
HEALTH PLAN MANAGEMENT SYSTEM

PLAN CONNECTIVITY DATA MODULE
TECHNICAL USER'S MANUAL

(PLAN VERSION 1.1)

MARCH 15, 2013

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INTRODUCTION

To provide all plans and the Centers for Medicare and Medicaid Services (CMS) with an efficient way to communicate about plans' connectivity arrangements with the Agency, the CMS Health Plan Management System (HPMS) provides this Plan Connectivity Data (PCD) module. This functionality allows users to enter required data, view data entered, print and submit the required form(s) to CMS. This document serves as a technical user's guide for accessing the HPMS and navigating through the PCD Module.

Who should complete this data connectivity module?

Medicare Advantage Prescription Drug plans (MAPD) submitting Enrollment, Beneficiary Eligibility Query (BEQ), 4RX, Electronic Correspondence Referral System (ECRS), Prescription Drug Event (PDE) records and/or Request for Anticipated Payment Summary (RAPS) data to CMS. This form is intended to be used by plans initially setting up data exchange processes with CMS as well as those that wish to change their current configuration. In all cases, plans using third party entities to transfer data to/from CMS are responsible for providing the third party information or to identify the third party organization for which the required data has already been provided to CMS.

What is this data connectivity module used for?

Accurate routing of transactions to and from CMS requires the completion of this form that specifies the methodology used by your organization to exchange Enrollment, BEQ, 4RX, ECRS, PDE and/or RAPS data to CMS. Identification of third party relationships with MAPD plans is necessary for proper routing.

What to do with this connectivity module?

After the information has been provided or corrected, print it out, obtain the appropriate signature, and fax it to the MAPD Help Desk at 410-740-4004. A second, signed, hardcopy version (i.e., wet signature) must also be filed with the Help Desk. Hard copies must be sent via an overnight service (UPS) to the following address:

MAPD Help Desk
10480 Little Patuxent Pkwy
Suite 1200
Columbia, Maryland 21044

I. GETTING STARTED

ACCESSING THE HPMS

The HPMS PCD Module is hosted on a secure extranet site that you can access via the Internet using a Secure Sockets Layer (SSL) Virtual Private Network (VPN). Users can also access the HPMS/Plan Reporting Module by dial-up or the CMSNet.

HPMS URLs:

- For the CMS SSL VPN portal: <https://gateway.cms.gov>.
- For CMSNet: <https://hpms.cms.gov/>

Contact the system administrator to access the CMSNet if the connection is not available.

CMS USER IDs

Users must have a CMS-issued User ID and password with HPMS access in order to log into the system. Users will also need to associate their User ID with the contract numbers that they will work with in the HPMS.

To obtain a new CMS User ID, complete a CMS User ID request form which can be downloaded and printed from:

<http://www.cms.gov/InformationSecurity/Downloads/EUAaccessform.pdf>. This form includes a location for applicants to list the contract numbers associated with the requested User ID.

Completed CMS User ID forms must be submitted to CMS at the following address:

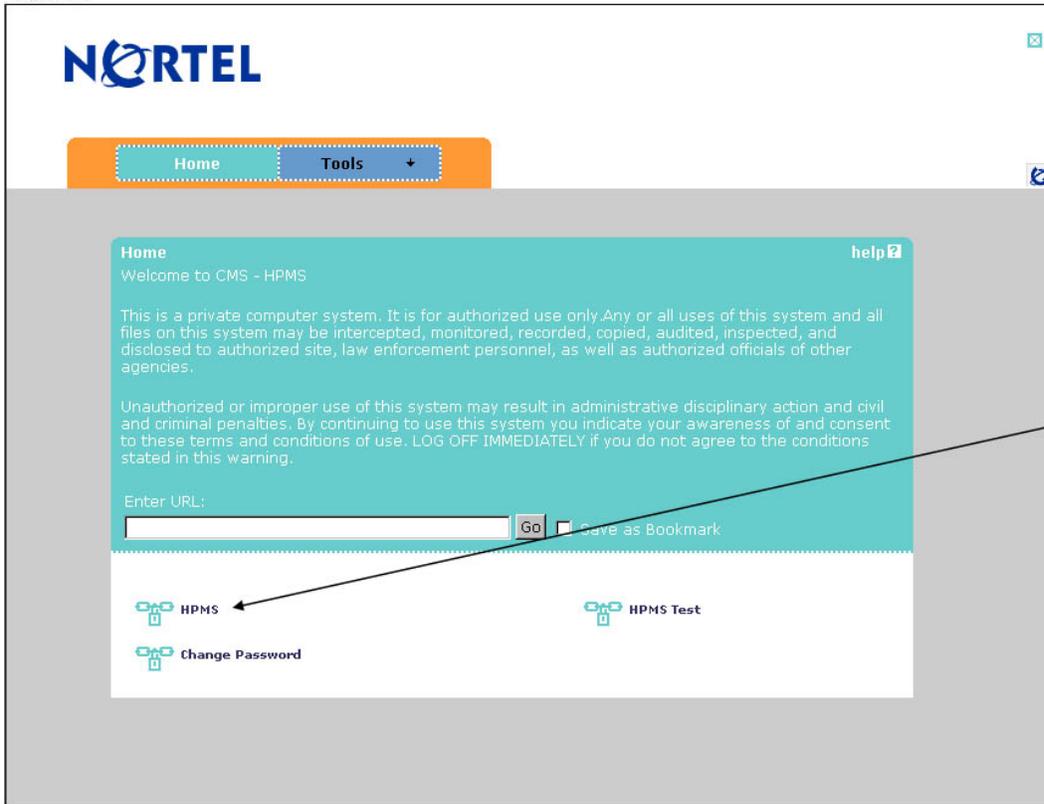
CMS
Attn: Lori Robinson
7500 Security Boulevard
Mailstop C4-18-13
Baltimore, MD 21244-1850

