CMS Manual System

Pub 100-01 Medicare General Information, Eligibility, and Entitlement

Department of Health & Human Services (DHHS)

Centers for Medicare & Medicaid Services (CMS)

Transmittal 34

Date: JANUARY 6, 2006

Change Request 4092

NOTE: Transmittal 33, dated December 30, 2005, is rescinded and replaced with Transmittal 34, dated January 6, 2006 . The section number in the manual has changed from Section 60 to Section 70. There was also a note added in the Business Requirements regarding the effective/implementation dates. All other information remains the same.

SUBJECT: Change Management Process -- Electronic Change Information Management Portal (eChimp)

I. SUMMARY OF CHANGES: Section 70 has been created to provide instructions and requirements for the implementation of the Electronic Change Information Management Portal 2.0.

NEW/REVISED MATERIAL
EFFECTIVE DATE: on or after January 3, 2006
IMPLEMENTATION DATE: on or after January 3, 2006

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)
R = REVISED, N = NEW, D = DELETED – *Only One Per Row.*

R/N/D	Chapter / Section / SubSection / Title
R	7/Table of Contents
N	7/70/Change Management Process - Electronic Change Information Management Portal (eChimp)

III. FUNDING:

No additional funding will be provided by CMS; Contractor activities are to be carried out within their FY 2006 operating budgets.

IV. ATTACHMENTS:

Business Requirements
Manual Instruction

Unless otherwise specified, the effective date is the date of service.

Attachment – Business Requirements

Pub. 100-01	Transmittal: 34	Date: January 6, 2006	Change Request 4092

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SUBJECT: Change Management Process -- Electronic Change Information Management Portal (eChimp)

I.   GENERAL INFORMATION

A.   Background: The Centers for Medicare & Medicaid Services' (CMS's) Division of Change Management (DCM) is responsible for the coordination and distribution of the draft Medicare Fee-for-Service (FFS) Change Requests (CRs) for Point-of-Contact (POC) Review. To that end, the DCM has developed the Electronic Change Information Management Portal (eChimp), a user-friendly, web-based application to streamline and automate the change management process.

B.   Policy: In September 2004, the initiators of the CRs began creating and submitting CRs to the DCM via eChimp. In the past, the DCM distributed the draft Medicare FFS CRs to only 15 contractor POCs and shared system maintainers (SSMs) for POC review. The SSMs forwarded the CRs to their users for review which increased the time to market the CR and sometimes resulted in the submission of late comments. Therefore, beginning January 3, 2006, the DCM will continue to notify the CMS and SSM POCs of the draft Medicare FFS CRs that are in POC review and also notify **all** the Medicare FFS contractor POCs as well via eChimp 2.0. The DCM will implement eChimp 2.0 on a voluntary basis for its internal CMS staff. Initiators of CRs may create and submit a CR for POC review using eChimp 2.0 beginning January 3, 2006. However, effective February 6, 2006, eChimp 2.0 will be implementd on a mandatory basis (i.e., all CRs will be initiated, submitted and reviewed in eChimp 2.0). The POCs will continue to receive the POC Review e-mail for CRs initiated and submitted in eChimp 1.0 which will contain the CR and the attachments until February 6, 2006. In addition to receiving the POC review e-mail with the CR and the attachments, POCs will also receive the POC review e-mail alert for CRs that are initiated and submitted in eChimp 2.0 which will <u>not</u> contain the CR file and the attachments. However, these e-mail alerts will contain a link for the POCs to click to review and submit comments on the CR via eChimp 2.0.

NOTE: Beginning February 6, 2006, contractors and maintainers should <u>not</u> reply to any e-mails from eChimp@cms.hhs.gov nor should they send any e-mail to eChimp@cms.hhs.gov. Effective February 6, 2006, we will not accept any e-mails sent to that address.

