



HPMS and PACE

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

Agenda

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

HPMS Background

- 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

- 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_CommUser".
 - 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

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

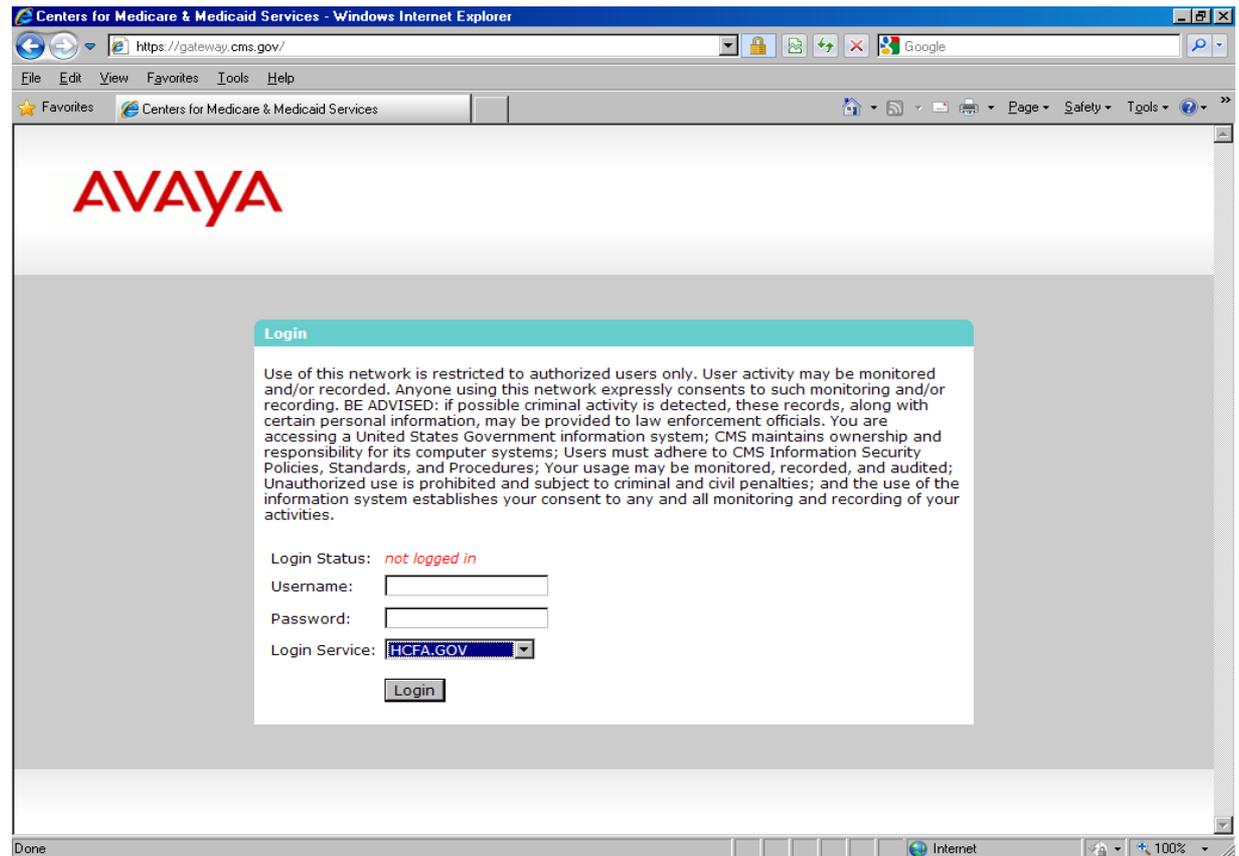
ATTENTION: Lori Robinson
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Mail Stop: C4-18-13
Baltimore, MD 21244

