

**Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA) 111  
Computer Based Training (CBT)  
Group Health Plan (GHP) Curriculum**

<b><i>Connect Tutorial</i></b>	
<b>Course Description</b>	The CBT modules are delivered, tracked and managed using a Learning Management System (LMS). The Connect Tutorial course is designed for new LMS users. It provides the foundation for using the LMS and accessing the CBT modules.
<b>Duration</b>	7 minutes
<b><i>GHP User Guide Version 2.2 Curriculum</i></b>	
<b><i>Acronyms List</i></b>	
<b>Course Description</b>	A list of acronyms pertaining to MMSEA Section 111 and their description.
<b><i>GHP Process Overview</i></b>	
<b>Course Description</b>	The GHP Process Overview course provides a brief introduction to the Section 111 GHP reporting process. It reviews the purpose of the data exchange. It also includes details of the data exchange: reporting options, file submissions, data flow, data use agreement and the Section 111 COB Secure Web Site (COBSW).
<b>Duration</b>	14 minutes
<b><i>GHP Process Reporting Options</i></b>	
<b>Course Description</b>	The GHP Process Reporting Options course explains the two data reporting options available to comply with Section 111: Basic and Expanded. The Basic Reporting Option reflects the minimum requirements the Responsible Reporting Entities (RREs) must adhere to in order to comply with Section 111. The Expanded Reporting Option includes the minimum requirements for Section 111 plus the exchange of prescription drug coverage information. This course includes file types and descriptions for each option.
<b>Duration</b>	9 minutes
<b><i>GHP General Reporting Requirements</i></b>	
<b>Course Description</b>	The GHP General Reporting Requirements course describes the Section 111 terms and standards. The topics in this course include: defining RREs, use of agents, what to report on the MSP Input and Non-MSP Input File, file formats, record types, and data formatting standards.
<b>Duration</b>	11 minutes

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<i>GHP User Guide Version 2.2 Curriculum (cont.)</i>	
<b><i>Section 111 Registration</i></b>	
<b>Course Description</b>	RREs will register on the Section 111 COBSW. The Section 111 Registration course reviews the registration requirements, purpose and timeframes. It details the five steps of registration and account setup. This course should be reviewed prior to COBSW- Step 1-New Registration and COBSW-Step 2-Account Setup.
<b>Duration</b>	26 minutes
<b><i>COBSW-Step 1-New Registration</i></b>	
<b>Course Description</b>	Registration must be completed on the Section 111 COBSW. The COBSW-Step 1-New Registration course reviews how to register on the Section 111 COBSW.
<b>Duration</b>	20 minutes
<b><i>COBSW-Step 2-Account Setup</i></b>	
<b>Course Description</b>	Account setup must be completed on the Section 111 COBSW. The COBSW-Step 2-Account Setup course reviews how to set up an account on the Section 111 COBSW.
<b>Duration</b>	28 minutes
<b><i>MSP Input File Requirements</i></b>	
<b><i>Overview</i></b>	
<b>Course Description</b>	To comply with the Section 111 requirements, all GHP RREs must submit the MSP Input File. This learning module provides an introduction to MSP Input File Requirements including Data Elements, Format, and the GHP Reporting Extension for Dependents. It also reviews Individual Matching Criteria, MSP Occurrences, the Tax Identification Number (TIN) Reference File and, File Process Notifications.
<b>Duration</b>	19 minutes
<b><i>VDSA/VDEA vs. Section 111MSP Input Files</i></b>	
<b>Course Description</b>	Former Voluntary Data Sharing Agreement (VDSA) or Voluntary Data Exchange Agreements (VDEA) partners will notice that the Section 111 MSP Input File is similar to the VDSA /VDEA MSP Input File. The changes made for Section 111 include: revisions to requirements for existing data elements, addition of data elements, new submission timeframes, new age thresholds, and file processing notifications.
<b>Duration</b>	11 minutes

