



# HPMS and PACE

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

# Agenda

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- HPMS Background
- HPMS User Access
- HPMS PACE Monitoring
- HPMS Auditing
- HPMS Marketing
- Questions
- Contacts

# HPMS Background

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- HPMS – Health Plan Management System
- 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 ACCESS TOPICS

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- Obtaining a CMS / HPMS User ID
- HPMS Login Process
- Maintaining HPMS Access

# Applying for HPMS Access

- Download a copy of the Application for Access to CMS Computer Systems form at: <http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAaccessform.pdf>
- *Complete the form as follows:*
  - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only”. Complete the other data entry fields, as appropriate.
  - Section 3 – Enter the contract number(s) for which you need access.
  - 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\_CommlUser".
  - Section 5 – State briefly that you require HPMS.
  - Section 6 – Leave blank.
  - Sign and date the Privacy Act Statement on page 3 of the form. Also enter your name and Social Security Number at the top of page 3. *This step is critical to ensuring the successful processing of your request.*

# Applying for HPMS Access

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

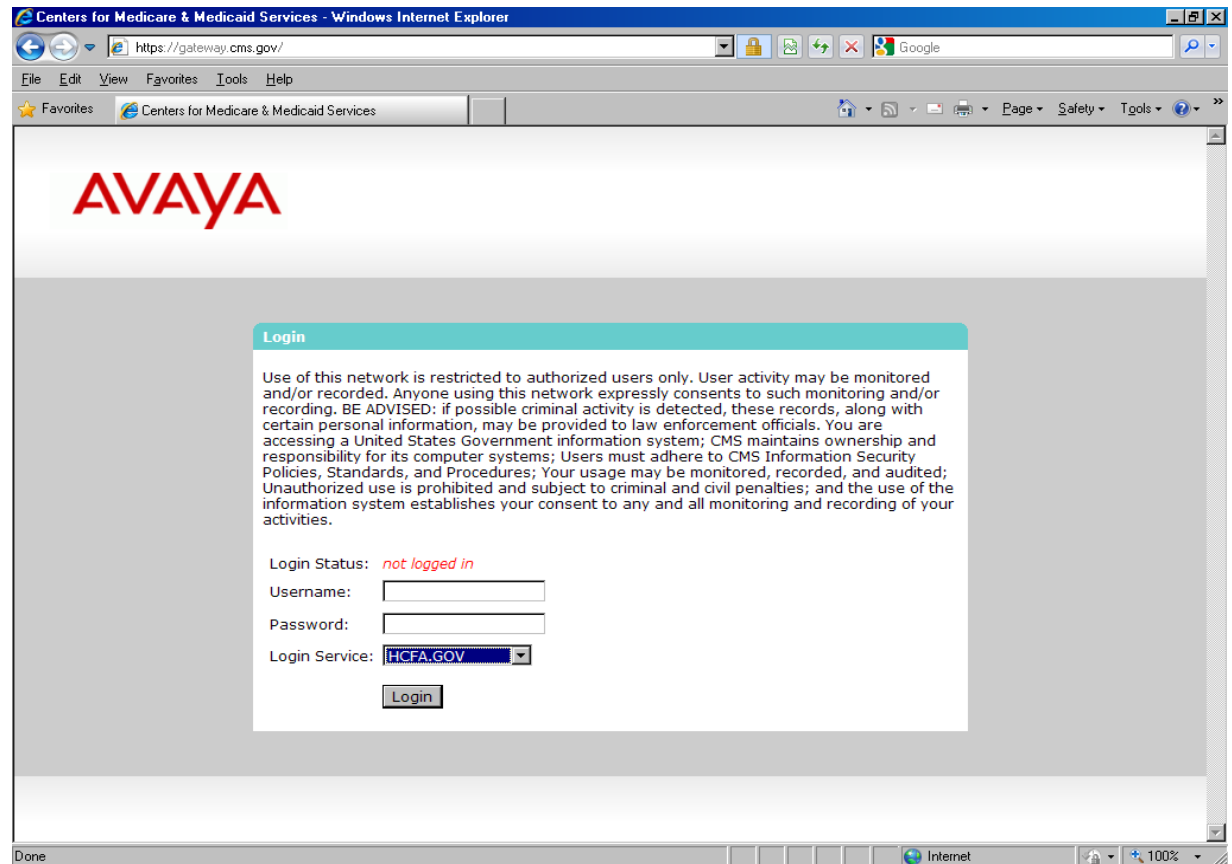
**ATTENTION: Lori Robinson**  
**Centers for Medicare & Medicaid Services**  
**7500 Security Boulevard**  
**Mail Stop: C4-18-13**  
**Baltimore, MD 21244**

