DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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CENTER FOR MEDICARE

TO: All Medicare Advantage Organizations (MAOs), Prescription Drug Plan (PDP) Sponsors, and Medicare-Medicaid Plans (MMPs)

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SUBJECT: Continuation of COVID-19 Sharing Project in CY 2022

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In January 2021, the Centers for Medicare & Medicaid Services (CMS) successfully launched the COVID-19 vaccine (COVAX) data sharing project, which initiated a process by which Medicare Advantage (MA) organizations (including Local Coordinated Care Plans (CCPs), Regional CCPs, and other plan types), Prescription Drug Plans (PDPs), Medicare-Medicaid Plans (MMPs), and PACE Organizations, collectively referred to in this memorandum as "plans," could request certain COVAX data from CMS regarding their enrollees.

The ABII-COVAX reports will continue to be provided to qualifying plans on a weekly basis in CY 2022. Instructions for requesting access to ABII-COVAX reports are included in the Attachments to this memorandum. Plans that have already successfully submitted a data request form do not need to resubmit a data request form for CY 2022. Plans that require assistance with the Web Portal user authorization process should contact Acumen at COVAX-Support@acumenllc.com.

Questions about this memorandum may be sent to PartD_COB@cms.hhs.gov and questions about the ABII-COVAX Web Portal to COVAX-Support@acumenllc.com.

Attachment I

The ABII-COVAX Web Portal

The ABII-COVAX Web Portal provides plans with a secure mechanism for retrieval of information about their enrollees to support plans' health care operations, such as case management, care coordination, or improving the health of their enrollees. The portal is accessible only to authorized users, and each contract has its own segmented space within the module. Plans will need to attest that they are requesting the minimum necessary data for their health care operations under each contract for which there is a request to receive the requested data.

Each plan's Medicare Compliance Officer (MCO) is responsible for obtaining and maintaining access to the ABII-COVAX Web Portal for their organization. Once a contract has been added to the ABII-COVAX Web Portal, the MCO is notified and is provided instructions on how to authorize users through the User Security Portal (Attachment II of this memorandum). Once plans gain access to the ABII-COVAX Web Portal, they may request reports by submitting a data request form. Instructions for submitting data request forms are provided in Attachment II. Once registered to receive a report type, users will receive notifications from Acumen regarding updated report availability.

The following table summarizes the actions and timelines for requesting access to reports hosted on the ABII-COVAX Web Portal, including how plans can access certain data regarding their enrollees.

Action	Expected Turnaround
For Contracts without ABII-COVAX Access: MCOs can complete the user authorization process for the ABII-COVAX Web Portal via Acumen's User Security Web Portal (instructions are provided in Attachment II below). To request ABII-COVAX reports, the plan's MCO will need to submit a data request and HIPAA attestation for the type of report required. Once approved, the MCO should refer to the User Authorization Instructions below to authorize individuals to access reports. **Contracts with ABII-COVAX Access:** If a contract wishes to access a certain report, such as that containing certain COVAX data, that contract's MCO needs to submit a data request and HIPAA attestation for the type of report required. The MCO should follow the User Authorization Instructions below to authorize individuals to access ABII-COVAX reports. No action is necessary if your contract has no changes in reports required, or to authorized users or their levels of access. MCOs can modify existing user access through Acumen's User Security Web Portal.	**Requests will become active within one week after the request and attestation are submitted.**

Attachment II

User Authorization Instructions for Access to the ABII-COVAX Web Portal

This attachment provides instructions for adding users to the ABII-COVAX Web Portal. Requests for access will be approved within one week of submitting the request. To access the ABII-COVAX Web Portal, if your contract does not already have it, your contract's Medicare Compliance Officer (MCO) must complete the following steps:

1. Identify individuals who should have access to the ABII-COVAX Web Portal

You may choose to authorize representatives that are currently users on other Acumen Web Portals; however, each user authorization must be completed again, specifically for the ABII-COVAX Web Portal.

For security purposes, each contract is limited to fifteen authorized users on the ABII-COVAX Web Portal. All authorized users will have access to all relevant features of the ABII-COVAX Web Portal, including downloading reports, accessing discussion boards, and receiving e-mail notifications.

Prior to initiating any of the actions described below, please confirm and/or update your MCO's contact information in HPMS. This will ensure Acumen disseminates login credentials to the appropriate individual.

2. Log onto the User Security Web Portal

Access to the ABII-COVAX 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 Warning Notice.
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 COVAX-Support@acumenllc.com.

3. Designate Users and Authorize Access Permissions

The MCO must 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 must 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 must also designate themselves as one of the fifteen authorized users on the ABII-COVAX Web Portal in order to access the portal and submit data request forms. **It is recommended that all MCOs initially designate themselves as an authorized user for their contracts in order to complete the data request form upload process.**

Following the user authorization process, Acumen will send the following to each newly authorized ABII-COVAX Web Portal user:

a. A welcome email with the ABII-COVAX Web Portal user guide and Web Portal URL.
b. A credential email with a unique one-time password link and login username will be sent to users new to ABII.

For a contract's users to receive access to reports within ABII-COVAX, the MCO must 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. Data request forms must be submitted by the MCO of the contract through the Upload Files page of the web portal. Only forms with a Form Status of "Complete" will be accepted, and forms must follow the naming convention below to be processed:

*ContractID*_ABII-COVAX_Data_Request_Form.xlsx

If you have any questions or require assistance with the user authorization process, please contact Acumen at to COVAX-Support@acumenllc.com.