The notification of the draft Medicare FFS CRs will be distributed via an E-mail from eChimp to the CMS, contractor and SSM POCs, which will no longer contain the files and documents associated with the draft CR. Once the POCs receive the e-mail notification from eChimp that notifies them that a CR is currently in POC review, they shall log in to eChimp via a link that will be provided in the E-mail

notification. Once logged in, they shall review the draft CR and provide comments to CMS via eChimp by the POC Review Comment due date. To maintain as much efficiency as possible with such a large number of prospective reviewers, each POC may submit only one set of comments on behalf of their contractor or maintainer organization and that submission must be identified as such. If the CR impacts Part A, Part B, DME and/or RHHI and it makes more sense to submit the comments separately (to keep the content clear), then two sets of comments from the contractor site or maintainer organization will be acceptable. No response received will be considered a concurrence. **NOTE: It is the responsibility of the POCs to notify appropriate staff that a CR has entered POC review and to share the information with them.** Each individual who has access to eChimp will also have the ability to review, download and print the CR files and share the files, either electronically or hardcopy, with other staff members who do not have eChimp access.

We believe that expanding the POC review process to all of the Medicare FFS contractors and SSMs will not only decrease the time to market the CRs, but will also increase the quality of the review of the CRs by allowing a wider audience of those potentially impacted by the change the opportunity to comment. We also believe that this expansion to the POC review process will reduce the number of late comments submitted as well as reduce the number of corrected CRs now necessary as a result of uncoordinated and/or untimely POC comments.

CMS realizes that expanding the POC review process to all of the Medicare FFS contractors and SSMs could potentially cause a lack of efficiency and an administrative burden if the above-outlined POC review process is not adhered to. Therefore, we will pilot this expanded POC review process for approximately 3 months effective February 6, 2006. At the conclusion of the 3 months, we will evaluate the pilot and adjust the POC review process, if necessary.

II.   BUSINESS REQUIREMENTS

"Shall" denotes a mandatory requirement
"Should" denotes an optional requirement

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
4092.1	Contractors shall ensure that no more than 20 staff members responsible for the review and comment of draft Medicare FFS CRs (or the coordination thereof), complete and submit the attached Application for Access to CMS Computer Systems form for either eChimp External Reviewer or eChimp External Commenter to their appropriate RACF Group	X	X	X	X					

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
	Administrator for processing. (See attachment.) Please limit your request to 20 individuals or less with no more than four of those individuals designated as eChimp External Commenters.									
4092.2	Shared System Maintainers (SSMs) shall ensure that no more than 20 staff members responsible for the review and comment of draft Medicare FFS CRs, and providing estimates of hours (or the coordination thereof), complete and submit the attached Application for Access to CMS Computer Systems form for eChimp External Maintainer Analyst to their appropriate RACF Group Administrator for processing. (See attachment.)					X	X	X	X	
4092.3	Contractors and SSMs shall ensure that they have completed and submitted the attached (see attachment 2) ACCESS REQUEST to the eChimp form to ensure that they have connectivity to the Medicare Data Communications Network (MDCN), per Joint Signature Memorandum 05269, 03-28-05 issued March 29, 2005.	X	X	X	X	X	X	X	X	
4092.4	Contractors shall submit the names, telephone numbers and e-mail addresses of no more than four (4) individuals who will serve as the primary and alternates POCs to Nicole Atkins at Nicole.Atkins@cms.hhs.gov no later than December 23, 2005. These individuals will receive the e-mail notification when a CR is in POC review and will be responsible for sharing this information with appropriate staff. **NOTE: These POCs should have External Commenter access in eChimp.**	X	X	X	X					
4092.5	SSMs shall submit the names, telephone numbers and e-mail addresses of no more than four (4) individuals who will serve as the primary and alternates POCs to Nicole Atkins at Nicole.Atkins@cms.hhs.gov no later than					X	X	X	X	