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

# HPMS Login Process

<https://gateway.cms.gov>

***The user must enter a valid CMS-issued user ID and password in the appropriate fields. In addition, the user must select HCFA.GOV as the Login Service. Next, the user clicks on the Login button***

A screenshot of a Windows Internet Explorer browser window displaying the HPMS Login page. The browser's address bar shows the URL 'https://gateway.cms.gov/'. The page features the AVAYA logo at the top. Below the logo is a 'Login' section with a teal header. This section contains a disclaimer about network usage, followed by a 'Login Status' indicator showing 'not logged in'. There are input fields for 'Username' and 'Password', and a dropdown menu for 'Login Service' which is currently set to 'HCFA.GOV'. A 'Login' button is positioned below these fields. The browser's status bar at the bottom indicates 'Done' and 'Internet' connectivity.

Centers for Medicare & Medicaid Services - Windows Internet Explorer

https://gateway.cms.gov/

File Edit View Favorites Tools Help

☆ Favorites Centers for Medicare & Medicaid Services

AVAYA

**Login**

Use of this network is restricted to authorized users only. User activity may be monitored and/or recorded. Anyone using this network expressly consents to such monitoring and/or recording. BE ADVISED: if possible criminal activity is detected, these records, along with certain personal information, may be provided to law enforcement officials. You are accessing a United States Government information system; CMS maintains ownership and responsibility for its computer systems; Users must adhere to CMS Information Security Policies, Standards, and Procedures; Your usage may be monitored, recorded, and audited; Unauthorized use is prohibited and subject to criminal and civil penalties; and the use of the information system establishes your consent to any and all monitoring and recording of your activities.

Login Status: *not logged in*

Username:

Password:

Login Service:

