Centers for Medicare & Medicaid Services



Electronic Retroactive Processing Transmission (eRPT)

Plan User Manual

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1. Introduction

The basic purpose of this document is to provide instructions to Electronic Retroactive Processing Transmission (eRPT) Plan Users to submit retroactive processing transmission documents to Retroactive Processing Contractor (RPC) Reed and Associates. This document provides step-by-step instructions along with screenshots on how to submit a package, upload supporting documents, view documents sent by RPC, update a package, search for packages and documents, etc.

1.1 Overview

The eRPT application is a web-based application designed to facilitate and manage the electronic submission, workflow processing, and storage of documentation associated with retroactive enrollment change requests from Medicare Advantage Organizations (MAOs), Medicare Advantage Prescription Drug Plans (MA-PDPs), Cost Plans, Program of All-Inclusive Care for the Elderly (PACE), Medicare-Medicaid Plans (MMPs) and Prescription Drug Plans (PDPs). The retroactive change requests include but are not limited to, enrollments, disenrollment, reinstatements, Plan Benefit Package (PBP) changes, Plan Segment changes, State County Code changes (SCC), Low Income Subsidy (LIS), Medicaid, and End Stage Renal Disease (ESRD) submitted by plan/sponsors or a designated submitting organization to RPC. The eRPT Plan Users will be able to view response documents and Enrollment Data Validation (EDV) Review Packages submitted by RPC via eRPT. The eRPT Plan Users will also have access to respond to EDV Review Packages by uploading supporting documents in the eRPT application.

2. Getting Started

Figure 1 is a high-level business process diagram of eRPT application implementation.

The eRPT Plan User interacts with the application through the internet-facing user interface to perform the creation and submission of electronic retroactive packages, upload supporting documentation to packages, search and view packages created by the eRPT Plan Users, update or delete a draft submission package, view RPC's response to a package, and respond to RPC's request to EDV Review package. All these actions pertain only to those contracts the user has access to.

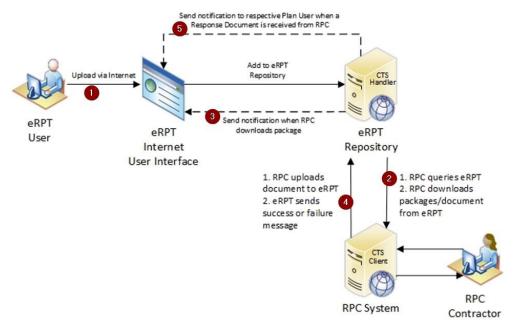


Figure 1: eRPT Implementation High-Level Business Process Diagram

Table 1 - eRPT Implementation High-Level Business Process Event Description

Events	Description
	The Plan Representative will submit the Package using the user interface. The eRPT application will capture the time when the Package is submitted. The eRPT user interface will also display a message to the submitter if the document is uploaded successfully. If there is any error during the upload, the user will be notified in the user interface. The user interface will also display the number of documents that were uploaded in the display message.
2.	Packages are retrieved from the eRPT application by the RPC at a defined interval. Based on the requests received by the RPC system, the eRPT application will send a necessary response. RPC contractor can continue with their process after a Package is retrieved from the eRPT application to review all the documents and provide the required Response Documents (Final Disposition Report (FDR), Error Reports, etc.).
3.	Once the Package is retrieved by RPC, a notification is sent out to the Package submitter.
4.	RPC can now upload the Package into the RPC system, work on the Package, and send the necessary response for the Package back to the eRPT application.
5.	Once a response document is added by RPC to a Package, a notification is created and sent out to the respective Plan User.

Note: The dotted line in the post-eRPT Implementation Process diagram refers to the instance when a notification message is sent to the respective user within the eRPT application.

2.1 Conventions

This document provides screenshots and corresponding narratives to describe how to request access to the eRPT application for an eRPT Plan User role and how to use the different functions from within the application as applicable to the user.

Note: The term 'user' is used throughout this document to refer to a person who requires and/or has acquired access to the eRPT application.

2.2 Cautions & Warnings

None.

2.3 Set-up Considerations

Prior to accessing the eRPT application, the following are the prerequisites to be met:

- You should have a CMS Identity Management (IDM) User ID.
- You should have the appropriate eRPT application user role associated with your IDM ID.
- The eRPT Application is accessible via the following internet browsers: Microsoft Edge, Safari, Chrome, and Firefox.

2.4 User Access Considerations

The eRPT Plan Users will utilize their IDM user account to access the application via the internet-facing user interface. Refer to Appendix A: User Access for your access to the eRPT application.

2.5 Accessing the System

The eRPT application is integrated with the CMS Enterprise Portal. To access eRPT through the internet interface, you are required to have an IDM ID and should have the eRPT Plan User role associated with your account.

2.5.1 Registering in CMS Enterprise Portal

This section illustrates the steps to register in the CMS Enterprise Portal and create a User ID (IDM ID). If you are already registered and have an IDM ID, refer to Section 2.5.2 to go through the steps to request access to the eRPT Plan User role.

1. Open your internet browser and enter the following URL <u>https://portal.cms.gov</u> (you may also bookmark or save this URL in your browser's favorites website list) that will navigate you to the "CMS Enterprise Portal" login page as you see in the screenshot below.



Figure 2: Registering in CMS Enterprise Portal for an IDM User ID – Step 1

2. Click "New User Registration."

Figure 3: Registering in CMS Enterprise Portal for an IDM User ID – Step 2

CMS.gov Enterprise Portal		Applications	🕜 Help 🔻	i About	🖂 Email Alerts
1.91	IF &				
	CMS.gov Enterprise Portal	1			
	User ID				
De la	Password			"	Sile 1
	I agree to the <u>Terms & Conditions</u>				
() h	Login			F	
	Forgot your User ID or your Password?				P
	New User Registration				

3. Choose your application. For example, if you want to request access to the eRPT application, choose "Electronic Retroactive Processing Transmission (eRPT)" from the drop-down field.

Figure 4: Registering in CMS Enterprise Portal for an IDM User ID – Step 3

CMS.gov Enterprise Portal	Applications	😯 Help 🔻	i About	─ Email Alerts
Step #1: Select Your Application				
Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms & cond	ditions.			
Select Your Application			~	
l				1
Drug Data Reporting for Medicaid (DDR) / Medicaid Drug Programs (MDP)			^	
Electronic Correspondence Referral System (ECRS) Web			_	
Electronic Retroactive Processing Transmission (eRPT)			_	
Eligibility and Enrollment Medicare Online (ELMO)				
Eligibility Support Desktop (ESD) Encounter Data Processing System (EDPS)			~	
				J
A federal government website managed by the U.S. Centers for Medicare & Medicaid Services. 7500 Security Boulevard, Baltimore, MD 21244				

4. Read the Terms & Conditions and select the checkbox to agree to the terms and conditions.

Figure 5: Registering in CMS Enterprise Portal for an IDM User ID – Step 4

ctronic Retroactive Processing Transmission (eRPT)			~	
erms & Conditions				^
IB No.0938-1236 Expiration Date: 03/31/2021 Pap	erwork Reduction Act			
nsent to Monitoring				
logging onto this website, you consent to be monitored	d. Unauthorized attempts to upload information and/or e Computer Fraud and Abuse Act of 1986 and Title 18	-		
logging onto this website, you consent to be monitored		-		~
logging onto this website, you consent to be monitored ctly prohibited and are subject to prosecution under the		-		~

5. Click "Next."

Figure 6: Registering in CMS Enterprise Portal for an IDM User ID – Step 5

CMS.gov Enterprise Portal	Applications	🛛 Help 🔻	i About	🖂 Email Alerts
Step #1: Select Your Application				
Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms & cond	ditions.			
Electronic Retroactive Processing Transmission (eRPT)			~]
Terms & Conditions			,	
OMB No.0938-1236 Expiration Date: 03/31/2021 Paperwork Reduction Act Consent to Monitoring				
By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title you to read the <u>HHS Rules of Behavior</u> .				
✓ I agree to the Terms and Conditions	ſ	Next	Cancel	
			=,	

6. Provide all required information on this page. All fields are required unless marked optional.

Figure 7: Registering in CMS Enterprise Portal for an IDM User ID – Step 6

CMS.gov Enterprise Portal		Applicat	ions 🕜 Help 🔻	i About	─ Email Alerts
Step #2: Register Step 2 of 3 - Please enter your person All fields are required unless mark	al and contact information.	1			
Enter First Name	Enter Middle Name (optional)	Enter Last Name	Suffix (optional)	~	
Select Birth Month	Select Birth Date 🗸 🗸	Select Birth Year 🗸 🗸			
Is Your Address U.S. Based?					
Enter Home Address Line 1		Enter Home Address 2 (optional)			
Enter City	Select State 🗸	Enter ZIP Code	Enter Zip+4 Code	(optional)	

7. After you provide all the required information, click "Next."



NS.gov Enterprise Portal		Applicat	ions 🕜 Help 🔻	i About	🖂 Email
Is Your Address U.S. Based?					
Home Address Line 1 9999 Patt St		Enter Home Address 2 (optional)			
City Eau Claire	State Wisconsin	ZIP Code 89899	Enter Zip+4 Code	(optional)	
Email Address IDMeRPTVAL@gmail.com		Confirm Email Address IDMeRPTVAL@gmail.com			
Phone Number 999-999-9999					

8. Create a User ID and Password and provide answers to the security questions.

Figure 9: Registering in CMS Enterprise Portal for an IDM User ID – Step 8

CMS.gov Enterprise Portal	Applications	😯 Help 🔻	i About	🖂 Email A
Step #3: Create User ID, Password & S Step 3 of 3 - Please create User ID and Password. Select a Security Question and All fields are required unless marked (optional).	• • •	Answer		
Enter User ID				
Enter Password Confirm Password				
Security answer to be used in case you forget your password or you need to unlo	ck your account.			
Select Security Question				
Enter Security Answer				
Back Next Cancel				

Figure 10: Registering in CMS Enterprise Portal for an IDM User ID – Step 8a

CMS.gov Enterprise Portal		Applications	? Help 🔻	i About	🖂 Email Alerts
Step #3: Create U	User ID Requirements	curity Question/	Answer		
Step 3 of 3 - Please create User ID a All fields are required unless ma Enter User ID Required field. Enter Password Security answer to be used in case y	 Must be between 6 - 74 characters and contain at least one letter. Can contain alphanumeric characters. Allowed special characters are limited to hyphens (-), underscores (_), apostrophes ('), and periods (.). The @ symbol is allowed only if the User ID is in a valid email address format (j.doe@abc.edu or 123@abc.com). Cannot contain 9 consecutive numbers. Cannot contain more than 1 consecutive special character. 	ovide Answer.			
Select Security Question	~				
Enter Security Answer					

Figure 11: Registering in CMS Enterprise Portal for an IDM User ID – Step 8b

CMS.gov Enterprise Portal	Applications	🕑 Help 🔻	i About	🖂 Email Aleri

Step #3: Create User ID, Password & Security Question/Answer

Step 3 of 3 - Please create User ID and Password. Select a Security Question and provide Answer.

User ID	Password Requirements	
Enter Password Required field. Security answer to be used in case y	 Password must be changed every 60 days. Password must be a minimum of 8 characters. Password must contain: 1 upper case and 1 lower case letter, 1 number, and 1 special character. The following special characters may not be used ? > () ' " / \& (space). Password cannot contain: Parts of User ID, First Name, Last Name, common passwords. Password can only be changed once every 24 hours. Password must be different from last 24 passwords. 	our account
Select Security Question	~	
Enter Security Answer		

9. After you have provided the User ID, password, and answers to the security questions, click "Next." **Note:** The information provided in Figure 12 is for illustration purposes only. Your answers to the security questions will be required in case you forget your password or you need to unlock your account.



MS.gov Enterprise Portal			Applications	? Help 🔻	i About
All fields are required unless mark	ed (optional).				
User ID IDMeRPTPlan04					
Enter Password	Confirm Password				
•••••	•••••				
Security answer to be used in case you Security Question What is the name of your first stuffed		-			
Security Answer					
teddy bear					
Back	ct Cancel				

10. Based on your action in Step 9, the Registration Summary page is displayed.

Figure 13: Registering in CMS Enterprise Portal for an IDM User ID – Step 10

ew User Regist	ration Summary					
0	nake any necessary changes before su	ıbmitting .				
ectronic Retroactive Processing Tra	nsmission (eRPT)				~	
irst Name		Last Name				
bhn	Enter Middle Name (optional)	Blaze	Su	uffix (optional)	~	
Birth Month	Birth Date	Birth Year				
anuary 🗸	1 ~	1901 🗸				
lome Address Line 1		_				
999 Patt St		Enter Home Address 2 (optional)				
ity	State	ZIP Code				
au Claire	Wisconsin 🗸	89899	En	ter Zip+4 Code	(optional)	

11. Scroll to the bottom of the Registration Summary page and click "Submit User."

Figure 14: Registering in CMS Enterprise Portal for an IDM User ID – Step 11

CMS.gov Enterprise Portal	Applications	😯 Help 🔻	i About	🖂 Email
All fields are required unless marked (optional).				
User ID IDMeRPTPlan04				
Enter Password Confirm Password				
Security Question What is the name of your first stuffed animal?				
Security Answer teddy bear				
Submit User Cancel				

12. The Registration Confirmation page is displayed. An email will be sent to the registered email address acknowledging the successful completion of the registration process.

Figure 15: Registering in CMS Enterprise Portal for an IDM User ID – Step 12

CMS.gov Enterprise Portal	Applications	🕄 Help 🔻	i About	⊠ Email Alerts
Confirmation			×	
Your User ID has been successfully registered with CMS Enterprise Portal. An email has been sent to you You can now login.	ır registered email ad	ldress.		
A federal government website managed by the U.S.				
Security Boulevard, Baltimore, MD 21244				
Centers for Medicare & Medicaid Services. 7500				

2.5.2 Requesting Access to the eRPT Application

To request access to the "**eRPT Plan User**" role, log into CMS Enterprise Portal using your IDM User ID and follow the steps below. **Note:** As these steps are to guide you through the process of setting up your role, they are illustrated using a test user account and hence the logical order of these steps in your case could differ from that of what is presented here.

1. Open your internet browser and enter the following URL <u>https://portal.cms.gov</u> (you may also bookmark or save this URL in your browser's favorites website list) which will navigate you to the "CMS Enterprise Portal" login page. On this page, provide your registered IDM User ID and Password.

CMS.gov Enterprise Portal		Applications	🕄 Help 🔻	i About	🖂 Email Alerts
	F				
	CMS.gov Enterprise Portal				
	User ID				
	Password			P	316
2	I agree to the <u>Terms & Conditions</u>				
	Login			F	
	Forgot your <u>User ID</u> or your <u>Password</u> ?				
	New User Registration				

Figure 16: Requesting Access to the eRPT Application – Step 1

2. Select the checkbox to agree to the Terms and Conditions.

Figure 17: Requesting Access to the eRPT Application -	- Step 2
--	----------

CMS.gov Enterprise Portal		Applications	😯 Help 🔻	i About	✓ Email Alerts
1.9.1					
	CMS.gov Enterprise Portal				
	IDMeRPTPlan04				
	•••••			"	1.16
2	agree to the <u>Terms & Conditions</u>				
	Login			F	
-9	Forgot your User ID or your Password?				
	New User Registration				

3. Click "Login."

CMS.gov Enterprise Portal		Applications	🕑 Help 🔻	i About	🖂 Email Alerts
101	IFR				
	CMS.gov Enterprise Portal				
	IDMeRPTPlan04				
				F	. jh
	✓ I agree to the <u>Terms & Conditions</u>	. 5			
	Login			F	
	Forgot your User ID or your Password?				
	New User Registration				

Figure 18: Requesting Access to the eRPT Application – Step 3

4. The email address you used when you registered your identity will be the default Multi-factor Authentication (MFA) mechanism. Click the "Send MFA Code" button to receive the MFA code to your registered email address this time. Note: You can set up other protocols as alternative means to receive the MFA code (the steps for this are defined in Section 2.5.6). You can choose an MFA mechanism from the drop-down field (Example: Email, SMS Message, etc.) and input where to send the code.

	CMS.gov Enterprise Portal			
	Multi-factor Authentication			
1	Email 🗸		-	
	Sending To: il@gmail.com			1
() ·	Send MFA Code MFA Code is required	-	E	
	Verify			
	Unable to Access MFA Device or MFA Code? Cancel			
		- /		\$ 125%

Figure 19: Requesting Access to the eRPT Application – Step 4

5. Enter the MFA code in the field provided.

CMS.gov Enterprise Portal		Applications	🕑 Help 🔻	i About	🖂 Email Alerts
101	IFR				
	CMS.gov Enterprise Portal				
	Soluti-factor Authentication				
a contract	Email 🗸			P.	CA)
	Sending To: il@gmail.com				1
	Re-send MFA Code 657255			E	
	Verify				A
	Unable to Access MFA Device or MFA Code? Cance	L.			

Figure 20: Requesting Access to the eRPT Application – Step 5

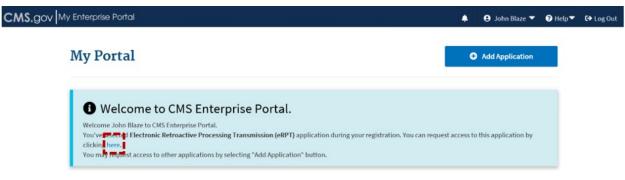
6. Click the "Verify" button.

	Applications	🕑 Help 🔻	i About	🖂 Email Alerts
1 F. Z				
CMS.gov Enterprise Portal				
Soluti-factor Authentication				
Email 🗸			-	Sil.
Sending To: il@gmail.com				
MFA Code Sent 706813 ×			E	
Verify				
Unable to Access MFA Device or MFA Code? Cance				
	♥ Multi-factor Authentication Email ♥ Sending To: ll@gmail.com ▼ MFA Code Sent 706813 × Verify ▼	CMS.gov Enterprise Portal Multi-factor Authentication Email Sending To: il@gmail.com MrA Code Sent Yerify	CMS.gov Enterprise Portal Multi-factor Authentication Email Sending To: Ll@gmail.com MFA Code Sent Yerify	CMS.gov Enterprise Portal Multi-factor Authentication Email Sending To: il@gmail.com MFA Code Sent T06813 × Verify

Figure 21: Requesting Access to the eRPT Application – Step 6

7. Click the link "here."

Figure 22: Requesting Access to the eRPT Application – Step 7



8. Click the "Select a Role" drop-down field.

Figure 23: Requesting Access to the eRPT Application – Step 8

CMS.gov My Enterprise Portal	: ≣ Му Аррs	•	😝 John Blaze 🔻	? Help▼	€→ Log Out
Request Applic	cation Access				
	process for requesting a role in a CMS Enterprise Portal application. A sumr d information to review at the last step. Please note that the number of step evel of access.				
1 Select an Applicati	ion				
💙 Electronic Ret	troactive Processing Transmission (eRPT)				
			 Complete Edi 		
2 Select a Role					
Select a Role			~		
			Next	Í.	
(3) Enter Reason for R	lequest				

9. Select "eRPT Plan User" from the drop-down field.

Figure 24: Requesting Access to the eRPT Application – Step 9

My Enterprise Portal	i≣ My Apps	🐥 😝 John Blaze 🔻 🕜 Help 🔻
Request Applica	tion Access	
	ormation to review at the last step. Please note that the number of	summary of each step taken will be shown after each step. You will f steps and the questions asked will vary depending on the role that
Select a Role eRPT EPOC	Roles	
eRPT Authorizer 1 eRPT Authorizer 2 cRPT Plan User eRPT Plan User eRPT R001 User		
2 eRPT RO02 User eRPT RO03 User eRPT RO04 User eRPT RO06 User eRPT RO06 User		
eRPT RO07 User eRPT RO08 User eRPT RO09 User eRPT RO10 User eRPT CO User		
eRPT Admin User eRPT Helpdesk		

10. Click "Next."

Figure 25: Requesting Access to the eRPT Application – Step 10

Enterprise Portal	∷ ≣ My Apps	۵	😫 John Blaze 🔻	Help ▼
1 Select an Applicat	ion			
✓ Electronic Ret	troactive Processing Transmission (eRPT)			
			✓ Complete ☑ Edit	
2 Select a Role				
eRPT Plan User			~	
	user with eRPT Plan User role will be able to login to the eRPT application, submit i tes, view Final Disposition Reports, Error Reports, and Approval Letters.	retroactive and transact	ion inquiry packages,	
			Next]
3 Complete Identity	Verification			
(4) Enter Business Co	ntact Information			

Note: Since the user account used to illustrate these steps is a test user account, the steps to complete Identity Verification are not illustrated here.

