

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



DATE: January 31, 2019

TO: Medicare Advantage Organizations, Prescription Drug Plan Sponsors, PACE Organizations, Medicare-Medicaid Plans, Section 1876 Cost Plans

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SUBJECT: Release of and Training on the 2019 PACE Application

The Centers for Medicare & Medicaid Services (CMS) announces training on the 2019 PACE application on Wednesday, February 6, 2019 from 2:00-3:30 p.m. The training is available via teleconference and webinar at:

Teleconference:
Toll Free dial in: 1-877-267- 1577
Access code: 999 970 509

Webinar:
<https://meetings.cms.gov/orion/joinmeeting.do?MTID=d2f2ee4adb64773cd550183a3c652d7a>

To join the webinar, attendees **must first** click on the appropriate link and sign in using their email address. Once logged in, dial-in instructions will appear.

The training presentation will be recorded and posted here: <https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html>.

Key Application Dates

Actions	Application Submission Dates	Submission Deadlines
NOIA submission for new PACE organizations to ensure timely access to CMS systems, including HPMS.	1 st quarter	January 1 to January 31, 2019
	2 nd quarter	April 1 to April 28, 2019
	3 rd quarter	July 1 to July 31, 2019
	4 th quarter	October 1 to October 31, 2019
Request HPMS access as a new user	1 st quarter	January 31, 2019
	2 nd quarter	April 1 to April 30, 2019
	3 rd quarter	July 1 to July 31, 2019
	4 th quarter	October 1 to October 31, 2019
Initial and SAE Application Submission Dates -- Please note that when submitting an application an applicant must hit “Final Submit” on the quarterly submission deadline by 8:00 pm ET for the application to be considered by CMS.	1 st quarter	March 29, 2019
	2 nd quarter	June 28, 2019
	3 rd quarter	September 27, 2019
	4 th quarter	December 27, 2019

How to Apply

The 2019 PACE application is posted at the following link: <https://www.cms.gov/Medicare/Health-Plans/PACE/Overview.html>. Applicants must also submit a PACE Part D application when applying for their initial application. The PACE Part D application is posted at the following link: https://www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/RxContracting_ApplicationGuidance.html

All applications must be submitted via the Health Plan Management System (HPMS).

Applicants must complete the Notice of Intent to Apply (NOIA) to ensure timely access to CMS systems, including HPMS. CMS uses the NOIA to generate a pending contract number, which applicants need to gain access to HPMS. The NOIA data collection form is attached to this memo (Attachment A).

CMS will only accept the NOIA data collection form electronically through the PACE portal at: <https://dmao.lmi.org>. Once on the webpage, follow the instructions below:

1. Select the “PACE” pod.
2. Select the Operations link
3. From the Category drop-down, select: PACE Organization Application.

4. For Issue, type: Notice of Intent to Apply.
5. Upload/Attach the NOIA data collection form (in PDF format).

Please note the following:

- P.O. boxes will not be accepted as a valid address for application purposes.
- Submitting an NOIA does not bind the organization to submit an application for 2019.

Applicants will need their pending contract ID number to request access to CMS computer systems. Instructions for obtaining a CMS User ID and password are attached to this memo (Attachment B). Once the request has been reviewed and approved, CMS will provide new applicants their CMS User ID to access HPMS.

All applications and any SAE applications that include a new PACE center will require a State Readiness Review (SRR) of the new center. The SRR must be submitted with the initial submission of the application or in response to a request for additional information (RAI). Failure to submit the SRR with the application, or when requested, will result in an application denial.

With respect to Part D, please be aware that Part D bids are submitted in the HPMS bid submission module. Initial applicants should submit a Part D bid and supporting documentation in HPMS when they respond to the RAI.

If the application is approved prior to the bid submission deadline (i.e., first Monday in June), the new PACE organization must submit its renewal bid for the following Contract Year by the first Monday in June. If the application is not approved until after the first Monday in June, the applicant should submit two bids: one for the current year and one for the upcoming year. This will help to ensure that the bids for both years are reviewed and approved timely.

If an applicant intends to utilize a formulary to administer their Part D benefit, they must submit a formulary and complete a formulary crosswalk via the HPMS Formulary Submission Module when submitting their bid. Please refer to the Bid Submission and Formulary Submission User Manuals located within HPMS for more information.

Similarly, SAE applicants should consider the anticipated effective date of their SAE application. If the anticipated effective date is *prior* to the annual bid submission deadline (first Monday in June), the bid should include the additional service area. If the anticipated effective date is *after* the bid submission deadline, the bid *should not* include the pending service area for the following year. Once the SAE application is approved, CMS will automatically add the new area to the existing service area. The applicant must then verify the updated service area.

Finally, if an organization is contemplating a PACE Change of Ownership (CHOW), please be aware that the CHOW may require the submission of an application to ensure the acquiring organization meets the requirements under 42 CFR Part 460 Subpart B. Existing PACE organizations seeking a CHOW must notify CMS and follow the guidance as set forth in the February 18, 2016 HPMS memo titled, "Guidance on Notification Requirements for Programs of All-Inclusive Care for the Elderly Organization Change of Ownership."

If you have questions about this guidance or the 2019 PACE application process, contact the PACE portal at: <https://dmao.lmi.org>. Once on the webpage, click on the “PACE” tab, and at the bottom of the page click on “Submit PACE Question.”

If you have questions related to the PACE Part D application, please send an email to: PartD_Applications@cms.hhs.gov.

If you have questions related to HPMS user access, please send an email to: hpms_access@cms.hhs.gov.

Attachment A: Notice of Intent to Apply Data Collection Form for Initial PACE Applicants

CENTERS FOR MEDICARE AND MEDICAID SERVICES	
Organization's Legal Entity Name: Trade Name (if different):	
Parent Organization:	Organization's Mailing Address:
Application Contact's Name and Title: Application Contact's Mailing Address: Application Contact's Phone Number: Application Contact's Email:	
CEO or Executive Director's Name and Title: CEO or Executive Director's Mailing Address: CEO or Executive Director's Phone Number: CEO or Executive Director's Email:	

Attachment B: Instructions for Obtaining CMS User ID and Password

IMPORTANT: You will need a CMS User ID and password to complete the 2018 PACE application.

If you are an existing Medicare contractor/HPMS user and would like to connect a pending contract number to current CMS User IDs, include the following information in an email to hpms_access@cms.hhs.gov:

1. User Name(s)
2. CMS User ID(s)
3. Current Contract Number(s)
4. Pending Contract Number(s)

Otherwise, complete the CMS User ID application by clicking on the following link:

https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA_AccessForm.pdf

Be sure to indicate, where asked, all contract numbers that must be affiliated with the CMS User ID.

Completed CMS User ID forms should be returned to CMS by the suggested timeframes in the memorandum to ensure timely processing.

Return completed CMS User ID forms to:

CMS
7500 Security Blvd
Mailstop C4-18-13
Baltimore, MD 21244
Attn: Lori Robinson

CMS will provide you with additional technical instructions on accessing HPMS, including its website address, once your User ID has been processed.

Questions

PACE applications: Send an email by going to <https://dmao.lmi.org/> and clicking on the PACE tab. Please note: this is a webpage, not an email address.

Part D applications: Please contact Arianne Spaccarelli (PartD_Applications@cms.hhs.gov or 410-786-5715).

HPMS application process: Please contact Greg Buglio (410-786-6562 or Gregory.Buglio@cms.hhs.gov).

Please send an email to hpms_access@cms.hhs.gov for questions related to HPMS user access.