

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850



CENTER FOR MEDICARE

DATE: May 11, 2018

TO: State Pharmaceutical Assistance Programs and AIDS Drug Assistance Programs

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

Sherri McQueen
Director, Financial Services Group

Jerry Mulcahy
Director, Medicare Enrollment and Appeals Group

SUBJECT: 2019 Health Plan Management System (HPMS) Reporting Module for State Pharmaceutical Assistance Programs (SPAP) and AIDS Drug Assistance Programs (ADAP)

This memorandum provides important information to all states with State Pharmaceutical Assistance Programs (SPAPs) and AIDS Drug Assistance Programs (ADAPs) to help prepare for the 2019 calendar year. For states with 2018 attestations in CMS' Health Plan Management System (HPMS), this memorandum highlights important information on the annual attestation process. For states without attestations in HPMS and new users to HPMS, this memorandum provides important information on obtaining a CMS user ID through CMS' new Enterprise User Administration Front End Interface (EFI) to access HPMS and the SPAP/ADAP reporting module.

HPMS SPAP/ADAP Module

The HPMS SPAP/ADAP Module provides a single, secure point of contact for SPAPs and ADAPs when communicating with CMS. It also provides a streamlined, paperless process for SPAP/ADAP reporting including mid-year updates of program contact information if necessary. This is consistent with CMS's commitment to reducing administrative burden for health plans and state-run entities.

The release date for the 2019 reporting module for SPAP/ADAP programs in HPMS will be June 1, 2018. As a reminder, SPAPs and ADAPs enter their data into HPMS as part of the Coordination of Benefits process. Populating the information within the module will help ensure that payments made by SPAPs and ADAPs will accrue to the beneficiary's true out of pocket (TrOOP) costs.

For those states that entered data for 2018, the 2019 SPAP/ADAP module will be seeded with any contact and benefit data entered during the 2018 process. States should review this information to make sure it remains accurate for the 2019 calendar year. The 2019 module will also include a data field for the current Data Sharing Agreement (DSA) Plan ID. Entering this information will link the attestation renewal to the data being shared. The attestation can be submitted for renewal once the accuracy of the data is confirmed.

Data Sharing Agreements

CMS' goal is to have and maintain all DSAs within HPMS. You will not have to sign another DSA if your program had an existing one in HPMS in 2018. Therefore, you will not be required to designate a signatory contact. States without existing DSAs in HPMS will need to obtain a CMS user ID using EFI. Instructions for this process are outlined in the attachment of this document.

Users can log into HPMS using the following path. <https://hpms.cms.gov/app/login.aspx>

For password resets users should call 410-786-2580 or 1-800-562-1963 and use option 1.

HPMS for New Users

CMS is now using EFI for all new HPMS State users for the SPAP/ADAP reporting module. The previous process where a user submitted a paper application with Personal Identifiable Information and provided additional information over the phone is no longer followed. The new process creates an EFI user ID that will be used to create a CMS user ID. EFI will automatically notify the new user by e-mail of their CMS user ID with instructions on additional action items needed to maintain their ID in active status. This process is generally faster for the end user because the user enters the information for themselves and will no longer have to wait for a CMS Access Administrator to enter their request, or contact them for any missing information. Instructions to obtain a CMS user ID through EFI are attached as the last two pages of this memo.

If you have issues while completing the EFI process please send an email (and screenshots, if applicable) to Kristy.Holtje@cms.hhs.gov

You will receive several system generated emails throughout the approval and connection process.

SPAP/ADAP Attestation Module for New HPMS Users

A quick reference guide for this module is in HPMS. A DSA is auto-populated once the data is entered. Submitting a DSA requires signatory access in HPMS. The state obtains this access by sending a letter on official state letterhead to CMS. The following language is recommended:

(Name and title of senior official) hereby requests that (Name of Individual, their role, and their CMS user ID) be granted access to the SPAP/ADAP electronic signature role for the following state (list applicable state).

All signatory letters can be sent electronically to the following mailbox: SPAP@cms.hhs.gov.

For questions about the SPAP/ADAP reporting module, you may also contact Maria Sotirelis at maria.sotirelis@cms.hhs.gov.

Attachment --- Instructions for Access to the EUA Front End Interface (EFI)

Before starting this process we ask all new users to please add the following email addresses to your email address book and/or “safe senders list” to ensure delivery – EUA@cms.hhs.gov and ESS@cms.hhs.gov

After you have completed this process we ask you to follow the process outlined below:

1. Enter the EUA Front-End Interface (EFI) URL <https://eua.cms.gov/efi> making sure you are not in compatibility mode and are using IE 9+ or Firefox 35+. **Please do not use Google Chrome at this time.**
2. Click the “Register” button.
3. Enter your personal details in the respective boxes. Create your own “username” and “password”. Note – Both the user name and password are case sensitive. The password must be eight to twenty-four characters long, at least one uppercase letter, contain at least one special character (i.e.!, @, % etc.), and contain at least one number. The email address you use in EFI must be the same email address you will use in HPMS under your User ID profile.
4. Click on the “Sign Up” tab and log out.
5. Check your email for an automated email from EUA to activate your account.
6. Click the “Activate EFI Account” link in the email you receive from eua@cms.hhs.gov
7. Enter the “username” and “password” that you created when you registered and then click on the “Login” tab.
8. At the “Warning” screen click on the “Agree” Tab to continue.
9. Click on word “Access” and “view access” from the drop down menu, it will take you to the screen to enter User Details.
10. Under “User Category” select “Business Partner”.
11. Under “type” select “State Agency.”
12. Under “State Agency” Select “STATE GOVT – HPMS SPAP-ADAP.”
13. In the “Request Justification” box type what type of user you are, and what access you need in the system (i.e. “State Casework Activities”).
14. Select “Personal Details” and enter the required information in the boxes. Note – enter your Social Security number with the dashes included (xxx-xx-xxxx).
15. Select “Contact Details” and enter the required information in the boxes.

16. Select “Additional Details” and enter the following information. For “CMS Region/Facility” select the CMS Region/Facility where your office/state is located. Do not select any “Central Office” location.

Region	Location (State)
1	Boston (CT, ME, MA, NH, RI, VT)
2	New York (NJ, NY, PR, VI)
3	Philadelphia (DE, DC, MD, PA, VA, WV)
4	Atlanta (AL, NC, SC, FL, GA, KY, MS, TN)
5	Chicago (IL, IN, MI, MN, OH, WI)
6	Dallas (AR, LA, NM, OK, TX)
7	Kansas City (IA, KS, MO, NE)
8	Denver (CO, MT, ND, SD, UT, WY)
9	San Francisco (AZ, CA, GU, HI, NV)
10	Seattle (AK, ID, OR, WA)

17. Select “Save” or “Submit”. If you choose to “save” your request, you can log back into EFI and modify the request details at a later time. Once you select “Submit”, you will receive notice on the screen that the submission was successful and an automated confirmation email from the system.