Existing HPMS users who need to associate a contract number to their current CMS User ID should include the following information in an email to hpms_access@cms.hhs.gov:

- User Name,
- CMS User ID,
- Current Contract Number(s), and
- Contract Number(s) to be added.

All questions related to HPMS user access should be directed to hpms_access@cms.hhs.gov.

Table I-2



Select the HPMS link to access the HPMS Home Page.

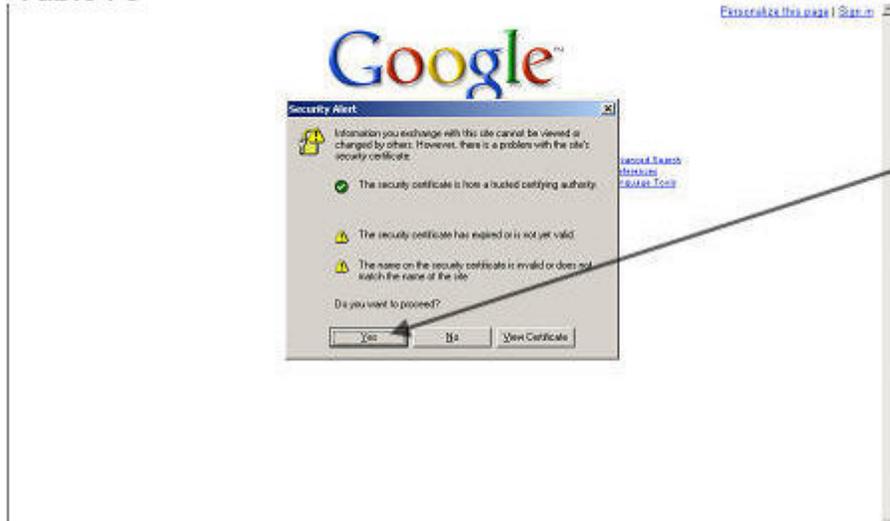
HOW TO ACCESS THE HPMS USING AN MDCN LEASE LINE

STEP 1

Open the web browser (e.g., Internet Explorer) and enter the CMSNet address <https://hpms.cms.gov> in the Address field.

Select **Yes** on the **Security Alert** popup screen (Table I-3).

