
MEMORANDUM

DATE: March 13, 2012

TO: All Part C&D Sponsors

FROM: Cynthia Tudor, Ph.D., Director
Center for Medicare
Medicare Drug Benefit and C&D Data Group

SUBJECT: Data Validation Training for Contractors

All Part C and D sponsors are required to undergo an annual data validation of the data they provide as part of the Part C and Part D Reporting Requirements. In order to ensure the independence and reliability of the data reported, each sponsor must select a data validation reviewer (contractor) to conduct the audit. Below we briefly describe the tool CMS has developed to train contractors on undertaking data validation audits, as well as provide the link to the training.

The training tool consists of eight modules:

- Introduction to Data Validation
- MOD 1_Data Validation (DV) Overview
- MOD 2_ DV Contractor Standards
 - Appendix A: Standards for selecting a Data Validation Contractor
- MOD 3_Organization Assessment Instrument (OAI)
 - Appendix E: Organizational Assessment Instrument
- MOD 4_Interview Discussion Guide (IDG)
 - Appendix F: Interview discussion Guide
- MOD 5_ Data Extraction _Sampling Instructions
 - Appendix H: data Extraction and sampling Instructions
- MOD 6 DV Standards
 - Appendix B: data Validation Standards
- MOD 7_Findings Data Collection Form
 - Appendix J: Findings Data Collection Form
- MOD 8_Implementation Process

Each module will be followed by a knowledge check which will allow you to assess your comprehension of the previous lesson. However, prior to taking the knowledge checks for modules 2,3,4,5 and 6, you should review the Data Validation Procedure Manual (Manual).

Registration Information:

Step 1: Register for this training by clicking on the following link:

https://webinar.cms.hhs.gov/e42465978/event/event_info.html

You must select a password which you can remember when registering for the training.

The password must contain the following:

- a) one capital letter
- b) one number
- c) 8 to 32 characters

Step 2: Once registered, you will receive an email containing the link to the Login for the training.

Step 3: You must complete all eight modules in order (i.e., a. finish each module; b. for modules 2,3,4,5 and 6, read the accompanying relevant section of the Manual; c. for all modules, take the knowledge check; and d. move onto the next module until you have completed all eight modules).

If you have any questions regarding the training, please email PartCandD_Data_Validation@cms.hhs.gov.

Thank you.