- 11. After you complete Identity Verification, provide information in the respective fields of the Business Contact Information section.
 - Figure 26: Requesting Access to the eRPT Application Step 11

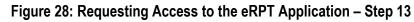
CMS.gov My Enterprise Portal	! ≣ Му Аррѕ		٠	⊖ John Blaze ▼ ? Help▼	€→ Log Out
3 Enter Business Con All fields are required unles Social Security Number					
Enter Company Name					
Enter Address Line 1		Address Line 2 (optional)			
Enter City	Select State	~			
Enter ZIP Code	ZIP+4 Code	(optional)			∧ Top

12. After you complete the Business Contact Information section, click "Next."

gov My Enterprise Portal	i≡ My Apps		🕒 John Blaze 🔻	? Help▼
Address Line 1 2222 ABC Road	Addres	is Line 2 (optional)		
City Baltimore	State Maryland	~		
ZIP Code 98576	ZIP+4 Code (optional)			
Company Phone Number 555-555-5555	Extension (optional)			
Office Phone Number	Extension (optional)			
			Next	0
(4) Enter Role Details				

Figure 27: Requesting Access to the eRPT Application – Step 12

13. Enter the Plan Contract Numbers in the "Plan Contract Number" field. When you enter multiple contracts, separate by a comma.



W Enterprise Portal	₩ Apps		😫 John Blaze 🔻	
✓ BCI Updates Com	npleted.		<table-cell> Edit</table-cell>	
4 Enter Role Details				
All fields are required unless r	narked (optional).			
Plan Contract Number			Next	
5 Enter Reason for Req	uest			
			Cancel	

14. Click "Next."

Figure 29: Requesting Access to the eRPT Application – Step 14

gov My Enterprise P	ortal	🔚 My Apps	9	John Blaze 🔻	 Sectors (Sectors)
~	BCI Updates Completed	d.		🗹 Edi	it
All fie	er Role Details elds are required unless marked (optional).			
Pta	n Contract Number —				
				Next	
5 Ente	er Reason for Request				
				Cance	el

15. Enter a reason for your request in the field.

OV My Enterprise Portal	⊞ Му Аррз	🐥 🥹 John Blaze 🔻 🤪 Help 🔻 🗗	► Log Out
All fields are req	uired unless marked (optional). ber		
5 Enter Reaso	n for Request	✓ Completed ☑ Edit	
Requesting these		Reason for Request The "Reason for Request" field represent justification for submitting the request ar contain any additional comments.	

Figure 30: Requesting Access to the eRPT Application – Step 15

16. Click "Submit" to submit your request.

CMS.gov My Enterprise Portal	i≡ My Apps	٠	😝 John Blaze 🔻	? Help▼	€→ Log Out
			✓ Complete ☑ Edit		
5 Enter Reason for Request					
Requesting these contracts.					
			Submit	0	^ Top

Figure 31: Requesting Access to the eRPT Application – Step 16

17. Click "OK."

Figure 32: Requesting Access to the eRPT Application – Step 17

My Enterprise Portal	₩ Apps		٠	🖯 John Blaze 🔻	Ø Help▼	€→ Log Out
Request Applic	ation Access					
₩ The following is the step-by-step pr	rocess for requesting a role in a CMS Ente nformation to review at the last step. Ple	prise Portal application. A summary of each step take use note that the number of steps and the questions as				
1 Select an Applicati	Confirmation	×				
✓ Electronic Ret	Are you sure you want to proceed?					
		Cancel OK		✓ Complete		
2 Select a Role						
💙 eRPT Plan Use	r					
				✓ Complete		
3 Enter Business Con	tact Information					

18. You will see an acknowledgment message of your submitted request, as shown below. An email will be sent to your registered email address with the details of this submission.

Figure 33: Requesting Access to the eRPT Application – Step 18

CMS.gov My Enterprise	Portal	🗮 My Apps		٠	😫 John Blaze 🔻	? Help▼	€→ Log Out
	Confirmation						
Your ID!	M request has been successfully subi	mitted.					
Reque	st New Application Acco	ess Acknowledgement					
Your IDM	request has been successfully submi	itted.					
The track	ing numbers for your request for eRI	PT Plan User role in Electronic Retroactive Processing	3 Transmission (eRPT) application	are:			
• 789	311 for Plan Contract Number:						
• 789	312 for Plan Contract Number:						
• 789	313 for Plan Contract Number:						
• 789	314 for Plan Contract Number:						
• 789	315 for Plan Contract Number:						
• 789	364 for Plan Contract Number:						
Please us	e these numbers in all corresponden	nce concerning this request.					
You will re	eceive a separate email when each p	part of your request has been processed.					
		need to log out and then log back into the Enterprise Po please contact the tier 1 Help Desk associated with your		on via t	he tile on the My Portal		^
	ок						Тор

2.5.3 Viewing Your Access to an Existing/Pending Role

1. If you want to view the status of your pending request(s) to the application(s) you requested access for and/or the application(s) you have access to, click the down arrow next to your name on the top right of the CMS Enterprise Portal page (after you log in to the Portal) and then click the "My Access" link.

CMS

Figure 34: Viewing Your Access to an Existing/Pending Role – Step 1

CMS.gov My Enterprise Portal	٩	😫 John Blaze 🔻	⑦ Help▼	€→ Log Out
My Portal	0	My Access My Profile		
Welcome to CMS Enterprise Portal.				

2. The "My Roles" tab within the "My Access" page will list the application(s) you have access to and your role.

Figure 35: Viewing Your Access to an Existing/Pending Role – Step 2

CMS.gov My	Enterprise Portal	і Му Арря		😫 John Blaze 🔻	? Help▼	C→ Log Out
My Acces	S					
i My Roles	• My Pending Requests					
	No Application You currently do not have accord	S ess to any CMS applications. You may request access to applic	ations by selecting "Add Application".			

3. Click "My Pending Requests" to see your previously submitted requests that are pending approval.

Figure 36: Viewing Your Access to an Existing/Pending Role – Step 3

S.gov My E	nterprise Portal	🗄 My Apps		. (9 John Blaze 🔻	😯 Help 🔻 🗘 L
∃ My Roles	• My Pending Requests					
The following i	s a list of pending requests submitt	ed for approval.	Q Global Filter			
Request ID 🗢	Application 🗢	Role Name 🗢	Attributes 🗢	Submission Date ♦	Expiration Date	Action
789311	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	😑 Cancel
789312	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	⊖ Cancel
789313	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	⊖ Cancel
789314	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	⊖ Cancel
789315	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	⊖ Cancel
789364	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	⊖ Cancel

Note: After your role request is approved by the respective approving authority, you can log in to the CMS Enterprise Portal and access the eRPT application. Refer to Section 2.5.5 for steps

to access eRPT from within the Portal. You may receive an email notification when your access request is approved or rejected.

2.5.4 Modifying Your Access

2.5.4.1 Scenario 1 Steps - Canceling Your Pending Role Request(s) to eRPT Application (Before Approval)

1. From the "My Access" page, under the "My Pending Requests" tab, click the "Cancel" button corresponding to the row of the contract you want to cancel.

Figure 37: Canceling Your Pending Role Request(s) to eRPT Application, Before Approval – Step 1

13. 90 v , t	Enterprise Portal	∷ ⊟ Му Аррѕ			😫 John Blaze 🔻	Help G
ly Acces	S					
ž∃ My Roles	S My Pending Requests					
The following	is a list of pending requests submitte	ed for approval.				
			Q Global Filter	Submission	Expiration Date	
Request ID 🗢	Application 🗢	Role Name 🕈	Q Global Filter Attributes \$	Submission Date ◆	Expiration Date	Action
Request ID ♦	Application 🗢 Electronic Retroactive Processing Transmission (eRPT)	Role Name 🕈 eRPT Plan User				Action
	Electronic Retroactive Processing		Attributes 🕈	Date 🗢	•	Action
789311	Electronic Retroactive Processing Transmission (eRPT) Electronic Retroactive Processing	eRPT Plan User	Attributes 🕈 Plan Contract Number:	Date \$ Jan 7, 2021	↓ Jan 8, 2021	Cancel

2. Click "Ok" to confirm your action of canceling the pending request.

Figure 38: Canceling Your Pending Role Request(s) to eRPT Application, Before Approval – Step 2

E My Roles	S My Pending Reque Conf	rmation		×		
The following	Once t	u sure you want to cancel this per he request is canceled, you may i 'OK' to continue. Otherwise, sele	need to request access for the role again.	ssion	Expiration Date	
Request ID 🗢	Application 🗢			\$	expiration Date	Action
789311	Electronic Retroactive Proc Transmission (eRPT)		Cancel	Ok 2021	Jan 8, 2021	Cancel
789312	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	Cancel
789313	Electronic Retroactive Processing Transmission (eRPT)	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	🖨 Cancel
789314	Electronic Retroactive Processing	eRPT Plan User	Plan Contract Number:	Jan 7, 2021	Jan 8, 2021	Cancel

3. The screenshot below depicts the acknowledgment of your action from Step 2. You may receive an email confirmation to your registered email address regarding this action.

Figure 39: Canceling Your Pending Role Request(s) to eRPT Application, Before Approval – Step 3

CMS.gov My E	Enterprise Portal	і ≣ Му Аррз	😫 John Blaze 🔻	? Help▼	€→ Log Out
	🗸 Confirmation		;	<	
	Your pending role request has been canceled.				
My Acces	s				
ž≡ My Roles	• My Pending Requests				

4. Repeat the steps above for each of the pending requests that you wish to cancel if you think they need to be canceled before they are approved.

2.5.4.2 Scenario 2 Steps - Modifying Your Previously Approved eRPT Plan User Role

1. Click the down arrow next to your name on the top right of the CMS Enterprise Portal page (after you log in to the Portal) and then click the "My Access" link.

Figure 40: Modifying Your Previously Approved eRPT Plan User Role – Step 1

CMS.gov My E	Enterprise Portal	i≣ My Apps	*	😌 John Blaz	? Help▼	€→ Log Out
My Acces	s			My Access My Profile		
∰ My Roles	S My Pending Requests					

2. Click the drop-down field under the "Actions" column as shown.

Figure 41: Modifying Your Previously Approved eRPT Plan User Role – Step 2 CMS.gov My Enterprise Portal

ly Acces			
≅ My Roles	O My Pending Requests		
Add Applicat		ed roles. You can add roles to these applications below or request access to a	a different application by selecting
		ed roles. You can add roles to these applications below or request access to a	a different application by selecting
			a different application by selecting Actions
*Add Applicat	ion".	Q Global Filter	

3. Select "View/Modify Role Details."

Figure 42: Modifying Your Previously Approved eRPT Plan User Role – Step 3

N2 .gov I™y	Enterprise Portal	⊞ My Apps	٠	😫 John Blaze 🔻	Help	C+ Log
My Acces	s					
∰ My Roles	My Pending Requests					
	10 20 10 10 10 10 10 10 10 10 10 10 10 10 10		100	NAME OF 19 1941	2 2 2	
The following "Add Applicat		ted roles. You can add roles to these applications below or reque	st access to a		on by selectin	g
		ted roles. You can add roles to these applications below or reques	st access to a	Add Role		ng
			st access to a	O Add Role		
*Add Applicat	tion".	Q Global Filter	st access to a	Add Role		ils
*Add Applicat	Application A active Processing Transmission (eRPT)	Q, Global Filter Role 🕈	st access to a	Add Role	dify Role Deta	ils

4. Click "Modify."

Figure 43: Modifying Your Previously Approved eRPT Plan User Role – Step 4

CMS.gov My Enterprise	Portal 🗄 My Apps	٠	😫 John Blaze 🔻	? Help▼	C→ Log Out
	Role Details				
	Application Electronic Retroactive Processing Transmission (eRPT)				
	Role eRPT Plan User				
	Role Details	ď	Modify		
	Plan Contract Number	i			

5. Update the "Plan Contract Number" field with new contract(s) if you want to add a new contract to the existing list of contracts or remove any existing ones. Provide appropriate justification in the "Enter a Reason for Change" field. To illustrate as an example, this test user will remove contract H2220. **Note:** If you are adding new contracts to the list of existing contracts, separate your entries by a comma.

Portal	; ≣ Му Аррs	٠	😫 John Blaze 🤻	Ø Help▼	€→ Log Out
			Cancel		
All fields are required unless marked (op	tional).				
H0137					
Reason for Change					
Removed access to contract H2220.					
		- 57	Submit		
			Jubiline		

Figure 44: Modifying Your Previously Approved eRPT Plan User Role – Step 5

6. Click "Submit." You will receive an acknowledgment/confirmation based on this action.

2.5.4.3 Scenario 3 Steps - Removing Your Previously Approved eRPT Plan User Role (Removing Your Access to the eRPT Application)

1. Click the down arrow next to your name on the top right of the CMS Enterprise Portal page (after you log in to the Portal) and then click the "My Access" link.

Figure 45: Removing Your Previously Approved eRPT Plan User Role – Step 1

CMS.gov My Enterprise Portal	i≣ My Apps	٠	😫 John Blaze 🔽	? Help▼	€→ Log Out
My Access			My Access My Profile		

2. Click the drop-down field under the "Actions" column as shown.

Figure 46: Removing Your Previously Approved eRPT Plan User Role – Step 2

CMS.gov My I	Enterprise Portal	I≣ My Apps	•	😫 John Blaze 🔻	🕜 Help▼	€→ Log O
My Acces	s					
i ∰ My Roles	O My Pending Requests					
The following "Add Applicati		and associated roles. You can add roles to these applications b	elow or request access to a	different applicatio	n by selecting	10
		Q Global Filter				
	Application *		Role 🕈		Action	s
Electronic Retroa	ctive Processing Transmission (eRPT)	eRPT Plan User			Select Activ	on 👻
Showing 1 of 1 re	cord.	H 4 1 > H 10 -			·	· • •

3. Select "Remove Role."

Figure 47: Removing Your Previously Approved eRPT Plan User Role – Step 3

	Enterprise Portal			😫 John Blaze 🔻	⑦ Help▼	C→ Lo
y Acces	s					
∃ My Roles	My Pending Requests					
The following	is a list of your existing applications and associa	ated roles. You can add roles to these applications below or request	access to a	different applicatio	n hu selectio	
Add Applicati		area rotest rou can and rotes to cheat applications seton of request	accession	i unierent applicatio	on by selectin	ıg
			accession	Add Role	n by selectin	g
		Q Global Filter		Add Role	Ĩ	
			accession	Add Role	Ĩ	
*Add Applicati	on".	Q Global Filter	accession	Add Role	Ĩ	ils

4. Click "Ok."

Figure 48: Removing Your Previously Approved eRPT Plan User Role – Step 4

My Roles	O My Pending Reques	ts		
		Confirmation	×	
The following "Add Applicati	is a list of your existing applic ion".	Are you sure you want to remove this role? Once this role is removed, you will need to request access again to have it restored. Select 'OK' to continue. Otherwise, select 'Cancel'.		to a different application by selecting
	Application			Actions
lectronic Retroa	active Processing Transmission	Cancel Ok		Select Action -
howing 1 of 1 re	cord.			

5. You will see an acknowledgment/confirmation based on your action in Step 4. You may receive an email confirmation to your registered email address regarding your role removal action.

2.5.5 Accessing eRPT Application from Within CMS Enterprise Portal

Once your "**eRPT Plan User**" role request has been approved by the appropriate approving authority, you will have access to the eRPT application specific to those contracts. You may receive an email notification when your access request is approved or rejected.

To access the eRPT application, follow the steps below:

 Enter the CMS Enterprise Portal Internet Uniform Resource Locator (URL) <u>https://portal.cms.gov/</u> in the web browser (also bookmark or save this URL for future use). On this webpage, provide your registered IDM ID (User ID) and Password in the respective fields.

CMS.gov Enterprise Portal			😮 Help 🔻	i About	🖂 Email Alerts
1 4 41					
	CMS.gov Enterprise Portal	1			
	User ID				
	Password			r	Sill.
A	I agree to the <u>Terms & Conditions</u>				1
	Login			5	
	Forgot your User ID or your Password?				
	New User Registration				

Figure 49: Accessing eRPT Application from Within CMS Enterprise Portal – Step 1

2. Select the checkbox to agree to the terms and conditions.

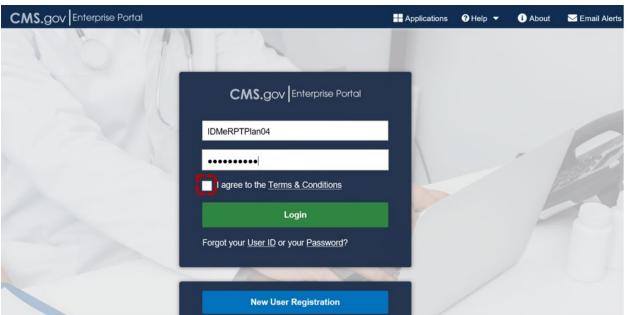


Figure 50: Accessing eRPT Application from Within CMS Enterprise Portal – Step 2

3. Click "Login."

Figure 51: Accessing eRPT Application from Within CMS Enterprise Portal – Step 3

CMS.gov Enterprise Portal		Applications	🕄 Help 🔻	i About	🖂 Email Alerts
1 5 1					
	CMS.gov Enterprise Portal				
	IDMeRPTPlan04				
	•••••			"	13.16
	I agree to the <u>Terms & Conditions</u>				
	Login			5	
	Forgot your User ID or your Password?	- C			
	New User Registration				

4. The email address you used while you registered your identity will be the default Multi-factor Authentication (MFA) mechanism. Click the "Send MFA Code" button to receive the MFA code to your registered email address this time. Note: You can set up other protocols as alternative means to receive the MFA code (the steps for this are defined in Section 2.5.6). You can choose an MFA mechanism from the drop-down field (Example: Email, SMS Message, etc.) and input where to send the code.



