
CMS Manual System

Pub. 100-20 One-Time Notification

Department of Health &
Human Services (DHHS)
Centers for Medicare &
Medicaid Services (CMS)

Transmittal 139

Date: JANUARY 28, 2005

CHANGE REQUEST 3700

SUBJECT: Update to the Evaluation Plan for the CD-ROM Initiative Used in the Mailing of the 2005 Annual Participation Enrollment Material

I. SUMMARY OF CHANGES: In CR 3292, under Business Requirement 3292.20, D., carriers are instructed to report the savings as a result of using a CD-ROM instead of a paper package. The purpose of this one-time notification is to request that carriers include additional information in their evaluation plan explaining or stating what will be done with any of the savings from the CD-ROM Initiative.

NEW/REVISED MATERIAL - EFFECTIVE DATE*: February 15, 2005
IMPLEMENTATION DATE: February 15, 2005

Disclaimer for manual changes only: The revision date and transmittal number apply to the red italicized material only. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual not updated.)
(R = REVISED, N = NEW, D = DELETED) – (Only One Per Row.)

R/N/D	CHAPTER/SECTION/SUBSECTION/TITLE
	N/A

III. FUNDING: Medicare contractors shall implement these instructions within their current operating budgets.

IV. ATTACHMENTS:

	Business Requirements
	Manual Instruction
	Confidential Requirements
X	One-Time Notification
	Recurring Update Notification

*Unless otherwise specified, the effective date is the date of service.

Attachment – One-Time Notification

Pub. 100-04	Transmittal: 139	Date: January 28, 2005	Change Request 3700
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SUBJECT: Update to the Evaluation Plan for the CD-ROM Initiative Used in the Mailing of the 2005 Annual Participation Enrollment Material

I. GENERAL INFORMATION

A. Background: By February 15, 2005, carriers will submit their evaluations of the CD-ROM Initiative as outlined in change request (CR) 3292, transmittal 85 released in May 2004. The evaluations will be sent to the appropriate regional office contacts and central office contacts as listed in the original CR.

B. Policy: In CR 3292, under Business Requirement 3292.20, D., carriers are instructed to report the savings as a result of using a CD-ROM instead of a paper package. The purpose of this one-time notification is to request that carriers include additional information in their evaluation plan explaining or stating what will be done with any of the savings from the CD-ROM Initiative. Carriers shall continue to follow other evaluation criteria that are listed in CR 3292.

II. BUSINESS REQUIREMENTS

“Shall” denotes a mandatory requirement

“Should” denotes an optional requirement

Requirement Number	Requirements	Responsibility (“X” indicates the columns that apply)										
		F	I	R	H	C	D	Shared System Maintainers				Other
								I	M	V	C	
						S	S	S	W	F		
3700.1	Carriers shall include additional information in their evaluation plan explaining or stating what will be done with any of the savings from the CD-ROM Initiative.					X						

III. PROVIDER EDUCATION

Requirement Number	Requirements	Responsibility ("X" indicates the columns that apply)								
		F I	R H I	C a r r i e r	D M E R C	Shared System Maintainers				Other
						F I S S	M C S	V M S	C W F	
3700.2	None.	X	X	X	X	X	X	X	X	

IV. SUPPORTING INFORMATION AND POSSIBLE DESIGN CONSIDERATIONS

A. Other Instructions:

X-Ref Requirement #	Instructions
3700.1	Supplement to CR 3292, business requirement 3292.20

B. Design Considerations: N/A

X-Ref Requirement #	Recommendation for Medicare System Requirements

C. Interfaces: N/A

D. Contractor Financial Reporting /Workload Impact: N/A

E. Dependencies: This CR is a supplement to CR 3292, and the savings data is to be reported as part of the evaluation plan carriers submit to CMS on February 15, 2005.

F. Testing Considerations: N/A

V. SCHEDULE, CONTACTS, AND FUNDING

Effective Date*: February 15, 2005 Implementation Date: February 15, 2005 Pre-Implementation Contact(s): February 27, 2005 April Billingsley at 410-786-0140, e-mail:	No additional funding will be provided by CMS; Contractor activities are to be carried out within their FY 2005 operating budgets.
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<p>ABillingsley@cms.hhs.gov or Kathy Kersell at 410-786-2033, e-mail: KKersell@cms.hhs.gov Post-Implementation Contact(s): Appropriate Regional Office.</p>	
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