

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



## **CENTER FOR MEDICARE**

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TO: All Part D Plan Sponsors

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

RE: CY 2012 Formulary Submission Information

DATE: March 9, 2011

The following information is provided to assist you with the submission of your formulary for CY 2012.

### **CY 2012 Formulary Training Webinar**

This training includes a field by field review of the CY 2012 Formulary File record layout, the Health Plan Management System (HPMS) formulary submission module, and key points relating to the CMS formulary review process. It also includes layouts and detailed instructions for submitting supplemental formulary files. Highlights of changes to the formulary submission and review process include:

- New Change\_Type field on the formulary file record layout.
- Changes to Transition Policy submission.
- Changes in the submission of formulary and PA/ST files during the review period.
- New field on the Excluded Drugs File Record Layout (Gap\_Coverage\_YN).
- Supplemental file to formulary ID association.

You are urged to focus on important dates relating to the CY 2012 formulary submission processes.

The CY 2012 Formulary Training Webinar, an eLearning product, will be available online beginning March 18, 2011 at the following link: <https://webinar.cms.hhs.gov/p44252036/>

The CY 2012 Formulary Training Webinar will be presented in the same format utilized for the CY 2011 Formulary Training. You will need Adobe Flash Player ® on your computer. The program is best viewed with the 'Display Properties' on your computer set to a 'Screen Resolution of 1280 by 1024 pixels'. The above link redirects you to a site that will load the presentation on your screen; the audio and video will begin automatically.

The program requires that the content be fully loaded before the lesson will start to play. Please do not press any keys but wait until the file starts to play. Should the program hang up or stop loading, close your browser and try again. Once the program begins to play, you will notice control buttons at the bottom of your screen which will allow you to control the presentation and view it at your own pace.

Should you experience technical difficulties with the webinar, please contact Martha Edmonds at 410-786-3183.

Open the following link to view and print a handbook which includes a hard copy of the entire online training presentation <https://webinar.cms.hhs.gov/p23423754/>

You may use it to make notes while viewing the presentation. This handbook is a job aid and may also be used to assist you when you are loading your files into HPMS.

### **Formulary Submission Training Question and Answer User Call**

Questions pertaining to the CY 2012 Formulary Training Webinar should be emailed to [PartDFormularies@cms.hhs.gov](mailto:PartDFormularies@cms.hhs.gov) by March 28, 2011. Include in the subject line "Questions for the CY 2012 Formulary and Supplemental File Training." The April 6, 2011 Part C & D User Call will be dedicated to answering submitted questions, as well as a live question and answer session, if time permits. Dial-in information and materials will be distributed by CMS' Part C & D User Call contractor, Management Solutions Consulting Group (MSCG), prior to the call. If you are not already registered with MSCG, register at <http://mscginc.com/registration>. A valid CMS contract number is required.

### **Formulary Reference File**

The CY 2012 Formulary Reference File will be posted in the CY 2011 HPMS formulary submission module on or about March 16, 2011 and in the CY 2012 formulary submission module upon its release.

### **Technical Manual**

The HPMS Formulary Submission Module & Reports Technical User Manual will be posted on the In the News Section of the HPMS Homepage on or about March 21, 2011.

### **Compliance Officer Training**

The April 20, 2011 Part C & D User Call will be dedicated to reviewing the role and responsibility of Compliance Officers in ensuring compliance with CMS Part D formulary and benefits requirements. Similar to last year's training CMS will highlight specific areas of Compliance Officer oversight in addition to HPMS Formulary and Benefit reporting tools. Following the presentation there will be a brief question and answer period.

## Calendar of Events

<b>Date</b>	<b>Event</b>	<b>Additional Information</b>
On or about March 16, 2011	Posting of CY 2012 Formulary Reference File	HPMS formulary submission module
Starting March 18, 2011	CY 2012 Formulary Training Webinar	Available online (see Memo for links)
On or about March 21, 2011	Posting of HPMS formulary submission module & Reports Technical User Manual	In the News section of the HPMS Home page
March 28, 2011	CY 2012 Initial Formulary Submission Window opens	HPMS formulary submission module
March 28, 2011	Deadline for submission of questions pertaining to CY 2012 Formulary Training Webinar	Direct questions to the <a href="mailto:PartDFormularies@cms.hhs.gov">PartDFormularies@cms.hhs.gov</a> mailbox. Include in the subject line "Questions for the CY 2012 Formulary and Supplemental File Training"
April 6, 2011	Question and Answer User Call following formulary training webinar	CMS Part C & D User Call Group. If not already registered, register at <a href="http://www.mscginc.com/registration">www.mscginc.com/registration</a> . A valid CMS contract number is required.
April 18, 2011	CY 2012 Initial formulary submission window closes 11:59 PM EDT	HPMS formulary submission module
April 20, 2011	Compliance Officer Training	CMS Part C & D User Call Group. If not already registered, register at <a href="http://www.mscginc.com/registration">www.mscginc.com/registration</a> . A valid CMS contract number is required.
June 6 – June 13, 2011	Supplemental File submission window	HPMS formulary submission module