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

PLAN OVERSIGHT & ACCOUNTABILITY GROUP

DATE: May 11, 2007

TO: All Current and Prospective Medicare Advantage (MA), Prescription Drug
              Plan (PDP), PACE, 1876 Cost Plan Sponsors, and Demonstration
              Organizations

FROM: Cynthia E. Moreno, Director

SUBJECT: Release of CY 2008 Service Area Verification Functionality in HPMS

The Health Plan Management System (HPMS) Contract Year (CY) 2008 Service Area
Verification (SAV) functionality is now available in the Bid Submission module for **ALL**
organizations to begin reviewing their entire contract service area and applicable
attributes (e.g. employer-only/pending/partial counties or regions) for accuracy and
completeness. To access the CY2008 SAV, plan users should use the following
navigation path in HPMS: HPMS Homepage > Plan Bids > Bid Submission > Contract
Year 2008 > Upload > Verify Service Area.

Organizations must concur or non-concur with their contract service area in the SAV
functionality by the June 4, 2007 bid submission deadline. Bid submissions will not be
sent forward to the desk review process until an organization completes this upload
requirement. Please note that there are additional bid submission requirements (e.g., plan
crosswalk, formulary crosswalk) that will be released on May 18, 2007 that will also
require completion by the June 4, 2007 bid submission deadline. We strongly encourage
organizations to complete the SAV requirement as soon as possible.

Organizations that non-concur must provide an explanation as to what is incorrect with
their contract service area, such as a county or region that is not listed or one that is
erroneously listed. If an organization non-concurs with any portion of the contract
service area, each noted discrepancy must be resolved with CMS as soon as possible.
Service area issues may result in serious delays of the CMS bid desk review process.
Once resolution is met with CMS, you must re-verify the contract service area and concur
in HPMS as quickly as possible.

The SAV module lists the counties/regions assigned to a contract, whether it is an
employer-only county/region, if it is a pending county/region, if it is a partial county, the
number of individual plans that contain that county/region, and the number of employer
plans that contain that county/region. If the Partial County displays a "Yes," you can
select the "Yes" link to see the list of zip codes for that partial county. By selecting on
the "Number of Individual Plans or Number of Employer Plans" link, you can see the
plan ID(s) that have been contain that county/region.

If an organization identifies issues with its contract service area, including the presence of a county or region that should not be a part of its contract service area, please contact the appropriate person(s) as noted below:

MAO Service Area Issues:
- Lettica Ramsey at Lettica.Ramsey@cms.hhs.gov or 410-786-5262
- Ann Moses at Ann.Moses@cms.hhs.gov or 410-786-1167

PDP Service Area Issues:
- Marla Rothouse at Marla.Rothouse@cms.hhs.gov or 410-786-8063

Employer Group Service Area Issues:
- Jean Teetsell at Jean.Teetsell@cms.hhs.gov or 410-786-8643

Special Needs Plan (SNP) Service Area Issues:
- Marvin Glass at Marvin.Glass@cms.hhs.gov or 410-786-6845

If you require technical assistance with the SAV functionality, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov. Thank you.