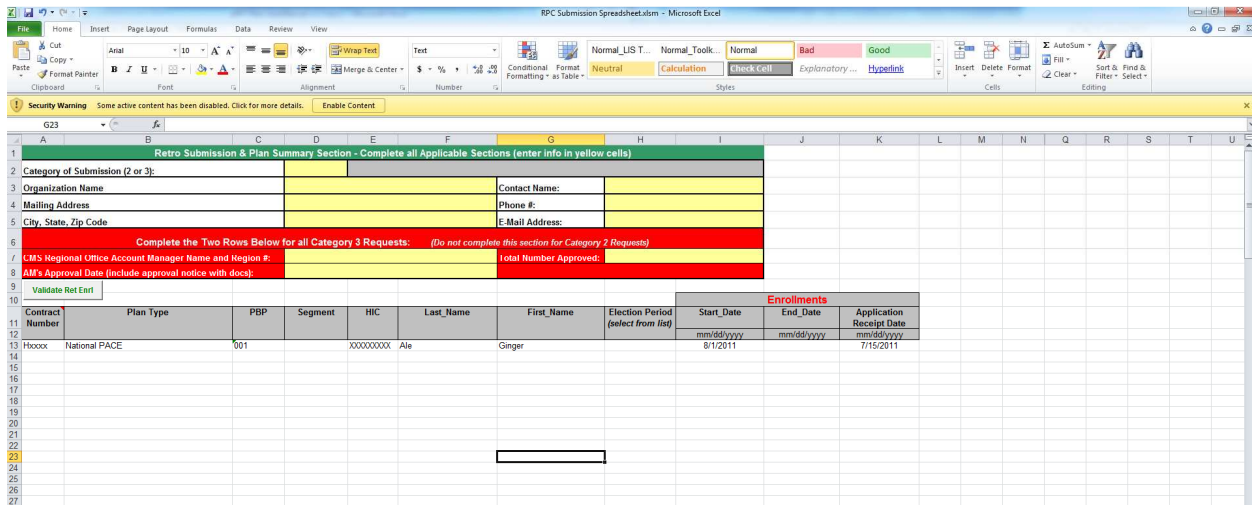
- 1 Locate the complete RPC Submission Spreadsheet on your local directory.

**Figure 120: Steps to convert 'xlsm' to 'xls'**



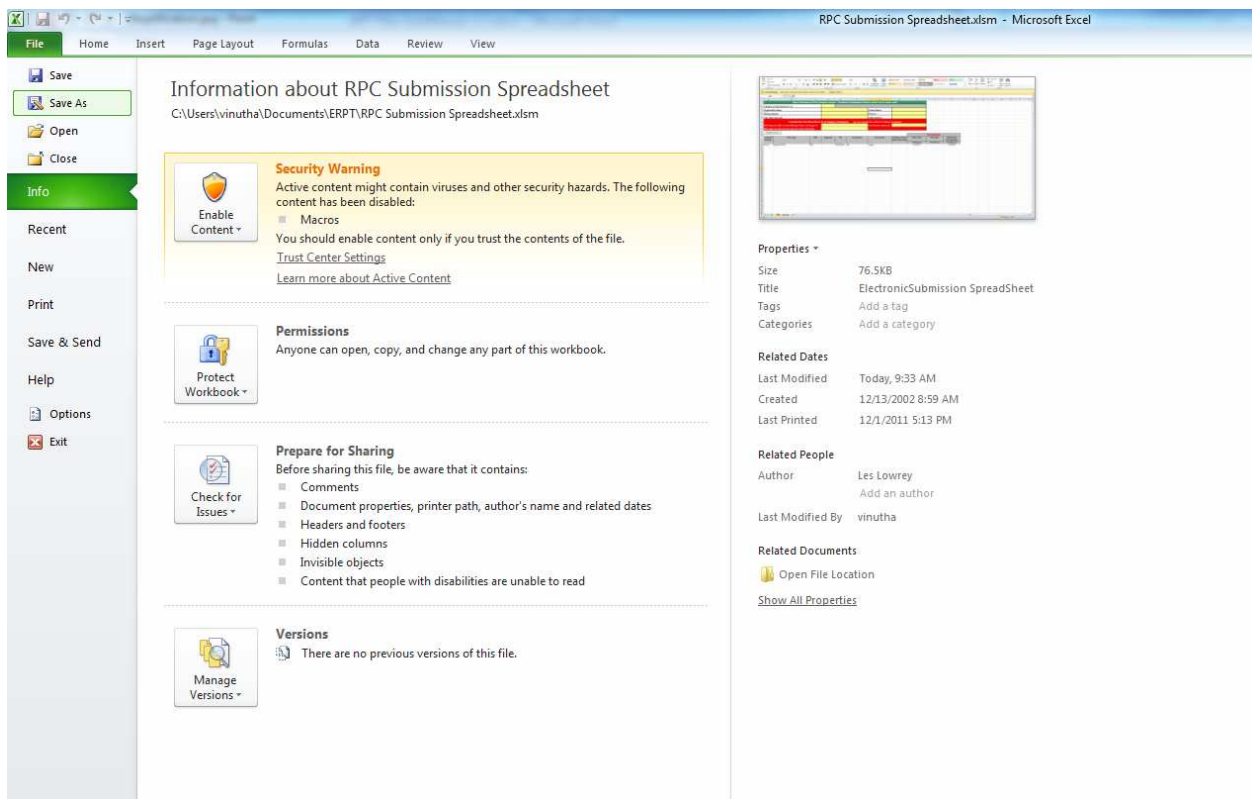
- 2 **Action:** Open the RPC Submission Spreadsheet by double clicking on the document.