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		F I	R H H I	C a r r i e r	D M E R C	Shared System Maintainers				Other
						F I S S	M C S	V M S	C W F	
	December 23, 2005. These individuals will receive the e-mail notification when a CR is in POC review and will be responsible for sharing this information with appropriate staff.									
4092.6	Contractors and SSMs should create a corporate mailbox that can be accessed by the POCs (primary and alternates) and submit the e-mail address of the mailbox and the individuals who share access to it to Nicole Atkins at Nicole.Atkins@cms.hhs.gov no later than December 23, 2005. The e-mail notifications that a CR is in POC review will be sent to this mailbox for the POCs who have access to it to review and share with appropriate staff.	X	X	X	X	X	X	X	X	
4092.7	Contractors and SSMs shall ensure that all staff with eChimp access and responsible for reviewing and providing comments on draft Medicare FFS CRs in eChimp attends training via Webinars on either December 19 or 20, 2005 or January 17, 2006. Details regarding registration will be provided at a later date. **NOTE: This training is for those individuals who have eChimp access only.**	X	X	X	X	X	X	X	X	
4092.8	Contractors and SSMs who should have eChimp access shall login to a test page provided by the DCM prior to the implementation of eChimp 2.0 to ensure access to the Web site. The URL for the test page will be provided at a later date via an e-mail notification.	X	X	X	X	X	X	X	X	
4092.9	At least 60 days after accessing eChimp initially, contractors and SSMs with eChimp access shall login to EUA Passport at https://euapassport.cms.hhs.gov/passport/ to change their password. **NOTE: Passwords must be changed every**	X	X	X	X	X	X	X	X	

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		FI	RHHI	Carrier	DMERC	Shared System Maintainers				Other
						FISS	MCS	VMS	CWF	
	60 days. You will not receive an alert when your password is getting ready to expire. We recommend that you place a reminder on your calendar.									
4092.10	Effective January 3, 2006, the contractors and SSMs with eChimp access shall begin using eChimp 2.0 to review and submit comments on all draft Medicare FFS CRs for POC review submitted through eChimp 2.0.	X	X	X	X	X	X	X	X	
4092.11	Effective January 3, 2006, Contractor and SSM POCs shall continue to reply to "ALL" (including eChimp@cms.hhs.gov) when they receive the POC Review e-mail containing the CR Files and attachments from CRs created in eChimp 1.0.	X	X	X	X	X	X	X	X	
4092.12	Effective January 3, 2006, upon receipt of the e-mail alert that does not contain the CR files and attachments, contractor POCs shall whenever possible combine the comments and submit one set of comments per CR on behalf of their contractor site/organization to CMS via eChimp 2.0. However, if the CR impacts Part A, Part B, DME and/or RHHI and it makes more sense to submit the comments separately (to keep the content clear), then separate comments on behalf of the contractor site/organization will be acceptable. No response will be considered concurrence.	X	X	X	X					
4092.13	Effective January 3, 2006, upon receipt of the e-mail alert that does not contain the CR files and attachments, SSM POCs shall submit one set of comments/estimates of hours per CR on behalf of their maintainer site/organization to CMS. No response will be considered concurrence.					X	X	X	X	

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		F I	R H H I	C a r r i e r	D M E R C	Shared System Maintainers				Other
						F I S S	M C S	V M S	C W F	
4092.14	Effective February 6, 2006, CMS POCs, contractors and maintainers POCs shall enter all comments directly into eChimp. No response will be considered a concurrence.	X	X	X	X	X	X	X	X	CMS POCs
4092.15	Effective February 6, 2006, CMS POCs, contractors and maintainer POCs shall no longer submit comments via e-mail.	X	X	X	X	X	X	X	X	CMS POCs

III. PROVIDER EDUCATION

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		F I	R H H I	C a r r i e r	D M E R C	Shared System Maintainers				Other
						F I S S	M C S	V M S	C W F	
	None.									

IV. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions: N/A

X-Ref Requirement #	Instructions

B. Design Considerations: N/A

X-Ref Requirement #	Recommendation for Medicare System Requirements

C. **Interfaces: N/A**

D. **Contractor Financial Reporting /Workload Impact: N/A**

E. **Dependencies: N/A**

F. **Testing Considerations: N/A**

V. **SCHEDULE, CONTACTS, AND FUNDING**

Effective Date*: On or after January 3, 2006 **Implementation Date:** On or after January 3, 2006 Note: The effective & implementation dates will most likely be delayed. An official JSM will be sent at a minimum 5 business days in advance of the official production date. **Pre-Implementation Contact(s):** Nicole Atkins 410-786-8278 or Nicole.Atkins@cms.hhs.gov **Post-Implementation Contact(s):** Nicole Atkins 410-786-8278 or Nicole.Atkins@cms.hhs.gov	**No additional funding will be provided by CMS; contractor activities are to be carried out within their FY 2006 operating budgets.**

