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**DATE:** August 16, 2022

**TO:** All Current and Prospective Medicare Advantage (MA), Prescription Drug Plan (PDP), Cost, Programs for All-Inclusive Care for the Elderly (PACE), and Medicare/Medicaid Plan (MMP) Organizations

**FROM:** Amy Larrick Chavez-Valdez, Director Medicare Drug Benefit and C & D Data Group

**SUBJECT:** CY 2023 Plan Connectivity Data Submission and Verification

The Plan Connectivity Data Module (PCD) in the Health Plan Management System (HPMS) is one of several required elements in the development of a Medicare Plan Sponsor's bid.

The PCD module must be completed in its entirety before CMS can timely process your contract plan approval. Please submit the module's forms via email, as instructed in the module.

**Purpose of the Plan Connectivity Data Module**

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, HPMS provides this Plan Connectivity Data (PCD) module. This functionality allows users to enter required data, view data entered, and print and submit the required form(s) to CMS. These forms are intended for use by plans initially setting up data exchange processes with CMS as well as those who wish to change their current configuration. **NOTE: For current contracts/plans, please review your Plan Connectivity Data. If there are no changes, then resubmission is not necessary.**

**Who should complete the information in the Plan Connectivity Data 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 Risk Adjustment Processing System (RAPS) data to CMS. In all cases, plans using third party entities to transfer data to/from CMS are responsible for providing the third party information in the PCD module. The HPMS site is located at <https://hpms.cms.gov/>

The PCD module is located at the following path in HPMS: HPMS Home Page>Contract Management>Plan Connectivity Data>Enter/Edit Connectivity Data>Select Contract Number of Contract Number Grouping. You may access the Technical User's Manual at the following path: HPMS Home Page>Contract Management>Plan Connectivity Data>Documentation>Technical User's Manual.

Additional guidance on PCD and Data Exchange Preparedness is provided on the following CMS.gov site:

<https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation>

**What is the Plan Connectivity Data Module used for?**

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

**What do I do after I complete the data entry in the PCD module?**

After the information has been entered into the PCD module, print the PDF files from the ‘Plan Connectivity Data –General’ screen and the ‘3<sup>rd</sup>. Party Data’ screen, obtain appropriate signatures, scan the signed documents into PDF files on the computer to be emailed to the MAPD Help Desk. Please email the documents to the MAPD Help Desk at [MAPDHelp@cms.hhs.gov](mailto:MAPDHelp@cms.hhs.gov).

**Please note: If there are any questions regarding the use of the PCD module, please refer to the Technical User’s Manual under the Documentation Link in the PCD module, or if you are having problems accessing the module please contact the MAPD Help Desk at <https://www.cms.gov/research-statistics-data-and-systems/cms-information-technology/mapdhelpdesk> or [MAPDHelp@cms.hhs.gov](mailto:MAPDHelp@cms.hhs.gov).**