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**DATE:** August 15, 2017

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

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**SUBJECT:** Plan Connectivity Data Submissions in HPMS

The CY2017 Plan Connectivity Data Module (PCD) was released in HPMS on April 28, 2017. The PCD module is intended for use both by all organizations to set up initial data exchange processes with CMS and by organizations which need to update their PCD information. As part of the Contract and Plan approval process with CMS, the PCD module allows organizations to enter required data, view submitted data, and print the required form(s) which are emailed to 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. CMS strongly encourages organizations to complete the data entry and the email submission no later than August 25, 2017, to ensure timely approval of contracts for CY2018.

Organizations are instructed to print, sign, scan, and email all PCD data exchange information, per the instructions on the PCD screen, and email the signed documents to the MAPD Help Desk at [MAPDHelp@cms.hhs.gov](mailto:MAPDHelp@cms.hhs.gov).

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 of Contract Number Grouping.

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 about completing the PCD data, you may contact the HPMS help desk at [HPMS@cms.hhs.gov](mailto:HPMS@cms.hhs.gov).

