



CENTER FOR MEDICARE

DATE: May 27, 2011

TO: All Current and Prospective Medicare Advantage, Prescription Drug Plan, Cost, and PACE Organizations

FROM: Danielle R. Moon, J.D., M.P.A., Director
Medicare Drug & Health Plan Contract Administration Group

Cynthia G. Tudor, Ph.D., Director
Medicare Drug Benefit and C & D Data Group

SUBJECT: Instructions for Obtaining Electronic Signature and Attestation Access in the Health Plan Management System (HPMS) for Contract Year (CY) 2012

For CY 2012, the Centers for Medicare & Medicaid Services (CMS) will be using an electronic signature process for all contract-related documents, including contracts, addenda, and benefit attestations, as well as the agent/broker compensation attestations. Contracting officials for CMS and organizations contracting with CMS for CY 2012 will be signing documents and completing attestations via an electronic signature process in HPMS.

Consistent with last year, only those individuals associated with the following contacts in HPMS will be permitted to sign electronically as an official of the contracting organization:

- CEO – Senior Official for Contracting
- Chief Financial Officer (CFO)
- Chief Operating Officer (COO)

Consequently, one or more of these designated individuals must have a CMS user ID with electronic signature and attestation access in HPMS in order to sign contracting documents and attestations. In accordance with the HPMS Rules of Behavior, the sharing of user IDs is **strictly prohibited**.

To access the electronic signature and attestation functions in HPMS, an individual must: a) obtain a CMS user ID with access to HPMS; and b) request that the electronic signature and attestation functionality be assigned to the CMS user ID.

The detailed instructions will depend upon the type of user seeking access:

User Type	Instructions
<p>The individual does not have a CMS user ID.</p>	<ul style="list-style-type: none"> • Complete the steps described in Attachment A in order to obtain a CMS user ID with access to HPMS. • Following issuance of the CMS user ID, complete the steps described in Attachment B in order to obtain electronic signature and attestation access in HPMS for CY 2012.
<p>The individual has an existing CMS user ID, but requires electronic signature and attestation access in HPMS.</p>	<ul style="list-style-type: none"> • Complete the steps described in Attachment B in order to obtain electronic signature and attestation access in HPMS for CY 2012. <p><u>Note:</u> CEOs, CFOs, and COOs must establish their official role and contract associations with CMS on an annual basis by completing the steps in Attachment B.</p>
<p>The individual has an existing CMS user ID and had electronic signature and attestation access in HPMS for CY 2011.</p>	<ul style="list-style-type: none"> • Complete the steps described in Attachment B in order to obtain electronic signature and attestation access in HPMS for CY 2012. <p><u>Note:</u> CEOs, CFOs, and COOs must establish their official role and contract associations with CMS on an annual basis by completing the steps in Attachment B.</p>

CMS strongly recommends that organizations submit the necessary materials to obtain electronic signature and attestation access **no later than Friday, June 17, 2011.**

For general questions related to the contracting process, please contact Arianne Spaccarelli at arianne.spaccarelli@cms.hhs.gov.

For questions related to the agent/broker compensation reporting, please contact Chevell Thomas at chevell.thomas@cms.hhs.gov.

For general questions related to HPMS user access, please contact Don Freeburger at don.freeburger@cms.hhs.gov.

For questions related to HPMS user access for the electronic signature and attestation functionality, please contact Tim Hoogerwerf at timothy.hoogerwerf@cms.hhs.gov.

Attachment A – Requesting HPMS Access for a New User

If the CEO, CFO, or COO does **not** have an active CMS user ID with access to HPMS, the user must follow these steps to obtain a CMS user ID:

- Download the *Application for Access to CMS Computer Systems* form from <http://www.cms.hhs.gov/InformationSecurity/Downloads/EUAaccessform.pdf>.
- Complete the form as follows:
 - Section 1 – Check “New” as the type of request.
 - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only” and complete the data entry fields, where applicable.
 - Section 3 – Enter **all** active and pending contract number(s) for which you need electronic signature and attestation access.
 - Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS_P_CommlUser".
 - Section 5 – State briefly that you require electronic signature and attestation access in HPMS.
 - Section 6 – Leave blank.
 - Sign and date the Privacy Act Statement on page 3 of the form. Also enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.
- Submit the original (not a copy) user access form to CMS via traceable carrier to:

Timothy Hoogerwerf
Re: HPMS Access for Contracting Officials
7500 Security Boulevard
Location: C4-18-04 / Mailstop: C4-18-13
Baltimore, MD 21244-1850

- On each individual’s form, please ensure that it includes an original signature/date, social security number, and the contract number(s) for which the user needs HPMS access.

Your user ID request will **not** be processed without completing these steps.

Note: If electronic signature and attestation access is required, the user must complete the steps described in **Attachment B** once the CMS user ID is established.

Attachment B – Requesting Electronic Signature and Attestation Access in HPMS for CY 2012

In addition to obtaining and maintaining a CMS user ID with access to HPMS, designated CEOs, CFOs, and COOs must establish their official role and contract associations with CMS on an annual basis. As a result, individuals designated as contracting officials in HPMS for CY 2011 must also complete these steps for CY 2012.

If the CEO, CFO, or COO **does** have an active CMS user ID with access to HPMS, the user must follow these steps to become designated as a contracting official in the system for CY 2012:

- Please do NOT resubmit the user request form.
- Ensure that your CMS user ID is recertified when notified by CMS. Users will receive an email notification from ess@cms.hhs.gov with the subject “*CMS Certification Due Date.*” Please follow these instructions closely to ensure you recertify and retain your current user ID. If you do not complete the certification in a timely manner, your CMS User ID will be **revoked** and you will have to re-apply as a new HPMS user (see Attachment A).
- Submit an official letter that states the name, role, CMS user ID, and contract associations for the individual identified as the CEO, CFO, or COO in HPMS. The letter must be provided on your organization’s official letterhead and signed by a senior official of the organization. CMS recommends the use of the following sample language:

(Name of Organization) hereby requests that (Name of CEO, CFO, or COO, their role, and their CMS user ID) be granted electronic signature and attestation access as a contracting official in HPMS for the following contract number(s): (list specific contract numbers).

Note: Organizations may send one consolidated letter for their contracting officials or separate letters for each individual.

- Submit the official letter to Tim Hoogerwerf via either:
 - E-mail in scanned PDF format to timothy.hoogerwerf@cms.hhs.gov. Please use the following subject line: HPMS Access for Contracting Officials
 - Traceable carrier to:

Timothy Hoogerwerf
Re: HPMS Access for Contracting Officials
7500 Security Boulevard
Location: C4-18-04 / Mailstop: C4-18-13
Baltimore, MD 21244-1850