



CENTER FOR MEDICARE

DATE: December 22, 2022

TO: All Current and Prospective Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Section 1876 Cost Plans, PACE Organizations, Medicare-Medicaid Plans, and Bid Consultants

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

SUBJECT: Contract Year (CY) 2024 Plan Benefit Package (PBP) Training Information

In preparation for the upcoming bid season, CMS will host technical training sessions on the new CY 2024 PBP module for plan and consultant users. Due to the technical nature of these sessions, CMS will not address policy questions or guidance during the training.

Each training will run over a two day period: January 3-4, 2023 and February 9-10, 2023. The January and February trainings will cover the same content, though the February session will also address the new final submit process. **Appendix A** provides the January 2023 training agenda, while **Appendix B** provides the February 2023 training agenda.

Prior registration is not required.

Please note that both sessions will be recorded and made accessible to plans and consultants.

To attend a PBP training session, please use the Zoom information below:

<https://cms.zoomgov.com/j/1612349193?pwd=QjFIVXk2YkwxR2tVUitGZ0JGK3B6UT09>

Passcode: 314069

Dial: 833 568 8864 (Toll Free)

Webinar ID: 161 234 9193

For technical assistance with the PBP module, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov.

For questions regarding this memo, please contact Sara Walters at sara.walters@cms.hhs.gov or 410-786-3330. We look forward to your participation.

Appendix A: January 3-4, 2023

Day 1: January 3, 2023

Session 1 11:00 a.m. through 12:30 p.m. ET	<ul style="list-style-type: none">• Introduction to the Overall Navigation• Plan Characteristics• Standard Bid• Benefit Offerings• Q&A
Break 12:30 p.m. to 1:30 p.m. ET	
Session 2 1:30 p.m. to 4:00 p.m. ET	<ul style="list-style-type: none">• Plan Level Cost Share• Prior Authorization, Referral, and Visitor/Travel• Cost Share Groups• Copy Feature• Reports• User Guide and Documentation• Q&A

Day 2: January 4, 2023

Session 3 11:00 a.m. through 12:30 p.m. ET	<ul style="list-style-type: none">• Benefit Details• VBID, UF, and SSBCI• Q&A
Break 12:30 p.m. to 1:30 p.m. ET	
Session 4 1:30 p.m. to 3:30 p.m. ET	<ul style="list-style-type: none">• PBP Rx Introduction• RX Setup - Cost Share• Rx Tiers• Rx VBID• Q&A

Appendix B: February 9-10, 2023

Day 1: February 9, 2023

Session 1 11:00 a.m. through 12:30 p.m. ET	<ul style="list-style-type: none">• Introduction to the Overall Navigation• Plan Characteristics• Standard Bid• Benefit Offerings• Q&A
Break 12:30 p.m. to 1:30 p.m. ET	
Session 2 1:30 p.m. to 4:00 p.m. ET	<ul style="list-style-type: none">• Plan Level Cost Share• Prior Authorization, Referral, and Visitor/Travel• Cost Share Groups• Copy Feature• Reports• User Guide and Documentation• Final Submit Process• Q&A

Day 2: February 10, 2023

Session 3 11:00 a.m. through 12:30 p.m. ET	<ul style="list-style-type: none">• Benefit Details• VBID, UF, and SSBCI• Q&A
Break 12:30 p.m. to 1:30 p.m. ET	
Session 4 1:30 p.m. to 3:30 p.m. ET	<ul style="list-style-type: none">• PBP Rx Introduction• RX Setup - Cost Share• Rx Tiers• Rx VBID• Q&A