

---

DATE: February 2, 2018

TO: Programs of All-Inclusive Care for the Elderly (PACE) Organizations

FROM: Kathryn A. Coleman  
Director, Medicare Drug & Health Plan Contract Administration Group,  
Center for Medicare

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

SUBJECT: 2018 PACE Application Guidance and Training Announcement

The Centers for Medicare & Medicaid Services (CMS) is pleased to announce the release of the 2018 PACE application and share key dates for the application cycle.

The 2018 PACE application is posted on the CMS web page at the following link:  
<https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html>. Please note that all applications must be submitted via the Health Plan Management System (HPMS).

Also applicants must submit a PACE Part D application as part of their initial application. A copy of the PACE Part D application is posted on the CMS web page at the following link:  
[https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/RxContracting\\_ApplicationGuidance.html](https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/RxContracting_ApplicationGuidance.html)

Training on the 2018 PACE application will be held on Wednesday, February 7, 2018 from 2:00-3:30 p.m. The training may be via teleconference or webinar at:

Teleconference:  
Toll Free dial in: 1-877-267-1577  
Access code: 992 820 911

Webinar:  
<https://meetings.cms.gov/orion/joinmeeting.do?MTID=10978a5128f4714b84ab15a5e852d4bc>

To join the webinar, attendees **must first** click on the appropriate link and sign in using their email address. Once logged in, wait for dial-in instructions to appear.

The training presentation will be recorded and posted on the CMS website at the following link: <https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html>

First, initial applicants must complete the Notice of Intent to Apply (NOIA) to ensure timely access to CMS systems, including HPMS. CMS uses the NOIA information to generate a pending contract number, which the applicant needs to request access to HPMS. The NOIA data collection form for organizations interested in applying under the PACE program is attached to this memo (see attachment A).

CMS will only accept the NOIA data collection form electronically through the PACE portal at: <https://dmao.lmi.org> (note, this is a website URL not an email address). Once on the webpage, follow the instructions below:

1. Select the “PACE” pod.
2. Select the Operations link
3. From the Category drop-down, select: PACE Organization Application.
4. For Issue, type: Notice of Intent to Apply.
5. Upload/Attach the NOIA data collection form (in PDF format).

Please note the following:

- P.O. boxes will not be accepted as a valid address for application purposes.
- Submitting an NOIA does not bind the organization to submit an initial PACE application for 2018.

New applicants will need their pending contract ID number to request access to CMS computer systems. Instructions for obtaining a CMS User ID and password is attached to this memo (Attachment B). Once the request has been reviewed and approved, CMS will provide new applicants their CMS User ID to access HPMS.

Application Steps	Application Submission Dates	Submission Deadlines
<b>NOIA submission</b> for new PACE organizations to ensure timely access to CMS systems, including HPMS.	1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter	January 1 to January 31, 2018 April 1 to April 28, 2018 July 1 to July 31, 2018 October 1 to October 31, 2018
<b>Request HPMS access</b> as a new user	1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter	By January 31, 2018 April 1 to April 30, 2018 July 1 to July 31, 2018 October 1 to October 31, 2018
<b>Initial and SAE Application Submission Dates</b> -- Please note that when submitting an application an applicant must hit “Final Submit” on the quarterly submission deadline by 5:00 pm EST for the application to be considered by CMS.	1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter	March 30, 2018 June 29, 2018 September 28, 2018 December 28, 2018

Second, all initial applications and any SAE application that includes the addition of a new PACE center will require a State Readiness Review (SRR) of the new center. The SRR must be submitted with the initial submission of the application or in response to a request for additional information (RAI). Failure to submit the SRR with the application, or when requested, will result in an application denial.

With respect to Part D, please be aware that Part D bids are submitted in the HPMS bid submission module. Initial applicants should submit a Part D bid and supporting documentation in HPMS when they respond to the RAI.

If the application is approved prior to the bid submission deadline (i.e., first Monday in June), the new PACE organization must submit its renewal bid for the following Contract Year by the first Monday in June. If the application is not approved until after the first Monday in June, the applicant should submit two bids: one for the current year and one for the upcoming year. This will help to ensure that the bids for both years are reviewed and approved timely.