Figure 121: Steps to convert 'xslm' to 'xls'



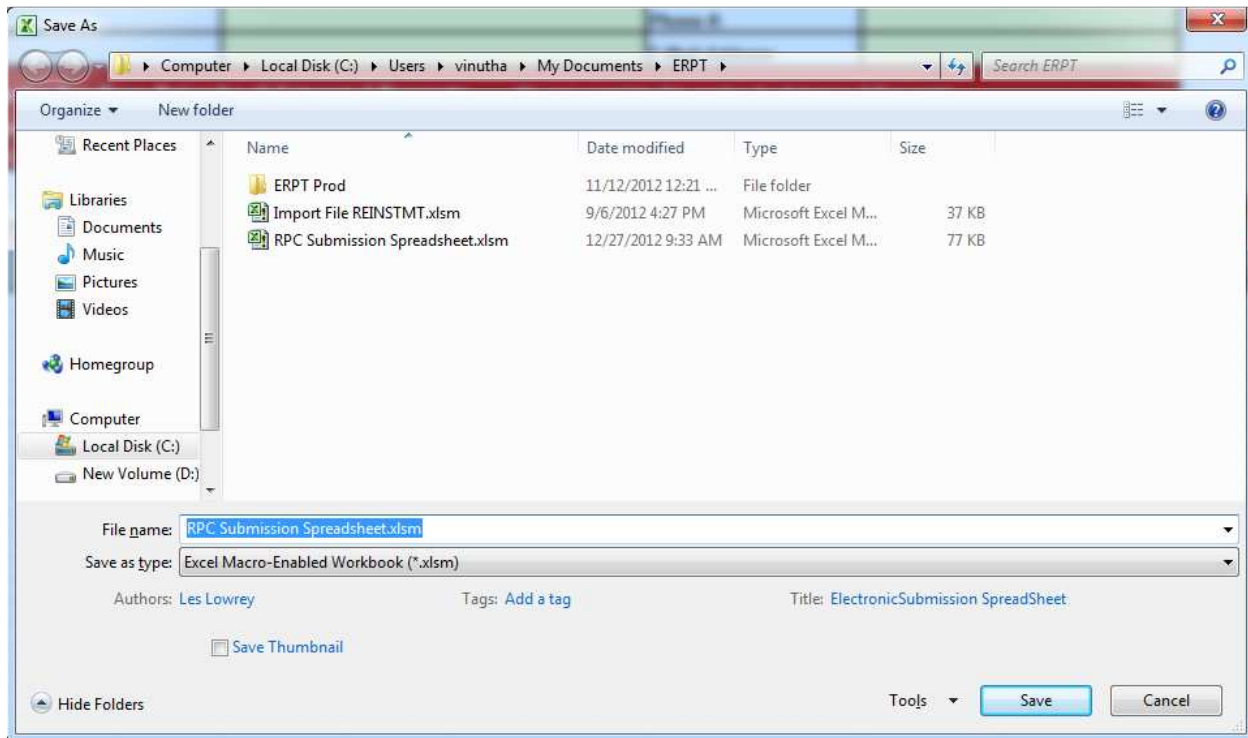
3 Action: Select **File -> Save As**.

Figure 122: Steps to convert 'xslm' to 'xls'



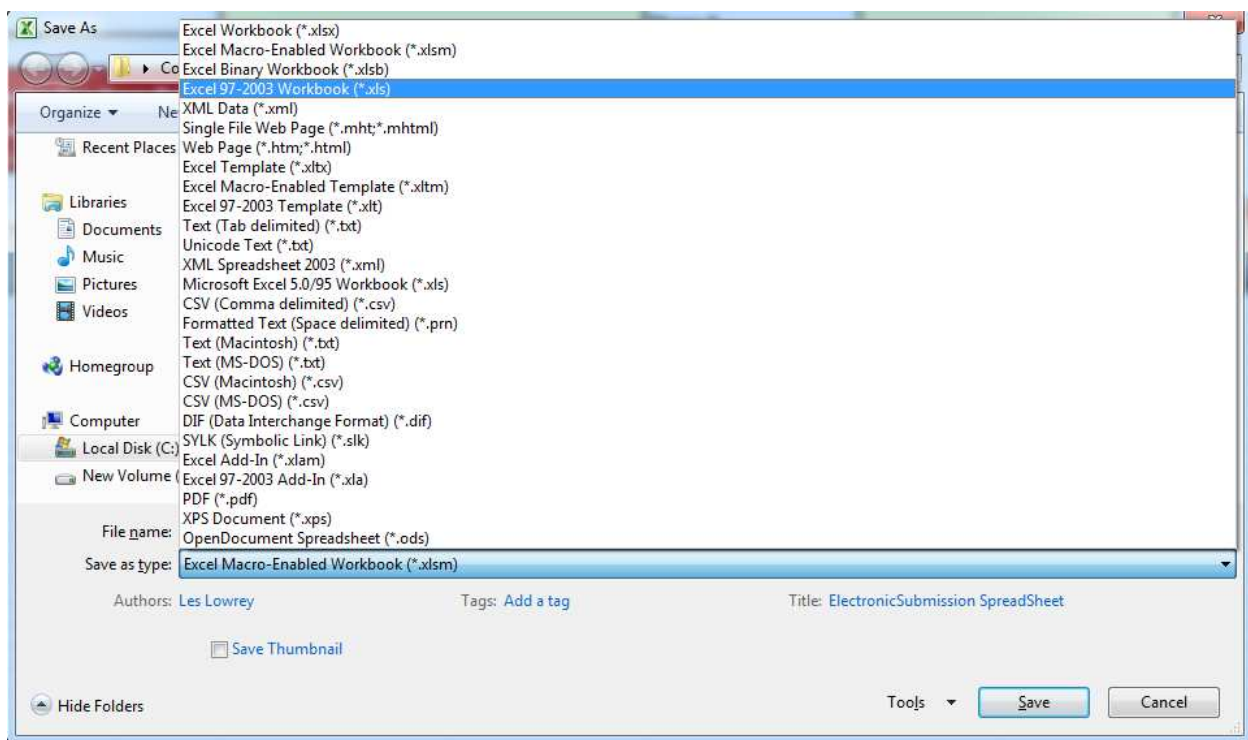
4 Save As pop up window will be displayed to the user as shown below:

Figure 123: Steps to convert 'xslm' to 'xls'



- 5 **Action:** Select 'Excel 97-2003 Workbook (\*.xls)' from Save as type dropdown.

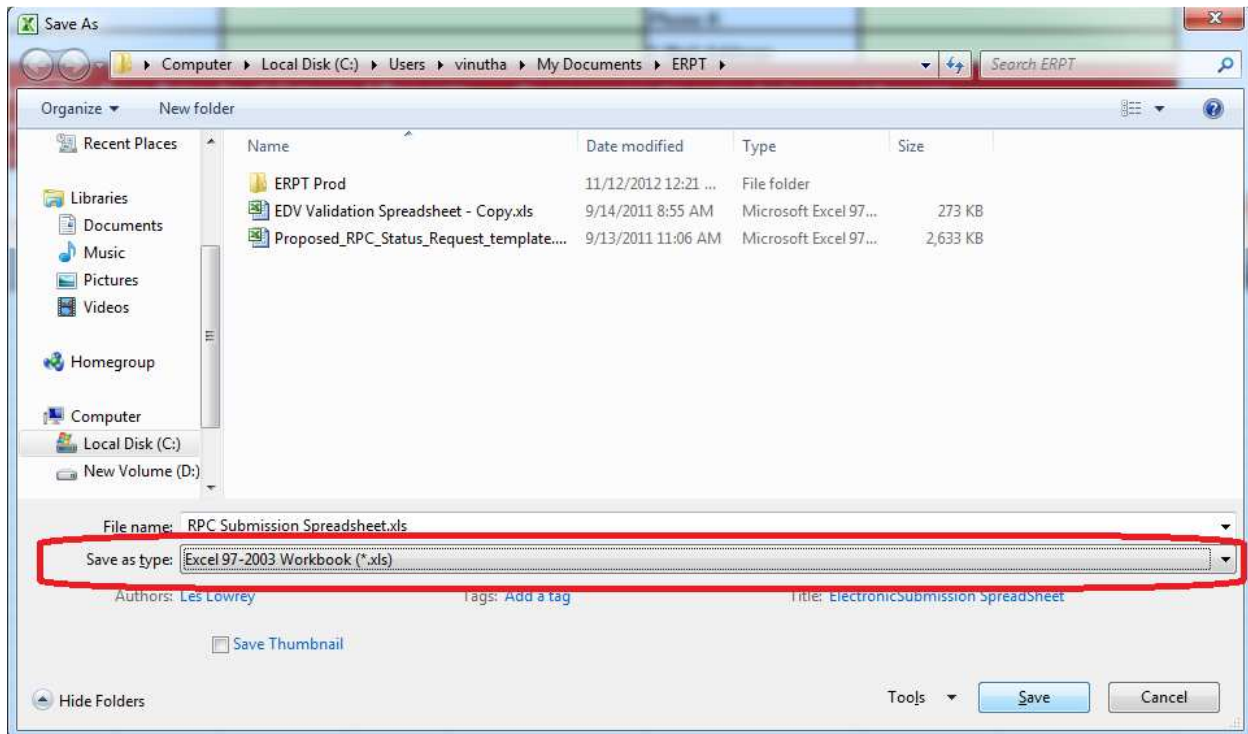
Figure 124: Steps to convert 'xslm' to 'xls'



- 6 The new extension will be selected for the Save as type as shown below:

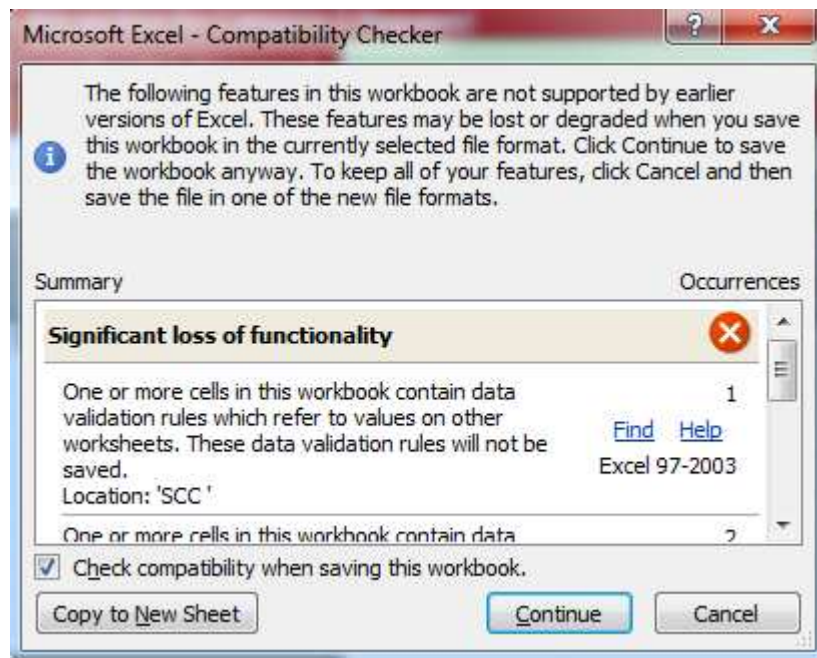


Figure 125: Steps to convert 'xlsm' to 'xls'



- 7 **Action:** Select **Save**.
- 8 **Action:** The following Microsoft Excel – Compatibility Checker will be displayed to the user. Select **Continue**.

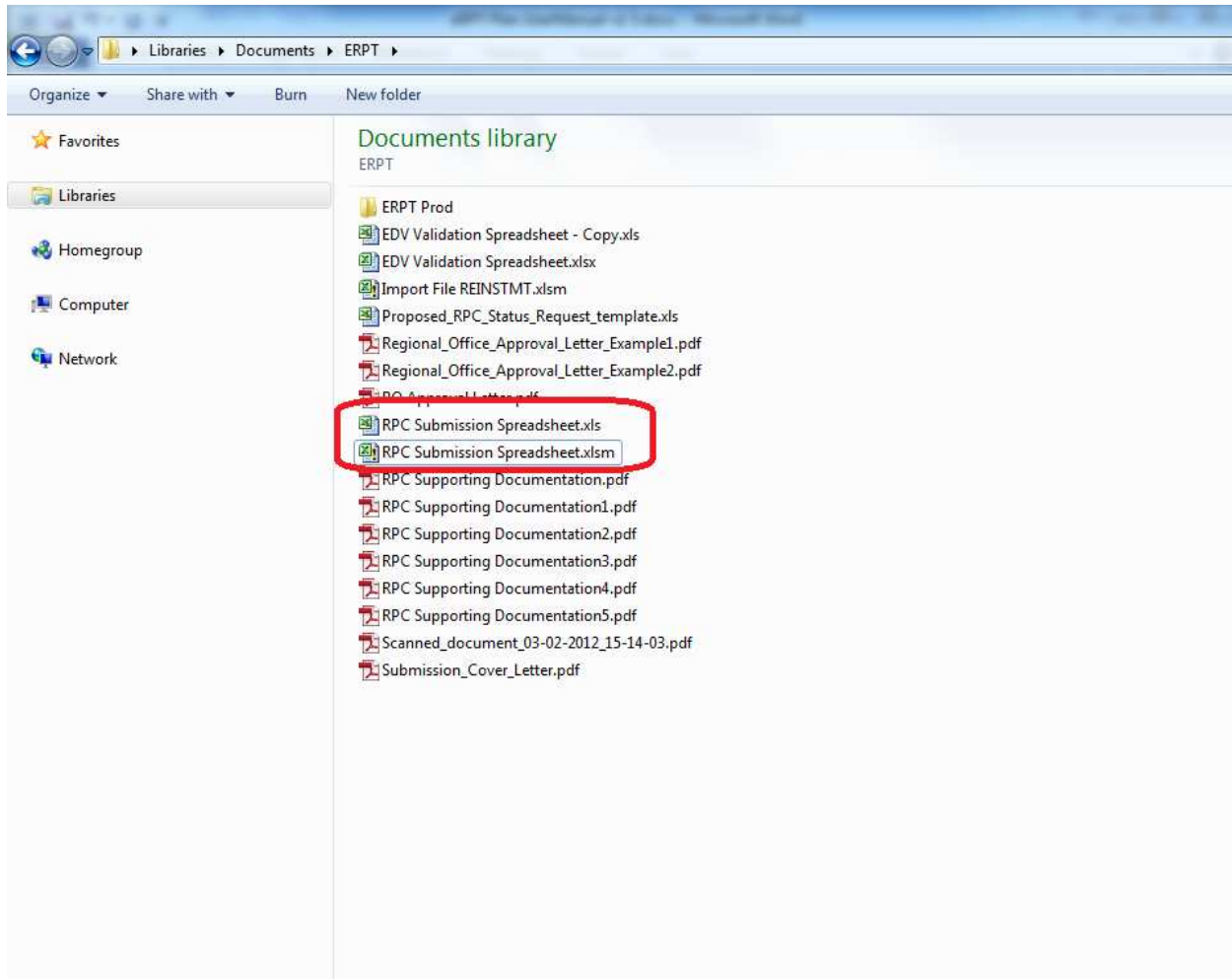
Figure 126: Steps to convert 'xlsm' to 'xls'



