



## **CENTER FOR DRUG AND HEALTH PLAN CHOICE**

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**Date:** November 18, 2009

**To:** All Part D Plan Sponsors

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

**Subject:** CY 2010 Formulary and Supplemental File Submission Training Feedback

On July 9, 2009, CMS extended an invitation to Part D sponsors to comment on the effectiveness of the CY 2010 formulary submission training podcast. The purpose of this memo is to summarize the feedback CMS received from Part D sponsors and the changes anticipated for CY 2011 to address these comments.

CMS thanks the many sponsors who took advantage of this opportunity to submit comments. The information provided will assist CMS as we develop our formulary and supplemental file submission training for CY 2011. The specific areas where CMS requested feedback included:

- Appropriateness of the topics covered;
- Familiarity with the HPMS formulary submission process;
- Adequacy of the level of detail provided in the training video;
- Overall satisfaction with the information provided in the training video; and
- Other plan comments.

### **Summary of the Feedback**

- CMS learned that this was the first formulary submission for about 15% of the respondents.
- Several respondents were unable to view the training video on their network systems in the 508 compliant file format. Others noted that the resolution of the video was poor.
- The feedback suggested that the training video covered the necessary topics and provided the appropriate level of detail. However, CMS received comments that it would be helpful to include other resources, such as technical guidance documents, submission examples, and review schedules in the training video.
- Most respondents indicated that overall, the training video provided the necessary information they needed to prepare their CY 2010 formulary submission.

## **Anticipated Changes for CY2011**

Based on the comments received, CMS anticipates making the following changes for the CY 2011 formulary and supplemental file submission training:

- Exploring alternative methods for preparing 508 compliant training materials that will provide information in a format with optimal resolution for viewing the training materials to address the reported technical issues.
- Addition of examples of each of the formulary file submissions, including quantity limit and step therapy information entry on the formulary flat file.
- Inclusion of more detailed information on the timeframes and review processes related to each stage of the formulary review process.

As in past years CMS plans to conduct a special user call subsequent to the CY 2011 training video to provide highlights from the training and answer sponsors' questions on the formulary submission process.

CMS appreciates your time in providing feedback regarding the CY 2010 training. If you have any additional comments or suggestions for the CY 2011 formulary and supplemental file submission training please submit them to the Part D formularies mailbox at [PartDformularies@cms.hhs.gov](mailto:PartDformularies@cms.hhs.gov).