

# HPMS and PACE

Presented by:

CMS Medicare Drug Benefit and C&D Data Group  
Division of Plan Data



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# Agenda

- HPMS Background
- HPMS User Access
- HPMS Auditing
- HPMS PACE Monitoring
- HPMS CTM
- Questions
- HPMS Background

# HPMS Background

- HPMS History
- Web-based data system
  - Accessible from any secure computer with an internet connection
- Various data functions in CMS
  - General discussion of HPMS Modules

# HPMS User Access

- - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “Medicare Advantage / Prescription Drug / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only”. Complete the other data entry fields, as appropriate.
  - Section 3 – Check “Medicare Advantage / Medicare Plan / Cost Contracts – Using HPMS Only”. Complete the other data entry fields, as appropriate.

# HPMS User Access (cont.)

- Section 3 – Enter the contract number(s) for which you need access.
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Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS P. Comm User".

- Section 5 – State briefly that you require HPMS.

- Section 6 – Leave blank.
- Section 6 – Leave blank.

Sign and date the Privacy Act Statement on page 3 of the form. the Ad Hoc page 3 of the form. This step is critical to ensure the successful process of your request.

- Send the completed form to the attention of Lori Robinson via an expedited mail service as soon as possible:

ATTENTION: Don Freeburger  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard  
Mail Stop: C4-18-13

## HPMS User Access (cont.)

- 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.

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- Background
- Accessing HPMS Auditing Module
- Accessing an Audit
- Entering Data
- Submitting Data Reports

# HPMS PACE Monitoring

Quarter, Entering Data

- Requesting Extensions
- Reports

# HPMS CTM

- Background
- Accessing the CTM
- “My Open Complaints,” Search, Documentation, and other functions
- Reporting to CMS

# Questions

Questions

# HPMS Contacts

[hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov)

[Hpms\\_access@cms.hhs.gov](mailto:Hpms_access@cms.hhs.gov)