CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1628	Date: February 19, 2016
	Change Request 9102

Transmittal 1491, dated May 1, 2015, is being rescinded and replaced by Transmittal 1628 to remove FISS from the CR business requirements. All other information remains the same.

SUBJECT: Identification of Obsolete Shared System Maintainer (SSM) On-Request Jobs - VMS

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to identify on-request jobs that are obsolete and may be removed from the Fee-For-Service (FFS) applications. On-request jobs are jobs that do not execute on a regularly scheduled basis but instead executed by the Medicare Administrative Contractors (MACs) and the Common Working File (CWF) Hosts as needed. The Medicare Part A, B, Durable Medical Equipment (DME) and CWF systems have a significant number of on-request jobs available to support the Centers for Medicare & Medicaid Services (CMS), MAC and the CWF Host business functions, developed over many years. In many cases the jobs create reports or perform system maintenance functions, but rarely do CRs involve the removal of the old jobs. The process of identifying which on-request jobs are obsolete will require the combined efforts of the shared system maintainers (SSMs), the MACs, the CWF Hosts and the oversight and guidance of the CMS.

EFFECTIVE DATE: October 1, 2015
Unless otherwise specified, the effective date is the date of service.
IMPLEMENTATION DATE: October 5, 2015

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)
R=REVISED, N=NEW, D=DELETED-*Only One Per Row.*

R/N/D	CHAPTER / SECTION / SUBSECTION / TITLE
N/A	N/A

III. FUNDING:
For Medicare Administrative Contractors (MACs):
The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:
One Time Notification

Attachment - One-Time Notification

Pub. 100-20	Transmittal: 1628	Date: February 19, 2016	Change Request: 9102

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I.   GENERAL INFORMATION

A.   Background: Fiscal Intermediary Shared System (FISS), Multi-Carrier System (MCS), and the ViPS Medicare System (VMS) are considered the shared system maintainers (SSMs). The Common Working File (CWF) Maintainer is not required to participate in evaluation or analysis of this change request (CR).

Since the inception of the Medicare program, shared systems have produced on-request jobs which are used by Medicare Administrative Contractors (MACs) and others to support Medicare business needs and functions. On-request jobs are jobs that do not execute on a regularly scheduled basis but are instead executed by the MACs and the CWF Host as needed; however, with MAC consolidation and changes in business priorities and practices, it is unknown how many SSM on-request jobs continue to serve an ongoing business need.

The Centers for Medicare & Medicaid Services' (CMS) goal is to identify and archive any shared system produced obsolete on-request jobs (i.e., on-request jobs that no longer meet the needs of the business owner). Once obsolete on-request jobs are identified and confirmed obsolete by the MACs and CMS, CMS will issue separate CRs to remove these on-request jobs from the shared systems.

The removal of the obsolete on-request jobs: (1) reduces system complexity and makes future maintenance easier and more efficient, and (2) makes the systems easier for MACs to understand and manage.

The CMS will approach this task in a collaborative and systematic manner so that CMS business owners and contractors are given an opportunity to review and assess whether a specific on-request job should be removed by the maintainer.

B.   Policy: There is no policy change associated with this CR.

II.   BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
9102.1	Contractors shall compile a 'master list' in an Excel spreadsheet format of all on-request jobs that are							X		

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
	produced for each business functional area. Note: CMS will create separate change requests to remove and archive obsolete on-request jobs.									
9102.1.1	The 'master list' of on-request jobs shall contain the following information. 1. Business Functional Area 2. SSM Short Title 3. SSM On-Request Job Number or Proc Name 4. On-Request Job Purpose 5. Last Execution Date							X		
9102.1.2	Contractors shall use the following when identifying the CMS Business Functional Area. 1. PSC/ZPIC 2. Provider Enrollment, including on-request jobs for the NSC 3. Payment Suspense 4. Medical Review 5. Appeals 6. Electronic Data Interchange 7. Financial/accounting (i.e., Healthcare Integrated General Ledger Accounting System) 8. Banking 9. Overpayments 10. Audit 11. Medicare Secondary Payer							X		

Number	Requirement	A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
	12. Other Financial Management Issues 13. Claims Processing 14. Other									
9102.2	Contractors shall evaluate, consolidate and identify obsolete on-request jobs within each business functional area.							X		
9102.2.1	Contractors shall identify and annotate the obsolete on-request jobs on the excel spreadsheet.							X		
9102.3	Contractors shall send a consolidated Excel spreadsheet of maintainer on-request jobs for each business functional area to CMS in 30 day increments, beginning 30 days after the final is received for this change request. The first consolidated Excel spreadsheet shall contain a list of on-request jobs produced solely for the benefit of the PSC or ZPIC. Note: Excel spreadsheets should be uploaded to ECHIMP in the POC Review forum.							X		

III.   PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
	None					

IV.   SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Team Lead, Marlene Biggs, 410-786-7880 or
Marlene.Biggs@cms.hhs.gov , Clay Montano, 410-786-1774 or Clay.Montano@cms.hhs.gov , Adria Lucca,
410-786-6905 or Adria.Lucca@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):
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in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is
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authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to
be outside the current scope of work, the contractor shall withhold performance on the part(s) in question
and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions
regarding continued performance requirements.

ATTACHMENTS: 0