If an applicant intends to utilize a formulary to administer their Part D benefit, they must submit a formulary and complete a formulary crosswalk via the HPMS Formulary Submission Module when submitting their bid. Please refer to the Bid Submission and Formulary Submission User Manuals located within HPMS for more information.

Similarly, SAE applicants should consider the anticipated effective date of their SAE application. If the anticipated effective date is *prior* to the annual bid submission deadline (first Monday in June), the bid should include the additional service area. If the anticipated effective date is *after* the bid submission deadline, the bid *should not* include the pending service area for the following year. Once the SAE application is approved, CMS will automatically add the new area to the existing service area. The applicant must then verify the updated service area.

Finally, if an organization is contemplating a PACE Change of Ownership (CHOW), please be aware that the CHOW may require the submission of an application to ensure the acquiring organization meets the requirements under 42 CFR Part 460 Subpart B. Existing PACE organizations seeking a CHOW must notify CMS and follow the guidance as set forth in the February 18, 2016 HPMS memo titled, “Guidance on Notification Requirements for Programs of All-Inclusive Care for the Elderly Organization Change of Ownership.”

If you have questions about this guidance or the 2018 PACE application process, contact the PACE portal at: <https://dmao.lmi.org>. Once on the webpage, click on the “PACE” tab, and at the bottom of the page click on “Submit PACE Question.”

If you have questions related to the PACE Part D application, please send an email to: [PartD\\_Applications@cms.hhs.gov](mailto:PartD_Applications@cms.hhs.gov).

If you have questions related to HPMS user access, please send an email to: [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov).

**Attachment A: Notice of Intent to Apply Data Collection Form for Initial PACE Applicants**

<b>CENTERS FOR MEDICARE AND MEDICAID SERVICES</b>	
<b>PROGRAMS OF ALL-INCLUSIVE CARE FOR THE ELDERLY</b>	
<b>NOTICE OF INTENT TO APPLY (NOIA) DATA COLLECTION FORM</b>	
Organization's Legal Entity Name:	
Trade Name (if different):	
Parent Organization:	Organization's Mailing Address:
Application Contact's Name and Title:	
Application Contact's Mailing Address:	
Application Contact's Phone Number:	
Application Contact's Email:	
CEO or Executive Director's Name and Title:	
CEO or Executive Director's Mailing Address:	
CEO or Executive Director's Phone Number:	
CEO or Executive Director's Email:	

**Attachment B: Instructions for Obtaining CMS User ID and Password**

**IMPORTANT:** You will need a CMS User ID and password to complete the 2018 PACE application.

If you are an existing Medicare contractor/HPMS user and would like to connect a pending contract number to current CMS User IDs, include the following information in an email to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov):

1. User Name(s)
2. CMS User ID(s)
3. Current Contract Number(s)
4. Pending Contract Number(s)

Otherwise, complete the CMS User ID application by clicking on the following link:

[https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA\\_AccessForm.pdf](https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA_AccessForm.pdf)

Be sure to indicate, where asked, all contract numbers that must be affiliated with the CMS User ID.

Completed CMS User ID forms should be returned to CMS by the suggested timeframes in the memorandum to ensure timely processing.

Return completed CMS User ID forms to:

CMS

7500 Security Blvd

Mailstop C4-18-13

Baltimore, MD 21244

Attn: Lori Robinson

CMS will provide you with additional technical instructions on accessing HPMS, including its website address, once your User ID has been processed.

Questions

PACE applications: Send an email by going to <https://dmao.lmi.org/> and clicking on the PACE tab. Please note: this is a webpage, not an email address.

Part D applications: Please contact Arianne Spaccarelli ([PartD\\_Applications@cms.hhs.gov](mailto:PartD_Applications@cms.hhs.gov) or 410-786-5715).

HPMS application process: Please contact Greg Buglio (410-786-6562 or [Gregory.Buglio@cms.hhs.gov](mailto:Gregory.Buglio@cms.hhs.gov)).

Please send an email to [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov) for questions related to HPMS user access.