- 5. Enter the MFA code in the field provided.
 - Figure 53: Accessing eRPT Application from Within CMS Enterprise Portal Step 5

CMS.gov Enterprise Portal		Applications	🕑 Help 🔻	i About	🖂 Email Alerts
1.9.1					
	CMS.gov Enterprise Portal				
	Soluti-factor Authentication				
	Email 🗸			-	SAL.
	Sending To: il@gmail.com				
1	Re-send MFA Code 657255			1	
	Verify				D
	Unable to Access MFA Device or MFA Code? Cancel				
		- /			

6. Click the "Verify" button.

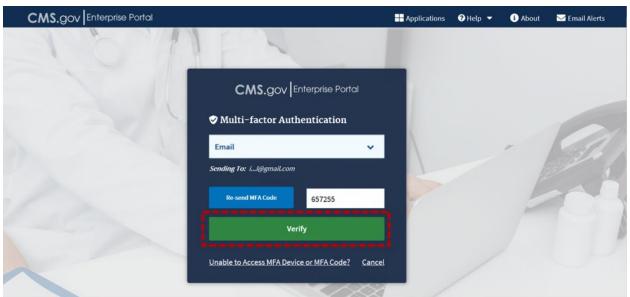


Figure 54: Accessing eRPT Application from Within CMS Enterprise Portal – Step 6

7. Click "eRPT."

Figure 55: Accessing eRPT Application from Within CMS Enterprise Portal – Step 7



8. Click "Application" under "eRPT."



9. Based on your action at Step 8, you will see the eRPT homepage (the default view is the "Actions" tab).

CMS.go	W My Enterprise	Portal	🗮 My Apps		🕒 Clay Roberson 🔻	Help	🕩 Log Out
+	eRPT Electronic	Retroactive Processing	Transmission	Clay Roberson	Email Notifications	User Manual	5
	Actions C	C Search 🕒 EDV Reports	😚 Create Package				
Action	5						
							_
Show	10 Y entrie	:5			Q Filter Results		
	Date Received $\uparrow\downarrow$	Message ↑↓					
	08-23-2023 02:17:16	There is an Inquiry Response u	ploaded by RPC for Package TIQ20	230801164154758.			
	08-23-2023 02:16:36	RPC successfully downloaded t	he package TIQ2023080116415475	<u>58.</u>			
	08-22-2023 01:36:08	There is a Plan EDV Report for	contract H0137 from the RPC.				

Figure 57: Accessing eRPT Application from Within CMS Enterprise Portal - Step 9

2.5.6 Adding/Removing Additional MFA Devices

1. Click the down arrow next to your name on the top right of the CMS Enterprise Portal page (after you log in to the Portal) and then click the "My Profile" link.

Figure 58: Adding/Removing Additional MFA Devices – Step 1



2. Click "Manage MFA Devices."

Figure 59: Adding/Removing Additional MFA Devices – Step 2

CMS.gov My Enterprise Portal	і⊟ Му Аррs	٠	😫 John Blaze 🔻	? Help▼	€> Log Out
My Profile					
	View Profile				
Lever View Profile	First Name: John				
Change Profile	Middle Name:				
Change Business Contact Information	Last Name: Blaze				
Change Password	Date of Birth: 01/01/1901 Email Address: IDMeRPTVAL@gmail.com				
Change Security Question and Answer	Phone Number: 999-999-9999				
Manage MFA Devices	Home Address Line 1: 9999 Patt St				
C. manage MrA Devices	Home Address Line 2:				

3. Click "Register a device."

Figure 60: Adding/Removing Additional MFA Devices - Step 3

CMS.gov My Enterprise Portal	I≣ My Apps			٠	⊖ John Blaze 🔻	Ø Help▼	€→ Log Out
My Profile							
	Manage Multi-Fa	ctor Authentication	(MFA) Device	es			
View Profile	Device Type	Identifier	Status		Actions		
Change Profile	Email	IDMeRPTVAL@gmail.com	Active	Edit			
Change Business Contact Information	Register a c	device					
Change Password							
Change Security Question and Answer							
Manage MFA Devices							

- 4. Click the "Select MFA Device" drop-down field and select the option you want to choose as an alternate MFA Device.
- CMS.gov My Enterprise Portal I My Apps S John Blaze ▼ 3 Help ▼ G Log Out View Profile Device Type Identifier Actions Status Emai Change Profile IDMeRPTVAL@gmail.com Active Change Business Contact Info Change Password Register Multi-Factor Authentication (MFA) Device Change Security Question and An Adding a MFA Code to your login, also known as Multi-Factor Authentication (MFA), can make your login more secure by providing an extra layer of protection to your User ID and Password. Manage MFA Devices Select the MFA device type that you want to use to login Select MFA Device ~
- Figure 61: Adding/Removing Additional MFA Devices Step 4

5. In this example, we will select "Text Message (SMS)" as an additional MFA Device Type.

Figure 62: Adding/Removing Additional MFA Devices – Step 5

y Enterprise Portal	🗮 My Apps			•	😫 John Blaze 🔻	0 H
View Profile	Device Type	Identifier	Status		Actions	
Change Profile	Email	IDMeRPTVAL@gmail.com	Active	Edit		
Change Business Contact Information						
Change Password	Register Multi-F	actor Authentication	(MFA) Devi	ce		
Change Security Question and Answer	•	r login, also known as Multi-Fact r of protection to your User ID ar		(MFA), car	make your login more	secure
Manage MFA Devices	Select the MFA devi	ce type that you want to	use to login			
	Select MFA Device Interactive Voice Respon					
	Text Message (SMS) Google Authenticator					
	Okta Verify					

6. Enter the Phone Number that the MFA code should be sent to and then click "Send MFA Code."

CMS.gov My Enterprise Portal Image: Image:

Figure 63: Adding/Removing Additional MFA Devices – Step 6

7. Enter the code received to the phone number you have provided in the previous step and then click "Add Device."

Figure 64: Adding/Removing Additional MFA Devices – Step 7

CMS.gov My Enterprise Portal	i≣ My Apps	٠	😫 John Blaze 🔻	? Help▼	€→ Log Out
	The SMS option will send your MFA Code directly to provide a ten (10) digits U.S. phone number for service charges may apply for this option.				
	The MFA code has been sent to your MF code in 30 seconds.	A device. If you are having trouble, w	ve can resend the MFA		
	Re-send MFA Code				
	362135				
	Add Device Canc	el			

8. If you want to remove the MFA device that you have added, click the "Remove" button. The email address associated with your IDM User ID will be the default MFA authentication protocol and cannot be removed.

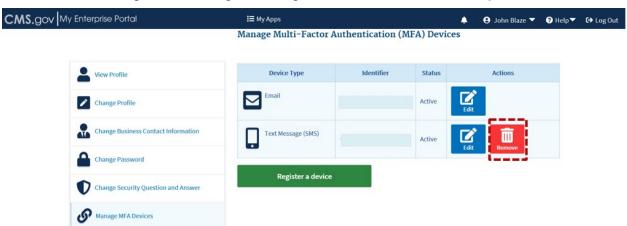


Figure 65: Adding/Removing Additional MFA Devices – Step 8

9. Click "Confirm Remove SMS" to remove your Phone Number from the MFA device list.

Figure 66: Adding/Removing Additional MFA Devices – Step 9

i ≣ My Apps			۰	😫 John Blaze 🔻	🕑 Help 🔻
Manage Multi-Factor A	uthentication (M	MFA) Devices			
Device Type	Identifier	Status		Actions	
Email			Edit		
		× Close	Ľ	Ē	
onfirm Remove SMS Cance	el		Edit	Remove	
,		_			
	Manage Multi-Factor A Device Type Email nove MFA - Text Message (SMS) firm MFA-Text Message (SMS)	Manage Multi-Factor Authentication (I Device Type Identifier Email Investment of the state of	Manage Multi-Factor Authentication (MFA) Devices Device Type Identifier Status Email IntroopTV/AL Consult constraints Action nove MFA - Text Message (SMS) X Close Action afirm MFA-Text Message (SMS) Removal. IntroopTV/AL Consult constraints IntroopTV/AL Consult constraints	Manage Multi-Factor Authentication (MFA) Devices Device Type Identifier Status Email Device Type Internation (MFA) Final Device Type Internation (MFA) Final Internation (MFA) Action Final Internation (MFA) Action Final Internation (MFA) Action Final Internation (MFA) Action Action Internation (MFA) Action Action Internation Action Action Internation Action Action	Device Type Identifier Status Actions Device Type Identifier Status Actions Email Integerst/Al-General Construction Integerst/Al-General Construction nove MFA - Text Message (SMS) X Close afirm MFA-Text Message (SMS) Removal. Image Status

 For information on how to add additional MFA devices, refer to the Enterprise Portal End User Guide under the "Help" menu within the CMS Enterprise Portal login page (<u>https://portal.cms.gov/</u>). Refer to Section 8.6 in the guide – Managing Multi-Factor Authentication (MFA).

CMS.gov Enterprise Portal		Applications	🛛 Help 🔻	i About	🖂 Email Alerts
	1	Frequently Asked Ques	tions (FAQs)		
		Enterprise Portal End U	ser Guide		
	CMS.gov Enterprise Portal			-	
	User ID				
	Password			-	
	✓ I agree to the <u>Terms & Conditions</u>				
	Login			1	
	Forgot your <u>User ID</u> or your <u>Password</u> ?				- 1
				How	can I
	New User Registration			help	you?

Figure 67: Adding/Removing Additional MFA Devices – Step 10

2.5.7 Updating Your Security Question and Answer

For information on how to update your Security Question and Answer, refer to the **Enterprise Portal End User Guide** under the "Help" menu within the CMS Enterprise Portal login page (<u>https://portal.cms.gov/</u>). **Refer to Section 8.5 in the guide – Changing Your Question**.

CMS.gov Enterprise Portal		Applications	🛛 Help 🔻	i About	🗠 Email Alerts
1.0.1		Frequently Asked Quest Enterprise Portal End U		1	
	CMS.gov Enterprise Portal				
	User ID				
	Password			-	
2	I agree to the <u>Terms & Conditions</u>				
and the second s	Login			1	
	Forgot your <u>User ID</u> or your <u>Password</u> ?				
				How of help y	
	New User Registration				~

Figure 68: Updating Your Security Question and Answer

2.5.8 User Replacement

An eRPT Plan User who wishes to take over the role of another eRPT Plan User must conform to the following rules:

- 1. Should have a valid IDM User ID to log into the CMS Enterprise Portal and should have the "eRPT Plan User" role associated with his/her IDM User ID.
- 2. Should at the least have access to the same contract numbers as the user who leaves the organization.

Note: Follow the steps documented in Sections 2.5.1 and 2.5.2 to register in the CMS Enterprise Portal for an IDM user account and request access to the eRPT application, if you haven't done so.

3. The existing Plan User (who will be replaced) should remove his/her "eRPT Plan User" role from his/her IDM ID, following the steps documented in Section 2.5.4.3.

2.6 System Organization & Navigation

The menu options allow the Plan User to create a Package, search for Packages, and view the available Actions. The menu options are specific to the user group access rights.

2.7 Exiting the System

1. Click "Log Out" from the top right of the page to log out from the eRPT application.

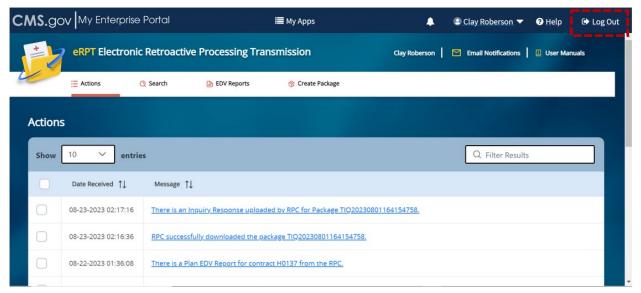


Figure 69: Exiting the eRPT – Step 1

2. Upon successful logout, you will see the CMS Enterprise Portal login page.

Figure 70: Exiting the eRPT – Step 2

CMS.gov Enterprise Portal	H Find Your Application	on 🕜 Help	i About	⊠ E-Mail Alerts
		C	20	1
	CMS.gov Enterprise Portal			
1 mm	UserID			
	Password			1
A statt	✓ Agree to our <u>Terms & Conditions</u>			
	Login			
	Forgot your <u>User ID</u> or your <u>Password</u> ?			7
				11
1	New User Registration			

3. Using the System

The following sub-sections provide details on how to use the various functions or features of the eRPT application as an eRPT Plan User.

3.1 eRPT Terminology

- 1. **Package Type** Package classification representing the type of package submitted by the Plan for processing.
 - a) **Submission Package** Retroactive enrollment-related transactions submitted by a Plan to RPC such as Enrollments, Disenrollments, Reinstatements, LIS Deeming Updates, Medicaid, SCC changes, and Payment Validation. **Note:** A Submission Package should not be created to respond to an EDV Review Package.
 - b) **Transaction Inquiry Package** A request submitted to the RPC by a Plan requesting a status on a previously submitted retroactive request.
 - c) Review Package Created by RPC to request supporting documents from Plan Users for completing the monthly EDV activities. Note: All Review packages should be responded to by uploading documents to the same Review Package as created by the RPC.
- 2. **Category Code** A code representing a classification of a retroactive Package type request.
 - a) For Submission Package Types:
 - Category 2 Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved Complaint Tracking Module (CTM) Cases) that may be submitted to the RPC without additional Regional Office (RO) approval. Please refer to RPC's Standard Operating Procedure (SOP) on their website for the types of retroactive transactions that do not require RO Approval.
 - Category 3 Untimely (i.e., current calendar month minus 3 months or more) or other (Special Cat 2 Cases, Guidance waivers, Documentation waivers, and any other exceptions) retroactive transactions that may be submitted to the RPC requiring RO approval prior to submission. Notify RO Account Managers of any waivers or exceptions. Please refer to RPC's SOP on their website for the types of retroactive transactions that require RO Approval.
 - **Complaint Tracking Module (CTM)** It is a submission category used when a retroactive request is generated as a result of a complaint filed by a beneficiary or caregiver where Plans fail to have a best available evidence (BAE) process in place or will not honor acceptable evidence provided by the beneficiary or someone on his/her behalf.
 - **Payment Validation** This category is used to submit status changes such as Medicaid, LIS, SCC, etc.
 - **Resubmission** Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that have been previously submitted but not processed as requested by the RPC and do not require additional RO approval for processing.
 - **Special** A customized user Package submitted by the CMS Central Office (CO) Staff or eRPT Plan Users to RPC. A special submission package will need to be approved by either the CMS CO or RO.
 - **LI-NET** Limited Income Newly Eligible Transition (LI-NET) program provides temporary drug coverage for certain dual Medicare/Medicaid or Supplemental

Security Income (SSI) only eligible people who qualify for Medicare's LIS or Extra Help. This program provides immediate and retroactive (if eligible) temporary drug coverage until these beneficiaries have had a chance to enroll in a regular Medicare Part D drug plan. **Note:** This is a sub-category representing a classification of a retroactive Submission Package type request, applicable only for Category 3 and Special Submission Package.

- b) For Review Package Types:
- **EDV** (this option is available only on the search page) A request submitted by the RPC to a Plan requesting supporting documentation for enrollment-related transactions processed by the Plan in the Medicare Advantage Prescription Drug (MARx) System. RPC historically used this category value to create the EDV package.
- **EDV-E&D** Reports with this value in the file name will include sampled Enrollment and Disenrollment transactions that were submitted to MARx via the batch process.
 - Enrollment transactions (Transaction Type Code 61) are defined as an action that initially enrolls a beneficiary into a certain plan contract number and Plan Benefit Package (PBP) number.
 - Disenrollment transactions (Transaction Type Code 51) are defined as an action that terminates a beneficiary's enrollment in a given plan.
- **EDV-CANCELLATIONS** Reports with this value in the file name will include sampled Enrollment Cancellation and Disenrollment Cancellation transactions that were submitted to MARx via the batch process.
 - Enrollment Cancellations (Transaction Type Code 80) are defined as an action initiated by the beneficiary to cancel an enrollment transaction.
 - Disenrollment Cancellations (Transaction Type Code 81) are defined as an action that cancels a previously submitted disenrollment, leaving no gap in coverage for the beneficiary.
- **EDV-MARX_UI** Reports with this value in the file name will include sampled Enrollment, Disenrollment, Enrollment Cancellation, and Disenrollment Cancellation transactions that were submitted via the MARx User Interface (UI).
- **EDV-RACS** Reports with this value in the file name will include sampled Residence Address Change (RAC) transactions that were submitted via either the MARx UI or the batch-submission process.
 - RACs (Transaction Type Code 76) are updates to the member's residence address listed in MARx that ultimately determines the SCC used in the payment calculation.
- Approval Authority (applicable only to Category 3 and Special Submission package)

 The office selected by the package creator to approve the package. The options are:
 - Central Office
 - Regional Office
- 4. **Regional Office** (applicable only to Category 3 and Special Submission package) The regional offices overseeing the package creator's parent organization:
 - CMS Regional Office 01 Boston
 - CMS Regional Office 02 New York
 - CMS Regional Office 03 Philadelphia
 - CMS Regional Office 04 Atlanta
 - CMS Regional Office 05 Chicago
 - CMS Regional Office 06 Dallas
 - CMS Regional Office 07 Kansas City

- CMS Regional Office 08 Denver
- CMS Regional Office 09 San Francisco
- CMS Regional Office 10 Seattle
- 5. **Parent Organization** Name of the Parent Organization to which the Package or document belongs.
- 6. **Status** Status of the Package. The following are the different Package status values and definitions that can be set on a Package:
 - **Draft** When a Package has been created but not yet submitted within the eRPT application.
 - **Pending Approval** When a Package is submitted by the eRPT Plan User but is awaiting an Approval Letter from the CMS RO Account Manager or CMS CO. This status is applicable only for a Category 3 and Special Submission Package.
 - **Open** When a Submission Package is submitted in eRPT and ready for the RPC to download or when a Review Package is uploaded for a Plan User to respond.
 - **Completed** When a Review Package is submitted by the eRPT Plan User with all the supporting Response documents.
 - **Downloading** When the RPC is downloading the Package.
 - In Process When the RPC is processing the Package.
 - **Closed** When a retroactive Package processing has been completed by the RPC the Package status will be marked as closed.
 - **Deleted** When a retroactive Package is deleted by the eRPT Plan User, CMS Central Office, or Administrator user, the Package status will be marked as deleted.
- 7. Contract ID A unique five-character alphanumeric identifier assigned by CMS.
- 8. **Count** The total number of transactions by contract listed in the RPC Submission spreadsheet. The count includes all transactions across each worksheet within the spreadsheet for a specific contract.
- 9. **Transaction Type** Type of transaction.
- 10. **Total Submissions** The total number of transactions that are submitted in the package.
- 11. **Package ID** A unique system-generated identifier assigned to each retroactive Package request.
- 12. **Created by** The IDM User ID of the user who created the Package. In this document, the user who created the Package is referred to as the "Package Creator."
- Proxy Users A list of persons (no more than 3) authorized to act on behalf of an eRPT Plan User responsible for creating and submitting a retroactive plan submission package.