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

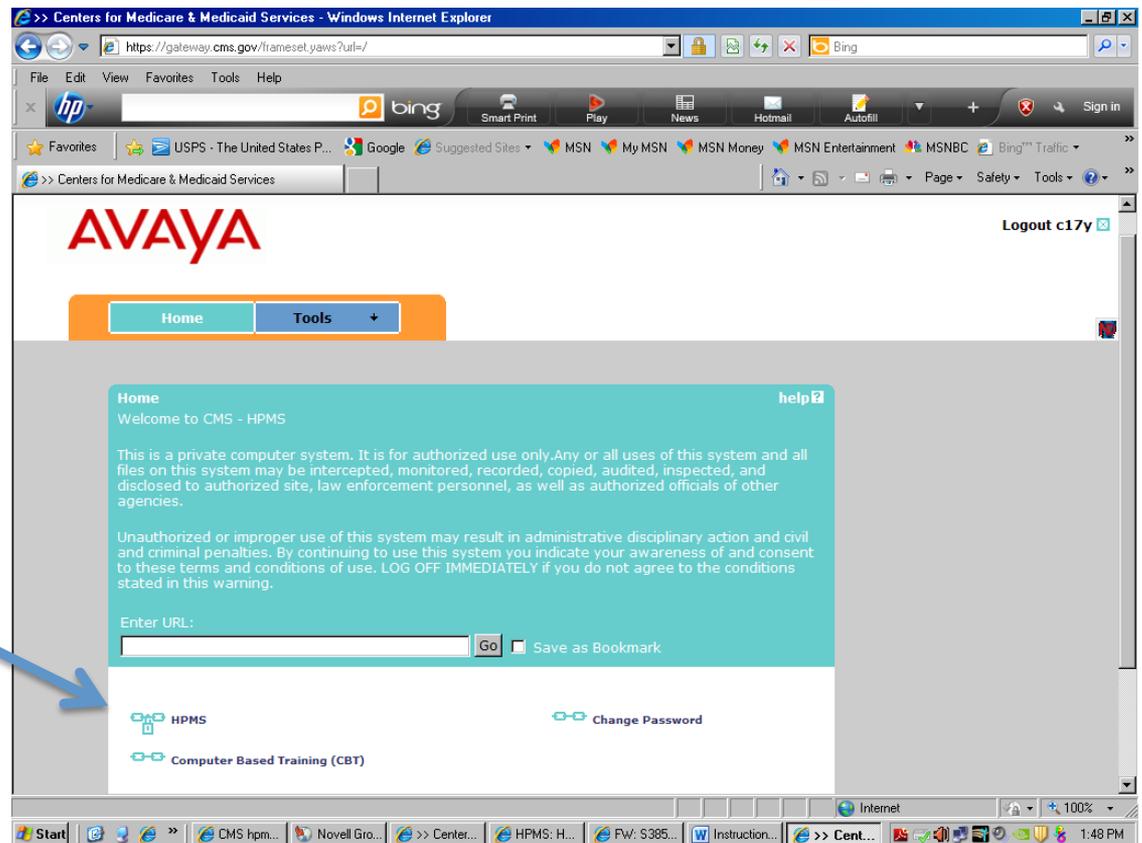


The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://gateway.cms.gov/>. The page features the AVAYA logo at the top. Below the logo is a "Login" section with a teal header. The login form includes a disclaimer, a "Login Status" field showing "not logged in", and input fields for "Username", "Password", and "Login Service" (set to "HCFA.GOV"). A "Login" button is positioned below the "Login Service" dropdown.

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

The screenshot shows the HPMS Home Page in Internet Explorer. The browser address bar shows the URL <https://hpms.cms.gov/app/Home.aspx>. The page features a navigation menu on the left with the following items: Plan Management Dashboard, Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, Cost Reports, Data Extract Facility, and User Resources. A 'Log Off HPMS' button is located at the bottom of the menu. The main content area includes a personalized greeting: 'Hello DON FREEBURGER !'. Below this is an 'Important Notice' section with a bullet point: 'CMS posted an updated Sample Beneficiary file for the 2013 Part C application on January 16, 2012. If you are using this file during the application process, please ensure that your organization has downloaded the most recent version from the Basic Contract Management module.' The 'In the News' section contains a list of news items from 2012, including updates to DDPS, patient-level HEDIS information, Plan-to-Plan Reconciliation Contacts, standardized pharmacy notice (CMS-10147), technical specifications for Medicare Part D Reporting Requirements, registration for the 2012 Medicare Prescription Drug Benefit Symposium, a user group teleconference, and updates to 2012 Part C Technical Specifications, State Medicaid Agency contracts, CY 2013 PBP/SB beta testing, guidance for coverage gaps, Medicare Plan Finder pricing enhancements, and the February 2012 payment letter.

User ID Maintenance

- 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

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

HPMS Auditing Module

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

HPMS Marketing Module

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

Questions

- Questions

HPMS Contact Information

- HPMS Help Desk
 - hpms@cms.hhs.gov
 - 1-800-220-2028
- HPMS User Access Mailbox
 - Hpms_access@cms.hhs.gov
- Lucia Patrone
 - Lucia.Patrone@cms.hhs.gov
 - 410-786-8621
- Don Freeburger
 - Don.Freeburger@cms.hhs.gov
 - 410-786-4586
- Tim Hoogerwerf
 - Timothy.Hoogerwerf@cms.hhs.gov
 - 410-786-9962