

MGCRB SYSTEM RELEASE NOTES & ANNOUNCEMENTS

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**MGCRB 2023.04:
Updated CMS.gov Website URLs and Incorporation of Supplemental
Instructions into OH CDMS User Manuals
(December 15, 2023)**

In September 2023, CMS redesigned its public-facing website, CMS.gov, in order to organize, structure, and label content in an effective way to help people more efficiently find information and complete tasks. As part of this redesign, CMS.gov URLs changed, which necessitated conforming changes to documentation related to the Provider Reimbursement Review Board (“PRRB”), the Medicare Geographic Classification Review Board (“MGCRB”), and the CMS Hearing Officer.

The revised URLs are as follows:

PRRB: <https://www.cms.gov/medicare/regulations-guidance/provider-reimbursement-review-board>;

MGCRB: <https://www.cms.gov/medicare/regulations-guidance/geographic-classification-review-board>; and

Hearing Officer: <https://www.cms.gov/medicare/regulations-guidance/hearing-officer>.

The PRRB and MGCRB Rules have been revised to update all references to CMS.gov URLs. Revisions since the last published version have been highlighted in gray for ease of reference. These instructions supersede those previously issued and are effective immediately. The PRRB has issued Board Alert 24 and Board Order No. 4 to effectuate these changes to its Board Rules. See

PRRB: <https://www.cms.gov/medicare/regulations-guidance/provider-reimbursement-review-board/current-prrb-alerts>;

<https://www.cms.gov/medicare/regulations-guidance/provider-reimbursement-review-board/prrb-rules-and-board-orders>; and

MGCRB: <https://www.cms.gov/medicare/regulations-guidance/provider-reimbursement-review-board/prrb-rules-and-board-orders>.

All user manuals for the Office of Hearings Case and Document Management System (“OH CDMS”) will also be updated in the near future to reflect the revised CMS.gov URLs as well as to incorporate all previously published manual supplements. See

PRRB: <https://www.cms.gov/medicare/regulations-guidance/provider-reimbursement-review-board/prrb-electronic-filing>;

MGCRB: <https://www.cms.gov/medicare/regulations-guidance/geographic-classification-review-board/mgcrb-electronic-filing>;

Hearing Officer: <https://www.cms.gov/medicare/regulations-guidance/hearing-officer/hearing-officer-electronic-filing>.

While the prior CMS.gov URLs will redirect to the new URLs listed above for the immediate near future, that redirection is only a temporary measure. Accordingly, we encourage you to update your favorites and bookmarks with the new URLs as soon as possible.

**MGCRB 2023.03:
MGCRB Alternative Method to Request Change of Representative
(November 22, 2023)**

The Office of Hearings (“OH”) has implemented an area of new functionality for the MGCRB module within the Office of Hearings Case and Document Management System (“OH CDMS”).

Within OH CDMS, correspondence is to be submitted from the Case Correspondence tab within the impacted case. The ability to access to this tab is limited to the current representative of the case, but OH CDMS now permits an alternative method for a newly appointed representative to submit a change of representative request from the MGCRB Home Page.

See OH CDMS MGCRB User Manual Supplement at <https://www.cms.gov/files/document/oh-cdms-mgcrb-user-manual-supplement-alternative-method-request-change-representative.pdf>.

**MGCRB 2023.02:
MGCRB FY 2025 Application Period &
New Email Address for MGCRB Inquiries
(July 10, 2023)**

Current Application Period

The MGCRB application is available for the FY 2025 – 2027 reclassification cycle. New application requests and reinstatement requests must be filed no later than **September 1, 2023**. Board Rules are located at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Board-Rules>.

Correspondence

For any system or access questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

In lieu of the prior MGCRB phone line, all other questions about the MGCRB may be sent by email to MGCRB@cms.hhs.gov. See revision to Board Rule 2.5.

**MGCRB 2023.01:
MGCRB Withdrawal and Termination Deadline
(May 01, 2023)**

A request for withdrawal or termination of an approved reclassification must be received by the MGCRB within 45 days of publication of CMS' annual notice of proposed rulemaking ("NPRM") concerning changes to the Inpatient Prospective Payment System and proposed payment rates for the fiscal year for which the application has been filed.