3.2 eRPT Plan User Interface Functional Menus

Upon being successful in accessing the eRPT application within the CMS Enterprise Portal, the eRPT Plan User can see the following menu options:

- Actions, Section 3.2.1
- Search, Section 3.2.2
- EDV Reports, Section 3.2.3
- Create Package, Section 3.2.4

In eRPT, a Plan User will be able to create, view, update, delete a draft package, track, and respond to Review Packages. The eRPT Plan User will also be able to view Response documents that are added to the Package by the RPC.

In the following subsections, we will discuss the steps to:

- Viewing a Package and Downloading Package Documents, Section 3.2.5
- Update a Submission Package ('Draft' status only), Section 3.2.6
- Deleting Documents from a Submission Package ('Draft' status only), Section 3.2.7
- Deleting a Submission Package ('Draft' status only), Section 3.2.8
- Tracking Packages, Section 3.2.9
- View Response Documents added by the RPC through the Actions tab, Section 3.2.10
- Search and View Response Documents, Section 3.2.11
- Completing a Review Package, Section 3.2.12

Note: Plan Users will be able to view/access only the packages and documents created by themselves or if they are designated as proxy users based on their access to contracts.

The following are the types of packages that can be created by Plan Users via the eRPT Application User Interface:

- Submission Package
 - o Category 2
 - Category 3
 - ∘ CTM
 - Payment Validation
 - Resubmission
 - o Special
- Transaction Inquiry Package.

3.2.1 Actions

1. The "Actions" tab lists all the relevant notifications/business events specific to the Plan User who has logged into the eRPT application. Notifications such as the ones related to EDV Review Packages posted by the RPC requiring the Plan User's response, RPC's action on a Submission Package, Category 3/Special package rejection notification, and Plan EDV Reports posted by the RPC will be lined up in this Actions list. Note: By default, the incoming notifications are listed in descending order of date column, meaning the latest/most recent ones will be at the top. You may sort this list by the date for quick access.



CMS.gc	V My Enterpris	se Portal		🗮 My Apps		🖲 Clay Roberson 🔻	🕜 Help	🕞 Log Out
eRPT Electronic Retroactive		e Processing Tra	insmission	Clay Roberson	Email Notifications	🗓 User Manu	ials	
	i Actions	🧿 Search	EDV Reports	😚 Create Package				
Actions								
Show	10 V ent	tries				Q Filter Results		
	Date Received $\uparrow\downarrow$	Message ↑↓						
	08-23-2023 02:17:16	5 <u>There is an lr</u>	nquiry Response upload	ded by RPC for Package TIQ2023	30801164154758.			
	08-23-2023 02:16:36	5 <u>RPC success</u> f	RPC successfully downloaded the package TIQ20230801164154758.					
	08-22-2023 01:36:08	3 <u>There is a Pla</u>	ere is a Plan EDV Report for contract H0137 from the RPC.					

2. You may use the "Filter Results" field to do a quick search of the list to get to a specific record on the list. The following screenshot illustrates this.

Figure 72: Using Filter Results Field in Actions Tab

CMS.gc	W My Enterpris	e Portal		🗮 My Apps	•	🕒 Clay Roberson 🔻	😯 Help 🕞 Log	Out
*	eRPT Electron	eRPT Electronic Retroactive Processing Transmission				Email Notifications	User Manuals	A
	Actions	Q Search	EDV Reports	😚 Create Package				
Actions	5							
Show	10 ~ ent	ries				EDV.		
0	Date Received $\uparrow \downarrow$	Message ↑↓						
	08-22-2023 01:36:08	There is a Plan	EDV Report for contra	act H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Plan	EDV Report for contra	act H0137 from the RPC.				
	08-10-2023 01:26:37	There is an ED	V - E&D request RVW2	0230810132615355 has been a	added to the system for co	ontract H0137 from RPC.		
								-

3. You can click the "Date Received" field to do a sort of the list and as a result, the oldest notifications will show up at the top of the list, as shown below. **Note:** Clicking the "Date Received" field again will bring back the new/latest ones to the top.

CMS

Figure 73: Sorting the List in Actions Tab by "Date Received" Field/Column

CI	NS .gov	My Enterprise	Portal		🗮 My Apps	A	Clay Roberson 🔻	😯 Help 🛛	Log Out
	eRPT Electronic Retroactive		Processing Tra	nsmission	Clay Roberson	Email Notifications	User Manuals	Î	
4		Actions	Q Search	EDV Reports	😚 Create Package				
	Actions								
	Show	10 🗡 entrie	es				Q Filter Results		
	0	Date Received ↑↓	Message ↑↓						
		08-23-2023 02:17:16	There is an Inc	quiry Response upload	led by RPC for Package TIQ20	230801164154758.			
	\Box	08-23-2023 02:16:36	RPC successfu	lly downloaded the pa	ckage TIQ2023080116415475	8.			
		08-22-2023 01:36:08	<u>There is a Plar</u>	EDV Report for contra	act H0137 from the RPC.				

4. Click the link to open the package to view the different sections of the package and/or to make an update (providing your responses in the case of the EDV Review Package). Alternatively, you may select the checkbox next to the row on the left and click "View Selected Action" to open the package.

CI	NS.gc	W Enterprise	Portal 🗮 My Apps 🌲 🕒 Clay Roberson 🔻 😯 Help 🖙 Lo	og Out
	Show	10 × entries	s Q Filter Results	
		Date Received ↑↓	Message 1	
		08-23-2023 02:17:16	There is an Inquiry Response uploaded by RPC for Package TIQ20230801164154758.	
		08-23-2023 02:16:36	RPC successfully downloaded the package TIQ20230801164154758.	
		08-22-2023 01:36:08	There is a Plan EDV Report for contract H0137 from the RPC.	
		08-10-2023 01:28:33	There is a Plan EDV Report for contract H0137 from the RPC.	
		08-10-2023 01:26:37	There is an EDV - E&D request RVW20230810132615355 has been added to the system for contract H0137 from RPC.	
		08-10-2023 01:23:17	There is an Error Report uploaded by RPC for Package SUB20230802150500841.	
		08-10-2023 01:23:13	RPC successfully downloaded the package SUB20230802150500841.	

Figure 74: Open a Package from Actions Tab, 4a



CMS.	gov My Enterprise	Portal 🗮 My Apps 🌲 🚨 Clay Roberson 🔻	e Help
	08-10-2023 01:28:33	There is a Plan EDV Report for contract H0137 from the RPC.	Î
	08-10-2023 01:26:37	There is an EDV - E&D request RVW20230810132615355 has been added to the system for contract H0137 from RPC.	
	08-10-2023 01:23:17	There is an Error Report uploaded by RPC for Package SUB20230802150500841.	
	08-10-2023 01:23:13	RPC successfully downloaded the package SUB20230802150500841.	
	08-10-2023 01:21:54	There is FDR(s) uploaded by RPC for Package SUB20230801162917597.	
	08-10-2023 01:21:51	RPC successfully downloaded the package SUB20230801162917597.	
Sh	owing 1 to 9 of 9 entries	« < 1	> »
Ac	knowledge Selected Actions	View Selected Actions Clear Selected Actions	

5. The package opens in a new window.

Figure 76: Package Window When the Package is Opened

OV My Enterprise Portal	🗮 My Apps	🔔 🛛 🕄 Clay Roberson 🤊	? ₽
W20230810132615355			
ckage Details Submission Documents	Response Documents		
Package Information		Workflow Information	
Package ID RVW202308101326153	355 Status	Completed	
Package Type Review	Last Upda	ated By erptrich.mcneil	
Category EDV - RACS	Last Upda	ated 08-14-2023 01:12:45	
Parent Organization Commonwealth Care A	Alliance, Inc. Created E	3y erpt-api-user	
Contract Number H0137	Creation	Date 08-10-2023 01:26:14	

Note: Refer to Sections 3.2.5 and 3.2.6 for the steps to navigate the different sections of the package to update or view the information/documents contained in the package.

6. When you are done reviewing or responding to a package through the "Actions" tab, select the checkbox next to the left of the "Actions" row and then click "Acknowledge Selected Actions;" this will remove the row from the "Actions" table. This is not a required action, but it will help you manage the "Actions" list from time to time before it becomes too unwieldy to manage. See the screenshot below. Note: You can still retrieve this package using the "Search" function. See Section 3.2.2 to understand how to use the search function.

Figure 77: Using "Acknowledge Selected Actions" Button in Actions Tab

C	MS.g	OV My Enterprise	Portal		🔳 My Apps		4	🕒 Clay Rob	erson 🔻	Help	🕞 Log	g Out
		08-10-2023 01:28:33	There is a Plan EDV Rep	ort for contra	ict H0137 from the	e RPC.						Î
		08-10-2023 01:26:37	There is an EDV - E&D re	quest RVW20	023081013261535	5 has been added	to the system for	contract H0137 f	rom RPC.			
		08-10-2023 01:23:17	There is an Error Report	uploaded by	RPC for Package	SUB202308021505	00841.					
		08-10-2023 01:23:13	RPC successfully downlo	aded the pac	ckage SUB2023080	02150500841.						
		08-10-2023 01:21:54	There is FDR(s) uploade	d by RPC for P	Package SUB20230	0801162917597.						
		08-10-2023 01:21:51	RPC successfully downlo	aded the pac	ckage SUB2023080	01162917597.						
	Showi	ing 1 to 9 of 9 entries						«		1 >	»	
	Ackno	wledge Selected Actions	View Selected Actions	Clear	Selected Actions							

7. You may use the "Clear Selected Actions" button to clear off the check mark within the checkbox of all those actions selected by you. This functions like an undo action.

Figure 78: Using "Clear Selected Actions" Button in Actions Tab

l S .go	OV My Enterprise	Portal	🗮 My Apps	A	鸟 Clay Roberson 🔻	🕑 Help	🕞 Log Ol
	08-10-2023 01:26:37	There is an EDV - E&D r	equest RVW20230810132615355 has been add	led to the system for co	ntract H0137 from RPC.		
	08-10-2023 01:23:17	There is an Error Repor	t uploaded by RPC for Package SUB202308021	50500841.			
	08-10-2023 01:23:13	RPC successfully downle	paded the package SUB20230802150500841.				
	08-10-2023 01:21:54	<u>There is FDR(s) uploade</u>	d by RPC for Package SUB20230801162917597	<u>r</u>			
	08-10-2023 01:21:51	RPC successfully downlo	paded the package SUB20230801162917597.				
Showir	ng 1 to 9 of 9 entries	h			« <	1 >	»
Ackno	wledge Selected Actions	View Selected Actions	Clear Selected Actions				
				(800)	927-8069 MAP	DHelp@cms.hl	os gov

3.2.2 Search for Packages and Documents

From within the "Search" tab, the users can search for Packages and documents in eRPT. Depending on the type of user logging into the eRPT there are restrictions on the Packages and documents that can be retrieved and viewed by the user.

The eRPT Plan Users will be able to search for the following:

- The Packages that have been created by them or packages where they are included as a proxy.
- Response documents (For example: FDR, Error Report) for their respective contracts.

• Review Packages for their respective contracts.

The drop-down selection lists and free-form data entry fields allow the user to make selections that will optimize the search results returned.

Note:

- The search screen provides the user with a dynamic set of search criteria/options depending on what the user is searching for.
- The "Search For," "Date From," and "Date To" fields are required fields to perform all kinds of searches.

The following are some of the options available to perform a search:

- 1. Search For This is a drop-down field with the following values:
 - Submission Packages
 - Transaction Inquiry Packages
 - Review Packages
 - Final Disposition Reports
 - Follow-on Final Disposition Reports
 - Error Reports
 - o Letters
- 2. **Date From and Date To** Use the built-in calendar feature to select a value for this field. The date format is MM-DD-YYYY.
 - The "Date Form" and "Date To" fields are required fields and must be used by the user to select the date range in which the Package was saved or submitted. The search will automatically look for results within the dates provided. For example, if the user is searching for a draft package or a package pending RO Account Manager approval, the eRPT application will look for Packages based on the Package's creation date.
- 3. **Category** The following are the category values to choose from based on the package searched for.
 - o Submission Package
 - All (default selection)
 - Category 2
 - Category 3
 - CTM
 - Payment Validation
 - Resubmission
 - Special
 - Review Package
 - All (default selection)
 - Enrollment Data Validation
 - EDV E&D
 - EDV CANCELLATIONS
 - EDV MARX_UI
 - EDV RACS
- 4. **Package ID** If you know the specific ID of the Package you want to find in the system, you can enter it in this field.
- 5. **Status** A drop-down containing values for identifying packages based on their status. The status values are dynamically populated based on the package type (Submission/ Transaction/ Review Package) and category (Category 2, Category 3, etc.) searched for.
 - Submission Packages Category 2, Resubmission, CTM, and Payment Validation
 All

- o Draft
- o Open
- In Process
- Closed
- \circ Downloading
- Submission Packages Category 3 and Special
 - o All
 - o Draft
 - Pending Approval
 - Rejected
 - o Open
 - In Process
 - o Closed
 - \circ Downloading
- Transaction Inquiry Packages
 - o All
 - o Draft
 - o Open
 - o In Process
 - Closed
 - \circ Downloading
- Review Packages
 - o All
 - o Open
 - Completed
 - Closed
 - Downloading
- Parent Organization All Plan Parent Organizations will be listed. You may choose a
 parent organization if desired. This option does not apply to FDRs, Error Reports, and
 Follow-On FDRs.

Note: If your Parent Organization is not available in the drop-down, please contact the MAPD Helpdesk at <u>mapdhelp@cms.hhs.gov</u> (or call 1-800-927-8069).

 Contract ID – If the user knows the specific contract ID of the package, they can enter it in this field. This field is not applicable while searching for transaction inquiry packages and approval letters.

3.2.2.1 Steps to Execute a Search

Let us see the steps involved in searching for "Submission Packages" (for example).

1. Click the "Search" tab (the default view is the "Actions" tab).

Figure 79: Search for a Package – Step 1

CMS.gov My Enterprise Portal	i ≣ Му Аррs	🌲 🔹 Clay Roberson 🔻 😯 Help 🕞 Log Out
eRPT Electronic Retroactive	Processing Transmission	Clay Roberson 🗹 Email Notifications 🗓 User Manuals
🚊 Actions 🔍 Search	EDV Reports 😵 Create Package	
Search		
Criteria		-
Search For (Required) Submission Packages	✓ Category	~
Date Date To (Required) 08/27/2023	ed) Package ID	
	Status	

2. In the "Search For" field, select "Submission Packages" (but, since this is the default selection, we will leave the selection as-is).

Figure 80: Search for a Package – Step 2

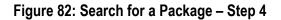
CMS.gov My Enterprise F	Portal	🔳 My Apps		Clay Roberson	Help	🕩 Log Out
:= Actions 이	Search 📄 EDV Repor	ts 😵 Create Package				
Search						
Criteria						-
Search For (Required) Submission Packages	~	Category		~		
From (Required)	08/27/2023	Package II)			
		Status		~		
		Parent Or	ganization			

3. Select appropriate dates in the "Date From" and "Date To" fields **using the respective calendar buttons (an example is illustrated in the screenshot below)**. The default value is today's date. Click the calendar button to start the calendar function to change the date values. Alternatively, you can enter the date values using your keyboard in the following format MM-DD-YYYY.

۸ S .g	jov	My En	terpris	e Port	al			Ⅲ Му Аррs	•	🕒 Rich McNeil 🔻	🕑 Help	🕩 Log Ou
+	eF	RPT Ele	ctroni	c Retro	active	Proce	ssing Tr	nsmission Rich	h McNeil	Email Notifications	📔 🛛 User Mar	nuals
	<		Septe	mber	2023		>	😚 Create Package				
ear	Su	Мо	Tu	We	Th	Fr	Sa					
Crit	27	28	29	30	31	1	2					-
	3	4	5	6	7	8	9	Category		<u></u>		
	10	11	12	13	14	15	16	All		\sim		
	17	18	19	20	21	22	23	Package ID				
	24	25	26	27	28	29	30					
								Status				
								All		~		

Figure 81: Search for a Package – Step 3

4. In this example, let us search for all kinds of submission packages within the specified date range values. So, all other data drop-down fields and text fields do not need any input in this example. Move on to the next step to execute this search.



CMS.gov My Enterprise Portal	🔳 My Apps	A	🙁 Rich McNeil 🔻	🕜 <u>Help</u>	🕩 Log Out
Submission Packages		legory	~		Â
Date Date To (Required)	Pac	ckage ID			
	Sta	tus \	~		
	Par	rent Organization	~		
		ntract ID	~		ľ
Search					.

5. Click "Search" to execute the search.

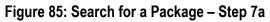
III My Apps		Help 🕞 Log Out
All	\sim	
Package ID		
Status	~	
Parent Organization	~	
Contract ID	~	
	Category All Package ID	All Package ID Status All Parent Organization All Contract ID

Figure 83: Search for a Package – Step 5

6. The search results are displayed in a tabular format as shown below.

CI	MS.gov My Enterprise	Portal	🗮 My Apps	A	Rich McNeil < ? Help	🕞 Log Out
	Criteria					+
	Results					—
	Total Results: 18	ries			Q Filter Results	
	iD †↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1	
	SUB20230830154036664	SUB	Category 2	Open	08-30-2023 03:43:13	
	SUB20230829144550366	SUB	Category 2	Open	08-29-2023 02:46:30	
	SUB20230828152146919	SUB	Category 2	Open	08-28-2023 03:20:52	
	SUB20230828151242279	SUB	Category 2	Draft		
	SUB20230828151045792	SUB	Category 2	Draft		•

7. If desired, you can use the "Filter Results" field to further refine this search based on specific parameters (data elements). See some examples below.



S.gov My Enterprise				
Total Results: 18 Show 10 Y en	tries		5	Category 3
ļ† a	Type ↑↓	Category ↑↓	Status ↑↓	Submission Date 1
SUB20230824114517171	SUB	Category 3	Draft	
SUB20230824114318723	SUB	Category 3	Draft	
SUB20230823094115877	SUB	Category 3	Rejected	08-23-2023 09:41:48
SUB20230823091727681	SUB	Category 3	Pending Approval	
SUB20230822121142608	SUB	Category 3	Draft	
SUB20230822093329171	SUB	Category 3	Pending Approval	

Figure 86: Search for a Package – Step 7b

Fotal Results: 18				
Show 10 v en	itries			Draft
iD †↓	туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1
SUB20230828151242279	SUB	Category 2	Draft	
SUB20230828151045792	SUB	Category 2	Draft	
SUB20230828115339564	SUB	Category 2	Draft	
SUB20230824114517171	SUB	Category 3	Draft	
SUB20230824114318723	SUB	Category 3	Draft	

8. You can also sort the search results by any of the specific column values. To do so, click the column header (as highlighted). The example screenshots below are the result of a column sort on the "Submission Date" column value.

