

DEPARTMENT OF HEALTH & HUMAN SERVICES
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PLAN OVERSIGHT & ACCOUNTABILITY GROUP

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To: National PACE Association and All PACE organizations

From: Cynthia E. Moreno, Director /s/

Subject: Training and Access to PACE Auditing Module in HPMS

Beginning with audits conducted in calendar year 2008, all PACE organizations should begin using the new PACE auditing module in CMS' Health Plan Management System (HPMS). Regional office staff will enter all audit results, including findings and corrective actions required (CARs) into HPMS, and PACE organizations must enter their corrective action plans (CAPs) into HPMS as well.

HPMS Access

HPMS requires the use of a CMS User ID. You will use the current User ID that you use to submit data on quality indicators. If you need access to HPMS or the PACE audit module within HPMS, please contact hpms_access@cms.hhs.gov for instructions. There are two methods for accessing HPMS:

- Via the MDCN at <https://32.90.191.19>
- Via the Internet at <https://gateway.cms.hhs.gov>

User access is restricted to only those modules that are required by the individual user. If you need to make a request for additional access or access to a new contract number, send an e-mail to: hpms_access@cms.hhs.gov. Your request must contain your CMS User ID, the name of the module and/or contract number being requested, and a contact phone number.

User Guide

Once you have access to the PACE audit module in HPMS you may download the HPMS user guide. The user guide gives step by step instructions for using HPMS. To access the user guide do the following:

- On the "Hello!" screen, click on Monitoring in blue area.
- From the drop down box, click on MMC Auditing (not PACE Monitoring)
- The user guide is in the blue area.

If you have user access problems, report them to hpms_access@cms.hhs.gov. Report user ID/password problems to the CMS IT Service Desk at 410-786-2580. If you have questions on the HPMS module, email Tim Hoogerwerf at timothy.hoogerwerf@cms.hhs.gov. For all other questions, contact Diane Ross at diane.ross@cms.hhs.gov.