



PLAN OVERSIGHT & ACCOUNTABILITY GROUP

DATE: March 31, 2008

TO: All Medicare Advantage (MA), Prescription Drug Plan (PDP), PACE, 1876 Cost Plan Sponsors, and Demonstration Organizations

FROM: Cynthia E. Moreno, Director

SUBJECT: New Health Plan Management System (HPMS) User Administration Reports

CMS recently released three new User Administration Reports in the Health Plan Management System (HPMS) for plan organizations. These new User Administration Reports afford organizations the ability to monitor users with access to their organization's contract and plan data within the HPMS.

The new User Administration Reports are now accessible by a select group of active HPMS users at your organization. Currently, all active HPMS users identified as Medicare Compliance Officer Contacts, Primary User Access Contacts, and Backup User Access Contacts have been granted the ability to view the new user access reports in HPMS. Please note the following points concerning access to these new reports:

- If the persons identified in the above roles are no longer appropriate, please navigate to HPMS > Contract Management > Basic Contract Management > Select Contract Number > Contact Data and update the person(s) as appropriate. After submitting the updated data, please send an email with the subject "Requesting HPMS User Access Reports" to HPMS_Access@cms.hhs.gov. Please include the new contact's user ID and name in the body of the email. If appropriate, please also include the names and user IDs of the individuals that should no longer have access to these reports.
- If the persons identified in these roles do not have HPMS access, then please have that person complete the form found at <http://www.cms.hhs.gov/AccessToDataApplication/Downloads/Access.pdf> and send the completed, signed, original form (with wet signature/date) to the following address:

Centers for Medicare & Medicaid Services
ATTN: Lori Robinson
7500 Security Blvd.
Mailstop: C4-14-21
Baltimore, MD 21244-1850

We strongly recommend the use of a traceable mail carrier to ensure a timely delivery.

Once HPMS access is granted, please send an email with the subject “Requesting HPMS User Access Reports” to HPMS_Access@cms.hhs.gov. Please include the user ID and name in the body of the email.

- If additional HPMS users need access to these reports, please send an email with the subject “Requesting HPMS User Access Reports” to HPMS_Access@cms.hhs.gov. Please include the user ID(s) and name(s) in the body of the email.

If you have been granted the appropriate access rights, you may access the new User Administration Reports by navigating to HPMS > User Resources > User Administration Reports. There are three reports available for your use as follows:

- *User Access Report*
 - This report allows you to view a complete access report for each user with access to one or more contracts for which you are responsible.
 - For a complete set and definition of the available access types, please click on the Profile to view a pop-up report. In the pop-up report, the access types that are assigned to the user will be designated with a check mark. This will assist you in understanding what the user does and does not have access to in HPMS.
 - This report also contains the full list of contract numbers that are assigned to the user.
- *Users Assigned to a Contract Number*
 - This report allows you to view a complete list of users with access to one or more contracts for which you are responsible.
 - The individual User Access Report is also available by clicking on the user ID in the first column.
- *Users Assigned to a Module*
 - This report allows you to view a complete list of users with access to one or more HPMS modules that also have access to one or more contracts for which you are responsible.
 - The individual User Access Report is also available by clicking on the user ID in the first column.

If through your review of these three new User Administration Reports you determine that a change(s) must be made to a user’s access, please send an email with the subject “Requesting User Access Change” to HPMS_Access@cms.hhs.gov. Please include the user ID, user name, and the change(s) that must be made; you may include changes for more than one user in a given email.

If you have questions regarding this email, please email the HPMS Help Desk at hpms@cms.hhs.gov.

Thank you.