



**CENTERS FOR MEDICARE & MEDICAID SERVICES**

---

**TO:** All Current and Prospective Medicare Advantage, Prescription Drug Plan, Cost, PACE, and Demonstration Organizations and Certifying Actuaries

**FROM:** Paul Spitalnic, Director  
Parts C & D Actuarial Group  
Office of the Actuary

Cynthia Moreno, Director  
Plan Oversight & Accountability Group  
Center for Beneficiary Choices

**DATE:** February 14, 2008

**SUBJECT:** Contract Year 2009 Actuarial Certification Process

For Contract Year (CY) 2008, certifying actuaries (both consulting actuaries and actuaries employed by contracting organizations) were required to complete the actuarial certification portion of the bid submission process via the Health Plan Management System (HPMS). This same actuarial certification process will apply in CY2009.

In order to meet this requirement, each contract submitting a bid must have at least one certifying actuary with active HPMS access. This memo provides the instructions for requesting and obtaining HPMS access for the actuarial certification process or renewing user access as a certifying actuary.

Submitting a Request for a New HPMS User - Actuaries Employed by the Organization

If the certifying actuary does **not** have active access to HPMS and is employed by the organization, the user should follow these steps:

- Download the *Application for Access to CMS Computer Systems* form from <http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAaccessform.pdf>.
- Complete the form as follows:
  - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only” and complete the data entry fields, where applicable.
  - Section 3 – Enter the contract number(s) for which you will be submitting actuarial certifications for CY 2009.

- Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS\_P\_CommlUser".
- Section 5 – State briefly that you require HPMS access to submit the actuarial certification. **You must indicate that you are employed by the contracting organization.**
- Section 6 – Leave blank.
- Sign and date the Privacy Act Statement on page 3 of the form. Also enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.

---

#### Submitting a Request for a New HPMS User - Consulting Actuaries

---

If the certifying actuary does **not** have active access to HPMS and is a consulting actuary, the user should follow these steps:

- Download the *Application for Access to CMS Computer Systems* form from <http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAAccessform.pdf>.
- Complete the form as follows:
  - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only” and complete the data entry fields, where applicable.
  - Section 3 – Enter the contract number(s) for which you will be submitting actuarial certifications for CY 2009.
  - Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS\_P\_CommlUser".
  - Section 5 – State briefly that you require HPMS access to submit the actuarial certification. **You must indicate that you are under contract as an actuarial consultant with the contracting organization(s).**
  - Section 6 – Leave blank.
  - Sign and date the Privacy Act Statement on page 3 of the form. Also enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.

In addition to the *Application for Access to CMS Computer Systems* form, **you must include an official letter from each organization for which you are under contract to submit an actuarial certification via HPMS.** This letter must specify the contract number(s) and type of functionality required by the consulting actuary. In addition, the letter must be provided on the organization’s official letterhead and signed by a senior official of the sponsoring organization. This letter must also have an original hardcopy signature.

**NOTE:** If a consulting actuary is serving multiple organizations, only one CMS user access form is required, but **a letter must be provided from each organization for which you will be serving as an agent in HPMS.** At least one letter from a sponsoring organization must be included in your submission in order for your request for HPMS access to be processed. Please note that you are permitted to submit additional letters from other sponsoring organizations following your initial submission for HPMS access.

CMS recommends the use of the following sample language in the letter from the sponsoring organization:

*(Name of Organization)* hereby requests that *(Name of Actuary)* with the firm of *(Name of Consulting Firm)* requires HPMS access to upload actuarial certifications on our behalf. *(Name of Actuary)* requires access to the following contract number(s): *(list specific contract numbers)*.

*(Name of Actuary)* requires the following HPMS access (please check one box):

- ☐ Actuarial Certification Profile only (actuarial certification submission functionality and related PBP and BPT reports)
- ☐ Actuarial Certification Profile and Plan Profile (actuarial certification submission functionality as well as **all other standard plan functionality**, including bid upload, formulary upload, marketing submission, etc.)

**PLEASE NOTE:** The Actuary's level of HPMS access **MUST** be the same across all contracts. The user's level of access cannot vary between contracts.

