

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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CENTER FOR MEDICARE

DATE: April 21, 2023

TO: All Prescription Drug Plans, Medicare Advantage- Prescription Drug Plans, and Medicare-Medicaid Plans

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

SUBJECT: Contract Year 2024 Medication Therapy Management Program Information and Submission Instructions

This memorandum provides information to Part D sponsors regarding contract year (CY) 2024 Medication Therapy Management (MTM) programs. New and renewing Medicare Advantage Prescription Drug Plans (MA-PDs), stand-alone Prescription Drug Plans (PDPs), and Medicare-Medicaid Plans (MMPs) may rely on the August 31, 2021 HPMS memorandum “Correction to Contract Year 2022 Part D Medication Therapy Management Program Guidance and Submission Instructions dated April 30, 2021”, which can be found on the CMS Part D MTM webpage at <https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/MTM>, in addition to the information provided in this memorandum.

Important Dates for CY 2024 MTM Program Submissions and Attestations

The CY 2024 deadlines are as follows. These dates were also included in the January 30, 2023 email titled, “CY 2024 Parts C and D Annual Calendar”.

Action	Date
Release of the CY 2024 MTM Program submission module in HPMS (12:01 a.m. EDT).	May 24, 2023
Deadline for submission of CY 2024 MTM Programs in HPMS (11:59 p.m. PDT).	June 7, 2023
Deadline for submission of CY 2024 MTM Program attestations in HPMS (11:59 pm PDT).	June 21, 2023

A technical user’s manual titled, HPMS CY 2024 MTM Program User’s Guide, will be available in early May for download through the CY 2024 MTM Program Submission module under Documentation in HPMS.

Annual Eligibility Threshold

Per 42 C.F.R. § 423.153(d)(2)(i)(C)(2), for 2012 and subsequent years, the annual cost threshold for targeting beneficiaries is specified as costs for covered Part D drugs in an amount greater than or equal to \$3,000 increased by the annual percentage specified in 42 C.F.R. § 423.104(d)(5)(iv). The 2023 MTM program annual cost threshold is \$4,935. The 2024 MTM program annual cost threshold is determined by updating the 2023 MTM program annual cost threshold using the annual percentage increase of 8.01% as specified in the Announcement of Calendar Year (CY) 2024 Medicare Advantage Capitation Rates and Medicare Advantage and Part D Payment Policies dated March 31, 2023¹. Therefore, the 2024 MTM program annual cost threshold is \$5,330.

Standardized Format

An individualized, written summary in CMS' Standardized Format must be provided following each comprehensive medication review (CMR). The current Standardized Format and updated technical instructions are posted on the [CMS Part D MTM webpage](#). The Standardized Format for the CMR summary must be approved by the Office of Management and Budget (OMB) through the Paperwork Reduction Act (PRA) process. OMB has approved the current version of the Standardized Format (CMS-10396; OMB control number: 0938-1154) until February 29, 2024. We requested a 3-year extension of the currently approved Standardized Format with no changes through the PRA process. Once approved, the Standardized Format and instructional documents will be updated on the CMS MTM webpage.

Website

Pursuant to 42 CFR § 423.2265(b)(13), Part D sponsors are required to include on their websites a separate section or page about the sponsor's MTM program that provides the following:

- An explanation of the MTM program, including eligibility requirements and the purpose and benefits of MTM,
- Information about how to obtain MTM service documents, including the medication list,
- That the service is free,
- A summary of services
- Information about how the beneficiary will know they are eligible and enrolled into the MTM program, and
- Information about the CMR and TMRs, including how the reviews are conducted and delivered, time commitments, and materials beneficiaries will receive.

In addition to these requirements, Part D sponsors should consider providing enrollees with information including:

- Who to contact at the plan for more information, with customer service personnel prepared to answer questions about the MTM program, and
- A statement clarifying that MTM services are not considered a benefit.

¹Available at: <https://www.cms.gov/medicare/health-plans/medicareadvtspecratestats/announcements-and-documents/371979854/2024>

If possible, this page should be accessible by clicking through a maximum of two links. Increasing font sizes and using lay language will help beneficiaries to read and understand the content of the MTM webpage.

Sponsors should ensure that the MTM program web page URL reported with their program submission in HPMS is functioning and reflects accurate and up-to-date information. For example, the MTM program information should reflect the sponsor's eligibility requirements for the contract year for both groups of targeted beneficiaries, including at-risk beneficiaries (ARBs) as defined at § 423.100, and reflect the current cost threshold amount.

The Update Cycle window from December 1 to December 10 provides plan sponsors with an opportunity to make sure their website URLs submitted in HPMS are functioning before the start of the contract year. For more information on how to update information in the MTM program submission, refer to the section below titled "Change Request Submission Process".

Marketing

CMS issued a final rule ([88 FR 22120](#)) on April 12, 2023 that makes technical changes to the Part D marketing regulations at § 423.2267(e) to add the CMR written summary in accordance with § 423.153(d)(1)(vii)(B) as well as the safe disposal information in accordance with § 423.153(d)(1)(vii)(E) to the list of required materials and content which Part D sponsors must provide. While Part D sponsors are already required to provide the CMR written summary to all MTM program enrollees who receive a CMR and safe disposal information to all plan enrollees targeted for MTM, this regulatory change clarifies requirements related to formatting, translation, and delivery that apply to all required materials and content.

Change Request Submission Process

The HPMS MTM Program Submission module allows sponsors to submit MTM program change requests during five Update Windows. Please refer to the User Guide available in HPMS. Sponsors may request changes to their CMS-approved program during any the following Update Cycle windows as noted in the "CY 2024 Parts C and D Annual Calendar".

- September 1 - September 10, prior to the contract year (i.e., before effective date of the approved MTM program),
- December 1 – December 10, prior to the contract year (i.e., before effective date of the approved MTM program),
- March 1 - March 10, within the contract year (i.e., after implementation date of approved MTM program),
- June 1 - June 10, within the contract year, and,
- September 1 - September 10, within the contract year.

The MTM Program Module submission gates are automatically open during these Update Cycle windows. Sponsors should (1) directly edit the program description in the applicable data entry page(s) and (2) enter information in the Change Request Form Description field(s) to justify the

changes to the applicable data entry page(s). In addition, sponsors should submit their re-attestation via the HPMS attestation link as described above.

Part D sponsors will receive an email correspondence regarding the approval of the change. Depending upon the volume of requests, plans should expect a response within 30 days. The changes should be implemented within a reasonable time following approval. Sponsors may not adjust their bids based on requested changes to their CMS-approved MTM program.

We encourage sponsors to submit changes during the Update Cycle windows. If your contract needs to submit your program outside of these windows or for other questions related to Part D MTM programs, please email partd_mtm@cms.hhs.gov. It is essential to include the contract ID(s) in the email request and the applicable contract year if you are requesting to have the submission gate opened in HPMS. If you have any questions on accessing the HPMS MTM Program Submission module, please contact the HPMS Help Desk at 1-800-220-2028.