Table I-3

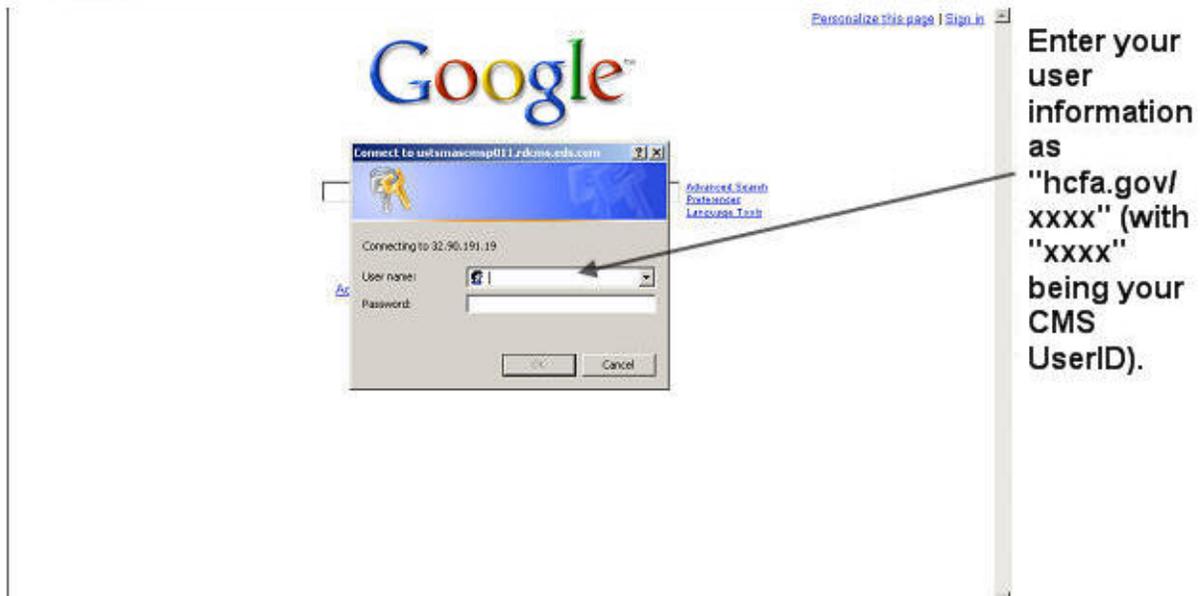


Select "Yes" on the security alert pop-up page.

STEP 2

Enter the User Name as hcfa.gov/xxxx – where “xxxx” is the 4-digit CMS User ID. Enter the password and select **OK** (Table I-4).

Table I-4



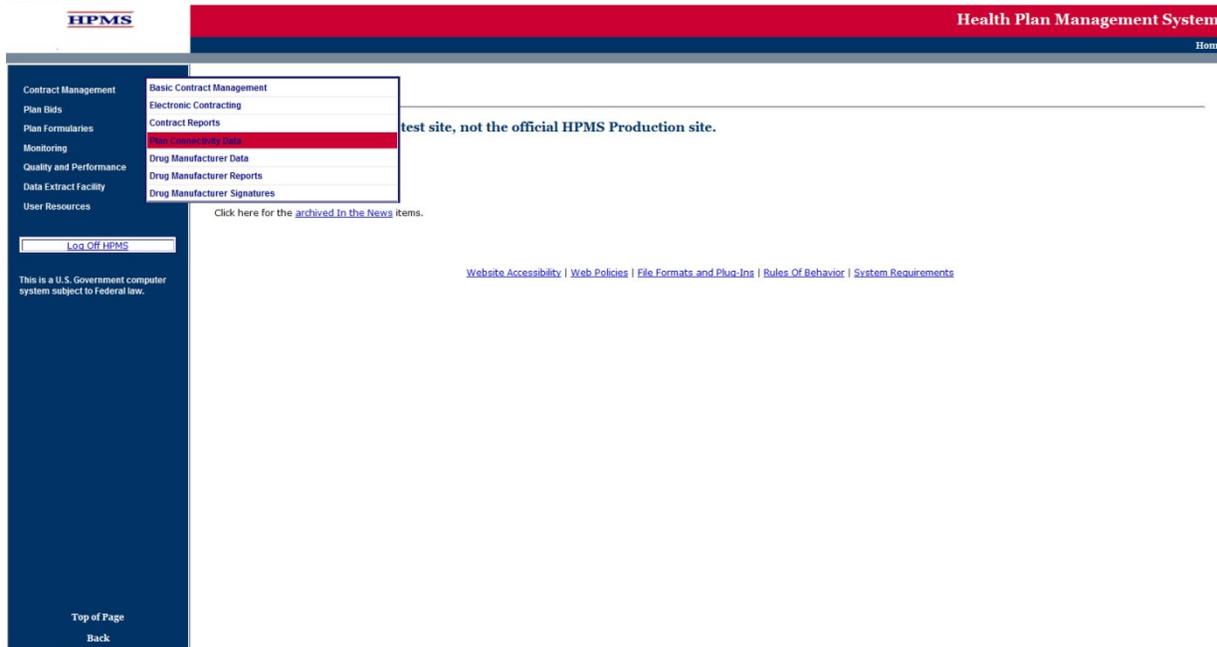
STEP 3

Select the **HPMS** link from the SSL VPN portal screen to access the **HPMS Home Page** (Table I-2).

HOW TO ACCESS THE HPMS PLAN CONNECTIVITY MODULE

On the **HPMS Home Page**, select **Contract Management** in the left-hand menu. On the fly-out menu, select **Plan Connectivity Data** (Table I-5) to go to the **Plan Connectivity Data** screen.

