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

<u>**CENTER FOR MEDICARE**</u>

DATE: August 5, 2015

TO: All Medicare Advantage, Prescription Drug Plan, Medicare-Medicaid Plan,
              PACE, and Cost Organizations

FROM: Kathryn A. Coleman, Director
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SUBJECT: Plan Connectivity Data Submissions in HPMS

CMS requires all organizations to use the HPMS Plan Connectivity Data (PCD) module to report
and maintain their data exchange processes with CMS. All organizations using third party
entities to transfer data to/from CMS are responsible for providing and maintaining the third
party information within the PCD module.

New organizations and existing organizations with connectivity changes must use this module to
enter the required connectivity data, print and sign the document, and then e-mail the scanned
version of the signed documentation to the MAPD Help Desk at MAPDHelp@cms.hhs.gov, per
the instructions provided in the module.

CMS strongly encourages organizations to complete the submission process **no later than
August 14, 2015** to ensure timely approval of contracts for CY 2016.

For CY 2016, no changes were made to the PCD functionality.

The PCD module is located at the following path in HPMS: HPMS Home Page > Contract
Management > Plan Connectivity Data > Enter/Edit Connectivity Data > Select Contract
Number OR Group of Contracts

You may access the Technical User's Manual at the following path: HPMS Home Page >
Contract Management > Plan Connectivity Data > Documentation > Technical User's Manual

For technical questions regarding the PCD module, you may contact the HPMS Help Desk at
hpms@cms.hhs.gov.