



## CENTER FOR BENEFICIARY CHOICES

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### MEMORANDUM

**Date:** February 17, 2006

**To:** Prescription Drug Plans and Medicare Advantage-Prescription Drug Plans

**From:** Gary Bailey, Deputy Director for Plan Policy and Operations

**Subject:** Schedule of Files for Distribution in February

CMS is preparing to distribute a series of files to plans over the next two weeks. Some of these files will be the routine reports generated by MARx. Others will be special files created as part of a clean-up of the MARx databases. Finally, CMS will distribute a second enrollment snapshot file. In order to keep plans informed about the sequence of activities related to these files, the following is a summary what your organization should expect to receive from CMS in terms of TRRs and files.

In addition to the routine reports listed here, CMS will distribute Batch Completion Status summaries to plans the day after files have been processed in MARx. For the past week, while clean-ups were being completed and routine transactions were held, BCS summaries were not being distributed. CMS commenced the routine distribution of BCS summaries on February 16 and will continue to distribute these reports as transactions are processed.

Please note that CMS has had a number of conversations with plans regarding a process for reconciling enrollments (“auto disenrollments”). In discussions with plans, a number of policy and operational concerns have been raised. CMS is considering these concerns in developing a process that protects the beneficiaries while allowing plan enrollment databases to synch up with CMS files. CMS will not be releasing any files for this process until all policy and operational questions have been resolved. More complete guidance for the enrollment reconciliation process will follow separately.

#### **February 14: First Clean-up TRR - Clarification**

On February 14, CMS sent a special TRR on February 14 only to plans that have segments and submitted a PBP Change 71 transaction to change segments. A plan with no segments, or no PBP Change 71s related to their segments, would not have received this special TRR.

#### **February 18: Weekly TRR**

On February 18, CMS will send the regularly scheduled weekly TRR, which will include (at a minimum) all transactions processed since the last weekly TRR (including the retroactive transactions and transactions submitted immediately before payment cutoff).

### **February 20: Second Clean-up TRR**

On or about February 20, CMS will send a special TRR, which will contain all of the transactions that were processed to completion as a result of any one of several data clean-ups performed in MARx. Please note that not all plans will have transactions that are subject to clean-up; only plans with transactions that were part of a clean up will receive this TRR. Types of clean-ups include:

- Transactions that previously resulted in a TRC 165 being sent to plans. (Please note that not all transactions that received TRC 165s have been cleaned up, but those that have been part of a clean up will be in this report. The remaining TRC 165 transactions will be cleaned up and submitted to the relevant plans in a subsequent special clean-up TRR, expected on February 27.)
- Transactions that resulted in blank TRCs being sent to plans
- Transactions that were pended with no TRRs sent to plans
- Beneficiaries inadvertently disenrolled due to duplicate application signature dates
- Date of death notifications that did not successfully process in our systems
- Beneficiaries that were not properly terminated from contracts/plan benefit packages that terminated

This TRR should be processed like any other weekly TRR. It is produced out of normal processes, with the exception that these processes were delayed. So all required fields for each transaction type/TRC will be completed.

### **February 21: Reject TRR**

Some transactions that were pended in the system are for beneficiaries who have since had other actions performed on their records. These prior transactions cannot be released back into the system and will be rejected back to plans with a TRC 199, a new code that means “REJECTED, RETURNED TO PLAN FOR ADDITIONAL RESEARCH.” After examining these returned transactions, if a plan believes the transaction should be re-run, the plan should re-submit the transaction. This may require use of the retro process.

### **February 23: Monthly Membership File/Monthly TRR/Monthly Address File**

On February 23, CMS will send the regularly scheduled monthly reports for payment. Plans can use the membership file as a cross check against the enrollment and transfer files previously sent out. The full address file can be used to support any enrollments that the plans could not previously execute due to a lack of address information.

### **February 24: Full Membership File**

On or about February 24, CMS will send the full membership file, which will contain all active enrollments for every contract/PBP combination, effective the date that MARx began to run payments for March. This file should correspond to the membership as displayed on the Monthly Membership Report when it is released on February 27. The file will be in a TRR format with the TRC of 999. Plans will be expected to process this file in the same manner as previous special files. Steps include:

- Enroll any individuals that appear on this file and do not currently appear on the plans enrollment/eligibility files
- Add LIS eligibility for any member showing LIS eligibility on this special file but not reflecting LIS eligibility on the plans enrollment/eligibility files
- Update LIS eligibility information if the LIS copay level or premium subsidy level is more favorable to the member than the copay or premium level currently on the plan

enrollment and eligibility files. The copay/premium hierarchy, from most to least favorable, is:

Copay category	Premium Subsidy Percentage
3	100
2	100
1	100
4	100
4	75
4	50
4	25
0	0

Plans **SHALL NOT** disenroll any beneficiaries, remove LIS eligibility, or cause a beneficiary to have a less favorable premium or copay based solely on information from this file. The enrollment reconciliation process should clear up many discrepancies between your databases and our enrollment file.

**February 25: Weekly TRR**

On February 25, CMS will send the routine weekly TRR, which will contain all transactions processed since the last weekly TRR.

**February 27: Third Clean-up TRR**

On February 27, CMS will send the third clean-up TRR, which will contain any transactions processed to completion in any clean up activity conducted after the last clean-up TRR went out to plans. The clean-ups should fall into the general categories outlined for the February 20 clean-up TRR, and plans will be expected to process this clean-up TRR in the same manner as any other TRR.

**February 28: Second Reject TRR**

If MARx has transactions that are unable to be completed during the clean-up process, these transactions will be reported on February 28 using a reject TRR with the 199 TRC. Again, plans may research and resubmit those transactions that they believe should be reprocessed.