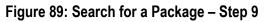
Show 10 \checkmark er	ntries			Q Filter Results
	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1
SUB20230830154036664	SUB	Category 2	Open	08-30-2023 03:43:13
SUB20230829144550366	SUB	Category 2	Open	08-29-2023 02:46:30
SUB20230828152146919	SUB	Category 2	Open	08-28-2023 03:20:52
SUB20230828135841685	SUB	Category 2	Open	08-28-2023 01:59:26
SUB20230824114758185	SUB	Category 2	Open	08-24-2023 11:00:50
SUB20230822105626908	SUB	Category 2	Open	08-22-2023 10:57:12
SUB20230822105412452	SUB	Category 2	Open	08-22-2023 10:55:02

Figure 87: Search for a Package – Step 8a (Before sorting by "Submission Date" column)

Figure 88: Search for a Package – Step 8b (After sorting by "Submission Date" column)

NS.gov My Enterpris	e Portal	🗮 My Apps	A	🕒 Rich McNeil 🔻 😗 Help 🕞 Log Ou
Show 10 v en	tries			Q. Filter Results
ID ţ↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1월
SUB20230822105412452	SUB	Category 2	Open	08-22-2023 10:55:02
SUB20230822105626908	SUB	Category 2	Open	08-22-2023 10:57:12
SUB20230824114758185	SUB	Category 2	Open	08-24-2023 11:00:50
SUB20230828135841685	SUB	Category 2	Open	08-28-2023 01:59:26
SUB20230828152146919	SUB	Category 2	Open	08-28-2023 03:20:52
SUB20230829144550366	SUB	Category 2	Open	08-29-2023 02:46:30
SUB20230830154036664	SUB	Category 2	Open	08-30-2023 03:43:13

9. Click the "ID" of the respective package (as shown) to open the package and view the different sections of the package and associated documents.



S.gov My Enterpris	e Portal	🔳 My Apps		🕒 Rich McNeil 🔻 🕑 Help	🕞 Log Out
Criteria					+
Results					-
Fotal Results: 7					
Show 10 Y en	tries			Q Filter Results	
snow to en	tries			C Pilter Results	
id †↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1월	
SUB20230822105412452	SUB	Category 2	Open	08-22-2023 10:55:02	
SUB20230822105626908	SUB	Category 2	Open	08-22-2023 10:57:12	
SUB20230824114758185	SUB	Category 2	Open	08-24-2023 11:00:50	
SUB20230828135841685	SUB	Category 2	Open	08-28-2023 01:59:26	

Note: Refer to Sections 3.2.5 and 3.2.6 for the steps to navigate the different package sections to update or view the information contained in the package.

3.2.3 Download Plan EDV Reports

The CMS' RPC uploads Plan EDV Reports for active contracts in eRPT. Plan Users who are associated with/have access to the contract will receive an email and a system notification when a new Plan EDV Report is uploaded to eRPT. **Note:** The eRPT Plan Users who do not have access to the contract will not be able to view/download the Plan EDV Report of the contract in question.

The following sub-sections outline the steps for a Plan User to download these reports from within the eRPT user interface.

3.2.3.1 From the "Actions" Page

The steps to download the Plan EDV Reports from the "Actions" page are similar to the steps discussed in Section 3.2.1 Actions for downloading package documents. Those steps are outlined again below.

1. You may use the "Filter Results" field to do a quick search on the list to get to a specific Plan EDV Report. The following screenshot illustrates this.

Figure 90: Download Plan EDV Reports from Actions Page, Step 1

CMS.	OV My Ente	erprise Portal		🗮 My Apps	A	Rich McNeil	Help	🕞 Log Out
-	eRPT Electr	onic Retroactive	Processing Tran	smission	Rich McNeil 📔	Email Notifications	User Manuals	Î
	Actions	🝳 Search	🕒 EDV Reports	😚 Create Package				
Action	IS							
Show	10 ~	entries				Plan EDV]	
	Date Received 1	∫↓ Message ↑↓						
	08-22-2023 01:36:08	There is a Pla	in EDV Report for contr	act H0137 from the RPC.				U
	08-10-2023 01:28:33	There is a Pla	in EDV Report for contr	act H0137 from the RPC.				
Showi	ng 1 to 2 of 2 entrie	5				« < 1	> >	,

2. Click the respective link to open/ download the Plan EDV Report. Alternatively, you may select the checkbox next to the row on the left and click "View Selected Action" to view/download the report.

Figure 91: Download Plan EDV Reports from Actions Page, Step 2a

CMS.g	OV My Enterpr	ise Portal		i 王 My Apps	4	🕒 Rich McNeil 🔻	Help	🕞 Log Out
1	eRPT Electroni	c Retroactive	Processing Trans	mission	Rich McNeil 📔 🗹] Email Notifications	User Manuals	
	Actions	🝳 Search	EDV Reports	😚 Create Package				
Actions	5							
Show	10 ~ ent	ries				Plan EDV		
	Date Received $\uparrow \downarrow$	Message ↑↓						
	08-22-2023 01:36:08	<u>There is a Pla</u>	n EDV Report for contra	ct H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Pla	n EDV Report for contra	ct H0137 from the RPC.				
Showing	g 1 to 2 of 2 entries					« < 1	> »	,]



CMS.	gov My Enterpris	se Portal	i≣ My Apps	🔍 Rich McNeil 🔻	Help	🕞 Log Out	140
Action	าร						^
Show	10 V entri	ies		Plan EDV			
	Date Received ↑↓	Message ↑↓					
	08-22-2023 01:36:08	There is a Plan EDV Reg	port for contract H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Plan EDV Rep	port for contract H0137 from the RPC.				
Show	ing 1 to 2 of 2 entries			« < 1	>	»	
Ackno	owledge Selected Actions	View Selected Actions	Clear Selected Actions				

3. When you are done reviewing the report through the "Actions" tab, select the checkbox next to the left of that row and then click "Acknowledge Selected Actions" to remove this row from the "Actions" table. See the screenshot below. This is not a required action, but this will help you manage the "Actions" list before it becomes too unwieldy. You may also temporarily download the report to your local computer workspace to view them.

Figure 93: Download Plan EDV Reports from Actions Page, Step 3

С	MS.g	OV My Enterpris	e Portal	🗮 My Apps	4	🔍 Rich McNeil 🔻	🕑 Help	🕒 Log Out
33	Actions	;						
	Show	10 Y entrie	es			Plan EDV		
		Date Received $\uparrow\downarrow$	Message ↑↓					
		08-22-2023 01:36:08	There is a Plan EDV Repo	ort for contract H0137 from the RPC.				
		08-10-2023 01:28:33	There is a Plan EDV Repo	Plan EDV ge 1 ↓ se a Plan EDV Report for contract H0137 from the RPC. se a Plan EDV Report for contract H0137 from the RPC. (< < 1 > >)				
	Showing	g 1 to 2 of 2 entries		Plan EDV re 1 is a Plan EDV Report for contract H0137 from the RPC. re a Plan EDV Report for contract H0137 from the RPC. re a Plan EDV Report for contract H0137 from the RPC. re a Plan EDV Report for contract H0137 from the RPC.				
		ledge Selected Actions	View Selected Actions	Clear Selected Actions				

3.2.3.2 From the "EDV Reports" Page

Following are the steps to search for and download Plan EDV Reports:

1. Select the "EDV Reports" tab.

Figure 94: Download Plan EDV Reports from EDV Reports Page – Step 1

CMS.g	OV My Enterpris	se Portal		🗮 My Apps		🕒 Rich McNeil 🔻	Help	€ Log Out
1	eRPT Electronic	Retroactive Pro	cessing Transm	hission	Rich McNeil 📔 🞦	Email Notifications	User Manual	s
	E Actions	🔍 Search 👔	EDV Reports	😚 Create Package				
Actions								
Show								
	Date Received $\uparrow\downarrow$	Message ↑↓						
	08-23-2023 10:11:54	Package SUB20230 user for additional		peen rejected by CMS Regional C	ffice user LOUISA FA	RRER. Please contact ti	<u>ne Regional Of</u>	ffice
	08-22-2023 01:36:08	There is a Plan EDV	Report for contract	H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Plan EDV	Report for contract	H0137 from the RPC.				

2. Select appropriate dates in the "Date From" and "Date To" fields **using the respective calendar buttons (an example is illustrated in the screenshot below)**. The default value is today's date. Click the calendar button to start the calendar function to change the date values. Alternatively, you can enter the date values using your keyboard in the following format MM-DD-YYYY.

CMS.	.gov	My E	nterpr	rise Po	rtal			🗮 My Apps 🌲 🔹 Rich McNeil 🔻 🕑 Help 🕞 Log Out
	<		Aug	just	2023		>	ansmission Rich McNeil 🗹 Email Notifications 🛛 🗓 User Manuals
-	Su	Mo	Tu	We	Th	Fr	Sa	Create Package
EDV	30	31	1	2	3	4	5	
Crit	6	7	8	9	10	11	12	_
	13	14	15	16	17	18	19	Parent Organization
	20	21	22	23	24	25	26	All
	27	28	29	30	31	1	2	Contract ID
	09/05/	2023	Ö	09/05,	/202:			~
	Se	earch						

Figure 95: Download Plan EDV Reports from EDV Reports Page – Step 2

3. Click "Search" to execute the search. This will pull the Plan EDV Reports for all the contracts the user has access to.

🕩 Log Out

Fig	ure 96: Dov	vnload Plan E	DV Reports from	EDV Report	s Page – Ste	р 3	
90V My Ent	erprise Portal		🗮 My Apps		🕒 Rich McNeil 🔻	? <u>Help</u>	
Actions	🔇 Search	EDV Reports	😚 Create Package				

E Actions	⊙ Search	EDV Reports	중: Create Package
Reports			-
Search For (Required	d)	~	Parent Organization
Date From (Required)	Date To (Requir	ed)	Contract ID
Search			
sults			+

4. The search results (Plan EDV Reports) are displayed as shown in the screenshot below based on the search criteria entered above.

CN	NS.gov My Ente	erprise Portal		🗮 My Apps	٨	鸟 Rich McNeil 🔻	🛛 Help	🕞 Log O	out
e	Actions	Q Search	EDV Reports	😚 Create Package					^
E	OV Reports								
	Criteria							+	
	Results							-	
	Total Results: 4								
	Show 10 ~	entries				Q Filter Results			
	Contract ID		Parent Organization ↑↓	Month ↑↓		Year ↑↓			
	<u>H2226</u>		Anthem Inc.	August		2023			
	<u>H0137</u>		Anthem Inc.	August		2023			
	<u>H2226</u>		Anthem Inc.	August		2023			-

Figure 97: Download Plan EDV Reports from EDV Reports Page – Step 4

5. To view/download a report, click the respective link in the "Contract ID" column.

CMS.

CMS.gov My En	terprise Portal		Ш Му Аррs	🙁 Rich McNeil 🔻	Help	🕩 Log Out
E Actions	🔍 Search	EDV Reports	😚 Create Package			Â
EDV Reports						
Criteria						+
Results						-
Total Results: 4						
Show 10	entries			Q Filter Results		
Contract ID ↑↓	Par	rent Organization 1	Month ↑↓	Year ↑↓		
<u>H2226</u>	Ant	hem Inc.	August	2023		
<u>H0137</u>	Ant	hem lnc.	August	2023		
H2226	Ant	hem Inc.	August	2023		-

6. If you want to search for Plan EDV Reports for a specific Plan contract only, select a contract from the "Contract ID" drop-down field. For example, the logged-in Plan User selects H2226 from the "Contract ID" drop-down field and then clicks "Search" again.

Figure 99: Download Plan EDV Reports from EDV Reports Page – Step 6

CMS.gov My Enterprise Portal	🗮 My Apps	🙁 <u>Rich McNeil</u> 🔻	? Help	🕞 Log Out
EDV Reports				A
Criteria				-
Search For (Required)	Parent Organization			
Plan EDV Reports	All	\checkmark		
Date To (Required) From (Required) 09/05/202:	Contract ID	~		
Search	H2220			
	H0137	_		
Results	H2226			-
Total Results: 4				_

7. The search results (Plan EDV Reports) are displayed as shown in the screenshot below, based on the search criteria entered above for contract H2226. To view/download a report, click the respective "Contract ID" hyperlink of the respective Plan EDV Report.



MS.gov My Enterprise Portc	l 🗮 M	ly Apps	1	🙁 Rich McNeil 🤝	? Help	🕩 Log Out
EDV Reports						
Criteria						+
Results						-
Total Results: 2						
Show 10 ~ entries				Q Filter Results		
Contract ID	Parent Organization $\uparrow \downarrow$	Month ↑↓		Year ↑↓		
<u>H2226</u>	Anthem Inc.	August		2023		
<u>H2226</u>	Anthem Inc.	August		2023		
Showing 1 to 2 of 2 entries				« < 1	> >>	

8. If desired, you can use the "Filter Results" field to further refine the search based on specific parameters (data elements). See the screenshot below. In this case, the original search results were filtered to show Plan EDV Reports for plan contract H0137.

Figure 101: Download Plan EDV Reports from EDV Reports Page – Step 8

CMS.gov My Enterprise Portal		i≣ My Apps	4	🙁 Rich McNeil 🔻 💡	Help 🕞 Log Out
🚞 Actions	🝳 Search 📄 EDV Reports	😚 Create Package			
EDV Reports					
Criteria					+
Results					-
Total Results: 4	entries			H0137	
Contract ID 1	Parent Organization 1	Month ↑↓		Year 1	
<u>H0137</u>	Anthem Inc.	August		2023	
<u>H0137</u>		August		2023	
Showing 1 to 2 of 2 entri	ies			« < 1	» »

9. You can also sort the search results by any of the specific column values. To do so, click the respective column header (as highlighted). The example screenshots below are the result of a column sort on the "Month" column in ascending order (January, February, etc.). To sort it in descending order, click the column header "Month" again.

MS.gov My Enterprise Portal		i ≣ My Apps		🖲 Rich McNeil 🔻	🕑 Help	🕩 Log Out	
= Actions	Q Search	EDV Reports	😚 Create Package				
DV Reports							
Criteria						+	
Results						-	
Show 10 ~	entries			Q Filter Results			
Contract ID ↑↓	Pa	arent Organization ↑↓	Month ↑↓	Year ↑↓			
<u>H2226</u>	An	them lnc.	August	2023			
<u>H0137</u>	An	them inc.	August	2023			
H2226	An	them Inc.	August	2023			

Figure 102: Download Plan EDV Reports from EDV Reports Page – Step 9

3.2.4 Create Package

In eRPT, Plan Users can use the "Create Package" function to create the following types of packages:

- Submission Packages
- Transaction Inquiry Packages

The term 'Package' refers to a request submitted by Plan Users from Medicare Managed Care or PDP Organizations for RPC to process the retroactive request, or a package could be a review package created by RPCs to be responded to by Plan Users. A package within the eRPT application consists of three main parts:

• Package Details

- Information about the Package such as Package Type, Category, Parent Organization, Contracts, etc.
- Submission Documents
 - For Submission & Transaction Inquiry Packages All the supporting documents that are required by the RPC to process the Package (refer to the RPC website for details).
 - For Review Package All the supporting documents requests that are submitted by RPC for review and response from the Plan User (refer to the RPC website for details).
- Response Documents
 - **For Submission & Transaction Inquiry Package** Documents that are added by the RPC after processing the package.
 - For Review Package Supporting documents that are submitted by eRPT Plan Users for the EDV review request.

Each of the packages created within the eRPT application is assigned a unique identifier called a Package ID. The supporting documentation required for a Package will vary, depending on the type and category of the Package. A user needs to upload all the required documents to a Package for successful submission of the Package to the eRPT application.

Appendix D: Package Documents lists all the document types that are required to submit a package successfully.

The packages created in the eRPT application will follow different workflows based on the package type and category of the package.

3.2.4.1 General Submission Package Workflow

A Submission (Category 2, CTM, Payment Validation, and Resubmission) or Transaction Inquiry Package follows the general workflow. The following are the steps involved in the workflow:

- The package is created and submitted by the eRPT Plan User with all the required documents.
- The RPC downloads the package.
- The Plan User (and the designated proxy users) will receive a notification within their "Actions" tab about a package being downloaded by the RPC and a notification via email is also sent to the user's registered email address.
- The RPC will begin adding FDRs and Error Reports to the package for specific contracts associated with the package.
- The respective eRPT Plan User (and the designated proxy users) will receive a notification in their eRPT account, so these individuals must check their accounts regularly.
- When the RPC completes processing the package, they will mark the package status as closed.

The following sub-sections (3.2.4.1.1 and 3.2.4.1.2) illustrate the above steps with screenshots.

3.2.4.1.1 Create Package – Category 2 Submission Package

The following steps will guide you through creating a Submission Package taking "Category 2" as an example. The steps are the same for other Submission Packages (CTM, Payment Validation, Resubmission, and LI-NET packages).

1. Click the "Create Package" tab (the default view is the "Actions" tab).

Figure 103: Create Submission Package – Category 2 Package: Step 1

СМ	IS .go	V My Enter	rprise Portal		і≣ Му Аррs		🖲 Rich McNeil 🔻	• Help	🕞 Log Out
	2	eRPT Electi	ronic Retroactiv	e Processing Tran	rocessing Transmission		Email Notifications	🔲 User Manu	uals
2		Actions	🝳 Search	EDV Reports	😚 Create Package				
A	ctions		entries Q Filter Results belved ↑↓ Message ↑↓ 223 Package SUB20230823094115877 has been rejected by CMS Regional Office user LOUISA FARRER. Please contact the Regional Office user for additional information. 223 There is a Plan EDV Report for contract H0137 from the RPC.						
			entries				Q Filter Resul	ts	
		Date Received	↑↓ Message ↑	Ļ		Rich McNeil Email Notifications User Manuals ate Package C Filter Results Eted by CMS Regional Office user LOUISA FARRER. Please contact the Regional Office om the RPC.			
		08-23-2023 10:11:54			as been rejected by CMS Region	nal Office user LOUISA	FARRER. Please contact	the Regional	Office
		08-22-2023 01:36:08	<u>There is a P</u>	lan EDV Report for conti					
		08-10-2023 01:28:33	<u>There is a P</u>	lan EDV Report for conti	ract H0137 from the RPC.				

- 2. Provide the following details to complete the "Package Information" section and then click "Continue":
 - a) **Package Type** "Submission Package" is the default selection.
 - b) **Category** By default, the "Category" drop-down field displays "Category 2". In this example, we want to create a "Category 2" package, so leave this as-is.
 - c) Parent Organization Multiple organization selection list (drop-down field). Select a "Parent Organization" from the list. For example, we will choose "Alignment Healthcare USA, LLC" If the user's Parent Organization is not displayed, please contact the Medicare Advantage Prescription Drug (MAPD) Helpdesk at <u>mapdhelp@cms.hhs.gov</u> or 1-800-927-8069 to create a ticket.