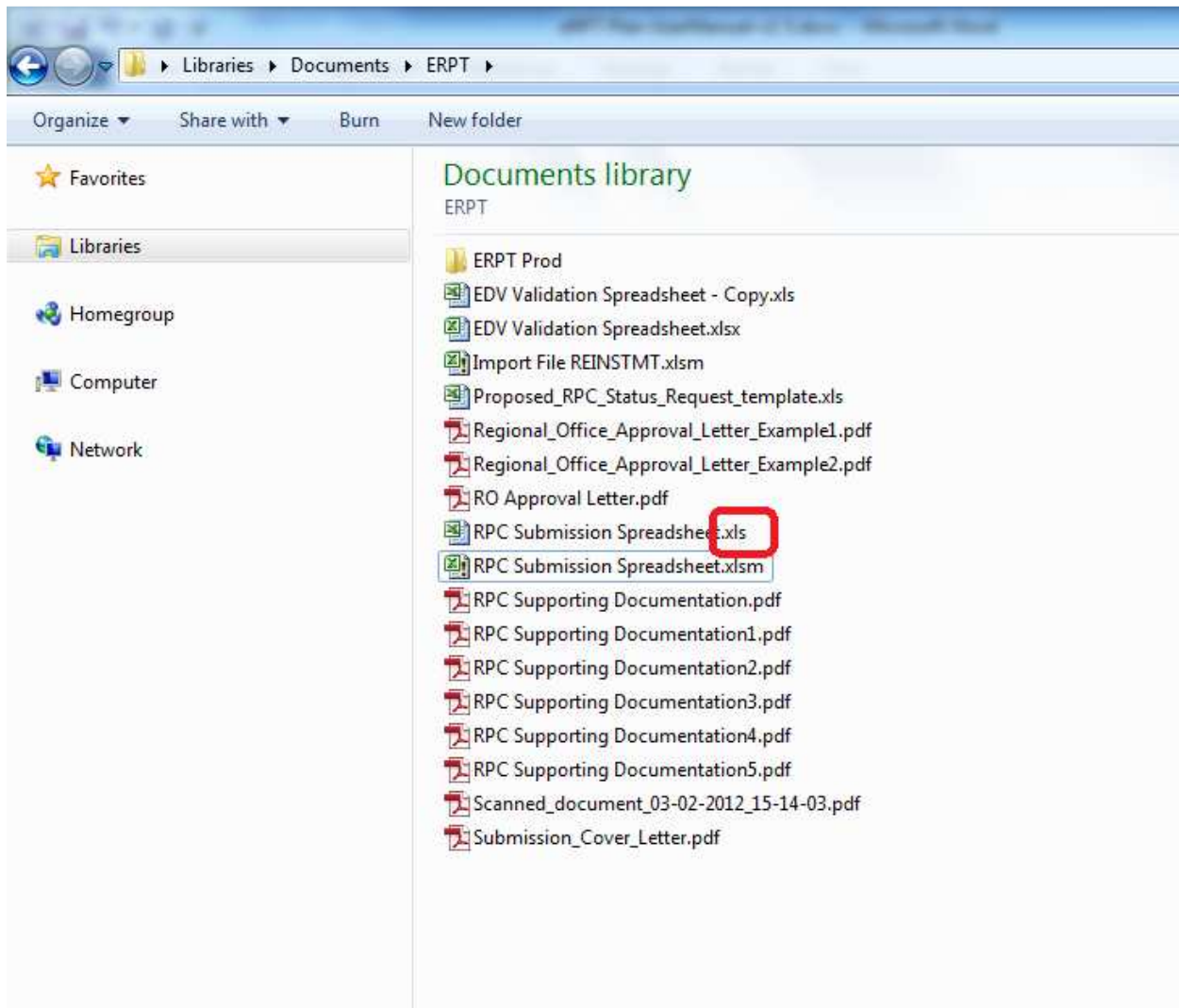


- 9 A new copy of RPC Submission Spreadsheet will be created in the 'xls' format. A copy of RPC Submission Spreadsheet in 'xlsm' format will also be available to the users.

