



PLAN OVERSIGHT & ACCOUNTABILITY GROUP

MEMORANDUM

DATE: November 30, 2007

TO: All Medicare Advantage, Prescription Drug Plan, PACE, 1876 Cost, and Demonstration Organizations

FROM: Cynthia E. Moreno, Director

SUBJECT: New Contract-Level Contacts in HPMS

CMS will be adding four new contract-level contact fields in HPMS:

- **SNP Application Contact** - The Special Needs Plan (SNP) Application Contact is the designated contact for questions related to SNP proposals.
- **SNP State Contact** - The SNP State Contact is the designated contact to address questions about State contracts with the organization's SNP plans.
- **Best Available Evidence Contact** - The Best Available Evidence Contact is the designated contact to address issues related to the policy requiring organizations to accept certain types of evidence from beneficiaries to show they qualify for LIS when CMS data do not show the correct status.
- **MA Financial Reporting Contact** - The MA Financial Reporting Contact is the designated contact to address issues related to financial solvency and is responsible for submitting the MA Fiscal Soundness data in HPMS.

These new contact fields will be available in HPMS **beginning on Monday, December 3, 2007**. At that time, please use the following navigation path in HPMS to enter these contact data: HPMS Homepage > Contract Management > Basic Contract Management > Select Contract Number > Contact Data.

We strongly recommend that organizations update this new field in HPMS as soon as possible, but no later than COB on Friday, December 14, 2007. If you require technical assistance, please contact the HPMS Help Desk (1-800-220-2028 or hpms@cms.hhs.gov) or Sara Walters (410-786-3330 or sara.walters@cms.hhs.gov). Thank you.