



DATE: November 20, 2007
TO: All Prescription Drug Plan and Medicare Advantage-Prescription Drug Plan Sponsors
FROM: Cynthia Tudor, Ph.D., Director, Medicare Drug Benefit Group
SUBJECT: Continuation of the Low Income Subsidy Match Rate Project

The accuracy of Low Income Subsidy (LIS) information that Prescription Drug and Medicare Advantage-Prescription Drug Plans have for Medicare beneficiaries is extremely important to CMS. This information is vital to ensuring that all low-income beneficiaries, especially auto-enrollees, are charged the correct premiums and co-payments for their prescription drugs.

During the 2007 benefit year, Acumen, LLC has been assisting CMS and Part D sponsors improve the accuracy of enrollment information for LIS beneficiaries by matching monthly enrollment information submitted by Part D sponsors to the corresponding enrollment data on file in CMS' records and providing detailed monthly exception reports to Part D sponsors to facilitate resolution of any discrepancies. CMS is very pleased with the results of this effort, which currently show that approximately 99% of LIS beneficiaries on CMS' records have matching premium and co-payment information on Part D sponsors' records.

This memo is to inform Part D sponsors that CMS will continue the LIS match rate project for the 2008 benefit year and Acumen, LLC will continue to assist CMS and Part D sponsors in this process. All Part D sponsors will participate in this process, with the following exceptions: PACE contracts and any contracts that exclusively service U.S. territories will not be required to participate. For all other Part D sponsors, the basic process will continue as follows:

1. All Part D sponsors will upload enrollee data to the CMS contractor via a secure web site on a monthly basis. The data submission schedule will be in three phases. Acumen will contact plan sponsors individually to specify the plan's submission phase.
2. Acumen will access plan and CMS LIS data to analyze and compare the two data sets, calculate a match rate and identify exceptions. Monthly reports will be generated to track exceptions.
3. Acumen will work individually with the plans to resolve the exceptions and report back to CMS.
4. CMS will monitor plan performance on the accuracy of these data.
5. CMS will publish the LIS match rate for each sponsor on the Medicare Prescription Drug Plan Finder.

Attachments to this memo describe in detail what the next steps are for Part D sponsors. Specifically, attachment A explains how to get started with obtaining access for new users and getting started on this project. Attachment B provides a general overview of the activities to be performed by Part D sponsors and Acumen, LLC. Attachment C describes the layout contents of the attached MS Excel file titled “LIScontacts.xls”, which is included for plans to complete and return to Acumen, LLC. at LIS@Acumenllc.com per the instructions outlined in Attachment B.

In summary, the schedule of events following this memo is described in the table below:

Action	Date
New Sponsors: Identify authorized users of the Acumen LIS matching website and submit contact information to Acumen LLC (instructions are included in attachment A and the attached MS Excel file titled “LIScontacts.xls”). Existing Sponsors: CMS will contact sponsors to validate existing users; validation of current users and contact information for any new users must be submitted to Acumen LLC (a list of current users will be sent to contract Medicare Compliance Officers).	New user requests and current user validation due by 11/30/07
New Sponsors and Existing Sponsors that request new users: Be prepared to receive login credentials to access Acumen LIS matching website	Rolling-basis, following submission of contact information
All Sponsors: Review the “Overview of the LIS Data Matching Process” in Attachment B and ensure authorized users are familiarized of the process and data variables.	No later than 11/30/07
All Sponsors: Sponsor testing of LIS match website	12/17/07 to 1/4/08
All Sponsors: “Pilot” enrollment data to be submitted by sponsors	1/9/08 to 1/11/08
All Sponsors: Production data to be submitted by sponsors	February and reoccurring monthly thereafter

CMS appreciates your cooperation with Acumen, LLC and all of your efforts in making the LIS matching project a success. If you have any questions about this project or process, please contact Acumen at LIS@acumenllc.com.

ATTACHMENT A: General Instructions

Acumen has created a website to facilitate the LIS Match Rate Process. Part D sponsors will use this site, <https://PartD.ProgramInfo.US/LIS>, to upload, download, and communicate with Acumen. This secured website will be accessible only to authorized participants, with each sponsor utilizing a space on this site that is separately secured from all other participants. The website will facilitate the communication, tracking, and resolution of contract-specific issues through use of discussion boards and reports exclusive to the Part D sponsor's designated representatives.

For Acumen to authorize representatives to access the website, **all Part D sponsors must provide contact information for the individual(s) who will be using the website** <https://PartD.ProgramInfo.US/LIS>.