**Figure 127: Steps to convert 'xlsm' to 'xls'**

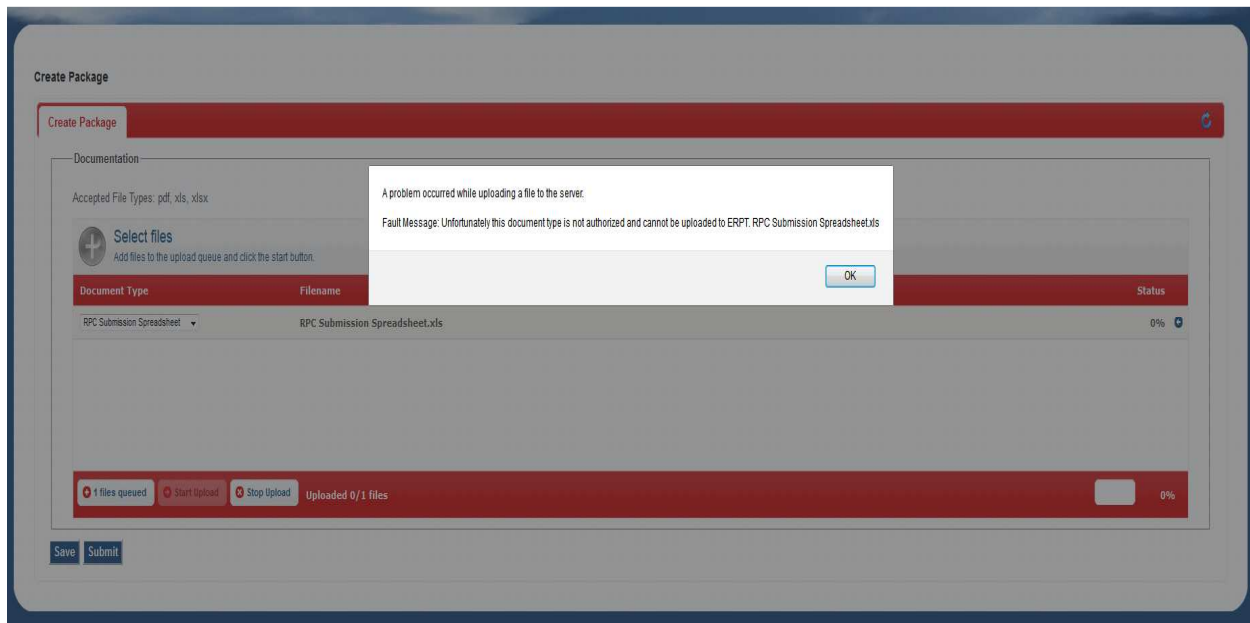


- 10 To check the document extension, navigate to the document location and check the complete file name. The last four characters in the file name should be '.xls' as shown below.

**Figure 128: Steps to convert 'xls' to 'xls'**

*Note: This document is ready to be uploaded via the eRPT application for your Submission Package. Please make sure to follow the steps provided in the above section to convert all 'xls' documents. If the documents are not converted using other steps there is a tendency for the documents to get corrupted and the user will not be able to upload the documents via the eRPT application*

- 11 If the documents are corrupted during conversion the user will receive the following error message during upload:

**Figure 129: Steps to convert 'xlsm' to 'xls'**

*Note: This conversion should not modify any information that has already been added in your RPC Submission Spreadsheet. If you experience any issues, please contact the MAPD Help Desk at [mapdhelp@cms.hhs.gov](mailto:mapdhelp@cms.hhs.gov) or 1-800-927-8069.*

## 5. Troubleshooting & Support

Reference the below information should an error occur during usage of the eRPT system.

### 5.1 Error Messages

Based on the error message the user should contact the MAPD Help Desk. The user will need to create a ticket with the Help Desk. The user will need to provide the following information when reporting an issue,

- Error Message
- Package ID
- Steps followed to create the issue

### 5.2 Special Considerations

None

## 5.3 Support Points of Contact

**Table 4: Support Point of Contact**

Contact	Organization	Phone	Email	Role	Responsibility
MAPD Helpdesk	CMS	1-800-927-8069	mapdhelp@cms.hhs.gov	Help desk support	1st level user support & problem reporting

## Appendix A

### 5.4 User Access

**Table 5: Submission Package**

User Group		Create	View	Update	Delete (Soft)	Search	Add Documents	Comments
1.	The Plans	X	*X	*X	*X	*X	*X	<p>All Plan users having an IACS will have access to create a Package. Only a Package Creator will be able to Read, Update, Delete and Search a Package.</p> <ul style="list-style-type: none"> <li>Limited View Access - A Plan user can only view the submission Packages that were created by the Plan User.</li> <li>Limited Update access - The Plan user can update only a draft submission Package that was created by the Plan User.</li> <li>Limited Delete access - The Plan user can delete only a draft submission Package that was created by the respective Plan user.</li> <li>Limited Search access - The Plan user can only search for a Package that was created the Plan user.</li> <li>* Limited Add/Upload documents - The Plan user can Add/Upload documents to a submission Package that was created by the Plan user.</li> </ul> <p><i>Note: Asterisk means the user will have limited access to the functionality.</i></p>
2.	Plan Package Creator	X	X	X	X	X	X	<p>Package Creator will be able to Read, Update, Delete, and Search and add documents to a Package.</p> <ul style="list-style-type: none"> <li>View Access - A Plan user can only view the submission Packages that were created by the Plan User.</li> </ul>

User Group		Create	View	Update	Delete (Soft)	Search	Add Documents	Comments
								<ul style="list-style-type: none"> <li>Update access - The Plan user can update only a draft submission Package that was created by the Plan User.</li> <li>Limited Delete access - The Plan user can delete only a draft submission Package that was created by the Plan user.</li> <li>Search access - The Plan user can only search for a Package that was created by the Plan user.</li> <li>Add/Upload documents - The Plan user can Add/Upload documents to a Draft Submission Package that was created by the Plan user.</li> </ul> <p><i>Note: Asterisk means the user will have limited access to the functionality.</i></p>

Table 6: EDV / Pay Val Review Packages

User Group		Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
1.	The Plans		*X	*X			*X	<p>Users restricted by Contract #.</p> <p>All Plan users having an IACS/EUA ID will have access to upload documents for their respective Contract EDV/PayVal Review.</p> <ul style="list-style-type: none"> <li>Limited Update access - The Plan user belonging to the contract will be able to mark the Package as complete.</li> <li>Limited View Access - A Plan user can only view Packages belonging to their contracts.</li> <li>Limited Add/Upload documents - A Plan user can</li> </ul>

User Group		Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
								<p>Add/Upload only response documents to a review Packages that were submitted to them.</p> <p><i>Note: Asterisk means the user will have limited access to the functionality.</i></p>