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Attachments

General Information, Eligibility, and Entitlement Manual

Chapter 7 - Contract Administrative Requirements

Table of Contents

(Rev.34, 01-06-06)

70 – Change Management Process -- Electronic Change Information Management Portal (eChimp)

(Rev.34, Issued: 01-06-06, Effective Date: on or after 01-03-06, Implementation Dates: on or after 01-03-06)

The Centers for Medicare & Medicaid Services' (CMS's) Division of Change Management (DCM) is responsible for the coordination and distribution of the draft Medicare Fee-for-Service (FFS) Change Requests (CRs) for Point-of-Contact (POC) Review. To that end, the DCM has developed the Electronic Change Information Management Portal (eChimp), a user-friendly, web-based application to streamline and automate the change management process.

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ACCESS REQUEST to the
eChimp

Application Name: eChimp   Date:
Production Server:
Server IP Address:
Contact: Nicole Atkins 410-786-8278
System Owner:
CMS Technical Contact: MDCN@CMS.HHS.GOV

The following organization has requested access to the eChimp Server
Organization Name:
Contractor #(s):
Technical Contact:
Physical Site Address:
(City, State, Zip):
Email Address:
Phone:
Connection Type:
Remote IP Address(es):

1. Does your site have IP connectivity into the AGNS network?

    If your answer is **YES**, then please continue answering this page only.
    If the answer to this question is **NO**, then please answer questions 5 – 12.

2. What are the AGNS account names (i.e. BXKY, BXSC, CWF3) associated with each
    customer in this request? (i.e. The AGNS account for the IP connectivity into the CMS
    central office is 'HCFA').

3. What are the City/States associated with the sites for this connectivity?

4. What are the IP networks/subnet masks that will be communicating with each other (this is
    required for both ends of the connectivity so that routing can be put in place over this new
    PVC that's built across the AGNS network)? Note: you may need to contact your network
    administrator for this information.

NOTE: If the AGNS router is placed on a ring/segment that is upstream from the origination network(s), then we'll need to know what the next hop will be out of the AGNS router to get to the cascaded network(s).

NOTE: If you have dial-up modem capability, we could provide temporary access to CMS while your IP connectivity is being processed (let us know if you require this).

5.   What type of LAN will our router be connected to (i.e. Ethernet/Token Ring)?

6.   Will this new site require non-portable registered IP/IPX addresses from AGNS?
        If so, how many? If not, what addresses will be used at this site (subnet/mask)
        and what IP address/subnet mask should be used as the LAN interface addr.
        on the AGNS router?

7.   What protocols will need to be enabled for this site (i.e. IP/IPX/SNA/NETBIOS)?

8.   Will this site require the use of a dynamic routing protocol to advertise/learn routes
        to/from the AT&T Business Services network (i.e. IGRP, EIGRP, OSPF, BGP)? If not,
        we'll assume that static routes should be used on the router that we'll place at the new
        site.

9.   What IP network(s) or host(s) at this site (please include subnet mask) will need
        to be able to communicate with what IP network(s) or host(s) at other
        sites and visa versa (please include subnet masks for the destination network(s)
        as well)?

        NOTE: If the AGNS router is placed on a ring/segment that is upstream
        from the origination network(s), then we'll need to know what the next hop
        will be out of the AGNS router to get to the cascaded network(s).

10.   Does this site have connectivity out to the internet?

11.   If there is connectivity out the internet, please describe the FW being used at the
        site(s) for which this is applicable:

        - Socks or Proxy
        - FW software/hardware
        - Is there any unsolicited inbound traffic permitted from the Internet through the

firewall?
- Will AGNS MDNS WAN be connected to the secure side of the FW?

12.	Is there any dial connectivity requirements to the subnet(s) at this site?

13.	Are you currently using Microsoft Internet Explorer version 5.5 or higher?