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<i>GHP User Guide Version 2.2 Curriculum (cont.)</i>	
<i>MSP Input File Requirements (cont.)</i>	
<b><i>MSP Input File Reporting Methods</i></b>	
<b>Course Description</b>	This course reviews what must be reported on the MSP Input File, including the two reporting options and reporting exclusions. It reviews the definition of an Active Covered Individual including current employment status and employer size. It gives examples of Active Covered Individuals and reviews the data flow when using the Active Covered Individual option. This course also describes the Finder File Method, its data flow, and the query submission process. The course concludes with a discussion of the quarterly update MSP Input File.
<b>Duration</b>	18 minutes
<b><i>Initial MSP Input File Submission</i></b>	
<b>Course Description</b>	To begin reporting for Section 111, you must create and send an initial MSP Input File. This module provides information on what must be reported on the initial MSP Input File. It describes the record submittal process and explains the file submission timeframes.
<b>Duration</b>	11 minutes
<b><i>Quarterly Update MSP Input File Submission</i></b>	
<b>Course Description</b>	After your Initial MSP Input File submission, you must send an update MSP Input File each subsequent quarter. This module explains the quarterly update file requirements. It describes the add, delete, and update transactions and provides examples. Additionally, this course reviews the creation of the MSP Occurrence and explains how to report coverage Termination Dates, how to correct MSP Occurrence key information, how to change fields used to determine MSP and what to do when you don't have changes to report.
<b>Duration</b>	19 minutes
<b><i>Processing Response Files</i></b>	
<b>Course Description</b>	The MSP Response File is the data set transmitted from the COBC to the MMSEA Section 111 RRE after the information supplied in the RRE's MSP Input File has been processed. This course reviews the MSP Response File including format and content. It explores disposition and error code processing, Part D Eligibility and Enrollment Data as well as file level and threshold errors.
<b>Duration</b>	19 minutes

**Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA) 111  
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Group Health Plan (GHP) Curriculum**

<i>GHP User Guide Version 2.2 Curriculum (cont.)</i>	
<i>Non-MSP Input File Requirements</i>	
<b>Overview</b>	
<b>Course Description</b>	The Non-MSP Input File is the data set transmitted from a MMSEA Section 111 RRE to the COBC that is used to report information regarding the drug insurance coverage information of Inactive (e.g. not employed, retired) Covered Individuals. This course provides an introduction to Non-MSP Input File Requirements including, the Non-MSP File exchange process, the definition of Inactive Covered Individuals, basic data elements, uses of the exchange, action types for different types of records and file format. It also reviews how your reported prescription drug coverage is determined to be supplemental to Medicare Part D and the e-mail notifications you receive during file processing.
<b>Duration</b>	15 minutes
<b><i>Initial Non-MSP Input File Submission</i></b>	
<b>Course Description</b>	This course provides information on what must be reported on the initial Non-MSP Input File. It describes the record submittal process and explains the file submission timeframes.
<b>Duration</b>	5 minutes
<b><i>Update Non-MSP Input File Transmission</i></b>	
<b>Course Description</b>	This learning module provides an introduction to add, delete and update records and associated transactions. It also reviews detailed Non-MSP Input File requirements, submission timeframes, and initial and subsequent Non-MSP File contents.
<b>Duration</b>	16 minutes
<b><i>Processing Non-MSP Response Files</i></b>	
<b>Course Description</b>	The Non-MSP Response File is the data set transmitted from the COBC to the MMSEA Section 111 RRE after the information supplied in the Non-MSP Input File has been processed. This course describes the processing that needs to be developed to react to the response file. It reviews Part D eligibility and enrollment data, processing of D, N and S response records, and Non-MSP Input File level and threshold errors.
<b>Duration</b>	12 minutes
<b><i>RDS File Submission</i></b>	
<b>Course Description</b>	The RDS File Submission course is designed for RREs that plan to submit retiree files to the Part D Retiree Drug Subsidy (RDS) Center on behalf of a plan sponsor (usually an employer) through the Section 111 reporting process. The course provides guidance on the RDS Retiree File submission.
<b>Duration</b>	18 minutes