The current MGCRB withdrawal and termination period for approved reclassifications is open from May 1, 2023 through **June 15, 2023**. Board Rules are located at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Board-Rules>.

For any system or access questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2022.02:
MGCRB FY 2024 Application Period &
Updated OH CDMS Maintenance Dates
(May 10, 2022)**

The MGCRB application is available for the FY 2024 - 2026 reclassification cycle. The current application and reinstatement period is open through September 1, 2022. Board Rules are located at www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Board-Rules.

An updated system maintenance schedule has been posted on the Electronic Filing webpage for PRRB, MGCRB, and Hearing Officer modules. For each of the specified dates below, OH CDMS will be unavailable and users must be logged out of the system during the maintenance window. You will also be given reminders through a banner when you log into OH CDMS and an email approximately a week in advance. If questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

Projected System Maintenance Dates 8:30 PM - 11:59 PM
Thursday, July 21, 2022
Thursday, August 11, 2022
Thursday, September 1, 2022
Thursday, September 22, 2022
Thursday, October 13, 2022
Thursday, November 3, 2022
Thursday, December 1, 2022
Thursday, December 22, 2022
Thursday, January 12, 2023
Sunday, January 22, 2023

**MGCRB 2022.01:
MGCRB Withdrawal and Termination Deadline
(May 10, 2022)**

A request for withdrawal or termination of an approved reclassification must be received by the MGCRB within 45 days of publication of CMS' annual notice of proposed rulemaking ("NPRM") concerning changes to the Inpatient Prospective Payment System and proposed payment rates for the fiscal year for which the application has been filed.

The current MGCRB withdrawal and termination period for approved reclassifications is open from May 10, 2022 through **June 24, 2022**. Board Rules are located at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Board-Rules>.

For any system or access questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2021.05:
Extension for MGCRB Applications for Louisiana & Mississippi
(September 3, 2021)**

Secretary Becerra used his authority in the Public Health Service Act to declare a [public health emergency \(PDF\)](#) (PHE) on August 30, 2021, giving CMS the flexibility to support beneficiaries in Louisiana, effective August 26, 2021 and Mississippi, effective August 28, 2021. Accordingly, CMS has granted Additional IPPS Hospital Blanket Waivers for 2021 Hurricane Ida as noted below.

Extension for Medicare Geographic Classification Review Board (MGCRB) Applications:

CMS is modifying the September 1, 2021 deadline for applications for FY 2023 reclassifications to be submitted to the MGCRB. CMS has granted an extension to the deadline at § 412.256(a)(2) for the States of Mississippi and Louisiana. Applications for FY 2023 reclassifications from hospitals in these areas must be received by the MGCRB not later than October 4, 2021

Extension for Inpatient Prospective Payment System (IPPS) Wage Index Revisions:

Regarding the FY 2023 wage index, CMS is modifying the September 2, 2021 deadline specified in the FY 2023 Hospital Wage Index Development Time Table for these hospitals to request revisions to and provide documentation for their FY 2019 Worksheet S-3 wage data and CY 2019 occupational mix data as included in the May 23, 2021 preliminary Public Use Files (PUFs), respectively. CMS has granted an extension for hospitals in the States of Louisiana and Mississippi until October 4, 2021. MACs must receive the revision requests and supporting documentation by this date. If hospitals encounter difficulty meeting this extended deadline of October 4, 2021, hospitals should communicate their concerns to CMS via their MAC, and CMS may consider an additional extension if CMS determines it is warranted.

See <https://www.cms.gov/current-non-covid-emergencies> and <https://www.cms.gov/files/document/hurrican-ida-additional-ipp-s-hospital-blanket-waivers.pdf> (PDF).

**MGCRB 2021.04:
MGCRB FY 2023 Application and
Updated MGCRB Rules Are Available
(July 15, 2021)**

The MGCRB application is available for the FY 2023 - 2025 reclassification cycle. The current application and reinstatement period is open through September 1, 2021.

MGCRB Rules have been updated, effective immediately, to update several administrative items, specifically:

- MGCRB mailing address (for use with Statewide Applications),
- U.S. Census Bureau links in Appendix C (for most recent Reference Maps (March 2020)), and
- Clarification of Rule 3.1 to address acceptance of correspondence subsequent to submitting the initial application.