#### Submitting a Request for an Existing HPMS User that Previously Was Not a Certifying Actuary - Both Consulting Actuaries and Actuaries Employed by the Organization

If the certifying actuary **does** have active access to HPMS, the user should follow these steps:

- Please do NOT resubmit the user request form.
- Submit an official letter from each organization for which you are under contract to submit an actuarial certification via HPMS. All instructions noted above for this requirement must be followed (see "Submitting a Request for a New HPMS User - Consulting Actuaries").
- In addition, the official letter(s) for an existing HPMS user **must** include the user ID and an explanation that this user already has HPMS access.

## Returning Certifying Actuaries – Actuaries Employed by the Organization

If the certifying actuary submitted one or more certifications for CY2008, will submit actuarial certifications for CY2009, and is an employee of the organization, the user should follow these steps:

- Please do NOT resubmit the user request form.
- Recertify your CMS User ID, when notified by CMS. Users will receive an email notification from [ess@cms.hhs.gov](mailto:ess@cms.hhs.gov) with the subject “*CMS Certification Due Date.*” Please follow these instructions closely to ensure you recertify and retain your current user ID. If you do not complete the certification in a timely manner, your CMS User ID will be **revoked** and you will have to re-apply as a new HPMS User.

## Returning Certifying Actuaries – Consulting Actuaries

If the certifying actuary submitted one or more certifications for CY2008, will submit actuarial certifications for CY2009, and is a consultant for the organization, the user should follow these steps:

- Please do NOT resubmit the user request form.
- Recertify your CMS User ID, when notified by CMS. Users will receive an email notification from [ess@cms.hhs.gov](mailto:ess@cms.hhs.gov) with the subject “*CMS Certification Due Date.*” Please follow these instructions closely to ensure you recertify and retain your current user ID. If you do not complete the certification in a timely manner, your CMS User ID will be **revoked** and you will have to re-apply as a New HPMS User.
- Submit an official letter from each organization for which you are under contract to submit an actuarial certification via HPMS. All instructions noted above for this requirement must be followed (see “Submitting a Request for a New HPMS User - Consulting Actuaries”). Consulting Actuary users **MUST** submit letters on an annual basis to ensure they have access to the appropriate contracts.
- The official letter(s) for an existing HPMS user **must** include the user ID and an explanation that this user already has HPMS access.

## Common Mistakes on the *Application for Access to CMS Computer Systems* Form

Please be aware of the following common mistakes when preparing your request for HPMS access:

- You must include the contract number(s) in Section 3 for which you will be submitting an actuarial certification.
- You must always provide a Social Security Number. CMS will **not** process a request without this piece of information.
- You must complete the form in ink, not pencil.
- You must submit the original hardcopy form with an original signature and date.  
**Photocopies and faxes are unacceptable.**

## Managing Certifying Actuary Access

Ultimately, it is the responsibility of the contracting organization to manage and maintain the set of users for whom they have requested access to the HPMS. This general principle applies to both plan staff and any consultants that are serving as agents of the contracting organization.

Contracting organizations may request the deletion of any user from accessing their data in HPMS at any time. These requests should be sent to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov). Requests must contain the user ID and name of the individual to be removed from HPMS.

## How to Submit Your Access Request

Please submit the original (not a copy) user access form and the corresponding organization letter(s), when required, via traceable carrier to:

Ms. Sara Walters  
Re: Actuarial HPMS Access  
7500 Security Blvd.  
Location: C4-15-11 / Mailstop: C4-14-21  
Baltimore, MD 21244-1850

To ensure sufficient time to process your request, we strongly recommend that you submit your requests no later than **March 31, 2008** since the bid upload process becomes available to plans on May 16, 2008 and CY 2009 bids are due no later than June 2, 2008.

For questions regarding these instructions as they pertain to HPMS access, please contact Sara Walters at either 410-786-3330 or [Sara.Walters@cms.hhs.gov](mailto:Sara.Walters@cms.hhs.gov).

For questions regarding the actuarial certification process, please contact Liz Hale at either [Elizabeth.Hale@cms.hhs.gov](mailto:Elizabeth.Hale@cms.hhs.gov) or 410-786-7604.

Thank you for your cooperation in this matter. We look forward to a successful CY 2009 bidding process.