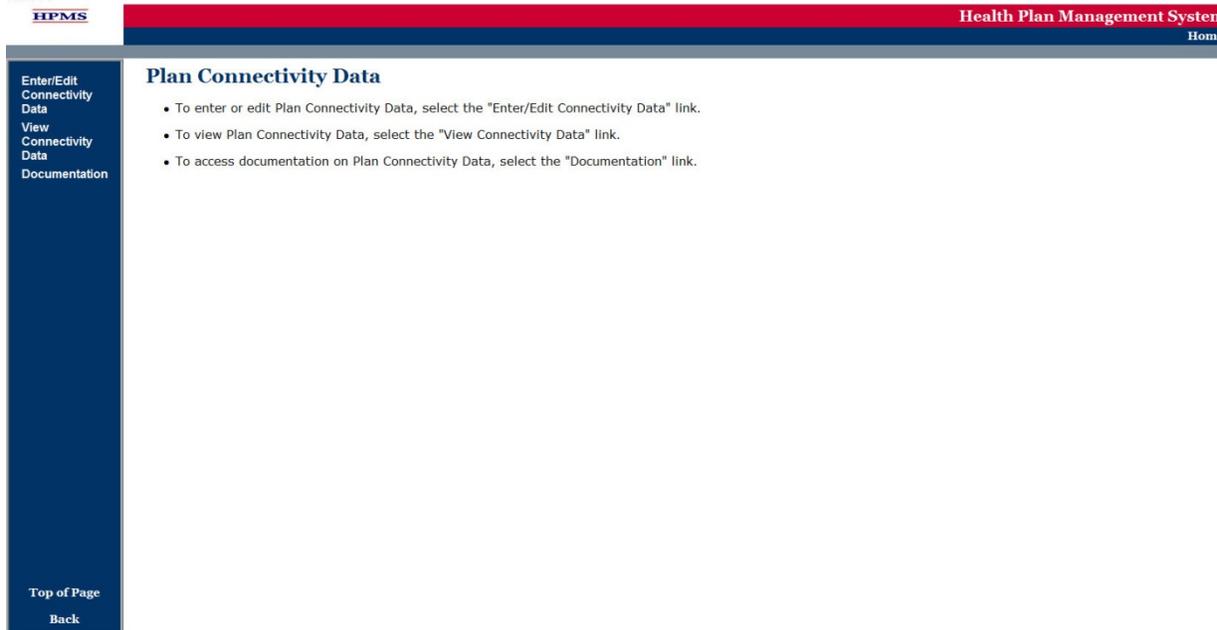
Table I-5



DOCUMENTATION AVAILABLE IN THE HPMS

To access the Technical User’s Manual select **Documentation** in the left-hand menu of the **Plan Connectivity Data** page (Table I-6) to get to the **Plan Connectivity Data Documentation** screen.

Table I-6



On the **Plan Connectivity Data Documentation** screen (Table I-7), click on the **Technical User’s Manual** link. This screen also explains that to view guidance from the MAPD Help Desk's website, users should visit <http://www.cms.gov/mapdhelpdesk>. The user should pay particular attention to the "Connectivity and Access Configuration Process" document found on this website for more information on establishing data exchange capabilities with CMS.

Plan Connectivity Data Documentation

- [Technical User's Manual](#)
- To view guidance from the MAPD Help Desk's website, please visit <http://www.cms.gov/mapdhelpdesk>. You should pay particular attention to the "Connectivity and Access Configuration Process" document found on this website for more information on establishing data exchange capabilities with CMS.

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II. ENTER/EDIT CONNECTIVITY DATA

The PCD Module provides the **Enter/Edit Connectivity Data** functionality to allow the user to submit and maintain the appropriate information for accurate routing of transactions to and from CMS. For this routing to be accurate, the user must complete the online form(s) that specifies the process used by their organization to exchange Enrollment, Beneficiary Eligibility Query (BEQ), 4RX, Electronic Correspondence Referral System (ECRS), Prescription Drug Event (PDE) records and/or Request for Anticipated Payment Summary (RAPS) data with CMS. After the information has been provided or corrected, the form must be printed out, appropriately signed, and faxed to the MAPD Help Desk at 410-583-8526. A second, signed, hardcopy version (i.e., wet signature) must also be filed with the Help Desk. Hard copies must be then sent via an overnight service (UPS) to the following address:

MAPD Help Desk
10480 Little Patuxent Pkwy
Suite 1200
Columbia, Maryland 21044

STEP 1

On the left-hand menu of the **Plan Connectivity Data** screen (Table II-1), select **Enter/Edit Connectivity Data** to get to the **Select Contract** screen.

Table II-1

HPMS Health Plan Management System Home

Plan Connectivity Data

- To enter or edit Plan Connectivity Data, select the "Enter/Edit Connectivity Data" link.
- To view Plan Connectivity Data, select the "View Connectivity Data" link.
- To access the documentation on Plan Connectivity Data, select the "Documentation" link.

Enter/Edit Connectivity Data
View Connectivity Data
Documentation

Top of Page
Back

STEP 2

On the **Select Contract** screen (Table II-2) select one or more **Contract Numbers** from the list provided and then click **Next** to get to the **Enter Plan Connectivity Data - General** screen.