Table 7: Transaction Inquiry Package

User Group		Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
1.	The Plans	X	*X	*X	*X	*X	*X	<p>All Plan users having an IACS will have access to create a Package. Only a Package Creator will be able to Read, Update, Delete and Search a Package.</p> <ul style="list-style-type: none"> <li>Create Access – A Plan user has complete access to create a package.</li> <li>Limited Read Access - A Plan user can only view the transaction inquiry Package that was created by that Plan user.</li> <li>Limited Update access - The Plan user can update only a draft transaction inquiry Package that was created by that Plan user.</li> <li>Limited Delete access - The Plan user can delete only a draft transaction inquiry Package that was created by that Plan user.</li> <li>*Limited Search - The Plan user can only search for a Package that was created by the Plan user</li> <li>* Limited Add/Upload documents - The Plan user can Add/Upload documents to a transaction inquiry Package that was created by that Plan user.</li> </ul> <p><i>Note: Asterisk means the user will have limited access to the functionality.</i></p>
2.	Package Creator	X	X	X	*X	X	X	Package Creator will be able to Read, Update, Delete, and

User Group		Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
								<p>Search and add documents to a Package.</p> <ul style="list-style-type: none"> <li>• View Access - A Plan user can only view the submission Packages that were created by the Plan User.</li> <li>• Update access - The Plan user can update only a draft submission Package that was created by the Plan User.</li> <li>• Limited Delete access - The Plan user can delete only a draft submission Package that was created by the Plan user.</li> <li>• Search access - The Plan user can only search for a Package that was created by the Plan user.</li> <li>• Add/Upload documents - The Plan user can Add/Upload documents to a Draft Submission Package that was created by the Plan user.</li> </ul> <p><i>Note: Asterisk means the user will have limited access to the functionality.</i></p>



## Appendix B

A Package can be tracked in the eRPT application by referring to the status of the Package. The following are the status values and descriptions of the statuses that are supported in the eRPT application.

**Note:** The status value on a Package is dependent on the Package Type and Package Category.

**Table 8: Package Status & Description**

Package Status	Description
Draft	When a Package is created but not yet submitted to the eRPT application.
Pending RO Approval	When a Package is submitted by the Plan Users but waiting for the RO Approval Letter from the Regional Office Account Manager. This status is applicable only for Category 3 -> Submission Package
Open	When a submission Package is submitted to eRPT and ready for the RPC to download or when a review Package is uploaded for a Plan User to respond.
Completed	When a review Package is submitted by the Plan User with all the response documents.
Downloading	When the RPC is downloading the Package.
In Process	When the RPC is processing the Package.
Closed	When the processing of a retroactive submission Package has been completed by the RPC.

## Appendix C

The following table lists the selections that will be available for users under Submission Documents and Response Documents tab:

**Table 9: Document Selection**

Type of User	Package Type - Category Code	Submission Documents	Response Documents
<b>Plan User</b>	Submission Package - Category 2	Package Documents	Final Disposition Reports Error Reports
	Submission Package - Category 3	Package Documents Regional Office Approval Letter	Final Disposition Reports Error Reports
	Submission Package - Special	Package Documents	Final Disposition Reports Error Reports
	Submission Package - Resubmission	Package Documents	Final Disposition Reports Error Reports
	Transaction Inquiry Package	Package Documents	Package Documents
	Review Package	Package Documents	Package Documents

## Appendix D

Following table lists the documents that are required and can be submitted during Package creation and submission:

Note: Please refer to the RPC SOP on the website regarding the supporting documentation

**Table 10: Required Documents for Package Submission**

Package Type	Document	eRPT Document Type Value
Submission Package - Category 2	<ul style="list-style-type: none"> <li>Cover Letter (PDF File)</li> <li>Spreadsheet (xls or.xlsx File)</li> <li>Supporting Documentations (PDF(s) File(s))</li> </ul>	<ul style="list-style-type: none"> <li>RPC Cover Letter</li> <li>RPC Submission Spreadsheet</li> <li>RPC Supporting Documentation</li> </ul>
Submission Package - Category 3	<ul style="list-style-type: none"> <li>Cover Letter (PDF File)</li> <li>Spreadsheet (xls or.xlsx File)</li> <li>Supporting Documentations (PDF(s) File(s))</li> </ul>	<ul style="list-style-type: none"> <li>RPC Cover Letter</li> <li>RPC Submission Spreadsheet</li> <li>RPC Supporting Documentation</li> </ul>
Submission Package - Resubmission	<ul style="list-style-type: none"> <li>Cover Letter (PDF File)</li> <li>Spreadsheet (xls or.xlsx File)</li> <li>Supporting Documentations (PDF(s) File(s))</li> </ul>	<ul style="list-style-type: none"> <li>RPC Cover Letter</li> <li>RPC Submission Spreadsheet</li> <li>RPC Supporting Documentation</li> </ul>
Submission Package - Special	<ul style="list-style-type: none"> <li>Cover Letter (PDF File)</li> <li>Spreadsheet (xls or.xlsx File)</li> <li>Supporting Documentations (PDF(s) File(s))</li> </ul> <p><i>Note: Uploading documents to Special – Submission Package is optional</i></p>	<ul style="list-style-type: none"> <li>RPC Cover Letter</li> <li>RPC Submission Spreadsheet</li> <li>RPC Supporting Documentation</li> </ul>

Package Type	Document	eRPT Document Type Value
Transaction Inquiry Package	<ul style="list-style-type: none"><li>• Inquiry Request Form (xls or.xlsx File)</li></ul>	<ul style="list-style-type: none"><li>• RPC Transaction Inquiry Request</li></ul>
Review Package	<ul style="list-style-type: none"><li>• EDV Validation Spreadsheet (xls or.xlsx File)</li><li>• Supporting Documentations (PDF(s) File(s))</li></ul>	<ul style="list-style-type: none"><li>• EDV Validation Spreadsheet</li><li>• RPC Supporting Documentation</li></ul>