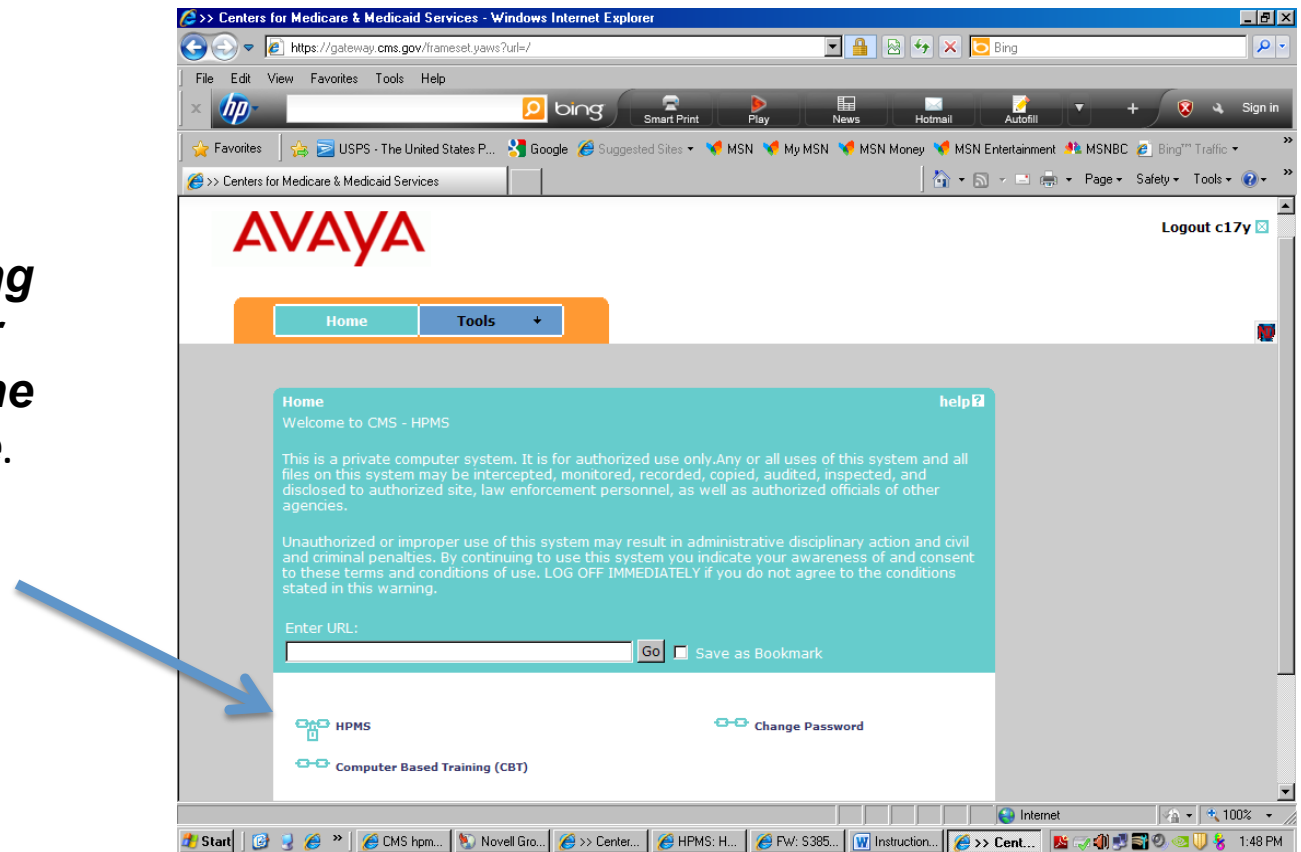
Login

Done Internet 100%

# HPMS Login Process

Click on link labeled “HPMS”