Table II-2

HPMS Health Plan Management System Home

Enter/Edit Plan Connectivity Data - Select Contract

Select one or more Contract Numbers

Select one or more contract numbers from the list below:

Z0001 (Completed: 04/10/2012 10:54:30, Grouped) - EXAMPLE CONTRACT 1
Z0002 (Completed: 04/10/2012 10:54:30, Grouped) - EXAMPLE CONTRACT 2
Z0003 (Completed: 04/09/2012 07:38:02) - EXAMPLE CONTRACT 3
Z0004 (Completed: 01/20/2012 07:18:30) - EXAMPLE CONTRACT 4
Z0005 (Incomplete: 11/23/2010 10:30:11) - EXAMPLE CONTRACT 5

OR Select a Group of contracts below
(this will set the list of contracts above to the contracts previously grouped together):

Group 1

[Go To: Plan Connectivity Data Start Page](#)

STEP 3

On the **Enter Plan Connectivity Data – General** screen (Table II-3), enter data in all of the required fields. Then click **Submit** to get to the **Submitted Data Connectivity Data – General** screen.

The required fields are:

- Organization’s Technical Contact Information
 - Name,
 - Phone Number,
 - Fax Number,
 - Email Address, and
 - Position.
- Effective Date (MM/DD/YYYY)
- Enrollment Submission Method Connectivity Type:
 - TIBCO MFT Internet Server [IS] (SFTP),
 - TIBCO MFT IS (HTTPS),
 - TIBCO MFT Platform Server (PS),
 - T1 Connect:Direct,
 - Gentran, or
 - 3rd Party.*
- PDE Submission Method Connectivity Type:
 - TIBCO MFT IS (SFTP),
 - TIBCO MFT IS (HTTPS),
 - TIBCO MFT PS,
 - T1 Connect:Direct/FTP to Palmetto,
 - Gentran,
 - 3rd Party, or
 - None.
- RAPS Submission Method Connectivity Type:
 - TIBCO MFT IS (SFTP),
 - TIBCO MFT IS (HTTPS),

- TIBCO MFT PS,
- T1 Connect:Direct/FTP to Palmetto,
- Gentran,
- 3rd Party, or
- None.
- RACF IDs (Enter up to 15 IDs (4 Characters each), separate each ID with a comma).

Note:

- If the user selects **TIBCO MFT IS** or **TIBCO MFT PS** for **PDE Submission Method Connectivity Type**, then the user must select that same connectivity type for RAPS Submission Method Connectivity Type.
- Under the **Enrollment Submission Method Connectivity Type**, if the **3rd Party** is chosen, the additional **Enrollment 3rd Party Information** fields will appear and must be completed. Table II-3 shows those fields, which include:
 - 3rd Party Connectivity Type
 - TIBCO MFT IS (SFTP),
 - TIBCO MFT IS (HTTPS),
 - TIBCO MFT PS,
 - T1 Connect:Direct, or
 - Gentran.
 - Name,
 - Phone Number (No Dashes),
 - Email Address, and
 - Position.

Table II-3

Enter Plan Connectivity Data - General

For Contract
20001 - EXAMPLE CONTRACT 1

Data Entry by TEST USER

Organization's Technical Contact Information:

Name	EXAMPLE NAME
Phone Number	5555555555 (No Dashes)
Fax Number	5555555555 (No Dashes)
Email Address	test@test.com
Position	CEO

Effective Date (MM/DD/YYYY format) 04/01/2012

Enrollment Submission Method Connectivity Type 3rd Party

PDE Submission Method Connectivity Type 3rd Party

RAPS Submission Method Connectivity Type Gentran

Enrollment 3rd Party Information:

3rd Party Connectivity Type	T1 ConnectDirect
Name	DEF
Phone Number	5555555555 (No Dashes)
Email Address	test@test.com
Position	teste

RACF IDs Enter up to 15 IDs (4 characters each). Separate each ID with a comma.
1040A

[Go To: Plan Connectivity Data Start Page](#)

STEP 4

On the **Submitted Data Connectivity Data – General** screen (Table II-4), review all data entered for accuracy (this data can be changed at any time). Then, complete the following steps:

- Select the “Create PDF” link at the top right-hand corner,
- Print the PDF,
- Fill in additional information requested on the PDF form: Organization Representative and the Plan EPOC Approver,
- Sign form, and
- Mail form to CMS as directed at the bottom of the form.

STEP 5

Click **Next** on the **Submitted Data Connectivity Data – General** screen.

- If the user entered the Enrollment Submission Method Connectivity Type as “Gentran” or “TIBCO MFT IS (HTTPS)” go to Step 8.
- Otherwise, go to Step 6.

Table II-4

HPMS

Health Plan Management System

Home

[create PDF](#)

Submitted Plan Connectivity Data - General

The following data has been submitted for the contract(s) below. This data can be changed at any time. Please be advised that routing changes can take approximately 2 weeks to become effective.

Please confirm that the data below is correct. Then, you should:

- * Select the 'create PDF' link at the top right corner of the screen;
- * Print the PDF;
- * Fill in the additional information on the form;
- * Sign the form;
- * Mail the form into CMS as directed on the form.

