

HPMS

Program of
All Inclusive
Care for the
Elderly

Connectivity Guidelines

Produced by:
Centers for Medicare & Medicaid Services
Center for Beneficiary Choices

Division of Health Plan and Provider Data
And
Division of Program Accountability and Payment

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COMPLIANCE OVERVIEW

In order to comply with the PACE regulations, all PACE Organizations submit certain data to CMS as specified by CMS and the State Administering Agency which are contained in your program agreement that will be signed at the time of permanent provider application approval.

The purpose of this documentation is to provide instructions to obtain access to the Medicare Data Communications Network (MDCN), which is accessed through AT&T Global Network Services (AGNS), and to provide PACE-tailored instructions for completing the Application for Access to CMS Computer Systems. Please refer to your program agreement for specific and complete requirements. The data reporting has been designed and tested to ensure a minimal use of needed resources.

In order to provide timely access to the required CMS computer systems, CMS strongly encourages PACE organizations to submit their request forms as quickly as possible to avoid delays in establishing access.

CMS MEDICARE DATA COMMUNICATIONS NETWORK (MDCN) AND AGNS

It is a requirement for all PACE organizations to establish connectivity to the Medicare Data Communications Network (MDCN) through the AT&T Global Network Services (AGNS) as part of their standard operating procedure. This connectivity allows the PACE Organizations to send various enrollment and payment data to a variety of systems within CMS, such as PICS, MCCOY, and GROUCH.

The system that the PACE Organizations will use to report their quality data, the Health Plan Management system (HPMS), is also accessed using the AGNS system. However, if help defraying the costs of reporting this quality data is needed, CMS will provide a no cost option to PACE organizations to access the **HPMS SYSTEM ONLY**, if the PACE Organization so chooses. This option is described below in **Attachment 2**.

The process of electronically reporting data to CMS for PACE Organizations involves a two step process.

1. Establish an account(s) with AT&T to obtain connectivity to the AT&T Global Network Services (AGNS) network, which will provide the necessary connectivity software and an AGNS Login User Profile(s). Contact Mr. Dana Fleming at **1-803-763-1460 Ext. 31056** to establish this account with AT&T for accessing the (AGNS) network. *Please Note: It is the responsibility of the PACE organization to contact Mr. Dana Fleming to set up their AGNS accounts, with the exception of the federal account access (see option 2).*
2. Complete the Application for Access to CMS Computer Systems to obtain a CMS user ID(s) and password(s).

Below are the two options available for the PACE organizations to report data to CMS.

OPTION 1: The PACE organization obtains one AGNS Login User Profile Account and must complete one Application for CMS Computer Systems. This option will provide access, with one connection and set of IDs, to all CMS systems for PACE reporting requirements, including PICS, MCCOY, GROUCH, and the HPMS. See **Attachment 1**.

OPTION 2: The PACE organization obtains two AGNS Login User Profile Accounts, and must complete two Applications for CMS Computer Systems. This option will provide access with one connection and set of ID's to PICS, GROUCH, MCCOY, and a second separate connection and set of user ID's for the HPMS system, making use of a federal AT&T account for the HPMS portion only. See **Attachment 2**.

Please follow the instructions that have been attached- (**See Attachment 1/2**). These instructions explain how to complete the Application for Access to CMS Computer Systems form for access to all CMS computer systems that are required for PACE organizations, and are customized for either **OPTION 1** or **OPTION 2**. Once the request(s) form has been processed, CMS will provide the user with a CMS user ID, and password.

To download the most current Application for Access to CMS Computer Systems form, please go to the following web site and download the .PDF file.

<http://www.cms.hhs.gov/mdcn/access.pdf>

Complete explanations pertaining to data reporting systems and requirements as well as detailed descriptions, forms, and related information, such as the *Plan Communication Users Guide*, record layouts for enrollment transmissions, on-line MCCOY system access, PICS system information, and procedures for downloading monthly payment reports, should be obtained through the CMS Medicare Managed Care Systems Information web site at:

<http://cms.hhs.gov/healthplans/systems/>

ATTACHMENT 1: OPTION 1

How to Complete the Application for Access to CMS Computer Systems Form PACE Organizations: OPTION 1

These instructions should be used by those PACE organizations that have chosen to obtain one AGNS Login User Profile that will serve for the reporting of all data requirements to CMS. Please remember that by choosing this option, the PACE Organization will incur the costs for reporting all data to the CMS data center, including the HPMS, by obtaining one AGNS account.

Section 1 - Type of Request: Check whether you are requesting a new user ID access or a change to an existing user ID. If you are requesting a change, complete the "Current User ID" field.

Section 2 - User Information: Check the "Mgd Care Org/Group Health Plan" box. Provide the additional information requested in Section 2, where applicable. Please ensure that you provide your contract number (i.e., H number) with CMS.