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<i>GHP User Guide Version 2.2 Curriculum (cont.)</i>	
<b><i>Testing</i></b>	
<b>Course Description</b>	Testing will ensure that the RRE has developed an adequate system internally to capture and report data to the COBC as well as process the corresponding response files. The testing course will discuss testing preparation, an overview of the testing process, Section 111COBSW and general testing requirements.
<b>Duration</b>	12 minutes
<b><i>File Transmissions</i></b>	
<b>Course Description</b>	For Section 111 reporting, RREs will exchange data electronically. The File Transmissions course reviews the methods of data transmission that may be used. Each of the three methods (i.e. Connect: Direct, SFTP, HTTPS), the instructions for registering for an SFTP or HTTPS CMS mailbox and other important information are discussed.
<b>Duration</b>	21 minutes
<b><i>Querying for Medicare Entitlement Information</i></b>	
<b>Course Description</b>	The Querying for Medicare Entitlement Information course details the processes that RREs may use to obtain the Medicare status of covered individuals: query file transmission and the Beneficiary Automated Status and Inquiry System (BASIS).
<b>Duration</b>	13 minutes
<b><i>Small Employer Exception</i></b>	
<b>Course Description</b>	This course will explain how some employers may qualify for an exception from the MSP working aged rules and the insurer's role in those situations. Topics in this course include an overview of the Small Employer Exception (SEE), Multi-Employer GHP, the written request for a SEE, SEE application guidelines, reporting a SEE, and possible response file outcomes.
<b>Duration</b>	13 minutes

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<i>Section 111 COBSW User Guide Version 1 Curriculum</i>	
<b><i>COBSW Basic Functions</i></b>	
<b>Description</b>	This course provides an overview of the Section 111 COBSW Login/Logout procedures and reviews some of the basic functions available to RREs from the home page of the Section 111 COBSW.
<b>Duration</b>	14 minutes
<b><i>COBSW Designee Maintenance</i></b>	
<b>Description</b>	To assist with RRE account management and data file processing, the Account Manager may designate one or more Account Designees to an RRE. This course covers how to add/delete an Account Designee, edit Account Designee information, and regenerate an Account Designee e-mail invitation.
<b>Duration</b>	13 minutes
<b><i>COBSW Account Designee Registration</i></b>	
<b>Description</b>	This course reviews the Account Designee user role and registration process. It also reviews login ID and password guidelines.
<b>Duration</b>	8 minutes
<b><i>COBSW Update RRE Profile</i></b>	
<b>Description</b>	This course reviews the importance of RRE ID Profile Information and how to view/update this information. It also describes the contents of the RRE Information Summary page.
<b>Duration</b>	5 minutes
<b><i>COBSW Monitor File Processing</i></b>	
<b>Description</b>	To assist with account management and data file processing, RREs have the ability to monitor file processing and history. This course reviews the file processing pages that RREs will use while monitoring production file processing.
<b>Duration</b>	9 minutes
<b><i>COBSW Uploading/Downloading Input Files Via HTTPS</i></b>	
<b>Description</b>	The Uploading/Downloading Input Files via HTTPS course reviews file upload guidelines, how to upload input files, threshold and severe file submission errors, and how to download response files.
<b>Duration</b>	12 minutes

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<i>Section 111 COBSW User Guide Version 1 Curriculum (cont.)</i>	
<b><i>COBSW Monitor Test File Processing</i></b>	
<b>Description</b>	This course reviews the testing process, reporting Agent testing, threshold and severe file submission errors, and how to view test file results on the Section 111 COBSW.
<b>Duration</b>	11 minutes
<b><i>COBSW View Account Activity History</i></b>	
<b>Description</b>	To assist with account management, RREs can review the activity performed for an RRE ID account on the Account Activity page. This course shows how to navigate to, and review the content of, the account activity page.
<b>Duration</b>	4 minutes