



## **CENTER FOR MEDICARE**

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**DATE:** July 14, 2017

**TO:** State Pharmaceutical Assistance Programs and AIDS Drug Assistance Programs

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**SUBJECT:** Release of the Health Plan Management System (HPMS) module for use by State Pharmaceutical Assistance Programs and AIDS Drug Assistance Programs.

The Centers for Medicare and Medicaid Services (CMS) is pleased to announce the release of a new Health Plan Management System (HPMS) Module for use by State Pharmaceutical Assistance Programs (SPAPs) and AIDS Drug Assistance Programs (ADAPs). This initiative introduces a streamlined, paperless process consistent with CMS's commitment to reducing administrative burden for health plans and state-run entities.

HPMS is a web-enabled information system that serves a critical role in the ongoing operations of the Medicare program. The new automated SPAP/ADAP process will replace the manual annual attestation process, typically announced and submitted via e-mail. New Data Sharing Agreements (DSAs) will also be signed through HPMS and stored within the module.

HPMS will provide a single, secure point of contact for SPAPs and ADAPs when communicating with CMS. Other advantages of the new module also include:

- Automation of many routine communications and contracting functions that take place between CMS and the SPAPs and ADAPs;
- Ability for each state official to update program information, contacts, and BIN/PCN information as needed;
- Allows state officials ready access to pdf. versions of signed attestations and Data Sharing Agreements;
- Allows state plans to upload information for CMS review.

Once implemented, the new HPMS module will be the only method used to collect and update qualified SPAP and ADAP information from participating states for CY2018.

## Getting Started

Upon request, a State user will receive access to submit, edit, and view SPAP/ADAP applications in HPMS.

In addition, authorized State users can request access to complete the necessary attestations and sign and submit the Data Sharing Agreement (DSA). At least one individual from each state, or each SPAP or ADAP program, must register for HPMS signatory access. To obtain signatory access, users must submit a letter from a senior official at the state indicating that the individual is authorized to complete the attestation information and DSA.

Each individual who needs access to the module should do the following:

- Download the Application for Access to CMS Computer Systems form from [https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA\\_AccessForm.pdf](https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA_AccessForm.pdf). Complete the form as follows:
  - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “State Agency (State of \_\_\_\_\_)” and fill out your applicable state.
  - Section 3 – Leave blank.
  - Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS\_P\_CommUser".
  - Section 5 – State that you need SPAP/ADAP state access. If you are also seeking signatory access, note the request here as well.
  - Section 6 – Leave blank.
  - Sign and date the Privacy Act Statement on page 3 of the form. Enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.
  - Submit the original (not a copy) user access form via traceable carrier to:

CMS  
Attention: Maria Sotirelis  
7500 Security Boulevard, Mailstop C1-26-05  
Baltimore, MD 21244-1850

On each form, please ensure that it includes an original signature/date, and the social security number, for the user that needs HPMS access.

If you are requesting the SPAP/ADAP electronic signature access with the user ID form, then you **MUST** include your official letter with the form (see letter requirements in Attachment A).

If you choose to request the SPAP/ADAP electronic signature access after receipt of your user ID, then email your official letter to the HPMS consultant email box ([HPMSConsultantAccess@cms.hhs.gov](mailto:HPMSConsultantAccess@cms.hhs.gov)) after the user ID has been created.

Your user ID request will not be processed without completing these steps. Once all information is received, a new user request is typically approved within three weeks. You will be notified by email once your registration is complete.

### Accessing the Module

In order to access the module, SPAP/ADAPs should use the following navigation path: HPMS Homepage (<https://hpms.cms.gov>)>Contract Management> SPAP/ADAP Data.

Once logged in, the new HPMS module enables SPAP/ADAPs to document program/coverage details, submit an annual attestation, complete a required Data Sharing Agreement, update state data, pharmacy claim BIN/PCN processing information, and points of contact online.

### Data Sharing Agreement

Qualified SPAPs and ADAPs will be able to enter into a Data Sharing Agreement with CMS through HPMS. These agreements allow data exchanges with CMS to facilitate the coordination of a Medicare beneficiary's prescription drug benefits. Qualified users will be able to review, initiate, and electronically sign the Data Sharing Agreement within the HPMS module.

### Annual requests

Beginning with 2018 current/active SPAP/ADAP contacts will receive an email message from CMS via the HPMS system to log in and submit coverage details for their program, as well as an attestation that the program information submitted aligns with all applicable Medicare guidance and regulations. CMS typically requests that this information be submitted no later than August 4<sup>th</sup> of each year to permit time for reviews, coordination of benefits with Part D plans, and for clarification of any additional information as needed.

States with programs registered in the HPMS module can go in at any point during the year to make updates to staff contact information, as well as to update BIN/PCN processing information if there is a mid-year change. If a state needs to update program or coverage details submitted, these changes can be completed within the HPMS module for CMS review.

### Updating Contact Information

Each SPAP/ADAP is responsible, on an ongoing basis, for communicating any changes in contact information to CMS. Failure to do so will jeopardize the SPAP/ADAP's knowledge of, and thus compliance with, key program requirements and deadlines. Starting in CY 2018, CMS will no longer accept updated contact information through email.

Please direct questions about this guidance to [SPAP@cms.hhs.gov](mailto:SPAP@cms.hhs.gov). Thank you.

## Attachment A – Requesting Access to the SPAP/ADAP Electronic Signature Role

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If the user has an active CMS user ID with access to HPMS, but requires access to the SPAP/ADAP electronic signature role, the user must follow the steps below:

- Please do **NOT** resubmit the user request form.
- Ensure that you recertify and complete your Computer Based Training (CBT) for your CMS user ID when notified by CMS via e-mail ([eua@cms.hhs.gov](mailto:eua@cms.hhs.gov)). If you do not complete the certification or CBT in a timely manner, your CMS user ID will be **revoked** and ultimately you will have to reapply as a new HPMS user.
- Scan and email an official letter that states the name, role, and your CMS user ID. The letter must be provided on the State's official letterhead **and** signed by a senior official. CMS recommends the use of the following sample language:

*(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).*

- Submit the official letter via e-mail in scanned PDF format to [HPMSConsultantAccess@cms.hhs.gov](mailto:HPMSConsultantAccess@cms.hhs.gov).
  - Please use the following subject line: HPMS Access for SPAP/ADAP electronic signature role