Note: If the submission package is for multiple Medicare-Medicaid Plan (MMP) parent organizations, choose "MMP Demo States Only."

CMS.gov My Enterprise Portal	і ≣ Му Аррs	🜲 🙁 Rich McNeil 🔻	? <u>Help</u>	🕩 Log Out
Create Package Package Information				
(i) If the submission package is for multiple M	ledicare-Medicaid Plan (MMP) parent organizations,	choose"MMP Demo States C	only".	
Package Type	Category Type			
Submission Package 🗸 🗸	Category 2	×		
Parent Organization Alignment Healthcare USA, LLC X Y				
Continue				
Documentation				+

Figure 104: Create Submission Package – Category 2 Package: Step 2

3. Click "Continue."

Figure 105: Create Submission Package – Category 2 Package: Step 3

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Create Package						^
Package Information					-	
() If the submission package is for multiple Medica	are-Medicaid Plan (MMP) parent organizations, cl	hoose"	MMP Demo States On	ıly".		I
Package Type	Category Type					
Submission Package	Category 2		× ~			
Parent Organization						
Alignment Healthcare USA, LLC $$ $$ $$ $$ $$ $$						
Continue						
Documentation					+	-

4. The "Documentation" section is displayed. Click "Add Files" to upload documents to the package.



\S .gov My Enterpri Create Package	ise Portal	i ≣ My Apps	•	🔍 Rich McNeil 🔻	? Help 🖸	➔ Log Out
Package Information						+
Documentation						-
This Package has or .xlsx. RPC Subr	been saved as a draft. Yo mission Spreadsheet must	u may continue modifying the particle only (.xls, or .xls	ackage or return to it at anot x file) under 2 GB in size.	her time. Accepted File	Types: .pdf, .xls	
Document Type		File Name	Status	Action		
Add Files	Start Upload					
Continue						
Proxy Users						+

5. Select the files you want to add and then click "Open" on the pop-up window. To select multiple files, hold the 'ctrl' key and click the file name.

∠ → × ▲ ▲ > T	his PC > Downloads	U	Search Downloads	
		0	>> Search Downloads	
Organize • New fold	ler			•
📙 Resume 🖍	Name		Date modified	Тур
📕 Resume	✓ Last week (3)			
RPC documents	PMPPtest_500_mb (3)		8/28/2023 2:23 PM	Ado
oneDrive - Scope	A PMPPtest_500_mb		8/28/2023 2:23 PM	Ado
This PC	PMPPtest_500_mb (1)		8/28/2023 2:23 PM	Add
> 🗊 3D Objects	V Last month (8)			
> 👧 Desktop	eRPT-testDoc_Documentation		8/3/2023 9:55 AM	Ado
> 🖹 Documents	RPT-testDoc2_CoverLetter		8/3/2023 9:55 AM	Ado
> Uownloads	RetroactiveSubmission_Spreadsheet_VAL_H0137		8/3/2023 9:55 AM	Mic
	Retroactive Submission_Spreadsheet_VAL_H0137		8/3/2023 9:04 AM	Mic
> 🎝 Music	🐣 eRPT-testDoc2_§_CoverLetter		8/3/2023 9:04 AM	Add
> 📰 Pictures	eRPT-testDoc_§¤¤¤Documentation		8/3/2023 9:04 AM	Ado
> 📑 Videos	🔯 ARC National Audit Package Creation Template		8/2/2023 6:17 PM	Mic
> 🔩 OS (C:)	ARC Closeout letter PROD Issue		8/2/2023 6:02 PM	Mic
	<			>
File n	ame:	~	Custom files	~
			Open Ca	ancel

Figure 107: Create Submission Package – Category 2 Package: Step 5

6. Click "Start Upload" to upload the documents to the system.

Note: Before you perform this step/action, the following are some tips to keep in mind:

a) Ensure that the right document type from the drop-down field is displayed as appropriate to each file: RPC Submission Spreadsheet, RPC Supporting Documentation, and RPC Submission Cover Letter.

- b) The user must upload at least one document for each of the following document types for successful submission of the Package. Refer to **Appendix D: Package Documents** to view the appropriate eRPT Document Type Values for each of these documents.
 - RPC Submission Cover Letter (PDF file)
 - RPC Submission Spreadsheet (XLS or XLSX file)
 - RPC Supporting Documentation (PDF file(s))
- c) Acceptable file types for uploading are Portable Document Format (PDF) and Excel format (.XLS and .XLSX). The format "XLSM" is not supported by the eRPT. Refer to Section 3.4 for steps to convert an XLSM format document.
- d) The "RPC Submission Spreadsheet" must include information only for contracts that the user has access to. If you have a contract in the spreadsheet that you do not have access to, the spreadsheet will not be uploaded successfully. The status of the upload will display as "Failed." In this case, gain access to the contract first before trying again.
- e) If the "RPC Submission Spreadsheet" does not have any contract information, the system will not let you upload the spreadsheet. You will see an error message and the status of the upload will display as "Failed."

CI	NS.gov My Enterprise Portal	🗮 My Apps		Rich Mcl	Neil 🔻 😯 Help	🕞 Log	Out
	Documentation					-	^
	This Package has been saved as a draft. You or .xlsx. RPC Submission Spreadsheet must b			her time. Acce	pted File Types: .p	df, .xls,	
	Document Type	File Name		Status	Action		
	RPC Supporting Documentation	eRPT-testDoc_Documentation.pdf			Delete		
	RPC Submission Cover Letter	eRPT-testDoc2_CoverLetter.pdf			Delete		
	RPC Submission Spreadsheet	RetroactiveSubmission_Spreadsheet_VAL_H0	137.xlsx		Delete		
	Add Files Start Upload						

Figure 108: Create Submission Package – Category 2 Package: Step 6

7. Upon successful upload, the successful file upload message is displayed.

Figure 109: Create Submission Package – Category 2 Package: Step 7

CN	1S.gov My Enterprise Portal	🗮 My Apps	•	Rich McN	eil 🔻 🖓 Help	🕞 Log Out
	Documentation					-
	✓ 3 document(s) has been uploaded successf	ully to this package.				×
This Package has been saved as a draft. You may continue modifying the package or return to it at another time. Accepted File Types: .pdf, .xls or .xlsx. RPC Submission Spreadsheet must be an Excel File only (.xls, or .xlsx file) under 2 GB in size.					lf, .xls,	
	Document Type	File Name		Status	Action	
	RPC Supporting Documentation	eRPT-testDoc_Documentation.pdf		100%	Delete	
	RPC Submission Cover Letter	eRPT-testDoc2_CoverLetter.pdf		100%	Delete	
	RPC Submission Spreadsheet \checkmark	RetroactiveSubmission_Spreadsheet_VAL_H)137.xlsx	100%	Delete	

8. Click "Continue."

Figure 110: Create Submission Package – Category 2 Package: Step 8

CMS.gov My Enterprise Portal	🗮 My Apps 🔹	🕒 Rich Mcl		🕞 Log Out
	an Excel File only (.xls, or .xlsx file) under 2 GB in size.	er time. Acce	pteu nie Typespui,	.XIS,
Document Type	File Name	Status	Action	
RPC Supporting Documentation	eRPT-testDoc_Documentation.pdf	100%	Delete	
RPC Submission Cover Letter	eRPT-testDoc2_CoverLetter.pdf	100%	Delete	
RPC Submission Spreadsheet	RetroactiveSubmission_Spreadsheet_VAL_H0137.xlsx	100%	Delete	
Add Files Start Upload				
Continue				- 1
Provullsers				+

9. The "Proxy Users" section is displayed. Adding proxy users to a submission package is optional. To add the proxy user(s), enter a valid IDM user ID of the Plan User you want to add as a proxy, as shown in the following screenshot, and click "Search User."

Note: The following are some preconditions to keep in mind:

- a) Adding proxy user(s) is contingent upon the successful upload of the required documents to the package based on the previous steps.
- b) You can add up to three (3) proxy users to a submission package.

c) The eRPT system will not let you add a proxy user to the package if the user does not have access to all the contract(s) contained in the RPC Submission Spreadsheet.

Figure 111: Create Submission Package – Category 2 Package: Step 9

CMS.gov My Ent	terprise Portal	i My Apps		•	😃 Rich McNeil 🔻	🕑 Help	🕞 Log Out
Documentation							+
Proxy Users							-
i Proxy users	s must have been previously	assigned access to all of the co	ontracts in the RPC Submiss	ion Spre	eadsheet above.		
Enter Proxy User ID	-	<u>-</u>	Proxy Users				
i			User ID		User Name		
Search User	Add User	Clear Results	No data available in table.				
						Delete Use	r
Save Package	Submit Package						

10. The search results will be displayed as follows. Click "Add User" if you are sure you want to add the selected user as a proxy to the package.

Figure 112: Create Submission Package – Category 2 Package: Step 10

CMS.gov My Enterprise Portal	🔳 My Apps			🕒 <u>Rich McNeil</u> 🔻	🕜 <u>Help</u>	🕩 Log Out
Enter Proxy User ID ERPTCLAY.ROBERSON		Proxy Users				
		User I	D	User Name		
Search User Clear Results		No data available i	in table.			
A Please validate the proxy user information provided below.						
User Name					Delete User	
CLAY ROBERSON						
Parent Organization						
1234						
1. Click "OK."						

S.gov My Enterprise Portal	ERPTCLAY.ROBERSON has been ad	ded successful	ly France	
Enter Proxy User ID			ок	
ERPTCLAY.ROBERSON	Proxy Users			
			User ID	User Name
Search User Add User	Clear Results		ERPTCLAY.ROBERSON	CLAY ROBERSON
				Delete User
Save Package Submit Package		$\overline{}$		
		_		
			(800)	927-8069 MAPDHelp@cms.hhs.gov

Figure 113: Create Submission Package – Category 2 Package: Step 11

12. To delete a proxy user: i) select the checkbox next to the proxy user, and ii) click "Delete User."

Figure 114: Create Submission Package – Category 2 Package: Step 12

CN		My Enterprise	Portal		🔳 My Apps			🕒 Rich McNeil 🔻	Help	🕞 Log Out
	Document	ation								+
	Proxy User	rs								-
	() PI	roxy users must hav	e been previou	sly assigned acce	ss to all of the c	ontracts ir	the RPC Submission S	preadsheet above.		
	Enter Prox	y User ID								
						Proxy L	Jsers			
							User ID	User	Name	
	Search	User Ad	d User	Clear Results			ERPTCLAY.ROBERSON	CLAY R	OBERSON	
								0	Delete Use	
	Save Pack	kage Subr	nit Package							

13. You can click "Save Package" to save the package as a draft or click "Submit Package" to submit the package to the eRPT system. In this example, we will choose to submit the package.

Note:

a) A submission package is automatically saved to the system after the user has completed the "Package Information" section and chosen to click "Continue" (Steps 1 to 3 of this section).

b) Packages can be retrieved through the "Search" functionality. For detailed steps on how to find a package using search, refer to Section 3.2.2.

Figure 115: Create Submission Package – Category 2 Package: Step 13

CI	NS.gov My Enterprise Portal	🗮 My Apps			🙁 Rich McNeil 🔻	🕜 Help	🕩 Log Out
	Documentation						+
	Proxy Users						-
	Proxy users must have been previously a	assigned access to all of the co	ntracts in	the RPC Submission Spre	eadsheet above.		
	Enter Proxy User ID		Proxy U	Jsers			
				User ID	User N	ame	
	Search User Add User C	Clear Results		ERPTCLAY.ROBERSON	CLAY RO	BERSON	
						Delete User	
	Save Package Submit Package						

14. The package has been successfully submitted.

Figure 116: Create Submission Package – Category 2 Package: Step 14

CMS.gov My Er	terprise Portal		i 王 My Apps	•	🚨 Rich McNeil 🔻	🕜 Help	🕞 Log Out
eRPT Ele	ectronic Retroactiv	e Processing Tran	smission	Rich McNeil	🗓 User Man	uals	
E Actions	Q Search	EDV Reports	😚 Create Package				
✓ SUB2023090	5142252588 has been c	reated successfully.					×
Create Package							
Package Informati	on						-
If the sub	mission package is for r	nultiple Medicare-Med	dicaid Plan (MMP) parent org	ganizations, choose"	MMP Demo States On	ly".	
Package Type			Category Type				
Submission Packa	ge	~	Category 2		× ~		

3.2.4.1.2 Create Package – Transaction Inquiry Package

1. Click the "Create Package" tab (the default view is the "Actions" tab).

Figure 117: Create Package – Transaction Inquiry Package: Step 1

CMS.g	OV My Enterpri	ise Portal		🗮 My Apps	•	🔍 Rich McNeil 🔻	? Help	🕒 Log Out	-
+	eRPT Electronic Retroactive Processing Transmission			nsmission	Rich McNeil	🗓 User Man	uals	Î	
	Actions	Q Search	EDV Reports	😚 Create Package					
Action	IS								
Show	Show 10 Y entries					Q Filter Resul	ts		
	Date Received 1	Message ↑↓							U
	08-23-2023 10:11:54		20230823094115877 t tional information.	nas been rejected by CMS Regio	nal Office user LOUISA	FARRER. Please contac	t the Regional	Office	
	08-22-2023 01:36:08	There is a Pla	n EDV Report for cont	ract H0137 from the RPC.					
	08-10-2023 01:28:33	There is a Pla	n EDV Report for cont	ract H0137 from the RPC.					Ţ

- 2. Provide the following details to complete the "Package Information" section and then click "Continue":
 - a) **Package Type** Select "Transaction Inquiry Package" from the drop-down field.
 - b) Parent Organization Multiple organization selection list (drop-down field). Select a "Parent Organization" from the list. For example, we will choose "Acute Care Health System, LLC" If the user's Parent Organization is not displayed, please contact the MAPD Helpdesk at mapdhelp@cms.hhs.gov or 1-800-927-8069 to create an incident ticket.

Note: If this package is for multiple MMP parent organizations, choose "MMP Demo States Only."

Figure 118: Create Package – Transaction Inquiry Package: Step 2

CMS.gov My Enterprise Portal	🗮 My Apps		🙁 Rich McNeil 🔻	? <u>Help</u>	🕩 Log Out
Create Package					
Package Information					-
i If the submission package is for multipl	e Medicare-Medicaid Plan (MMP) parent organizat	tions, choose"	MMP Demo States On	ly".	
Package Type					
Transaction Inquiry Package 🗸 🗸					
Parent Organization					
Acute Care Health System, LLC $ imes$ $ imes$					
Continue					
Documentation					+

3. The "Documentation" section is displayed. Click "Add Files" to upload documents to the package.

Package Information				+
Documentation				-
This Package has been say or .xlsx. RPC Submission S	ved as a draft. You may continue modifying t preadsheet must be an Excel File only (.xls, o	he package or return to it at anoth or .xlsx file) under 2 GB in size.	ner time. Accepted File Ty	rpes: .pdf, .xls,
Document Type	File Name	Status	Action	
Add Files Start Uplo	ad			
Continue				

Figure 119: Create Package – Transaction Inquiry Package: Step 3

4. Select the files you want to add and then click "Open" on the pop-up window. To select multiple files, hold the 'ctrl' key and click the file name.

Figure 120: Creat	e Package – Transaction	Inquiry Package: Step 4
1 19410 1201 01040	si aonago Tranoaonon	ingan y i aonagoi otop i

→ ^ ↑ ↓ > Th	is PC > Downloads	ٽ ~	$^{ m O}$ Search Downloads			
organize • New fold	er					
Resume ^	Name		Date modified	Тур		
📙 Resume	✓ Last week (3)					
RPC documents	PMPPtest_500_mb (3)		8/28/2023 2:23 PM	Ado		
🗅 OneDrive - Scope	PMPPtest_500_mb		8/28/2023 2:23 PM	Ado		
This PC	PMPPtest_500_mb (1)		8/28/2023 2:23 PM	Ado		
3D Objects	✓ Last month (8)					
Desktop	eRPT-testDoc_Documentation		8/3/2023 9:55 AM	Ado		
Documents	eRPT-testDoc2_CoverLetter		8/3/2023 9:55 AM	Add		
Downloads	RetroactiveSubmission_Spreadsheet_VAL_H0137		8/3/2023 9:55 AM	Mic		
	Retroactive Submission_Spreadsheet_VAL_H0137		8/3/2023 9:04 AM	Mic		
J Music	eRPT-testDoc2_§_CoverLetter		8/3/2023 9:04 AM	Add		
Notures	eRPT-testDoc_§¤¤¤Documentation		8/3/2023 9:04 AM	Add		
📑 Videos	🖼 ARC National Audit Package Creation Template		8/2/2023 6:17 PM	Mic		
🔩 OS (C:)	ARC Closeout letter PROD Issue		8/2/2023 6:02 PM	Mic		
×	<			>		
File na	me:	~	Custom files	\sim		
			Open C	Cancel		

5. Click "Start Upload" to upload documents to the system.

CMS

Figure 121: Create Package – Transaction Inquiry Package: Step 5

CI	MS.gov My Enterprise Portal	i ≣ My Apps		😩 Rich McNeil 🔻	🕑 Help 🕞 Log C	Dut
	Create Package					^
	Package Information				+	
	Documentation				-	
	This Package has been saved as a draft. Yo or .xlsx. RPC Submission Spreadsheet mus	ou may continue modifying the package or re t be an Excel File only (.xls, or .xlsx file) under	turn to it at anoth 2 GB in size.	er time. Accepted Fil	e Types: .pdf, .xls,	
	Document Type	File Name	St	atus Action		
	RPC Transaction Inquiry Request	← eRPT-testDoc_Documentation.pdf		Dele	ete	
	Add Files Start Upload				-	

6. Upon successful upload, the successful file upload message is displayed.

Figure 122: Create Package – Transaction Inquiry Package: Step 6

WS.gov My Enterprise Portal	🗮 My Apps		ch McNeil 🔻 😯 Hel	p 🕞 Log O
Create Package				
Package Information				+
Documentation				-
 1 document(s) has been uploaded success This Package has been saved as a draft. You or .xlsx. RPC Submission Spreadsheet must 	sfully to this package. I may continue modifying the package or retube an Excel File only (.xls, or .xlsx file) under 2	urn to it at another time : GB in size.	2. Accepted File Types:	×
Document Type	File Name	Status	Action	
RPC Transaction Inquiry Request	✓ eRPT-testDoc_Documentation.pdf	100%	Delete	
Add Files Start Upload				

7. Click "Continue."

Figure 123: Create Package – Transaction Inquiry Package: Step 7

CN	\$. gov My Enterprise Portal	🗮 My Apps	•	🕒 Rich McNeil 🔻	? Help	🕞 Log	Out		
	Documentation					-	^		
	_								
	1 document(s) has been uploaded successfully to t	his package.				×			
	This Package has been saved as a draft. You may continue modifying the package or return to it at another time. Accepted File Types: .pdf, or .xlsx. RPC Submission Spreadsheet must be an Excel File only (.xls, or .xlsx file) under 2 GB in size.								
	Document Type	File Name	Sta	tus Action					
	RPC Transaction Inquiry Request	eRPT-testDoc_Documentation.pdf	1	00% Dele	ete				
	Add Files Start Upload								
	Continue								

- 8. You can add proxy users (up to three (3) users) to a transaction inquiry package if desired.
- 9. You can click "Save Package" to save the package as a draft or **click** "**Submit Package**" to **submit the package to the eRPT system**. In this example, we will choose to submit the package.

