

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Center for Beneficiary Choices
7500 Security Boulevard
Baltimore, Maryland 21244-1850



PLAN OVERSIGHT & ACCOUNTABILITY GROUP

DATE: June 6, 2008

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

FROM: Cynthia E. Moreno, Director

SUBJECT: New HPMS Data Extracts for Plans

CMS will be releasing four new data extracts in the Health Plan Management System (HPMS) designed for plan organizations. These new data extracts will give plan users easier access to their HPMS data and allow for download and manipulation of data for their contracts.

The plan data extracts will only be accessible to the HPMS user identified as the Medicare Compliance Officer, unless your Medicare Compliance Officer communicates to CMS that they want other plan users to have access as well. Please note the following points concerning access to these data extracts:

- **If the Medicare Compliance Officer currently listed in HPMS is no longer accurate,** please navigate to HPMS > Contract Management > Basic Contract Management > Select Contract Number > Contact Data and update this contact. After submitting the updated data, please send an email with the subject “Requesting HPMS Plan Data Extract Access” 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 name and user ID of the formerly listed Medicare Compliance Officer that should no longer have access to these extracts.
- **If the person identified as the Medicare Compliance Officer does not have HPMS access and would like to obtain access,** then the individual must 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 has been granted, please send an email with the subject “Requesting HPMS Plan Data Extract Access” 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 extracts**, please send an email with the subject “Requesting HPMS Plan Data Extract Access” to hpms_access@cms.hhs.gov. This email should be sent by your Medicare Compliance Officer. Please include the user ID(s) and name(s) in the body of the email.

We recommend that you only grant this level of access to internal employees of your organization (i.e., not to subcontractors, third party vendors, or PBMs). As with all other HPMS functionality, any HPMS plan user with this access will be able to see the data for all contracts assigned to their user ID in these extracts.

Once you have been granted appropriate access rights and the plan data extracts have been released, you will be able to access the extracts by navigating to HPMS > Data Extract Facility > Data Extract Facility. The plan data extracts will be available for download as .zip files containing a ReadMe text file that explains the columns of the extract and the applicable data file(s) in a tab delimited text file format. The following information will be included for each contract number assigned to your user ID:

- CY 2009 As Submitted Plan Information Extract (available on 6/09/2008) and CY 2009 Approved Plan Information Extract (available on 9/15/2008)
 - These extracts will contain plan level information for all plans under the contracts assigned to your user ID.
 - These extracts will contain detailed plan data, including, but not limited to, plan statuses, plan premiums (Part C and Part D), and formulary IDs.
 - Two versions of this extract will be available for download. The “As Submitted Plan Information Extract” will include the latest version of your plan submissions (i.e., either pending or approved). The “Approved Plan Information Extract” will include your latest approved plan submissions (i.e., approved only).
 - For a complete list of variables included in these extracts, please refer to the ReadMe file available within the downloaded .zip file.
 - These extracts are generated on a weekly basis.
- CY 2009 Service Area Extracts (available on 7/14/2008)
 - These extracts will be available at the contract, plan, and employer group only (i.e., counties flagged as “employer” only) levels.
 - These extracts will be presented by “program type,” which includes Local MA, Regional MA, PDP, or Employer PDP.
 - These extracts will include information at the county or regional level and include information such as the effective and termination date of the service area.
 - For a complete list of variables included in these extracts, please refer to the ReadMe file available within the downloaded .zip file.
 - These extracts are generated on a weekly basis.

- CY 2009 Contract Information Extract (available on 7/28/2008)
 - This extract will contain much of the data entry completed in the Basic Contract Management Module in HPMS.
 - This extract will contain contract-level data, including, but not limited, to contract effective date, parent organization, and plan and account managers.
 - For a complete list of variables included in this extract, please refer to the ReadMe file available within the downloaded .zip file.
 - This extract is dynamic (i.e., you will receive the latest data in HPMS at the time of download).
- CY 2009 Plan Contact Extract and CY 2009 Contract Contact Information Extract (available on 8/11/2008)
 - These extracts will contain the contacts entered in HPMS for the contracts assigned to your user ID and the respective plans offered by those contracts.
 - You will be able to select one or multiple contact roles to be included in the extract.
 - These extracts will contain information such as the name, address, email address, and the date the contact was last updated.
 - For a complete list of variables included in these extracts, please refer to the ReadMe file available within the downloaded .zip file.
 - These extracts are dynamic (i.e., you will receive the latest data in HPMS at the time of download).

If you have additional questions about this memo, please contact the HPMS Help Desk at either hpms@cms.hhs.gov or 1-800-220-2028. Thank you.