

CENTER FOR DRUG AND HEALTH PLAN CHOICE

DATE: September 21, 2009

TO: All Medicare Advantage Organizations, PACE Organizations and Cost-Based Contractors

FROM: Jonathan Blum /s/
Acting Director, Center for Drug and Health Plan Choice

SUBJECT: Medicare Advantage Oversight and Operations Conference

The Centers for Medicare & Medicaid Services (CMS) is pleased to announce a Medicare Advantage (MA) Oversight and Operations Conference scheduled for October 19, 2009 in the CMS Auditorium, located at 7500 Security Boulevard, Baltimore, Maryland 21244. The conference will run from 9:00 AM to 6:00 PM, with registration beginning at 8:00 AM. Early arrival is strongly encouraged to prevent long waiting periods while going through the security clearance process.

The conference will consist of two half-day sessions dealing with current MA oversight and operational challenges. The morning session will deal with marketing oversight/surveillance and the afternoon session will be devoted to network adequacy/HSD restructuring standards, systems and reporting. A copy of the conference agenda may be accessed at: <http://www.cms.hhs.gov/apps/events/event.asp?id=590>. Speaker's PowerPoint slides will also be available prior to the conference. Conference attendees are encouraged to make copies for their use and bring it to the conference as no copies of speaker's power point slides will be distributed.

Due to space constraints each MA parent organization may enroll two representatives per each half-day session. The same two representatives that attend one session may also attend the other session or different representatives may be enrolled for different sessions. The maximum slots available for each parent organization, for both sessions, is **four** (4). Registration will be by each session.

CMS encourages all Part C and Part D contractors to participate in the Marketing Oversight session, and all Part C contractors to participate in the Network Adequacy session. In addition, please be aware that certain Regional Offices will be arranging video conferencing access and your organization may wish to take advantage of this option.

To register go to <http://cmsconference.hcmsllc.com> and follow the registration instructions.

CMS' Visitor and Conference Attendance Policy requires that all visitors be on a pre-approved list to enter the CMS facility; therefore, it is imperative that any additions or changes to the

attendee list be communicated at least 72 hours prior to the conference. A final list will be submitted to security personnel 48 hours prior to the conference and only those whose names are

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on this list will be able to attend. More information on the security procedures and recommended arrival times are given below.

Security

This conference will be held in a Federal building. Strict security procedures will be enforced and proper identification is required. Please note the following guidelines:

Visitors are subject to a vehicle search and can gain access only through the Central Building Main Lobby. Visitors must be on a pre-approved list and have photo identification. Photo ID must be a valid (non-expired), Government-issued photo ID badge (i.e., driver's license, passport, PIV card, age of majority card, official school ID, etc.). Visitors will be issued a temporary building pass from the guard at the Central Building Main Lobby.

CMS has scanning devices at all guarded building entrances to comply with the Department of Justice's vulnerability assessment of our complex. Upon entry to the Central Building Main Lobby, all visitors must enter walkthrough scanners, which expedite entry to comply with increased security measures. Our walkthrough devices are the same as used by the airport and are certified safe for everyone, including pregnant women.

The scanners allow for safe and reliable examination of all parcels, including purses, brought into the complex. If a suspicious item shows on the monitor screen, the guard is authorized to request the individual to remove the item from the package to be further examined. Failure to comply, and dependent upon the nature of the item, will result in a delay in admittance while the Federal Police are dispatched to assist the guard. Guards normally conduct a visual inspection of bags when individuals exit the complex.

Conference participants will be allowed access to the conference area, bathrooms, main lobby, and the cafeteria. All other locations within the CMS complex are off-limits to conference participants unless escorted by a CMS employee.

Arrival Time

Due to required security measures, all participants planning to attend the conference in person should allow at least 30 minutes to get through both the vehicular and the security checks (it will take longer if a large number of visitors arrive at the same time). Those arriving prior to the start of the conference are welcome to wait in the lower level cafeteria.

Parking

Parking is very limited. All participants are encouraged to arrive by cab/limousine or car pool.

Transportation

Transportation to and from the conference is your own responsibility. If you are using a taxi service, you are encouraged to make appropriate arrangements with the taxi service for drop off and pick up.

Smoking

Smoking is not permitted anywhere on the CMS single site campus. Those wishing to smoke can only do so outside of the fenced area surrounding the CMS campus.

Luggage

Please do not bring any luggage to the conference. Having luggage with you will add to the time needed to clear security and there is no place to store your luggage at CMS.

Meals

Lunch for the conference is on your own. Breakfast, lunch, and snacks can be purchased in the cafeteria. All food and beverages must be consumed in the dining area.

The Sodexo Cafe and Food Court (located in the lower level of the Central Building) offers a variety of meals in a pleasant, modern surrounding. The dining room accommodates a total of 425 guests. Breakfast is served daily from 6:30 a.m. to 9:30 a.m. The breakfast menu features gourmet and regular coffees, hot breakfast bar and grill, fresh fruit bar, and a delicious variety of fresh gourmet bakery items. Coffee and bakery items are served daily from 9:30 a.m. to 10:30 a.m. Lunch is served beginning at 11:15 a.m. and ending at 1:30 p.m. The lunch menu offers daily specials of two hot entrees, a variety of fresh vegetables and side dishes, soup and salad bar, deli sandwiches, a special dessert bar, fresh fruits, soft frozen yogurt and assorted ice creams, sodas, milk, coffee, and tea. Coffee, cookies, brownies, ice cream, and frozen yogurt remain available from 1:30 p.m. to 3:00 p.m. Jazzman's Coffee Stand, located in the lower level lobby, is open from 6:30 a.m. to 3:30 p.m.

Reasonable Accommodations

If you require reasonable accommodations, please let us know when you register.

We look forward to seeing you at the conference. Please direct questions to Mervyn John at 410-786-1141 or mervyn.john@cms.hhs.gov. Thank you for your participation.