

DEPARTMENT OF HEALTH & HUMAN SERVICES
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CENTER FOR MEDICARE

TO: All Programs of All-Inclusive Care for the Elderly (PACE) Organizations

FROM: Amy Larrick Chavez-Valdez
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SUBJECT: PACE Organization Access to the Additional Beneficiary Information Initiatives (ABII) Web Portal for Contract Year (CY) 2020

DATE: July 8, 2020

The purpose of this memorandum is to inform Programs of All-Inclusive Care for the Elderly (PACE) organizations (POs) of their ability to sign up to receive reports from the Additional Beneficiary Information Initiatives (ABII) Web Portal for CY 2020.

In 2018, the Centers for Medicare & Medicaid Services (CMS) announced the scheduled launch of the ABII web portal starting January 1, 2019. The ABII web portal was developed to improve the coordination of benefits process by providing Part D plans with additional information about their enrollees. This memo is intended for POs as a supplement to the *Contract Year (CY) 2020 Access to the Additional Beneficiary Information Initiatives (ABII) Web Portal* HPMS memo released on November 25, 2019. PACE organizations are encouraged to review that memo as well as the HPMS memo *Using CMS Data when making B vs. D Coverage Determinations for Immunosuppressants used to Prevent Transplant Rejections*, released on April 1, 2019, for additional information.

CMS understands that while B vs. D coverage of immunosuppressants for transplants does not impact cost sharing for PACE participants, POs need to be able to make B vs. D determinations for the purposes of prescription drug event (PDE) reporting to CMS and calculating accurate True Out-of-Pocket (TrOOP) costs for Part D drugs. The ABII portal contains Frequently Asked Questions (FAQ) and other documentation to assist POs in the application of ABII report information.

The information below provides guidance specific to PACE organizations about requesting available reports and technical information about the ABII web portal, including the process and time period for submitting access requests.

A. Requesting and Using ABII Reports

We encourage PACE contracts to request access to the ABII web portal, which will provide a secure mechanism for these organizations to retrieve information about their enrollees for the purpose of improving administration of the Part D benefit. Hosted by Acumen, LLC (Acumen), the ABII web portal is accessible only to authorized users, and each Part D contract associated with the PO will have its own segmented space within the module. Each PO's Medicare Compliance Officer (MCO) is responsible for obtaining and maintaining access to the ABII web portal for their organization. The MCO will be notified when their PO's contract has been added to the ABII web portal and be provided instructions on how to authorize users. Detailed instructions on adding authorized users to the ABII web portal are available in Section B of this memorandum. Authorized ABII users will be notified when a new report is available for download.

Once POs gain access to the ABII web portal, they may request reports by submitting a data request form. Instructions for submitting data request forms are provided in Section C. The Medicare-Covered Transplant Beneficiaries File provides historical non-renal transplant information for beneficiaries currently enrolled in the contract, or that have been enrolled at some point during the past 3 contract years (CYs). ABII reports do not include kidney transplants, and plans will continue to rely on MARx for renal transplant information. For more detailed information about the methodology, please visit the Help Documents section of the ABII web portal, or contact Acumen at ABII@AcumenLLC.com or CMS at PartD_COB@cms.hhs.gov. CMS also invites POs to submit ideas on how the ABII web portal could provide additional information to Part D plans that would help them improve coordination of the Part D benefit. Suggestions may be sent to PartD_COB@cms.hhs.gov.

B. ABII Web Portal Actions and Timelines

The following table summarizes the actions and timelines for PACE organizations accessing reports on the ABII web portal for CY 2020.

Action	Date
Active PACE organizations in CY 2020: MCOs can complete the user authorization process for the ABII web portal via Acumen's User Security web portal. To request reports on the ABII web portal, Medicare Compliance Officers can then submit a data request form for the report type they wish to access. Section D of this memorandum provides instructions for adding new users and submitting data request forms.	New user requests are due two weeks from the date of this memorandum
Active PACE organizations in CY 2020: Be prepared to receive and review notifications from Acumen regarding updated report availability.	Rolling basis: according to the report release schedule posted on the ABII web portal under the Help Documents Page in the Report Release Schedule folder

C. User Authorization Instructions for Access to the ABII Web Portal

The User Authorization section of this memorandum provides instructions for adding users by July 22, 2020. To gain or maintain access to the ABII web portal, have your contract's MCO complete the following steps:

1. Identify individuals who should have access to the ABII web portal.

If your PO would like to request access to the ABII Web Portal, you will need to authorize users for the ABII web portal. You may choose to authorize individuals who are currently users on other Acumen web portals, however, a user authorization is needed for each individual specifically for the ABII web portal. Please note that after the initial process of adding authorized users, your contract's MCO will be required to complete a quarterly attestation of authorized users' permissions.

For security purposes, each contract is limited to five authorized users on the ABII web portal. Authorized users will have access to all relevant features of the ABII web portal, including downloading reports, accessing discussion boards and receiving e-mail notifications.

2. Log onto the User Security Web Portal.

Access to the ABII web portal is managed by each contract's MCO through Acumen's User Security web portal (https://PartD.ProgramInfo.us/User_Security). The latest MCO on record for each contract in HPMS has been granted access to the User Security web portal if the contract is active in at least one Acumen related web portal.

To access the User Security web portal:

- a. Navigate to the web portal at https://PartD.ProgramInfo.us/User_Security.
- b. Agree to the Terms and Conditions.
- c. Enter your username and login password.

Note that new users will receive a Credential Email to set up a password before they can log in using the steps above. If your MCO does not have access to the User Security web portal or requires assistance logging in, please contact Acumen at ABII@AcumenLLC.com.

3. Designate Users and Authorize Access Permissions.

If your contract is active in CY 2020, your MCO needs to log in to the User Security Web Portal to add new users and authorize access permissions or choose to authorize existing users to access your contract's information.

To designate users and authorize access permissions, MCOs need to complete the following steps through the User Security Web Portal:

- a. Add an existing and/or new user.
- b. Select the Web Portal and contract(s) for each user.
- c. Authorize access permissions for each user.

MCOs may also designate themselves as one of the five authorized users on the ABII web portal.

Following the user authorization process, Acumen will send the following to each newly authorized ABII web portal user:

- a. A Welcome Email with the ABII web portal user guide and web portal URL.
- b. A Credential Email with a unique One-Time Password Link and login username.

For a contract's users to receive access to reports within ABII, the MCO needs to fill out a form requesting the report be made available to users associated with the contract. The data request form is available on the web portal under the Help Documents section. Contract MCOs need to submit data request forms through the Upload Files page of the web portal. MCOs need to authorize themselves as one of the five authorized users for their contract in order to be able access the ABII web portal and submit data request forms. Only forms with a Form Status of "Complete" will be accepted, and forms need to follow the naming convention below to be processed:

ContractID_ABII_Data_Request_Form.xlsx

For timely access to the ABII web portal, requestors need to complete all steps of the user authorization process by July 22, 2020.

If you have any questions or require assistance with the user authorization process, please contact Acumen at ABII@AcumenLLC.com.