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

CMS/

CENTERS for MEDICARE & MEDICAID SERVICES

CENTER FOR BENEFICIARY CHOICES
_____

DATE: February 26, 2007

TO: All Medicare Advantage, Cost, PACE, Demonstration, and Prescription Drug Plan
              Organizations

FROM: Cynthia Tudor, Ph.D., Director
              Medicare Drug Benefit Group

              David Lewis, Director
              Medicare Advantage Group

SUBJECT: ACTION - Health Plan Management System (HPMS) Access

CMS has identified, by reviewing the notices of intent (NOIs) we received in February 2007, a
significant number of pending Contract Year (CY) 2008 contract numbers with **no** associated
plan users in HPMS. Contract numbers that were newly generated for CY 2008 must have plan
users assigned in HPMS in order to complete critical contracting tasks, such as to enter contact
information, enter basic organization information, and complete the online Part D application by
March 12, 2007. Plan formularies, which are due in mid-April, must also be submitted
electronically via HPMS. These examples are simply a few of the more time-sensitive
contracting activities for which an organization needs HPMS access immediately.

Organizations making an initial application to offer a Part D benefit (including stand-alone
Prescription Drug Plan (PDP) sponsors and Medicare Advantage (MA) organizations) or
expanding an existing Part D service area for 2008 must submit certain portions of their
applications through the HPMS system. This requirement is consistent with the instructions
provided in Section 2 of the 2008 Part D solicitations. CMS will neither accept nor review Part
D sponsor applications we receive in formats other than HPMS. Organizations that do not
comply with HPMS application submission requirements must wait until the start of the 2009
contracting cycle to submit a new Part D application.

CMS assumes that organizations that have submitted NOIs but do not have current HPMS plan
user assignments will not be submitting 2008 Part D applications. If this assumption is incorrect,
organizations must follow the instructions (including meeting the deadlines) in this
memorandum to be qualified to submit an application.

**Please read the instructions below carefully if your organization still requires access to
HPMS.** We will expedite your requests as much as possible, but the user access process takes
some time due to CMS standard operating procedures and volume. Consequently, it is critical

that your organization respond by **March 1, 2007** to allow your organization to meet the March 12, 2007 application deadline.

Requesting Contract Number Associations for Current HPMS Users

- If your organization already has individuals with HPMS access, but one or more new contract numbers need to be associated with these users, please send an e-mail to hpms_access@cms.hhs.gov with the following information:
  - User name and user ID of the active HPMS users
  - Organization name
  - Contract number(s) for which these current HPMS users need access

  Note: CMS recommends that an organization send a consolidated request on behalf of its HPMS users, where appropriate.

Requesting HPMS Access for New Users

- If there are no individuals in your organization with HPMS access, please download a copy of the *Application for Access to CMS Computer Systems* form at: http://www.cms.hhs.gov/AccesstoDataApplication/Downloads/Access.pdf. Send the completed form to the attention of Lori Robinson via an expedited mail service as soon as possible:

  > ATTENTION: Lori Robinson
  > Centers for Medicare & Medicaid Services
  > 7500 Security Boulevard
  > Mail Stop: C4-14-21
  > Baltimore, MD 21244

  - On each individual's form, please ensure that it includes an original signature/date, social security number, and the contract number(s) for which the user needs HPMS access. **Your request will not be processed without completing these steps**.

Please send any questions regarding this memo to hpms_access@cms.hhs.gov. Thank you for your prompt attention.