For Contract

Z0001 - EXAMPLE CONTRACT 1

Data Entry by TEST USER (Last Updated on 4/9/2012 7:36:16 AM)

Organization's Technical Contact Information:

Name	EXAMPLE NAME
Phone Number	5555555555
Fax Number	5555555555
Email Address	test@test.com
Position	CEO

Effective Date (MM/DD/YYYY format) 04/30/2012

Enrollment Submission Method Connectivity Type 3rd Party

PDE Submission Method Connectivity Type 3rd Party

RAPS Submission Method Connectivity Type Gentran

Enrollment 3rd Party Information:

3rd Party Connectivity Type	T1 Connect:Direct
Name	DEF
Phone Number	5555555555
Email Address	test@test.com
Position	tester

RACF IDs 1040A

Please complete the steps outlined above before proceeding.

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STEP 6

If the user entered the Enrollment Submission Method Connectivity Type as TIBCO MFT IS (SFTP), TIBCO MFT PS, T1 Connect: Direct, or 3rd Party, then the user is required to complete additional data.

After clicking **Next** on the **Submitted Data Connectivity Data – General** screen the user will be directed to the **Enter Plan Connectivity Data** screen for that Connectivity Type. (Table II-5 is an example of the **Enter Plan Connectivity Data – 3rd Party** screen). Fill in all of the required fields and select **Submit** to get to the **Submitted Data Connectivity Data** screen.

Note: If the data is being collected for a 3rd Party organization, the user will be required to select from a list of 3rd Party entities that have already submitted this required information to CMS and that information will be made available to CMS separately. If a 3rd Party

organization is not in the list then the user can select 'Other.' In this case, CMS will require the other organization identified to submit the required information to CMS through hardcopy only.

Table II-5
HPMS

Enter Plan Connectivity Data - 3rd Party

For Contract
20001 - EXAMPLE CONTRACT 1
Data Entry by TEST USER

Organization EIN

Organization Contact Information for SPOE (Secure Point of Entry):

Name

Phone Number (No Dashes)

Email Address

Transmitter IDs

Third Party Organization

[Go To: Plan Connectivity Data Start Page](#)

STEP 7

On the **Submitted Plan Connectivity Data** screen (Table II-6), review all data entered for accuracy (this data can be changed at any time). Then, complete the following steps:

- Select the "Create PDF" link at the top right-hand corner,
- Print the PDF,
- Fill in additional information requested on the PDF form: Organization Representative and the Plan EPOC Approver,
- Sign form, and
- Mail form to CMS as directed at the bottom of the form.

Table II-6

Submitted Plan Connectivity Data - 3rd Party

The following data has been submitted for the contract(s) below. This data can be changed at any time. Please be advised that routing changes can take approximately 2 weeks to become effective.

Please confirm that the data below is correct. Then, you should:

- * Select the 'create PDF' link at the top right corner of the screen;
- * Print the PDF;
- * Fill in the additional information on the form;
- * Sign the form;
- * Mail the form into CMS as directed on the form.

For Contract
20001: EXAMPLE CONTRACT 1
Data Entry by MCO NUMBER3 (Last Updated on 6/27/2012 8:00:52 PM)

Organization EIN 000000001

Organization Contact Information for SPOE (Secure Point of Entry):

Name John Test

Phone Number 1234567890

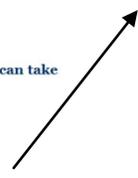
Email Address test@test.com

Transmitter IDs 0000

Third Party Organization CoreSource

Please complete the steps outlined above before proceeding.

[Go To: Plan Connectivity Data Start Page](#)



STEP 8

If the user originally entered the PDE Submission Method Connectivity Type and the RAPS Submission Method Connectivity Type as TIBCO MFT IS (SFTP) or TIBCO MFT PS, click **Next** on the **Submitted Data Connectivity Data – General** screen or **Submitted Plan Connectivity Data** screen (as applicable) and go to Step 9.

Otherwise, click **Close** and go to Step 11.

STEP 9

If the user originally entered the PDE Submission Method Connectivity Type and the RAPS Submission Method Connectivity Type as TIBCO MFT IS (SFTP) or TIBCO MFT PS, then the user is required to complete additional data.

After clicking **Next** on the **Submitted Data Connectivity Data – General** screen or **Submitted Plan Connectivity Data** screen (as applicable) the user will be directed to the **Enter PDE/RAPS Connectivity Data - TIBCO** screen (Table II-7). Fill in all of the required fields and select **Submit** to get to the **Submitted PDE/RAPS Connectivity Data - TIBCO** screen.