- For security purposes, the sponsor is limited to three authorized users.
 - The primary user should be listed first. The primary user will be the person Acumen contacts if there is a problem with data submission or with matching beneficiaries.
 - Additional users may serve as back up for the primary user or assist in troubleshooting.
 - Because troubleshooting may require reviewing information for specific beneficiaries, users are expected to be authorized to access identifiable beneficiary data.
 - To help your plan for this effort and to identify the appropriate contacts, the information on the next page provides an overview of the process you should expect.
- If you are an existing Part D sponsor that participated in the LIS Match Rate process in 2007, you will be receiving a spreadsheet with a list of users that we currently have in file. Please review and confirm by November 30, 2007, whether the same users will be authorized for 2008. Only users authorized for 2008 will have access to the website in 2008.
- If you are a new Part D sponsor for 2008, please indicate the appropriate "contact" individuals by completing the form in the attached file ("LIScontacts.xls") and sending this file by email as soon as possible but no later than November 30, 2007.
 - Note that the file is password protected, with "4AcumenLIS" as the password.
 - By opening and saving the file using this password, you will be transmitting an encrypted file.
 - Please email with the subject "{Field: Contract Number} Users" to LIS@Acumenllc.com.

Upon receipt of contact information from Part D sponsors, Acumen will forward authorized users welcome information with login credentials, detailed login instructions and additional information about the project.

ATTACHMENT B: Overview of the LIS Data Matching Process

Initial Setup Steps

Acumen will begin emailing welcome letters to authorized users as soon as they receive contact information. These letters will include detailed instructions for initial upload tests and on going website usage. Letters containing login credentials will arrive separately.

Step 1: Upload Data

Contracts must upload data on a monthly schedule. (The authorized user lists submitted by Part D sponsors should identify those persons who will perform this task and have access to these data.) The format of submitted data sets will be comma delimited text files, zipped using standard archiving software. Detailed information about file structures will be provided to authorized users through the website <https://PartD.ProgramInfo.US/LIS>. Acumen will validate data submissions checking formats and structure, and relevant contacts will be expected to resolve any data upload issues by correcting data structures and resubmitting files.

The following list shows the specific variables that will be requested.

Variables for All Part D Beneficiaries

1. Beneficiary's Claim Account Number
 2. Contract Number (Contract Identification Number)
 3. Plan Benefit Package (PBP) Number
 4. Beneficiary's Segment Identification Number
 5. Beneficiary Enrollment Effective Date
 6. Beneficiary Enrollment End Date
 7. Part D Premium Amount
 8. Part D Late Enrollment Penalty Amount
 9. Part D Penalty Waived Amount
 10. Total Premium Amount
 11. Qualifies for LIS Subsidy
 12. Beneficiary Date of Birth
 13. Beneficiary Gender
 14. Beneficiary Zip Code
 15. Date of File Creation
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Additional Variables for LIS Eligible Beneficiaries

16. Subsidy Start Date
 17. Subsidy End Date
 18. Beneficiary Most Recent Enrollment Source
 19. Part D Premium Subsidy Percentage
 20. Low Income Co-payment Level ID
 21. LIS Subsidy Amount
 22. LIS Penalty Subsidy Amount
 23. Beneficiary LICS Type
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Step 2: Reporting

Acumen will process submitted Contract data and link beneficiary records with those contained in CMS files to calculate LIS match rates. Reports will be made available to Contracts presenting match rates and identifying those specific cases not matching in CMS and Contract files. For this reason, the PDP/MA-PDs contacts must be limited to people with authorization to access the beneficiary level identifiable information contained in these reports.

Step 3: Exception Resolution

Acumen will email the Part D sponsor contacts when “match-rate” reports are available for review. Acumen will work on a one-on-one basis with relevant contacts via discussion boards on the website to resolve differences between CMS information and the data provided by Contracts. The goal of the exception resolution process will be to come as close as possible to a 100% match rate between Sponsors and CMS, where data corrections may need to be done by either the Contracts or CMS.

ATTACHMENT C: Contents of LIScontacts.xls

Contract Identification Number	
Contract Name	
PRIMARY CONTACT	
Last Name	
First Name	
Title	
Street Address	
City	
State	
Zip Code	
Email Address	
Phone Number	
Fax Number	
Responsible for Data Submission? (Y/N)	
Responsible for Resolving Enrollment Data? (Y/N)	
ADDITIONAL CONTACT (OPTIONAL)	
Last Name	
First Name	
Title	
Street Address	
City	
State	
Zip Code	
Email Address	
Phone Number	
Fax Number	
Responsible for Data Submission? (Y/N)	
Responsible for Resolving Enrollment Data? (Y/N)	
ADDITIONAL CONTACT (OPTIONAL)	
Last Name	
First Name	
Title	
Street Address	
City	
State	
Zip Code	
Email Address	
Phone Number	
Fax Number	
Responsible for Data Submission? (Y/N)	
Responsible for Resolving Enrollment Data? (Y/N)	