

**MEDICARE DRUG & HEALTH PLAN CONTRACT ADMINISTRATION GROUP**

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DATE: June 1, 2023

TO: Medicare Advantage Organizations Offering or Seeking to Offer Dual Eligible Special Needs Plans in Contract Year 2024

FROM: Kathryn A. Coleman  
Director

SUBJECT: State Medicaid Agency Contracts Submission Requirements for Contract Year 2024

CMS informs all Medicare Advantage Organizations (MAO) seeking to offer a Dual Eligible Special Needs Plan (D-SNP) in contract year (CY) 2024 that they must complete the following activities in the Health Plan Management System (HPMS) by Monday, **July 3, 2023, at 8:00PM ET:**

- Complete necessary attestations;
- Upload State Medicaid Agency Contracts (SMAC); and
- Upload corresponding Matrix Upload Documents, including supporting documentation.

Please note that MAOs with multiple D-SNP plan benefit packages (PBPs) must upload a SMAC for each PBP and specify in the corresponding matrices the PBP to which each SMAC applies. MAOs must submit CY 2024 SMACs that meet all relevant requirements at 42 CFR 422.107(c) and (d) by the July 3rd deadline.

The CY 2024 Matrix Upload Documents can be found in HPMS at the following path: HPMS Home Page > Contract Management > D-SNP Management > Submit CY2024 SMAC>Download Templates. Instructions on how to complete and submit SMAC submissions can be found in the SMAC Quick Reference Guide, located in HPMS at the following path: HPMS Home Page>Contract Management>D-SNP Management>Documentation>SMAC Quick Reference Guide. HPMS will generate a confirmation for each submission.

**MAOs must click the “final submit” button by the deadline.**

Questions related to HPMS should be directed to the HPMS help desk at [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov).

Questions related to SMACs, should be submitted to the DMAO portal at [dmao.lmi.org](http://dmao.lmi.org). Please click the SNP tab or submit your email to: [MMCO\\_DSNPOperations@cms.hhs.gov](mailto:MMCO_DSNPOperations@cms.hhs.gov) with the subject line: “D-SNP Integration Status”.