Section 3 - Type of Access Required: Under 3a, write in, on separate lines, **HPMS-C, PICS, MCCOY, EFTS and TSO** for the application. Check **P** for each to indicate production level access. For **HPMS-C**, check **R** also to indicate remote/dialup access. For section 3b, check **P** for the following: **M204**, and **TSO**. Ignore section 3c. Under section 3d, please check the box labeled "Daily."

Section 4 - Reason for Request: In this section, write in "To access the CMS Computer Systems to report data required as a PACE organization."

Section 5 - Authorization: Do not complete this section of the form.

Page 2: Read these statements and sign and date. **Requests cannot be processed without completing this important step.**

Please mail the original completed forms to Ed Howard at the following address:

Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, MD 21244-1850
Mail Stop C1-05-17

Please call or e-mail Ed Howard at 410-786-6368 or ehoward1@cms.hhs.gov if you have any questions on this process.

ATTACHMENT 2: OPTION 2

How to Complete the Application for Access to CMS Computer Systems Forms PACE Organizations: Option 2

These instructions should be used by those PACE organizations that have chosen to obtain one AGNS Login User Profile that will serve for the reporting of all data requirements with the exception of the HPMS system, and one federal account for the data reporting requirements for the HPMS to CMS. Please note that this option requires the PACE Organization to complete 2 Application for Access to CMS Computer Systems forms, and will require the user to maintain 2 sets of AGNS and CMS ID's.

Application for Access to CMS Computer Systems form 1.

Section 1 - Type of Request: Check whether you are requesting a new user ID access or a change to an existing user ID. If you are requesting a change, complete the "Current User ID" field.

Section 2- User Information: Check the "Mgd Care Org/Group Health Plan" box. Provide the additional information requested in Section 2, where applicable. Please ensure that you provide your contract number (i.e., H number) with CMS.

Section 3- Type of Access Required: Under 3a, write in **HPMS-F** for the application. Check **P** to indicate production level access. Check **R** also to indicate remote/dialup access. Ignore section 3c. Under section 3d, please check the box labeled "Daily."

Section 4 - Reason for Request: In this section, write in "To access the CMS Computer Systems to report data required as a PACE organization."

Section 5 - Authorization: Do not complete this section of the form.

Page 2: Read these statements and sign and date. **Requests cannot be processed without completing this important step.**

Mail the original completed form to Don Freeburger at the following address:
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, MD 21244-1850
Mail Stop C4-14-21

Please call or e-mail Don Freeburger at 410-786-4586 or dfreeburger@cms.hhs.gov if you have any questions on completing this form.

After completing and mailing the above form, continue below by completing a second Application for Access to CMS Computer Systems form.

Section 1 - Type of Request: Check whether you are requesting a new user ID access or a change to an existing user ID. If you are requesting a change, complete the "Current User ID" field.

Section 2 - User Information: Check the "Mgd Care Org/Group Health Plan" box. Provide the additional information requested in Section 2, where applicable. Please ensure that you provide your contract number (i.e., H number) with CMS.

Section 3 - Type of Access Required: Under 3a, write in, on separate lines, **PICS, MCCOY, EFTS and TSO** for the applications. Check **P** for each to indicate production level access, and **R** for remote dialup access. For section 3b, check P for the following: **M204**, and **TSO**. Ignore section 3c. Under section 3d, please check the box labeled "Daily."

Section 4 - Reason for Request: In this section, write in "To access the CMS Computer Systems to report data required as a PACE organization."

Section 5 - Authorization: Do not complete this section of the form.

Page 2: Read these statements and sign and date. **Requests cannot be processed without completing this important step.**

Mail the original completed form to Ed Howard at the following address:
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, MD 21244-1850
Mail Stop C1-05-17

Please call or e-mail Ed Howard at 410-786-6368 or ehoward1@cms.hhs.gov if you have any questions on completing this form.

HPMS HARDWARE AND SOFTWARE REQUIREMENTS

To access the HPMS, the following **minimum** hardware and software are required:

Pentium PC 100MHz or higher

Monitor resolution of 800 x 600 pixels

Microsoft Windows (95, 98, ME, 2000, or NT)

Microsoft or Microsoft-compatible mouse or pointing device

Adobe Acrobat Reader 4.0

Web browser (Microsoft Internet Explorer 5.0 or above) with Secure Socket Layer (SSL)

Modem (56K) – for Dial-Up accounts. (Please consult AT&T for lease-line options)

CONTACT INFORMATION

If you have questions on completing the Application for Access to CMS Computer Systems form, please contact Don Freeburger at either 410-786-4586 or DFreeburger@cms.hhs.gov. If you need technical assistance when installing the AGNS dialer software, please contact the AGNS Help Desk at 1-800-905-2069.

Once you have established access to the HPMS, please contact the HPMS Help Desk at 1-800-220-2028 for technical assistance on the use of the HPMS for the reporting of PACE data elements.

If you have any further questions regarding PACE regulations pertaining to the reporting requirements, or if your organization is unable to meet the electronic reporting requirements as described above, please do not hesitate to call Sandra Bastinelli at 410-786-3630.