DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, Maryland 21244-1850

CMS

CENTER FOR MEDICARE
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DATE: August 27, 2020

TO: All Medicare Advantage, Prescription Drug Plan, Medicare-Medicaid Plan,
               PACE, and Cost Organizations

FROM: Kathryn A. Coleman, Director
               Medicare Drug & Health Plan Contract Administration Group

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

SUBJECT: Plan Connectivity Data Submissions in HPMS

The Plan Connectivity Data (PCD) module is intended for use both by all organizations to set up
initial data exchange processes with CMS and by organizations which need to update their PCD
information. As part of the Contract and Plan approval process with CMS, the PCD module allows
organizations to enter required data, view submitted data, and print the required form(s) which
are emailed to CMS. All organizations using third party entities to transfer data to/from CMS are
responsible for providing and maintaining the third party information within the PCD module.
CMS strongly encourages organizations to complete the data entry and the email submission no
later than September 1, 2020 to ensure timely approval of contracts for CY2021.

Organizations are instructed to print, sign, scan, and email all PCD data exchange information, per
the instructions on the PCD screen, and email the signed documents to the MAPD Help Desk at
MAPDHelp@cms.hhs.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.

For technical questions about completing the PCD data, you may contact the HPMS help desk at
HPMS@cms.hhs.gov.