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DATE: December 4, 2018

TO: All Part D Plan Sponsors

FROM: Amy Larrick Chavez-Valdez, Director, Medicare Drug Benefit and C & D Data Group

SUBJECT: Part D Drug Management Program - Standardized Beneficiary Notices and Instructions

The purpose of this memorandum is to announce the availability of standardized beneficiary notices and instructions, which Part D plan sponsors are required to use for their Part D Drug Management Programs (“DMPs”).

As stated in the HPMS memorandum, “Part D Drug Management Program Policy Guidance,” issued on November 20, 2018, Part D sponsors are required to communicate in writing with beneficiaries for whom they intend to limit access to frequently abused drugs (FADs). The notices, which were beneficiary-tested and developed by CMS, are standardized notices that have been approved by the Office of Management and Budget (OMB). Part D sponsors are required to use these notices for their DMPs and may not develop their own.

For additional information about the use of these notices, refer to the accompanying instructions, the November 20 memorandum, and the final rule establishing the framework under which Part D sponsors may implement a DMP (CMS-4182-F, published in the Federal Register on April 16, 2018).

As discussed in the November 20 memorandum, plan sponsors that have a DMP for 2019 must implement their programs beginning January 1 and move forward with those aspects of the programs that can be completed, e.g., case management. Because CMS understands it may take some time for sponsors to update their systems with the required language, sponsors will have until March 4, 2019 to fully implement the aspects of their DMPs that require use of these notices. However, sponsors are encouraged to take any necessary steps to incorporate the notices into their DMP workflow as soon as possible, including using manual processes as needed to generate the notices.

The notices and instructions, as well as the policy and technical guidance for DMPs are posted on the CMS Part D Overutilization web page at: <https://www.cms.gov/Medicare/Prescription-Drug-coverage/PrescriptionDrugCovContra/RxUtilization.html>.

Enrollment guidance, including information on the special enrollment period (SEP) limitation, can be found at the following links: Medicare Managed Care Manual - <http://www.cms.gov/Medicare/Eligibility-and-Enrollment/MedicareMangCareEligEnrol/index.html> and Medicare Prescription Drug Benefit Manual - <https://www.cms.gov/Medicare/Eligibility-and-Enrollment/MedicarePresDrugEligEnrol/index.html>.

Guidance related to appeals of at-risk determinations will be provided in the Parts C & D Enrollee Grievances, Organization/Coverage Determinations, and Appeals Guidance. Questions about appeals may be submitted to [PartD\\_Appeals@cms.hhs.gov](mailto:PartD_Appeals@cms.hhs.gov).

Questions about DMPs and these beneficiary notices may be submitted to [PartD\\_OM@cms.hhs.gov](mailto:PartD_OM@cms.hhs.gov).