Note:

- a) A transaction inquiry package is automatically saved to the system after the user has completed the "Package Information" section and chosen to click "Continue" (Steps 1 to 2 of this section).
- b) Packages can be retrieved through the "Search" functionality. For detailed steps on how to find a package using search, refer to Section 3.2.2.

CMS.go	V My Enterpri	ise Portal		🗮 My Apps	•	🕒 Rich McNeil 🔻	? Help	🕞 Log Out
	eRPT Electron	ic Retroactive	Processing Trans	smission	Rich McNeil	Jals		
	Actions	🔇 Search	EDV Reports	😚 Create Package				
ν τ	IQ20230905160711	1127 has been cre	ated successfully.					×
	Package							_
0	If the submission	package is for mu	Iltiple Medicare-Med	licaid Plan (MMP) parent orga	nizations, choose"I	MMP Demo States On	y".	
Package	е Туре			Category Type				
Subm	ission Package			Category 2		× ×		•

Figure 124: Create Package – Transaction Inquiry Package: Step 9

3.2.4.2 Category 3 and Special Submission Package Workflow

A Submission Package (Category 3 and Special) follows a slightly different workflow and requires action from the RO Account Manager upon package submission by the eRPT Plan User.

Following are the steps involved in the workflow:

- The Submission Category 3 or Special Package is created and submitted by the Package Creator (usually the Plan User).
- If the package is an LI-NET submission, the Plan User is required to select the Subcategory value as "LI-NET."
- For an LI-NET package, the Plan User is not required to select the "Approval Authority."
- If the package is not an LI-NET submission, the Package Creator is required to select the "Approval Authority" as "Regional Office" and the Regional Office Code/Number (RO01 – RO10). Please refer to the bulleted item list #4 in Section 3.1 eRPT Terminology to understand the different CMS Regional Offices.
 - Note: All Category 3 and Special Packages (Except LI-NET packages, these are packages for contracts that typically start with 'Xxxxx', xxxx are numeric digits) require approval from the respective RO Account Manager. The LI-NET packages are the only packages that fall under the discretion of CMS Central Office User for their review and approval.
- The package is searched by the CMS RO Account Manager (or CMS CO User, if an LI-NET Package) or accessed via the "Actions" tab to add the "Approval Letter" or reject the package.
- If the CMS RO Account Manager (or CMS CO User) adds the "Approval Letter," the next set of workflow steps are outlined below:
 - The RPC downloads the package.
 - The Plan User (and the designated proxy users) will receive a notification within the "Actions" tab of the eRPT application about the package being downloaded by the RPC and a notification via email is also sent to the user's registered email address.
 - The RPC will begin adding FDRs and Error Reports to the package. The respective eRPT Plan User and the designated Proxy User will receive a system notification in their eRPT account and an email notification.
 - When the RPC completes processing the package, they will mark the package status as "Closed."
- If the CMS RO Account Manager (or CMS CO User) rejects the Package the workflow steps will take the following approach:
 - The Package Approver is required to add the rejection notes to reject the package.
 - The Plan User (and the designated proxy user(s)) receives a notification within the "Actions" tab of the eRPT application and a notification via email is sent to the user informing them that the package has been rejected.
 - The Plan User may need to create a new package.

3.2.4.2.1 Create Package – Category 3 Submission Package

All Category 3 and Special Submission Packages (the exception being the LI-NET packages, these are packages for contracts that typically start with 'Xxxxx', xxxx are numeric digits) require approval from the respective RO Account Manager. The LI-NET packages are the only packages that fall under the discretion of CMS Central Office User for their review and approval.

The following steps will guide you through creating a Submission Package taking "Category 3" as an example. The steps are also the same for creating a Special Submission Package.

1. Click the "Create Package" tab (the default view is the "Actions" tab).

Figure 125: Create Submission Package – Category 3 Package: Step 1

CMS.g	OV My Enter	rprise Portal		🗮 My Apps	•	🙁 Rich McNeil 🔻	? Help	🕞 Log Out
+	eRPT Electr	onic Retroactiv	ve Processing Tra	rocessing Transmission Rich McNeil 🗹 Email Notifications				nuals
	E Actions	3 Search	EDV Reports	😚 Create Package				
Actio	ns							
Show 10 v entries						Q Filter Resu	ts	
	Date Received 1	†↓ Message 1	t1					
	08-23-2023 10:11:54		JB2023082309411587 ditional information.	7 has been rejected by CMS Regi	onal Office user LOUIS/	A FARRER. Please contac	t the Regiona	I Office
	08-22-2023 01:36:08	There is a F	Plan EDV Report for co	ntract H0137 from the RPC.				
	08-10-2023 01:28:33	<u>There is a F</u>	Plan EDV Report for co	ntract H0137 from the RPC.				

- 2. Provide the following details to complete the "Package Information" section and then click "Continue":
 - a) **Package Type** "Submission Package" is the default selection.
 - b) **Category** Select "Category 3" from the drop-down field.
 - c) Parent Organization Multiple organization selection list (drop-down field). Select a "Parent Organization" from the list. For example, we will choose "American Healthcare Systems, LLC" If the user's Parent Organization is not displayed, please contact the MAPD Helpdesk at <u>mapdhelp@cms.hhs.gov</u> or 1-800-927-8069 to create an incident ticket.

Note: If the submission package is for multiple MMP parent organizations, choose "MMP Demo States Only."

Figure 126: Create Submission Package – Category 3 Package: Step 2

CMS.g	OV My Enterp	rise Portal		三 Му Аррѕ	٨	🖲 Rich McNeil 🔻	? <u>Help</u>	🕞 Log Out
1	eRPT Electroni	ic Retroactive	Processing Transmi	ssion	Rich McNeil 📔 🗠	Email Notifications	User Manuals	Î
0	Actions	🔇 Search	EDV Reports	😚 Create Package				
Create	Package							
Packag	e Information							-
í) If the submission	package is for mu	Itiple Medicare-Medicaic	d Plan (MMP) parent organiz	zations, choose"MN	IP Demo States Only"		
Packag	је Туре			Category Type				
Subm	nission Package	~	,	Category 3		× ~		
Parent	Organization			Sub Category (Opt	tional)			
Amer	rican Healthcare Syst	ems, LLC 🗙 🗸				\sim		

3. Select "Regional Office" from the "Approval Authority" drop-down field.

Figure 127: Create Submission Package – Category 3 Package: Step 3

My Enterprise Portal	i ≣ My Apps		🙁 Rich McNeil 🔻	? <u>Help</u>	🕩 Log Out
Create Package					
Package Information					-
() If the submission package is for multiple Med	icare-Medicaid Plan (MMP) parent organizations, chc	oose"MN	MP Demo States Only	<i>t</i> ".	
Package Type	Category Type				
Submission Package 🗸 🗸	Category 3		× ~		
Parent Organization	Sub Category (Optional)				
American Healthcare Systems, LLC $~ imes~$ \sim			\sim		
	Approval Authority				
	Regional Office		× ~		
	Regional Office				
				с. I.I.	

4. Select the appropriate Regional Office from the "Regional Office" drop-down field.

Note: Select the region the RO Account Manager of the plan contract belongs to. Example: If the RO Account Manager has the eRPT RO01 User role, "CMS Regional Office 01 – Boston" should be selected.

Return to TOC



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(i) If the submission package is for multiple N	/ledicare-Medicaid Plan (MMP) parent organizations, choose"M	IMP Demo States Only	/".	Â
Package Type	Category Type			
Submission Package	Category 3	× ~		
Parent Organization	Sub Category (Optional)			
American Healthcare Systems, LLC $~ imes~$ \sim		\sim		
	Approval Authority			
	Regional Office	$\times $		
	Regional Office			
	CMS Regional Office 01 - Boston	× ~		
Continue				.

5. Click "Continue."

Figure 129: Create Submission Package – Category 3 Package: Step 5

MS.gov My Enterprise Portal	i 三 Му Аррs	•	🕒 Rich McNeil 🔻	? Help	🕞 Log Ou
(i) If the submission package is for multiple Med	icare-Medicaid Plan (MMP) parent organizatio	ns, choose"M	MP Demo States Onl	y".	
Package Type	Category Type				
Submission Package	Category 3		× ~		
Parent Organization	Sub Category (Optiona	I)			
American Healthcare Systems, LLC \times			\sim		
	Approval Authority				
	Regional Office		$\times $		
	Regional Office				
	CMS Regional Office 0	1 - Boston	$\times \sim$		
Continue					

6. The "Documentation" section is displayed. Click "Add Files" to upload documents to the package.

Figure 130: Create Submission Package – Category 3 Package: Step 6

				Log Out
			+	
			-	
d as a draft. You may continue modifying the readsheet must be an Excel File only (.xls, or	e package or return to it at anothe .xlsx file) under 2 GB in size.	er time. Accepted File 1	ypes: .pdf, .xls,	
File Name	Status	Action		
1				
			+	
	readsheet must be an Excel File only (.xls, or	readsheet must be an Excel File only (.xls, or .xlsx file) under 2 GB in size. File Name Status	readsheet must be an Excel File only (.xls, or .xlsx file) under 2 GB in size. File Name Status Action	d as a draft. You may continue modifying the package or return to it at another time. Accepted File Types: .pdf, .xls, readsheet must be an Excel File only (.xls, or .xlsx file) under 2 GB in size.

7. Select the files you want to add and then click "Open" on the pop-up window. To select multiple files, hold the 'ctrl' key and click the file name.

C Open			×
$\leftarrow \rightarrow \cdot \uparrow \checkmark \cdot$	This PC > Downloads ~	じ	
Organize 🔹 New fo	lder		
📕 Resume	Name	Date modified	Тур ^
📜 Resume	✓ Last week (3)		
RPC documents	PMPPtest_500_mb (3)	8/28/2023 2:23 PM	Add
🔊 OneDrive - Scope	PMPPtest_500_mb	8/28/2023 2:23 PM	Add
This PC	PMPPtest_500_mb (1)	8/28/2023 2:23 PM	Add
3D Objects	V Last month (8)		
Desktop	eRPT-testDoc_Documentation	8/3/2023 9:55 AM	Add
Documents	eRPT-testDoc2_CoverLetter	8/3/2023 9:55 AM	Add
Downloads	RetroactiveSubmission_Spreadsheet_VAL_H0137	8/3/2023 9:55 AM	Mic
	Retroactive Submission_Spreadsheet_VAL_H0137	8/3/2023 9:04 AM	Mic
J Music	A eRPT-testDoc2_§_CoverLetter	8/3/2023 9:04 AM	Add
Pictures	A eRPT-testDoc_§¤¤Documentation	8/3/2023 9:04 AM	Add
yideos	ARC National Audit Package Creation Template	8/2/2023 6:17 PM	Mic
📣 OS (C:)	ARC Closeout letter PROD Issue	8/2/2023 6:02 PM	Mic 🧹
	✓ <		>
File	name:	 Custom files 	~
		Open Car	ncel

Figure 131: Create Submission Package – Category 3 Package: Step 7

- 8. Click "Start Upload."
 - **Note:** Before you perform this step/action, the following are some tips to keep in mind:
 - a) Ensure that the right document type from the drop-down is displayed as appropriate to each file: RPC Submission Spreadsheet, RPC Supporting Documentation, and RPC Submission Cover Letter.

- b) The user must upload at least one document for each of the following document types for successful submission of the Package. Refer to Table 10 to view the appropriate eRPT Document Type Values for each of these documents.
 - RPC Submission Cover Letter (PDF file),
 - RPC Submission Spreadsheet (XLS or XLSX file), and
 - RPC Supporting Documentation (PDF file(s)).
- c) Acceptable file types for uploading are Portable Document Format (PDF) and Excel format (.XLS and .XLSX). The format "XLSM" is not supported by the eRPT. Refer to Section 3.4 for steps to convert an XLSM format document.
- d) The "RPC Submission Spreadsheet" must include information only for contracts that the user has access to. If you have a contract in the spreadsheet that you do not have access to, the spreadsheet will not be uploaded successfully. The status of the upload will display as "Failed." In this case, first gain access to the contract before you do so.

Figure 132: Create Submission Package – Category 3 Package: Step 8

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	ft. You may continue modifying the package or return to must be an Excel File only (.xls, or .xlsx file) under 2 GB ir		epted File Types: .pd	f, .xls,
Document Type	File Name	Status	Action	
RPC Supporting Documentation	← eRPT-testDoc_Documentation.pdf		Delete	
RPC Submission Cover Letter	✓ eRPT-testDoc2_CoverLetter.pdf		Delete	
RPC Submission Spreadsheet	RetroactiveSubmission_Spreadsheet_VAL_H0137.xls	x	Delete	
Add Files Start Upload				

9. Upon successful upload, the file upload message is displayed.

Figure 133: Create Submission Package – Category 3 Package: Step 9

CMS.g	OV My Enterprise Portal	🗮 My Apps 🔹	Rich McI	leil 🔻	? <u>Help</u>	🕩 Log	; Out	
Docu	mentation					-		
	3 document(s) has been uploaded successful	ly to this package.				×		
G	This Package has been saved as a draft. You may continue modifying the package or return to it at another time. Accepted File Types: .pdf, .xls, or .xlsx. RPC Submission Spreadsheet must be an Excel File only (.xls, or .xlsx file) under 2 GB in size.							
Doo	cument Type	File Name	Status	Action				
R	PC Supporting Documentation	eRPT-testDoc_Documentation.pdf	100%		Delete			
R	PC Submission Cover Letter	eRPT-testDoc2_CoverLetter.pdf	100%	I	Delete			
R	PC Submission Spreadsheet	RetroactiveSubmission_Spreadsheet_VAL_H0137.xlsx	100%	I	Delete			

10. Click "Continue."

Figure 134: Create Submission Package – Category 3 Package: Step 10

CMS.gov My Enterprise Portal	🗮 Му Аррѕ		cNeil 🔻 😯 Help	🕞 Log Out
	must be an Excel File only (.xls, or .xlsx file) under 2 G		.epted the typespdf	,
Document Type	File Name	Status	Action	
RPC Supporting Documentation	✓ eRPT-testDoc_Documentation.pdf	100%	Delete	
RPC Submission Cover Letter	← eRPT-testDoc2_CoverLetter.pdf	100%	Delete	
RPC Submission Spreadsheet	✓ RetroactiveSubmission_Spreadsheet_VAL_H0137	7.xlsx 100%	Delete	
Add Files Start Upload				
Continue				
Provulisers				+

11. The "Proxy Users" section is displayed. Adding proxy users to a submission package is optional. To add the proxy user(s), enter a valid IDM user ID of the user you want to add as a proxy as shown in the following screenshot, and click "Search User."

Note: The following are some tips to keep in mind:

- a) Adding proxy user(s) is contingent only upon the successful upload of the required documents to the package based on the previous steps.
- b) You can add only up to three (3) proxy users to a submission package.

c) The eRPT system would not let you add a proxy user to the package if the user does not have access to all the contract(s) contained in the RPC Submission Spreadsheet.

Refer to the previous section (Section 3.2.4.1.1, steps 9 to 12) to add proxy user(s) to the package as the preconditions and the steps involved in adding proxy users are the same for all packages.

12. You can click "Save Package" to save the package as a draft or click "Submit Package" to submit the package to the eRPT system. In this example, let us choose to submit the package.

Note:

- a) A submission package is 'automatically' saved to the system after the user has completed the "Package Information" section and chosen to click "Continue" (Steps 1 to 5 of this section).
- b) Packages can be retrieved through the "Search" functionality. For detailed steps on how to find a package using search, refer to Section 3.2.2.

Figure135: Create Submission Package – Category 3 Package: Step 12

MS.gov My Enterprise Portal	My Apps 🌲 🙁 Ri	ch McNeil 🔻 😯 Help 🕞 Log Ou
(i) Proxy users must have been previously assigned access to	l of the contracts in the RPC Submission Spreadshe	et above.
Enter Proxy User ID	Proxy Users	
	User ID	User Name
Search User Clear Results	ERPTCLAY.ROBERSON	CLAY ROBERSON
		Delete User
Save Package Submit Package		

13. The package has been successfully submitted. Click "OK" or the 'esc' key to acknowledge the message window.

Figure 136: Create Submission Package – Category 3 Package: Step 13

CMS.go	W Enterp	rise Portal		🗮 My Apps	A	😐 Rich McNeil 🔻	🕄 Help	€ Log Out
eRPT Electronic Retroactive Processi				ansmission Rich		Email Notifications	🗓 User Manu	uals
	E Actions	🔇 Search	EDV Reports	😚 Create Package				
~ :			reated successfully.					×
Create	Package							
Packag	ge Information							-
Ċ) If the submissio	n package is for n	nultiple Medicare-Mec	licaid Plan (MMP) parent orc	ganizations, choose"N	MMP Demo States On	y".	
Packag	де Туре			Category Type				
Subn	nission Package	8	× ¹	Category 2		× ~		

3.2.4.3 Review Package Workflow

A Review Package (also called EDV Package) is a Package created by either a CMS CO User or the RPC requesting eRPT Plan Users to provide additional information to perform a review of previously submitted transactions by a Plan to ensure they comply with CMS Guidelines. Review Packages include EDV Reviews, as designated by CMS. Unlike the Submission Package and Transaction Inquiry Package, the Review Package follows a different process. The following are the steps:

- The RPC creates a Review Package for a particular Plan Contract and transaction type.
- System Notifications are added to the "Actions" tab within the eRPT application for users who have access to the contract and an email notification is sent to the user's registered email address regarding this event.
- The eRPT Plan User views the notification and reviews the submission documents uploaded by RPC.
- The eRPT Plan User responds to the Package by providing all the required Response documents within the specified due date. For the due date, refer to RPC's website at https://www.reedassociates.org/ or contact the RPC Client Services team at clientservices@reedassociates.org/ or contact the RPC Client Services team at clientservices@reedassociates.org (Email) or 402-315-3660 (Phone).
- The eRPT Plan User submits a response to the Review Package.
- The RPC will download and process the package.
- When the RPC completes processing, the package will be marked as Closed.

Note: The Review package should not be responded to by creating a Submission Package. Refer to Section 3.2.12 for the steps involved in responding to/completing a Review Package.

3.2.5 Viewing a Package and Downloading Package Documents

This section explains the steps the user needs to take in viewing the package information and downloading package documents (if desired) of a Submission Package. These steps form a

basis for finding and viewing all kinds of packages (Submission/Transaction Inquiry/Review Packages).

Note: The Plan User will only be able to view/access packages created by them or packages for which they are a proxy user.

1. Search for packages as illustrated in Section 3.2.2. The following screenshot is a result of a search of all "Closed" packages. **Note:** You may be able to reach a package from the "Actions" tab if that package is in that list (See Section 3.2.1).

