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_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

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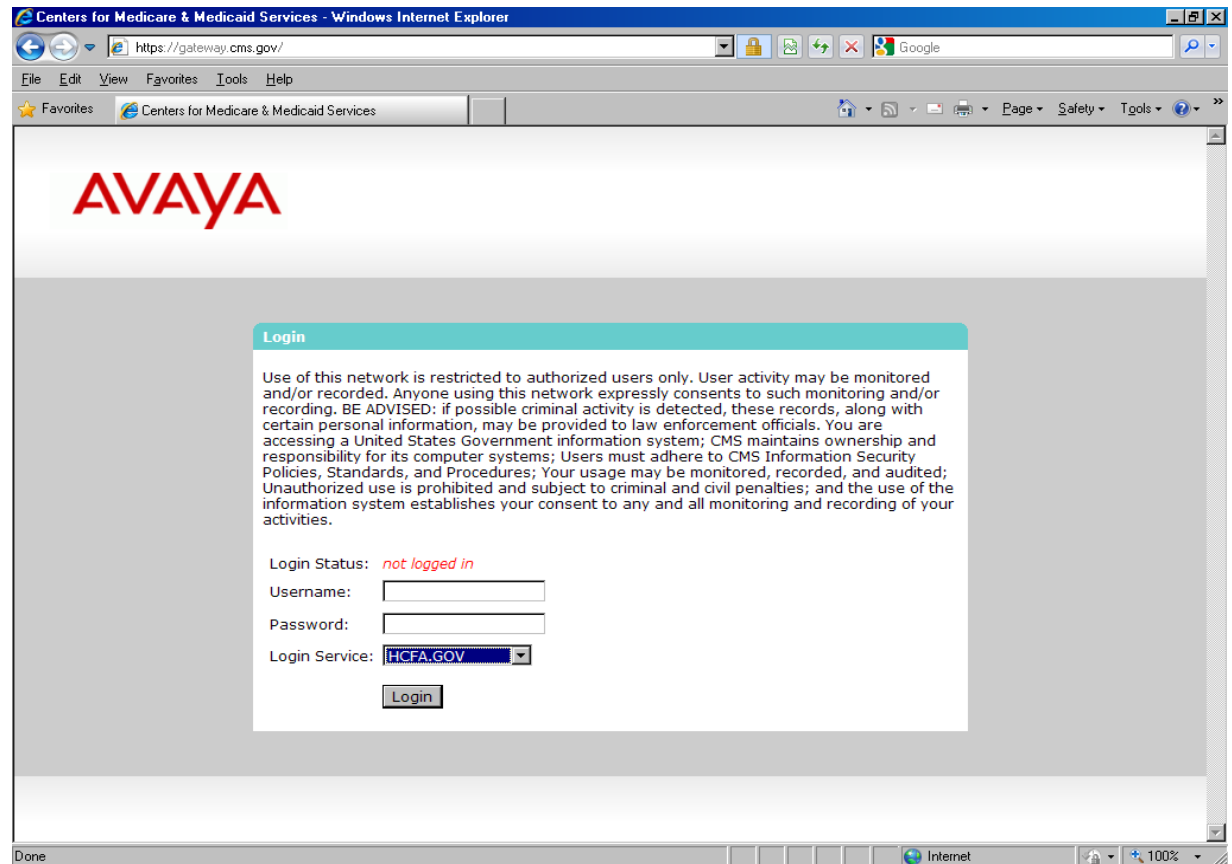
ATTENTION: Lori Robinson

