



Date: March 27, 2018
To: All Part D Sponsors
From: Amy Larrick Chavez-Valdez
Director, Medicare Drug Benefit and C & D Data Group
Subject: CY 2019 Formulary Submission Information

The following information is provided to assist Part D sponsors with the submission of CY 2019 formularies. For additional information about 2019 formulary requirements, please see the Advance Notice of Methodological Changes for Calendar Year (CY) 2019 for Medicare Advantage (MA) Capitation Rates, Part C and Part D Payment Policies and 2019 Draft Call Letter released on February 1, 2018 and the forthcoming final version of this document.

Formulary Training Video

CMS is creating a video training tool that will demonstrate the HPMS formulary submission process for plan users. This video will be available on the CMS YouTube channel at a later date. An email with the direct link to the training video will be sent to primary formulary contacts, secondary formulary contacts, Medicare compliance officers, and formulary consultants prior to the Part C & D User Call.

Technical Manual

The CY 2019 HPMS Formulary Submission Module & Reports Technical User Manual will be posted within the “HPMS Memos” section of the HPMS homepage in late March.

Formulary Submission Question and Answer User Call

On April 18, 2018, CMS will host a Part C & D User Call to highlight updates to the formulary submission processes for CY 2019. We will also cover common issues encountered during the Part D formulary and benefits submission and review processes. Part D sponsors may submit questions pertaining to the CY 2019 formulary submission in advance of the user call to PartDformularies@cms.hhs.gov by April 11, 2018. Please include in the subject line “Questions for the CY 2019 Formulary Submission User Call.” In addition to answering submitted questions, a live question and answer session will be included as time permits. Dial-in information and materials will be distributed by CMS’ Part C & D User Call contractor, Management Solutions Consulting Group (MSCG), prior to the call. If you are not already registered with MSCG, register at <https://www.mscginc.com/cmspartcd/>. A valid CMS

contract number is required.

Formulary Reference File

The initial CY 2019 Formulary Reference File (FRF) has been posted in the CY 2018 HPMS Formulary Submission module, and will be posted in the CY 2019 Formulary Submission module upon the module's release. An updated FRF will be posted in the CY 2019 Formulary Submission Module in mid to late May.

Formulary Submission Window Dates

The CY 2019 HPMS Formulary Submission Module will be released for initial formulary submissions on May 14, 2018. The initial submission window closes June 4, 2018 at 11:59 p.m. PDT. The supplemental formulary and Additional Demonstration Drug (ADD) file submission window will open on or about June 6, 2018 and close at 11:59 a.m. EDT June 8, 2018.