See <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/index.html> for MGCRB Rules, Frequently Asked Questions, and Electronic Filing support.

For any system or access questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2021.03:
OH CDMS Migration to CMS SEI Portal Is Complete
(February 21, 2021)**

The migration of the Salesforce applications from the CMS Enterprise Portal to the new CMS Salesforce Enterprise Integration (“SEI”) Portal is complete. Users may now access OH CDMS through the CMS SEI Portal via <https://sei.cms.gov>.

Although the access link has changed, all login IDs and passwords remain the same. Multifactor authentication (“MFA”) has been defaulted to the email address in your CMS profile. If you have any questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2021.02:
OH CDMS Migration Reminder –
Change in System Access Effective February 22, 2021
(February 19, 2021)**

This is a reminder that as of Monday, **February 22, 2021**, you will need to access the Office of Hearings Case and Document Management System (“OH CDMS”) through the **Salesforce Enterprise Integration (“SEI”)** Portal using a new link at <https://sei.cms.gov>.

Although the access link is changing, all login IDs and passwords remain the same. Multifactor authentication (“MFA”) will be defaulted to your email address upon your first login. You will then be able to re-establish alternative MFA options from the self-service menu.

If you have not yet registered for OH CDMS, an updated External User Registration Manual will be available on February 22, 2021 to reflect the new process through the SEI Portal. Please reference the Office of Hearings Electronic Filing websites at: <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/PRRBReview/Electronic-Filing> and <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Electronic-Filing>.

Please note that the prior CMS Enterprise Portal at <https://portal.cms.gov> will no longer provide you access to OH CDMS. Also, the CMS IDM Portal at <https://idm.cms.gov> that you may use for other CMS applications, such as DSH or PS&R, will also not provide access to the SEI Portal or OH CDMS.

If you have any questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2021.01:
OH CDMS – Change in System Access Effective February 22, 2021
(February 11, 2021)**

As of Monday, **February 22, 2021**, you will need to access the Office of Hearings Case and Document Management System (“OH CDMS”) using a new link (<https://sei.cms.gov>). The prior CMS Enterprise Portal link (<https://portal.cms.gov>) will no longer provide you access to OH CDMS. Although the access link is changing, all login IDs and passwords remain the same. Once you login using <https://sei.cms.gov>, the OH CDMS tile to access the system will be immediately displayed. If you have any questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2020.04:
Postponement of Application Deadline to the
Medicare Geographic Classification Review Board
(August 21, 2020)**

Per requirements at section 1886(d)(10)(C)(ii) of the Social Security Act (the Act) and 42 CFR 412.256(a)(2), September 1, 2020 is the deadline to submit an application to the Medicare Geographic Classification Review Board (MGCRB) for FY 2022 reclassifications. These provisions require applications to be filed through OH CDMS (<https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Electronic-Filing>) not later than the first day of the 13-month period preceding the Federal fiscal year for which reclassification is requested. **Due to the COVID-19 Public Health Emergency (PHE), under the authority of section 1135(b)(5) of the Act, CMS is postponing the September 1 deadline until 15 days after the public display date of the FY 2021 IPPS/LTCH final rule by the Office of the Federal Register.**

See <https://www.cms.gov/files/document/summary-covid-19-emergency-declaration-waivers.pdf>.

If you have questions regarding this extension or any MGCRB data or policy issues, please direct them to CMS at wageindex@cms.hhs.gov.

**MGCRB 2020.03:
Three Year MGCRB Reclassification Data Available
(August 6, 2020)**

CMS posted the Three Year MGCRB Reclassification Data for FY 2022 applications. See <https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/AcuteInpatientPPS/Wage-Index-Files-Items/Three-Year-MGCRB-Reclassification-Data>.

