

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850



CENTER FOR MEDICARE

DATE: May 6, 2011

TO: All Prescription Drug Plan and Medicare Advantage Plan Sponsors

FROM: Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C&D Data Group

SUBJECT: Monitoring Parts C & D Reporting Website Access for Calendar Year 2011

CMS has been using a contractor, Acumen, LLC for the purpose of assisting CMS in analyzing the Part D Reporting Requirements data. This project is continuing for Contract Year 2011. Sponsors that are required to submit Reporting Requirements data will also be responsible for obtaining and maintaining access to the Monitoring Parts C & D Reporting Website, the secure website to communicate with CMS and Acumen on Reporting Requirements data related issues. Authorized users are notified via the website and e-mail if Sponsors have failed to submit data by the reporting deadline or if CMS would like Sponsors to verify the accuracy of their submitted data. Through the website, Sponsors may access details on data issues, respond to data notices, and monitor communications from CMS. In addition, follow-up communications regarding error resolution occur on the website via contract-specific discussion boards.

Sponsors must establish appropriate points of contact for the website. The most appropriate users are staff directly involved in the process of creating and submitting Reporting Requirements data.

- **New 2011 Contracts:** Identify up to five authorized users for the Monitoring Parts C & D Reporting Website and submit contact information through the Acumen User Security Website (see Attachment A).
- **Contracts continuing from 2010:** Confirm that the existing users remain the appropriate points of contact for this project. Validation of current users, removal of users, and submission of contact information for any new users must be conducted through the Acumen User Security Website (see Attachment A).

If you have any questions, please contact Acumen at CDReporting@AcumenLLC.com or (650) 558-8006.

ATTACHMENT A: User Authorization Instructions

Acumen created the Monitoring Parts C & D Reporting Website to facilitate the analyses of Part C and Part D Reporting data. Through the website, users can communicate with CMS and Acumen, as well as track contract-specific issues through the use of discussion boards exclusive to the sponsor's designated representatives. Please note that the website is accessible only to authorized users, with each sponsor utilizing website space which is separately secured from all other users.

In accordance with Federal Information Security Management Act (FISMA) regulations, only the Medicare Compliance Officer is authorized to grant access to Acumen's websites for each contract. To streamline this process, Acumen has developed the User Security Website – a web tool that allows Medicare Compliance Officers to manage their users on the Acumen websites.

Medicare Compliance Officers should take the following steps to grant access to the Monitoring Parts C & D Reporting Website:

1. Identify individuals who should have access to the Monitoring Parts C & D Reporting Website.

- Contracts are limited to **five** authorized users.
- All users will have access to all features of the Monitoring Parts C & D Reporting Website, including viewing and replying to data notices and discussion boards. In addition, all users will receive e-mail notifications.

2. Log onto the User Security Website (https://CPC.ProgramInfo.US/User_Security).

- *If you are a Sponsor that was active in 2010*, your current Medicare Compliance Officer should already have access to the User Security Website through existing work with Acumen.
- *If you are a new Sponsor for 2011*, you should have recently received or will soon receive a welcome e-mail and letter with login credentials. Please contact Acumen at CPC@acumenllc.com if you have any questions.

3. Authorize users. The Medicare Compliance Officer must submit an Available User Request Form for each proposed user and authorize access permissions for each user.

- To ensure timely access to the Monitoring Parts C & D Reporting Website, Medicare Compliance Officers must complete the user authorization process by **May 13, 2011**.

Acumen will send authorized Parts C& D Reporting Requirements Analysis Website users:

- An e-mail with login username and the website user guide.
- A letter with login password via USPS.

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