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
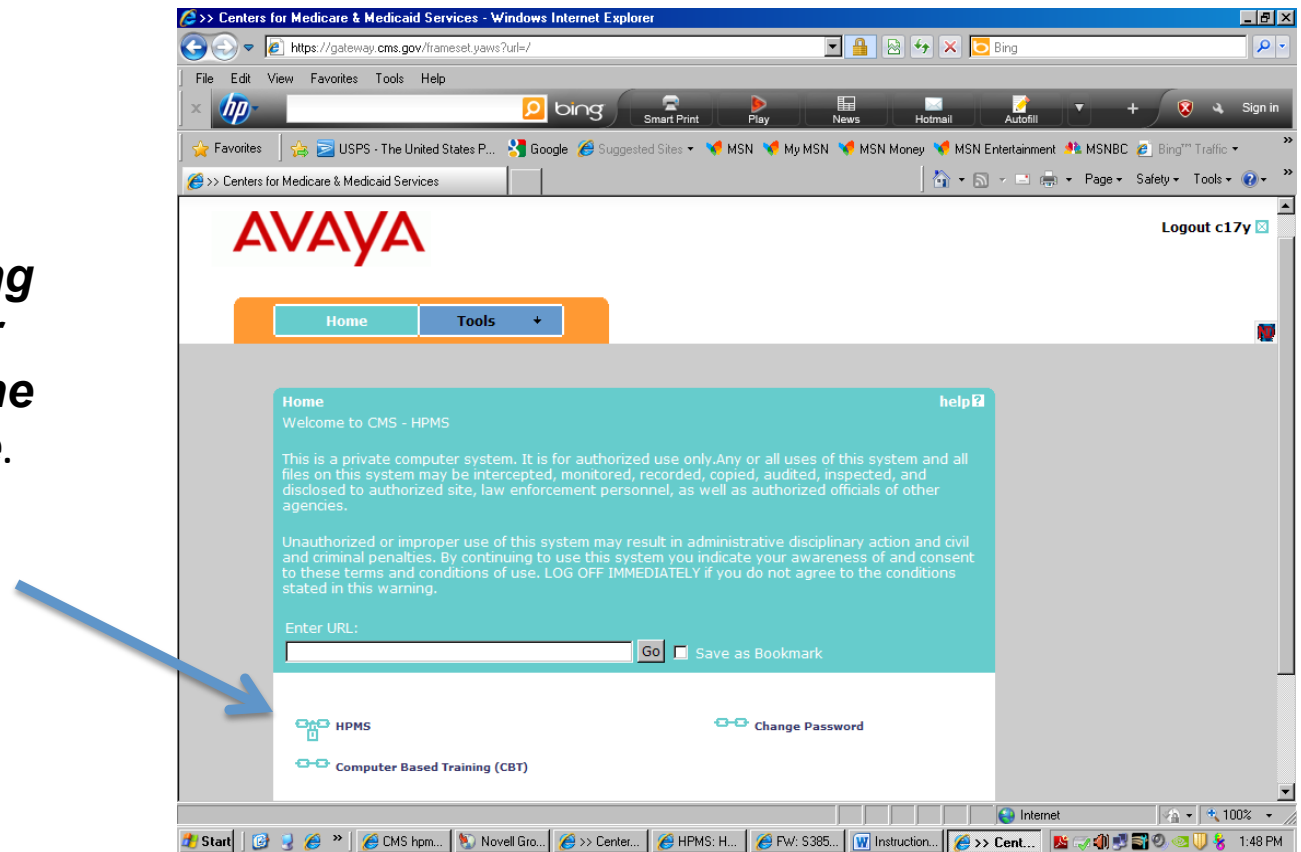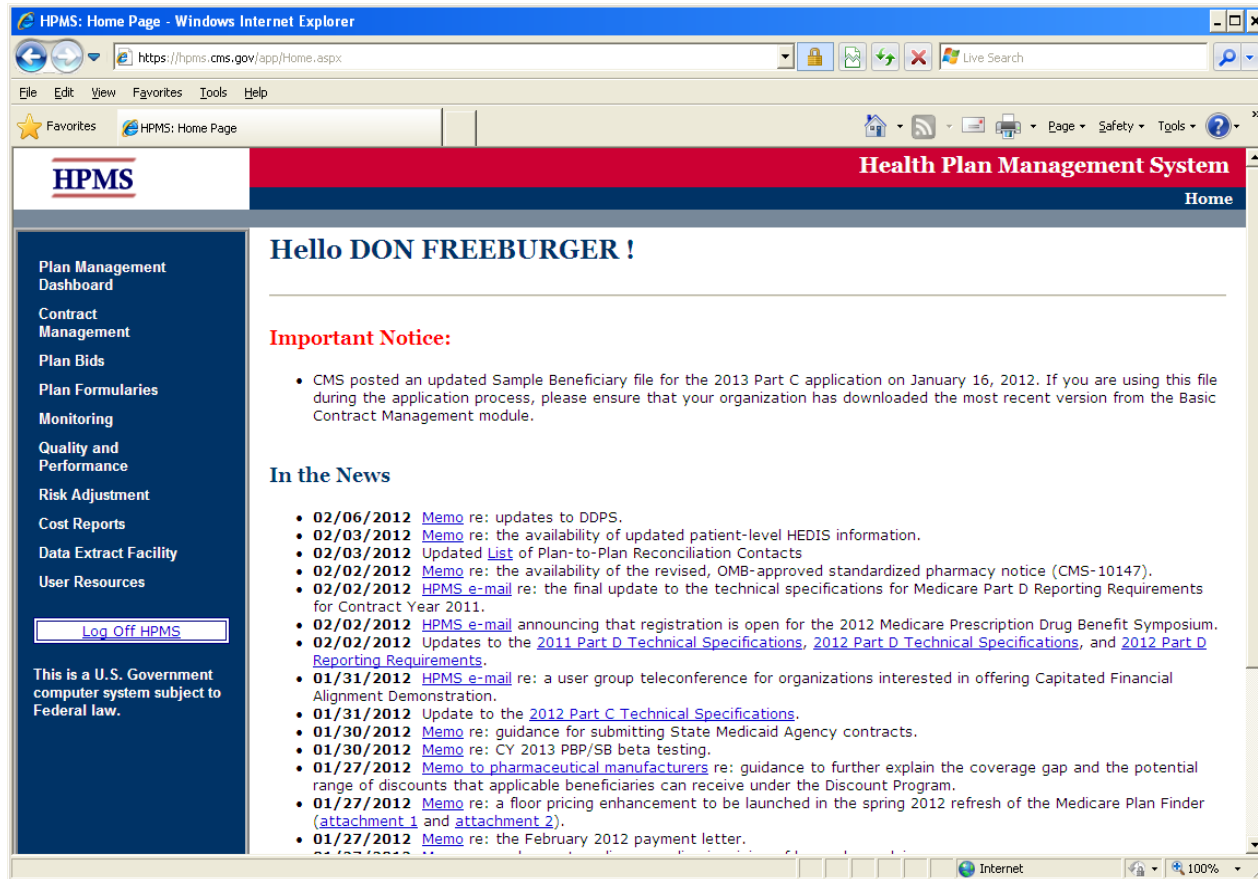
HPMS Login Process

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

- 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