



MEDICARE-MEDICAID COORDINATION OFFICE

DATE: June 30, 2017

TO: Medicare-Medicaid Plans

FROM: Lindsay P. Barnette
Director, Models, Demonstrations & Analysis Group

SUBJECT: Michigan MMPs: Release of Final Contract Year 2018 Model Materials

Attached to this memorandum are the new model materials for Contract Year (CY) 2018 developed jointly by CMS and Michigan for Medicare-Medicaid Plans (MMPs) operating in the Michigan Capitated Financial Alignment Model Demonstration. CMS and Michigan jointly updated these models based on feedback received from plans, states, and other stakeholders and changes to CY 2018 Medicare Advantage and Part D model materials. Michigan MMPs may only use the CY 2018 models for CY 2018.

The following materials are included with this guidance:

- **Annual Notice of Change (ANOC):** As provided in the Medicare Marketing Guidelines (MMG) and the Michigan MMP marketing guidance document, the ANOC must be received by current enrollees by September 30, 2017 and posted on plan websites by September 30, 2017.
- **Member Handbook/Evidence of Coverage (EOC) - Chapters 1-12:** As provided in the MMG and the Michigan MMP marketing guidance document, the Member Handbook must only be posted on plan websites by September 30, 2017 if it is sent to current enrollees with the ANOC for receipt by September 30, 2017. If the Member Handbook is sent separately from the ANOC, it must be received by current enrollees by December 31, 2017 and must be posted on plan websites by December 31, 2017.
- **Summary of Benefits (SB):** As provided in the MMG and the Michigan MMP marketing guidance document, the SB must be received by current enrollees no later than September 30, 2017 when the plan chooses to send an ANOC without the Member Handbook/Evidence of Coverage (EOC). The SB must be posted on plan websites by September 30, 2017.
- **Provider and Pharmacy Directory:** As provided in Chapter 4 of the Medicare Managed Care Manual and the Michigan MMP marketing guidance document, the directory (or a separate notice to alert enrollees how to access or receive the directory) must be received

by current enrollees no later than September 30, 2017. The directory must be available to current and prospective enrollees and posted on plan websites by September 30, 2017.

- **List of Covered Drugs (Formulary):** As provided in the MMG and the Michigan MMP marketing guidance document, the formulary must be received by current enrollees no later than September 30, 2017 and available to current and prospective enrollees and posted on plan websites by September 30, 2017.
- **Drug-only Explanation of Benefits:** Michigan MMPs are required to meet the Part D Explanation of Benefits (EOB) requirements under 42 CFR 423.128(e) to send Members Part D claims information for each month in which they incur any drug claims. Michigan MMPs must meet this requirement by using the Michigan MMP-specific Drug-only EOB model provided by CMS and Michigan.
- **Member ID Card**
- **Integrated Denial Notice**
- **Appeals and Grievance Notices**
 - Notice of Appeal Decision
 - Notice of Our Failure to Make a Coverage Decision
 - Appeal Approval Notice – This is a new notice for CY 2018
 - Notice of Receipt of Appeal/Grievance – This is a new notice for CY 2018
- **Plan-Delegated Enrollment Notices**
 - Exhibit 5a: Welcome Letter for Passively Enrolled Individuals
 - Exhibit 5b: Welcome Letter for Individuals Who Opt In
 - Exhibits 16, 19, and 21 (Combined): Model Notice to Confirm Voluntary Disenrollment Following Receipt of Transaction Reply Report (TRR), Model Notice for Disenrollment Due to Out of Area Status (No Response to Request for Address Verification), and Model Notice for Disenrollment due to Loss of Medicaid Status or Other State-Specific Eligibility Status - Notification of Involuntary Disenrollment
 - Exhibit 22: Model Notice for Period of Deemed Continued Eligibility due to Loss of Medicaid
 - Exhibit 23 - Model Notice to Offer Beneficiary Services, Pending Correction of Erroneous Death Status
 - Exhibit 29 - Model Notice for Enrollment Status Update
 - Exhibit 30 - Model Notice to Research Potential Out of Area Status - Address Verification Form Included

The attached guidance and models will also be posted to the Financial Alignment Initiative website at <http://cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare.-Medicaid-Coordination-Office/FinancialAlignmentInitiative/InformationandGuidanceforPlans.html>.

We encourage all plans to work closely with their marketing reviewers and Contract

Management Team to ensure timely submission and approval of all required CY 2018 materials, as well as timely and complete entry of Actual Mail Dates for ANOCs and Member Handbooks/EOCs. If you have any questions about the contents of this memorandum, please contact the Medicare-Medicaid Coordination Office at MMCOCapsModel@cms.hhs.gov.