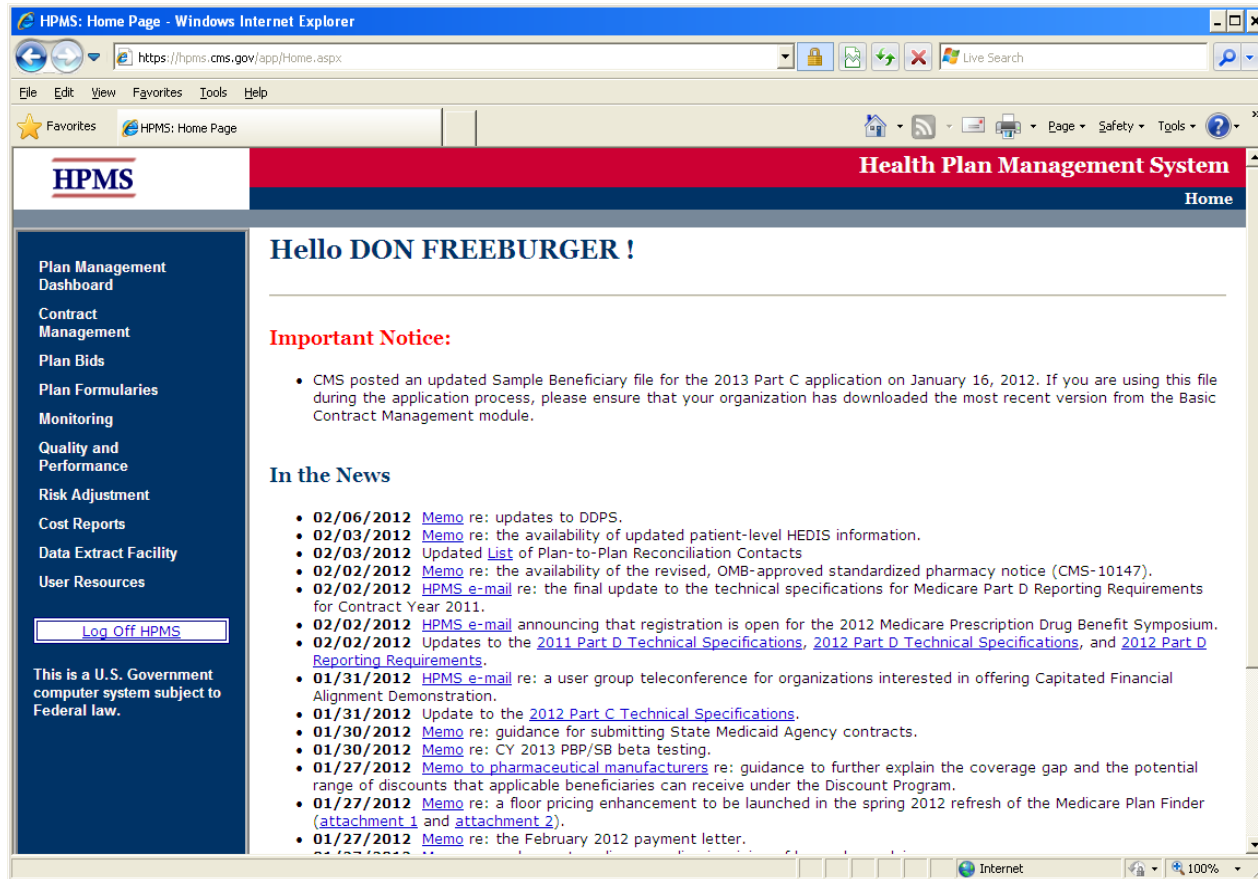
***This screen provides a link to HPMS by selecting this link; the user will be taken to the HPMS Homepage.***





# HPMS Login Process

## HPMS Home Page



# User ID Maintenance

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- Passwords must be changed every 60 days
- New Password characteristics
  - ***8 characters, no more, no less***
  - ***Alphanumeric***
  - ***No special char, no commonly used words***
  - ***Not similar to previous passwords.***
- ID must be certified annually on anniversary of issue date
  - ***User receives reminder / nuisance emails***
  - ***Link for completing certification online / changing password.***
- **<https://vpnext.cms.hhs.gov>**

# HPMS PACE Monitoring Module

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- Background
- Accessing the PACE Monitoring Module
- Creating Sites, Selecting Reporting Quarter
- Entering Data
- Requesting Extensions
- Reports
- April 2012 PACE Monitoring Updates

# HPMS Auditing Module

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

# HPMS Marketing Module

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- Background
- Accessing HPMS Marketing Module
- General Module Navigation
- Submitting Marketing Material
- Marketing Material Review
- Marketing Status and Disposition
- Reports

# Questions

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- Questions

# HPMS Contact Information

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- HPMS Help Desk
  - [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov)
  - 1-800-220-2028
- HPMS User Access Mailbox
  - [Hrms\\_access@cms.hhs.gov](mailto:Hrms_access@cms.hhs.gov)
- Lucia Patrone
  - [Lucia.Patrone@cms.hhs.gov](mailto:Lucia.Patrone@cms.hhs.gov)
  - 410-786-8621
- Don Freeburger
  - [Don.Freeburger@cms.hhs.gov](mailto:Don.Freeburger@cms.hhs.gov)
  - 410-786-4586
- Tim Hoogerwerf
  - [Timothy.Hoogerwerf@cms.hhs.gov](mailto:Timothy.Hoogerwerf@cms.hhs.gov)
  - 410-786-9962