

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 12918	Date: October 24, 2024
	Change Request 13748

SUBJECT: User Enhancement Change Request (UECR): Update Multi-Carrier System (MCS) Import File Copy Request Screen

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to update the functionality of the User File Copy Request screen to allow file maintenance importing across processing regions for a Medicare Administrative Contractor (MAC) maintaining multiple MAC jurisdictions.

EFFECTIVE DATE: April 1, 2025

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

IMPLEMENTATION DATE: April 7, 2025

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/revise 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
N/A	N/A

III. FUNDING:

For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:

One Time Notification

Attachment - One-Time Notification

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IMPLEMENTATION DATE: April 7, 2025

I. SUMMARY OF CHANGES: The purpose of this Change Request (CR) is to update the functionality of the User File Copy Request screen to allow file maintenance importing across processing regions for a Medicare Administrative Contractor (MAC) maintaining multiple MAC jurisdictions.

II. GENERAL INFORMATION

A. Background: The purpose of this Change Request (CR) is to update the functionality of the User File Copy Request screen to allow file maintenance importing across processing regions for a MAC maintaining multiple MAC jurisdictions.

Currently, a MAC cannot import files from one MAC jurisdiction to another. The functionality is limited to file imports within a Customer Information Control System (CICS) region, different MCS plan codes same MAC. This requires the MAC to perform duplicate file maintenance and testing if they maintain multiple contracts. Allowing the MAC to perform maintenance in one CICS region and import that maintenance to another jurisdiction will reduce efforts by eliminating duplicate file maintenance and testing between jurisdictions.

It is not the intent of this change to allow a MAC to import files outside of their existing contracts/jurisdictions. This control logic currently is in place and shall remain.

Example: Jurisdiction H shall not be permitted to import a file to Jurisdiction E. Jurisdiction H shall be permitted to import a file to Jurisdiction L or vice versa.

The MAC jurisdictions this change applies to are as follows:

Jurisdiction J and M

J- for the states of Alabama, Georgia and Tennessee, plan code 16, CICS region J1.

M- for the states of North Carolina, plan code 31, CICS region B3; South Carolina, plan code 83, CICS region B1; Virginia, plan code 90, CICS region B2, West Virginia, plan code 36, CICS region B4.

Jurisdiction H and L

H- for the states of Texas, plan code 45, CICS region H1; Colorado, New Mexico and Oklahoma, plan code 91, CICS region H2; Louisiana, plan code 53, CICS region H3, Mississippi, plan code 50 CICS region H4; Arkansas, plan code 52, CICS region H5.

L- for the states of Pennsylvania, plan code 87, CICS region C1; New Jersey, plan code 86, CICS region C2; Maryland, plan code 69, CICS region C3; District of Columbia and Delaware, plan code 57, CICS region C4.

Jurisdiction E and F

E- for the states of Hawaii and Nevada, plan code 33, CICS region 19; Northern California, plan code, 54 CICS region 17; Southern California, plan code 55, CICS region 18.

F- for the states of Alaska, Oregon and Washington, plan code 34, CICS region 21; Arizona, Utah and Montana, plan code 37, CICS region 37; North Dakota, South Dakota and Wyoming, plan code 38, CICS region 38; Idaho, plan code 32, CICS region 22.

Jurisdiction 5 and 8

5- for the states of Iowa, Kansas, Missouri and Nebraska, plan code 74, CICS region 55.

8- for the states of Michigan, plan code 68, CICS region 81; Indiana plan code 22, CICS region 82.

Jurisdiction 6 and K

6- for the states of Illinois, plan code 62, CICS region 65; Minnesota, plan code 94, CICS region 64; Wisconsin, plan code 95 CICS region 66.

K- for the states of Connecticut and New York, plan code 75 CICS region D1; Massachusetts, Maine, New Hampshire and Vermont, plan code 70, CICS region E2; Rhode Island, plan code 08, CICS region E3.

Should the jurisdictional contract structure change, the MCS contractor shall be prepared to update this code to align appropriately. Jurisdiction change notifications are issued under a MAC transition CR.

This change does not apply to Jurisdiction 9, Jurisdiction 15, or the Railroad Retirement contractor.

B. Policy: N/A

III. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
13748.1	The contractor shall update the import file process to allow for the import of full and partial files for the MACs processing multiple jurisdictions.						X			
13748.2	The contractor shall not change the existing functionality of the import file process for the MACs processing a single jurisdiction.						X			

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
13748.3	The contractor shall be prepared to update this code to align appropriately per notification of any jurisdictional contract change. These notifications are issued under a MAC transition CR.						X			
13748.4	The MACs who process multiple jurisdictions shall test this change in full.		X							
13748.5	The utilization of this function shall be at the discretion of the MAC.		X							

IV. PROVIDER EDUCATION

None

Impacted Contractors: None

V. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

Section B: All other recommendations and supporting information: N/A

VI. CONTACTS

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VII. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

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be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

ATTACHMENTS: 0