CMS ordinarily provides a 60-day delay in the effective date of final rules after the date they are issued (with the IPPS final rule issued on or around August 1 and effective October 1). Due to CMS prioritizing efforts in support of containing and combating the COVID-19, in the IPPS proposed rule CMS waived the 60-day delay in the effective date of the final rule, and replaced it with a 30-day delay in the effective date of the final rule. Usually, CMS provides the Three Year Medicare Geographic Classification Review Board (MGCRB) Reclassification Data for the FY 2022 MGCRB Applications for MGCRB reclassification concurrent with the IPPS final rule. However, in order to provide hospitals sufficient time before the September 1, 2020 deadline for the FY 2022 MGCRB Applications, CMS is providing this data prior to issuance of the final rule.

If you have further questions regarding the data or any policy issues, please direct them to CMS at wageindex@cms.hhs.gov.

If you have any registration or access issues related to OH CDMS or any technical questions about the electronic MGCRB application, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2020.02:
MGCRB FY 2022 Application Available
(August 1, 2020)**

The MGCRB application is available for the FY 2022 - 2024 reclassification cycle. The current application and reinstatement period is open from July 27, 2020 through September 1, 2020. Board Rules are located at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Board-Rules.html>. See also Frequently Asked Questions at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/index.html>.

Note that the MGCRB requires applications, supporting documents, and subsequent correspondence to be filed electronically through the Office of Hearings Case and Document Management System (“OH CDMS”). Reference <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Electronic-Filing.html> for registration instructions and the system user manual.

For any system or access questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2020.01:
Anti-Virus Scanning
(January 7, 2020)**

There has been an increase in uploaded documents identified as potentially “infected” by the OH CDMS anti-virus scanning tool. A file can be falsely identified as infected for various reasons, including:

- **Links** – Any links to files on your computer, another computer, or to a source outside of OH CDMS must be removed. The information from the link may be saved and uploaded as a separate document.
- **Embedded files** – An embedded file is any file inserted into your document. Any embedded files must be removed prior to uploading your documents. The removed files may be saved and uploaded separately.
- **Macros** – A macro is a set of instructions that expands to perform a task and could be pointing to an unverifiable source. Files may not be saved as Word or Excel Macro-Enabled Documents.

Please make sure that your files do not contain any of these particular items before uploading a file to OH CDMS. If you have questions, please contact the OH CDMS help desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2019.02:
MGCRB Frequently Asked Questions
(August 7, 2019)**

The MGCRB has recently posted a set of Frequently Asked Questions related to the FY 2021 application period. Please see <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/index.html>.

**MGCRB 2019.01:
MGCRB FY 2021 Application Available
(July 11, 2019)**

The Medicare Geographic Classification Review Board (“MGCRB”) application is available for the FY 2021 – 2023 reclassification cycle. The current application period is open from July 11, 2019 through September 3, 2019. The Board Rules are located at <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Board-Rules.html>.

Note that the MGCRB requires applications, supporting documents, and subsequent correspondence to be filed electronically through the Office of Hearings Case and Document Management System (“OH CDMS”). Reference <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Electronic-Filing.html> for registration instructions and the system user manual.

For any system or access questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2018.02:
MGCRB Electronic Filing is Available – FY 2020 Application
(July 18, 2018)**

The MGCRB module of the Office of Hearings Case and Document Management System (“OH CDMS”) is available for use. Please login to file your application electronically.

Note that beginning with the federal fiscal year 2020 reclassification application cycle, the MGCRB requires applications, supporting documents, and subsequent correspondence to be filed through OH CDMS. Also, the MGCRB will issue all of its notices and decisions via email and these documents will be accessible through OH CDMS.

Please reference <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Electronic-Filing.html> for registration instructions and the system user manual. For any system questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.

**MGCRB 2018.01:
Pre-Registration for MGCRB Electronic Filing
(July 10, 2018)**

Beginning with the federal fiscal year 2020 reclassification application cycle, the MGCRB will require electronic filing through its new system, the Office of Hearings Case and Document Management System (“OH CDMS”). The MGCRB module of OH CDMS will soon be available; however, the MGCRB requests that users register for the new system prior to its release.

Please reference <https://www.cms.gov/Regulations-and-Guidance/Review-Boards/MGCRB/Electronic-Filing.html> for registration instructions. You will receive another alert once the system is ready to take applications. For any system questions, please contact the OH CDMS Help Desk at 1-833-783-8255 or Helpdesk_OHCDMS@cms.hhs.gov.