

HPMS E-Mail

Date: **September 25, 2015**

Subject: **New Enrollment Process for New PACE Organizations**

This email is to inform PACE Organizations that CMS has modified its enrollment processing timeframes for new PACE Organizations (PO). POs may now be able to accept enrollments that may be effective more quickly than was previously allowed. Under the new process, the PACE program agreement must be signed by all parties and be effective prior to our mid-month systems submission cutoff date (typically around the 20st of each month) during the month that the agreement is signed. For example, if a program agreement is effective August 15, 2015, the new PO may start accepting enrollments from participants on August 15th through August 31st, for an enrollment effective date of September 1st. The enrollments for a September 1st effective date should be held by the PO and must be submitted to CMS in October. At that time, CMS will retroactively process the September 1st enrollments. In this example, the PO must provide benefits to their September 1st enrollees as if the enrollments had been submitted to CMS as of September 1, 2015, even though the enrollments will not be processed by CMS until October 1, 2015. Enrollments collected September 1 - 30 will be processed for an October 1 effective date, as under standard enrollment processing timeframes. Also, we note that the PO may serve a prospective PACE enrollee prior to the effective enrollment dates if the PO has staff participating as Medicare or Medicaid providers under either fee-for-service program.