Table II-7

HPMS Health Plan Management System Home

Enter PDE/RAPS Connectivity Data - TIBCO MFT PS

For Contract
90056: EB48/RES/CONTRACT 1
Data Entry by MCO NUMBER3

Organization EIN

Organization Contact Information for SPOE (Secure Point of Entry):
Name
Phone Number (No Dashes)
Email Address

Transmitter IDs

Plan Set-up Information for TIBCO MFT PS:
MFT Initiator Remote User
MFT Responder Remote User test1
MFT Responder Remote Password Confirm Password:
Connect Option: Mid-Tier Services Mainframe
MFT Path for Mid-Tier Services - Production
MFT Path for Mid-Tier Services - Test EFTT
MFT Local Node Name
MFT Environment
MFT TCP/IP
MFT Port

Back Submit

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STEP 10

On the **Submitted PDE/RAPS Connectivity Data - TIBCO** screen (Table II-8), review all data entered for accuracy (this data can be changed at any time). Then, complete the following steps:

- Select the “Create PDF” link at the top right-hand corner,
- Print the PDF,
- Fill in additional information requested on the PDF form: Organization Representative and the Plan EPOC Approver,
- Sign form, and

- Mail form to CMS as directed at the bottom of the form.

Table II-8

Submitted PDE/RAPS Connectivity Data - TIBCO MFT PS

The following data has been submitted for the contract(s) below. This data can be changed at any time. Please be advised that routing changes can take approximately 2 weeks to become effective.

Please confirm that the data below is correct. Then, you should:

- * Select the 'create PDF' link at the top right corner of the screen;
- * Print the PDF;
- * Fill in the additional information on the form;
- * Sign the form;
- * Mail the form into CMS as directed on the form.

For Contract

Z0001: EXAMPLE CONTRACT 1

Data Entry by MCO NUMBER3 (Last Updated on 6/27/2012 8:00:52 PM)

Organization EIN 000000001

Organization Contact Information for SPOE (Secure Point of Entry):

Name John Test
 Phone Number 1234567890
 Email Address test@test.com

Transmitter IDs

0000

Plan Set-up Information for TIBCO MFT PS:

MFT Initiator Remote User Test
 MFT Responder Remote User test1
 MFT Responder Remote Password ****
 MFT Path for Mid-Tier Services - Production 22
 MFT Path for Mid-Tier Services - Test EFTT
 MFT Local Node Name rr
 MFT Environment rr
 MFT TCP/IP rr
 MFT Port rr

Please complete the steps outlined above before proceeding.

Go To: [Plan Connectivity Data Start Page](#)

STEP 11

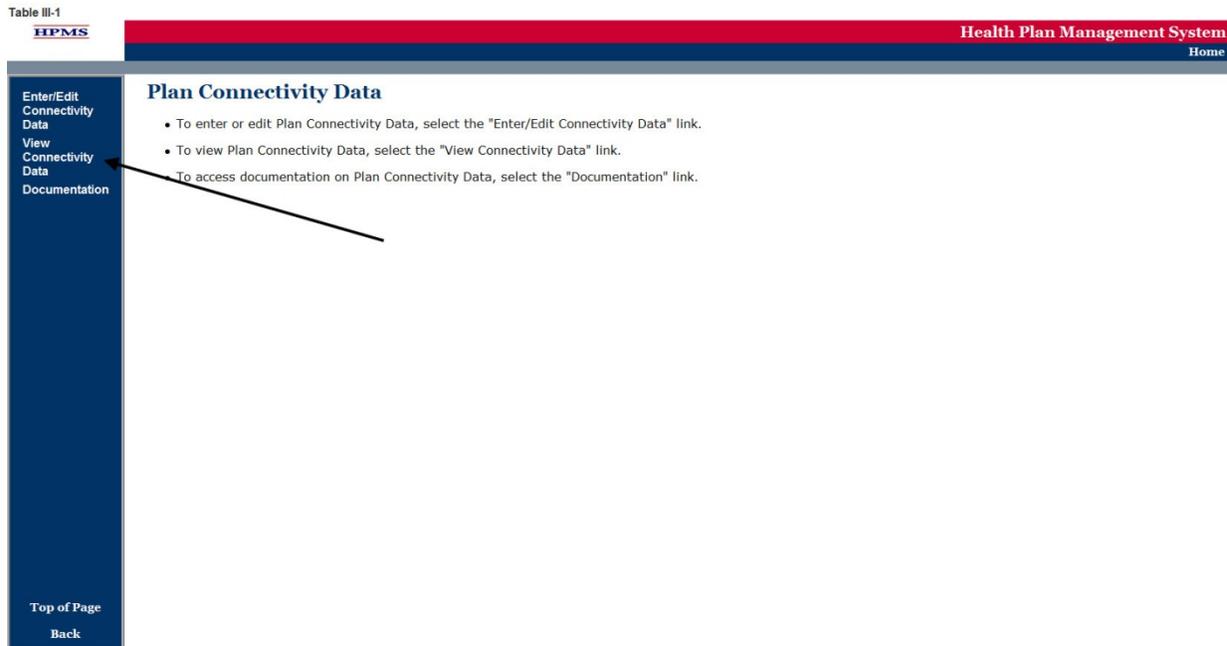
Click **Close** to submit data. The user will be returned to the **Plan Connectivity Data** screen.