## Acronyms

Table 11: Acronyms

Acronym	Literal Translation
<b>RO AM</b>	CMS Regional Office Account Manager
<b>CMS</b>	Centers for Medicare & Medicaid Services
<b>EDV</b>	Enrollment Data Validation
<b>eRPT</b>	Electronic Retroactive Processing Transmission
<b>FDR</b>	Final Disposition Report
<b>IACS</b>	Individual Authorized Access to CMS Computer Services
<b>MA</b>	Medicare Advantage
<b>PAYVAL</b>	Payment Validation
<b>PDP</b>	Prescription Drug Plan
<b>RPC</b>	Retroactive Processing Contractor
<b>SOP</b>	Standard Operating Procedure

## Glossary

**Table 12: Glossary**

Term	Definition
<b>Contract ID</b>	<p>A unique five-character alphanumeric identifier assigned by CMS's Health Plan Management System (HPMS) and Medicare Drug and Health Plan Contract Administration Group (MCAG) to qualifying organizations approved to offer Medicare Advantage health and cost plans. Medicare Advantage contract numbers are prefixed with the following alphabetic characters identifying the type of product offered or the type of organization approved to offer a particular health care plan and are followed by 4-digits:</p> <p>H or 9 = Local Managed Care Contractors  R = Regional Managed Care Contractors  S = Medicare Prescription Drug Plans  F = Fallback Plans</p> <p>For example, Hnnnn where nnnn=the assigned 4-digit number.</p>
<b>Error Reports</b>	<p>A list identifying specific transaction requests within the RPC Submission Spreadsheet submitted by a MA, MAPD and PDP sponsoring organizations which were unable to be imported into the RPC system. The report is returned to the submitter for correction and resubmission to the RPC.</p>

Term	Definition
<b>Final Disposition Report</b>	A report indicating the CMS processing status of each transaction request that was previously submitted on the RPC Submission Spreadsheet and successfully imported into the RPC system for processing.
<b>MARx</b>	Medicare Advantage Prescription Drug System, the name for the current application that processes enrollment and Plan payments for Medicare Advantage and Part D etc.
<b>Notification</b>	A system message triggered by a workflow or processing event that is displayed to the user within the eRPT application. The message typically instructs the user to take some form of action or informs the user that a specific processing event has occurred.
<b>Parent Organization</b>	The main corporate or non-subsidary name of the organization offering a Plan, including a Part C and/or D Plan.
<b>The Plans</b>	Consist of Plan Sponsors or a designated submitting organization.
<b>Response Documents</b>	The Documents that are added to the Package by the RPC user.
<b>Retroactive Processing Contractor (RPC)</b>	The CMS contractor responsible for processing retroactive beneficiary enrollment/disenrollment change requests submitted by Plan Sponsors.

Term	Definition
<b>Review Package</b>	<p>The Enrollment Data Validation (EDV) review process performed by the RPC consists of a monthly sample review of enrollment related transactions submitted to CMS. All organizations that submit activity via the MARx UI, or batch-submitted actions will be selected for review. The RPC will request supporting documentation for the transactions selected within the monthly EDV sample set. The monthly sample review will be for the previous month's activity in MARx reported on each organization's Transaction Reply Report (TRR). Upon receipt of the documentation, the RPC shall review the documentation submitted for the sampled transactions to verify the documentation provided by the organization supports the transaction submitted to CMS.</p> <p>The RPC will report all EDV findings to the appropriate CMS Regional Office (RO) Account Manager (AM) for final review and to address any follow-up needed on negative findings.</p>
<b>Scenario</b>	A scenario is a sequence of steps taken to complete a user requirement, similar to a use case.
<b>Submission Documents</b>	These are the documents that are added to the Package during creation of a Submission Package.
<b>Submission Package</b>	<p>Retroactive enrollment-related transactions submitted by a Plan to RPC such as Enrollments, Disenrollments, Reinstatements, LIS Deeming Updates, Medicaid, and SCC changes. Submissions are further classified by the following types:</p> <ol style="list-style-type: none"> <li>1. Category 2 - Timely retroactive enrollment</li> </ol>



Term	Definition
	<p>transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that may be submitted to the RPC without additional RO approval. Please refer RPC's SOP on their website for the types of retroactive transactions that do not require RO Approval.</p> <p>2. Category 3 - Untimely (i.e. current calendar month minus 3 months or more) or other (Special Cat 2 Cases, Guidance waivers, Documentation waivers and any other exceptions) retroactive transactions that may be submitted to the RPC requiring RO approval prior to submission. Please refer RPC's SOP on their website for the types of retroactive transactions that require RO Approval.</p> <p>3. Resubmission - Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that have been previously submitted but not processed as requested by (NPAR) by the RPC and do not require additional RO approval for processing.</p> <p>4. Special - A customized user Package submitted by the CMS Central Office Staff or Plan Users (with CMS approval) to RPC.</p>
<b>Submitting Organization</b>	An organization with the authorized capability of submitting Packages/inquires to eRPT.
<b>Transaction Inquiry Package</b>	A request submitted by a Plan Sponsor to the Retroactive Processing Contractor (RPC) requesting the processing status of previously submitted retroactive transactions.

Term	Definition
<b>User Interface</b>	The mechanism by which the user will view, search, create, delete and update Packages and documents in the eRPT application