III. VIEW CONNECTIVITY DATA

The PCD Module provides the **View Connectivity Data** functionality to allow the user to view the already entered data for contracts and to confirm that the information is accurate. If, at this time, the user has not printed and sent in the PDF file, the user can print and submit it now.

STEP 1

On the left-hand menu of the **Plan Connectivity Data** screen (Table III-1), select **View Connectivity Data** to get to the **Select Contract** screen.



STEP 2

On the **Select Contract** screen (Table III-2) choose 1 of 3 options:

- Option 1: Enter a Contract number
- Option 2: Select a Contract number from the list below
- Option 3: Select a Group of contracts below (this only appears if any contracts have been grouped together by the user in data entry).

Click **Next** to continue to the **Submitted Plan Connectivity-General** screen.

View Plan Connectivity Data - Select Contract

Select a Contract Number or Contract Grouping

Option 1: Enter a contract number:

Option 2: Select a contract number from the list below:

Z0001 (Completed: 04/10/2012 10:54:30, Grouped) - EXAMPLE CONTRACT 1
Z0002 (Completed: 04/10/2012 10:54:30, Grouped) - EXAMPLE CONTRACT 2
Z0003 (Completed: 04/09/2012 07:38:02) - EXAMPLE CONTRACT 3
Z0004 (Completed: 01/20/2012 07:18:30) - EXAMPLE CONTRACT 4
Z0005 (Incomplete: 11/23/2010 10:30:11) - EXAMPLE CONTRACT 5

Option 3: Select a Group of contracts below:

Group 1

[Go To: Plan Connectivity Data Start Page](#)

STEP 3

On the **Submitted Plan Connectivity Data - General** screen (Table III-3), review all data entered for accuracy. Users can print the data by selecting the “Create PDF” link at the top right-hand corner.

If the Enrollment Submission Method Connectivity Type is any type except “Gentran” or “TIBCO MFT IS (HTTPS)” the user can access a second form of data by clicking **Next** to continue on to the next form.

If the user originally entered the PDE Submission Method Connectivity Type and the RAPS Submission Method Connectivity Type as TIBCO MFT IS (SFTP) or TIBCO MFT PS, then the user was required to complete additional data and that will either be the second form of data displayed (or third form if the second form is displayed as described above). You should continue selecting **Next** to view all forms until the last form is reached.

Once all data has been viewed click **Close** to return to the **Plan Connectivity Data** page

Submitted Plan Connectivity Data - General

The following data has been submitted for the contract(s) below. This data can be changed at any time. Please be advised that routing changes can take approximately 2 weeks to become effective.

Please confirm that the data below is correct. Then, you should:

- * Select the 'create PDF' link at the top right corner of the screen;
- * Print the PDF;
- * Fill in the additional information on the form;
- * Sign the form;
- * Mail the form into CMS as directed on the form.

For Contract

Z0001 - EXAMPLE CONTRACT 1

Data Entry by TEST USER (Last Updated on 4/9/2012 7:38:02 AM)

Organization's Technical Contact Information:

Name	EXAMPLE NAME
Phone Number	5555555555
Fax Number	5555555555
Email Address	test@test.com
Position	CEO

Effective Date (MM/DD/YYYY format) 04/30/2012

Enrollment Submission Method Connectivity Type 3rd Party

PDE Submission Method Connectivity Type 3rd Party

RAPS Submission Method Connectivity Type Gentran

Enrollment 3rd Party Information:

3rd Party Connectivity Type	T1 Connect:Direct
Name	DEF
Phone Number	5555555555
Email Address	test@test.com
Position	tester

RACF IDs

1040A

Please complete the steps outlined above before proceeding.

[Go To: Plan Connectivity Data Start Page](#)

APPENDIX A: CONTACT INFORMATION

Subject Matter	Name	Phone	Email Address / Web Address
1. HPMS Helpdesk	HPMS Helpdesk	1-800-220-2028	hpms@cms.hhs.gov
2. MAPD Helpdesk	MAPD Helpdesk	1-800-927-8069	mapdhelp@cms.hhs.gov http://www.cms.gov/mapdhelpdesk
3. CMS IT Services Helpdesk	CMS IT Services Helpdesk	1-800-562-1963	CMS_IT_Service_Desk@cms.hhs.gov
4. HPMS Access/Connectivity	HPMS Access mailbox	N/A	HPMS_Access@cms.hhs.gov
5. Password Reset Requests	CMS IT Services Helpdesk	1-800-562-1963	CMS_IT_Service_Desk@cms.hhs.gov
6. HPMS Access Form	N/A	N/A	Complete form at: http://www.cms.hhs.gov/AccessstoDataApplication/ and send to: ATTENTION: Lori Robinson Centers for Medicare & Medicaid Services 7500 Security Boulevard Mail Stop: C4-18-13 Baltimore, MD 21244