Figure 137: Viewing a Package and Downloading Package Documents - Step 1

CMS.gov My Enterprise	Portal	🗮 My Apps	•	🕒 Clay Roberson 🔻 ? Help	🕩 Log Out
Criteria					+
Results					-
Total Results: 6					
Show 10 V entr	ies			Q Filter Results	
id ț↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date $\uparrow \downarrow$	
SUB20230802150820967	SUB	Special	Closed	08-02-2023 03:09:39	
SUB20230802150500841	SUB	Category 2	Closed	08-02-2023 03:07:24	
SUB20230802120820872	SUB	Category 3	Closed		
SUB20230801203757761	SUB	Category 3	Closed		

2. Click the "ID" of the specific package of interest in the result grid to view it.

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Criteria					+
Results					-
Total Results: 6					
Show 10 ~ ent	ries			Q Filter Results	
ID 1↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1	
SUB20230802150820967	SUB	Special	Closed	08-02-2023 03:09:39	
SUB20230802150500841	SUB	Category 2	Closed	08-02-2023 03:07:24	
SUB20230802120820872	SUB	Category 3	Closed		
SUB20230801203757761	SUB	Category 3	Closed		

3. The system displays the "Package Details" of the package. You may use the scroll bar to the right to view all the related attributes of this package. Note: The package is in "Closed" status and is no longer editable by the user.



MS.gov My Enterprise F	Portal	🔳 My Apps	-	٨	Sclay Roberson ▼	? Help	🕩 Log Out
SUB20230802150820967							
Package Details Submission	on Documents Response Do	cuments					
Package I	nformation		Workflow	Inform	nation		
Package ID	SUB20230802150820967		Status	Clos	sed		
Package Type	Submission		Last Updated By	erpt	t-api-user		
Category	Special		Last Updated	08-1	10-2023 01:20:04		
Sub-Category	LI-NET		Created By	eRP	Tclay.roberson		
Parent Organization	Banner Health		Creation Date	08-0	02-2023 03:08:18		

4. To view the package documents, click the "Submission Documents" tab. The "Submission Documents" tab is displayed.

Figure 140: Viewing a Package and Downloading Package Documents – Step 4

IS.gov My Enterpris		🗮 My Apps	<u> </u>	🕒 Clay Roberson 🔻	Help	🕩 Log Ou
SUB20230802150820967						
	nission Documents Response Docum	ients				
Packa	ge Information		Workflow Inform	nation		
Package ID	SUB20230802150820967	Status	Clo	sed		
Package Type	Submission	Last Updated B	y erp	ot-api-user		
Category	Special	Last Updated	08-	10-2023 01:20:04		
	LI-NET	Created By	eR	PTclay.roberson		
Sub-Category						

5. Clicking the + sign to the right of the "Package Documents" accordion will expand this section and display all the associated Submission Documents submitted by the Plan User. See the following screenshots.

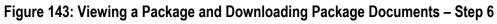


eRPT Electronic Retroactive Processing Transmission Actions Submission Documents Package Documents Package Documents	CMS.gov My Enterprise Portal		My Apps	٨	🖲 Clay Roberson 🔻	Help	🕩 Log Out
Back SUB20230802150820967 Package Details Submission Documents Response Documents	eRPT Electronic Retroactive	e Processing Transmi	ssion a	ay Roberson 📔 🖻	Email Notifications	User Manuals	
SUB20230802150820967	E Actions Q Search	EDV Reports	😚 Create Package				
Package Details Submission Documents Response Documents	E Back						
	SUB20230802150820967					-	-
Package Documents +	Package Details Submission Document	s Response Document	s				
	Package Documents					+	
··						د_1	

Figure 142: Viewing a Package and Downloading Package Documents – Step 5b

CMS.gov My Enterprise Portal	🗮 My Apps	•	🚨 Clay Roberson 🔻	? Help	🕩 Lo	g Out
Package Details Submission Documents	Response Documents					
Package Documents				-		
Show 10 V entries		[Q Filter Results]	
☐ File Name ↑↓		Document Type	,†			
eRPT-testDoc_Documentation.pdf		RPC Supporting D	ocumentation			
eRPT-testDoc2_CoverLetter.pdf		RPC Submission C	over Letter			
RetroactiveSubmission_Spreadshee	et_VAL_H0137.xlsx	RPC Submission S	preadsheet			
Showing 1 to 3 of 3 entries		~	<pre>< 1 ></pre>	»		

6. Click the checkbox to the left of the document you want to download. In this example, we click the top checkbox to illustrate downloading all the documents of the package and then click the "Download Selected Documents" button as shown. To download documents individually, click the checkbox next to the individual document(s) that you wish to download. Alternatively, you may click the file name of the document that you want to view/download.



CMS.gov	1y Enterprise Portal	🗮 Му Аррs		🕒 Clay Roberson 🔻	🛿 Help	🕞 Log Out
Package	Documents				-	
Show	10 V entries			Q Filter Results		
	File Name 1		Document Type	t↓		
	eRPT-testDoc_Documentation.pdf		RPC Supporting	Documentation		
	eRPT-testDoc2_CoverLetter.pdf		RPC Submission	Cover Letter		
	RetroactiveSubmission_Spreadsheet_VAL_H0137.xlsx		RPC Submission	Spreadsheet		
Showi	ng 1 to 3 of 3 entries			« < 1 >	»	
	pad Selected Documents					

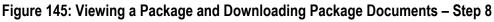
7. Click the "Response Documents" tab to view/download the documents in this section in the same manner as illustrated in the previous steps for the documents in the "Submission Documents" tab.

Note: The "Response Documents" will be uploaded by the RPC and will not be available if the status is marked as Draft, Pending RO Approval, or Open. Additionally, Response Documents can only be accessed by the Plan User (who is the package creator) and designated proxy users of the package. You may also refer to Section 3.2.10.

CMS	S.gov My En	terprise Portal	🗮 My Apps		🕒 Clay Roberson 🔻	Help	🕞 Log Out	
e	Васк							*
	SUB202308021508	20967					-	
	Package Details	Submission Documents	Response Documents					
	Final Dispositi	on Reports				+		
	Error Reports					+		
				(800)	927-8069 <u>MAPE</u>	OHelp@cms.hhs.g	gov	J
,		eent website managed by the levard, Baltimore MD 21244	U.S. Centers for Medicare & Medicaid Services			CN	AS	

Figure 144: Viewing a Package and Downloading Package Documents – Step 7

 Clicking the + sign to the right of the "Final Disposition Reports" accordion will expand this section and display all the associated Final Disposition Reports submitted by the RPC. See the following screenshot.



\S.gov My Enterprise Portal	🗮 My Apps	•	🕒 Clay Roberson 🔻	🤁 Help 🕞	Log O
Back					
SUB20230802150820967				-	
Package Details Submission Documents	Response Documents				
Final Disposition Reports				(‡)	
Error Reports				i_i	
		(800) 92	27-8069 <u>MAPE</u>	DHelp@cms.hhs.gov	
A federal government website managed by to 7500 Security Boulevard, Baltimore MD 2124	ne U.S. Centers for Medicare & Medicaid Services 4			CM	5

9. Click the checkbox to the left of the document you want to download. In this example, we click the top checkbox to illustrate downloading all the documents of the package and then click the "Download Selected Documents" button as shown. To download documents individually, click the checkbox next to the individual document(s) that you wish to download. Alternatively, you may click the file name of the document that you want to view/download.

Figure 146: Viewing a Package and Downloading Package Documents – Step 9

Show	10 ~ entr	ies		Q	Filter Results
	File Name	Contract ↑↓	Successful Trans Count 1	Failed Trans Count ↑↓	Created Date
	subTestDoc.pdf	H0137	1	0	2023-08-10 01:19:59
Showi	ng 1 to 1 of 1 entries			«	< 1 > »
Total Downlo	ssful Trans Count: 1 Failed Trans Count: 0 oad Selected Documen	ts			

10. Clicking the + sign to the right of the "Error Reports" accordion will expand this section and display all the associated Error Reports submitted by the RPC. See the following screenshot.



\S.gov My Enterprise Portal	🗮 My Apps		Clay Roberson	🕄 Help 🖸	Log Ou
Back					
SUB20230802150820967				-	
Package Details Submission Documents	Response Documents				
Final Disposition Reports				+	
Error Reports				+	
		(800) 9	27-8069 <u>MAPI</u>	OHelp@cms.hhs.gov	
A federal government website managed by the 7500 Security Boulevard, Baltimore MD 21244	U.S. Centers for Medicare & Medicaid Services			(CM	S

11. Click the checkbox to the left of the document you want to download. In this example, we click the top checkbox to illustrate downloading all the documents of the package and then click the "Download Selected Documents" button as shown. To download documents individually, click the checkbox next to the individual document(s) that you wish to download. Alternatively, you may click the file name of the document that you want to view/download.

Figure 148: Viewing a Package and Downloading Package Documents – Step 11

GOV My Enterprise Portal		і ≣ Му Аррѕ	🔔 🛛 🔍 Clay Robers	ion 🔻 😯 Help
Final Disposition Reports				4
Error Reports				
Show 10 ~ entries			Q Filter Result	ts
✓ File Name ↑↓	Contract ↑↓	Error Trans Count 1	Created Date ↑↓	4
subTestDoc.pdf	H0137	1	2023-08-10 01:23:	17
Showing 1 to 1 of 1 entries			« < 1	> »
Total Error Trans Count: 1				
Download Selected Documents				

12. Click the "Close" button on the top right or use the 'esc' key to close the package.

3.2.6 Update a Submission Package

Note: Only Submission Packages that are in "Draft" status can be updated. For other packages not in "Draft" status, you may want to reach out to the MAPD Helpdesk at 1-800-927-8069 or <u>mapdhelp@cms.hhs.gov</u> to submit your request. Your request will be analyzed for an appropriate resolution and next steps will be suggested.

Follow the steps below to update a "Draft" submission package. The steps are the same to update a transaction inquiry package in "Draft" status.

1. Search for packages as illustrated in Section 3.2.2. The following screenshot is a result of a search of all "Draft" packages within a specific time.

MS.gov My Enterpris	e Portal	i 王 My Apps	•	🔍 Rich McNeil 🔻 😯 Help	🕞 Log Out
Search					
Criteria					+
Results					-
Show 10 ✓ en ID ↑↓	tries Type ↑↓	Category ↑↓	Status ↑↓	Q Filter Results	
SUB20230828151242279	SUB	Category 2	Draft		
SUB20230828151045792	SUB	Category 2	Draft		
SUB20230828115339564	SUB	Category 2	Draft		

Figure 149: Update a Submission Package - Step 1

2. Click the "ID" of the package that you want to update.

Figure 150: Update a Submission Package – Step 2

MS.gov My Enterpris		🔳 My Apps	•	Rich McNeil ? Help	🕞 Log Ou
Search					
Criteria					+
Results					-
Show 10 \checkmark er	ntries ⊺ype ↑↓	Category ↑↓	Status ↑↓	Q Filter Results	
SUB20230828151242279	SUB	Category 2	Draft		
	SUB	Category 2	Draft		
SUB20230828151045792	300				
<u>SUB20230828151045792</u> SUB20230828115339564	SUB	Category 2	Draft		

3. Click "Update Mode."

	rprise Portal		ly Apps			Help 🕩 Log C 🕑 User Marinuais
E Actions	🔇 Search 🗎	EDV Reports	Create Package			
😌 Back			Su	bmit	Delete	Update Mode
SUB20230828115339	564					-
Package Details	Submission Documents	Response Document	s			
			Workf	low Informatio	on	
Pa	ckage Information		WORK	ion monitaci		
Pa Package ID	SUB2023082811533	9564	Status	Draft		
	-	9564		Draft	n.mcneil	

Figure 151: Update a Submission Package – Step 3

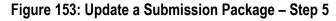
4. Click the "Submission Documents" tab to add documents or change the uploaded documents.

Figure 152: Update a Submission Package – Step 4

CMS.gov My Enterprise Portal	🗮 My Apps	🐥 🕒 Rich McNeil 🔻 🕄	Help 🕞 Log Out
eRPT Electronic Retroacti	ve Processing Transmission	Rich McNeil 🗹 Email Notifications 🛽 U	Jser Manuals
Actions Q Search	EDV Reports 😚 Create Package		
e Back		Submit Delete V	iew Only Mode
SUB20230828115339564			-
Package Details Submission Docur			
Package Informa	tion	Package Information	
Package Submission	Category	Category 2 X V	
Status Draft			

5. Click "Add Files" to upload all the required documents to the package.

Return to TOC



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e Back		Submit	Delete	View Only Mode	
SUB20230828115339564					
Package Details Submission Documents	Response Documents				
Package Documents				+	
(i) Accepted File Types: pdf, xls, xlsx. N	Aax File Size: 2 GB				
Document Type	File Name	Status	Action		
There are currently no documents to display					
Add Files Start Upload					

- 6. Ensure the appropriate "Document Type" value from the drop-down field is selected and then click "Start Upload." Since this is a Category 2 package, the following documents are required to complete the package:
 - RPC Submission Spreadsheet
 - RPC Supporting Documentation
 - RPC Submission Cover Letter

Figure 154: Update a Submission Package – Step 6

CMS.gov My Enterprise Portal	i≣ My Apps 🔶	🕒 Rich McNeil 🤊	• ? Help	🕞 Log Out
Package Details Submission Documents	Response Documents			
Package Decuments				+
Package Documents	File Size: 2 GB			
Document Type	File Name	Status	Action	
RPC Supporting Documentation	eRPT-testDoc_Documentation.pdf		Delete	
RPC Submission Cover Letter	eRPT-testDoc2_CoverLetter.pdf		Delete	
RPC Submission Spreadsheet	RetroactiveSubmission_Spreadsheet_VAL_H0137.xlsx		Delete	
Add Files Start Upload				

Note: Before you perform the above step/action, the following are some tips to keep in mind:

- a) Ensure that the right document type from the drop-down field is displayed as appropriate to each file: RPC Submission Spreadsheet, RPC Supporting Documentation, and RPC Submission Cover Letter.
- b) The user must upload at least one document for each of the following document types for successful submission of the Package. Refer to **Appendix D: Package Documents** to view the appropriate eRPT Document Type Values for each of these documents.
 - RPC Submission Cover Letter (PDF file)
 - RPC Submission Spreadsheet (XLS or XLSX file)
 - RPC Supporting Documentation (PDF file(s))
- c) Acceptable file types for uploading are Portable Document Format (PDF) and Excel format (.XLS and .XLSX). The format "XLSM" is not supported by the eRPT. Refer to Section 3.4 for steps to convert an XLSM format document.
- d) The "RPC Submission Spreadsheet" must include information only for contracts that the user has access to. If you have a contract in the spreadsheet that you do not have access to, the spreadsheet will not be uploaded successfully. The status of the upload will display as "Failed." In this case, gain access to the contract first before trying again.
- e) If the "RPC Submission Spreadsheet" does not have any contract information, the system will not let you upload the spreadsheet. You will see an error message and the status of the upload will display as "Failed."
- 7. A confirmation pop-up message indicates that the document(s) have been uploaded successfully.

CN	NS.gov My Ent	terprise Portal	🔳 My Apps	A	🙁 Rich McNeil 🔻	Help	🕩 Log C	
	SUB20230828151	242270						^
	30820230828131.	242219						
	Package Details	Submission Documents	Response Documents					
							.	
	🗸 3 docu	ment(s) has been uploaded s	uccessfully to this package.			×		
	Package Doc	uments					-	
	Show 10	✓ entries			Q Filter Results		ו	
	FI	le Name		Document Type 1		Delete ↑↓		
	<u>e</u> R	PT-testDoc_Documentation.pdf	E	RPC Supporting Documen	tation	Delete		

Figure 155: Update a Submission Package – Step 7

 If you want to add proxy users, navigate to the "Package Details" tab. As shown, the package under update does not have any proxy users yet. The remaining steps will help you to complete this section.

? Help

Delete User

Add User

Return to TOC

🕞 Log Out

1

3

1

1

1

Figure 156:	Update a	Submission	Package -	- Step 8
-------------	----------	------------	-----------	----------

H2220 Ret Enrl 3 9. Enter a valid IDM User ID of a Plan User in the "Enter Proxy User ID" field and click "Search User."

Note: Adding proxy users to a submission package is optional. The following are some tips to keep in mind:

Enter Proxy User ID

Search User

Clear Results

- a) Adding proxy user(s) is contingent upon the successful upload of the required documents to the package based on the previous steps.
- b) You can add up to three (3) proxy users to a submission package.
- c) The eRPT system will not let you add a proxy user to the package if the user does not have access to all the contract(s) contained in the RPC Submission Spreadsheet.

CMS	gov My En	terprise Portal		🗮 My Apps		🐥 🕘 Rich McNeil 🔻	? Help	🕞 Log Out
	Contracts	Q Filte	er Results		Proxy Users			A
	Contract Number	Transaction Type	Count		User ID	User Name		
	H2220	Ret Disenrl	1					
	H2220	PBP	1			Delete User		
	H2220	Ret Enrl	3					
	H2220	REINSTMT	1		ERPTCLAY.ROBERSON			
	H2220	REINSTMT	1		Search User	Add User		
	H2220	Ret Disenrl	1		Clear Results			
	H2220	Ret Enrl	3					

Figure 157: Update a Submission Package – Step 9

H2220

H2220

H2220

H2220

H2220

H2220

Ret Disenrl

PBP

Ret Enrl

REINSTMT

REINSTMT

Ret Disenrl

10. Click "Add User."

CI	NS.	gov My Ente	rprise Portal		i≣ My Apps	4 (🕘 Rich McNeil 🔻	? Help	🕩 Log Out
		H2220	PBP	1			Delete User		^
		H2220	Ret Enrl	3	Enter Proxy User ID ERPTCLAY.ROBERSON				
		H2220	REINSTMT	1	ERPTCLAT.ROBERSON				
		H2220	REINSTMT	1		dd User			
		H2220	Ret Disenrl	1	Clear Results				
		H2220	Ret Enrl	3					
		H2220	РВР	1	Please validate the proxy below.	xy user in	formation provided	ł	
		Showing 1 to 8 of 8	entries		User Name				
					CLAY ROBERSON				
					Parent Organization				
					1234				-

Figure 158: Update a Submission Package – Step 10

11. The confirmation message that the proxy user has been added successfully.

Figure 159: Update a Submission Package – Step 11

Submissions	interprise Portal		🗮 My Apps		🔍 Rich McNeil 🔻	🕑 <u>Help</u>	🕞 Lo
Contracts	Q Filt	er Results		ERPTCLAY.ROBERSON ha	is been added 🛛 🗙	1	
Contract Number	Transaction Type	Count		successfully			
H2226	Ret Disenrl	1	Prox	y Users			
H2226	Ret Enrl	3		User ID	User Name		
H2226	REINSTMT	1		ERPTCLAY.ROBERSON	CLAY ROBERSON		
H2226	PBP	1					
Showing 1 to 4 of	f 4 entries		Enter P	roxy User ID	Delete User		

12. The proxy user has been added as shown.

Return to TOC

CMS.gov My Enterprise Portal 🔳 My Apps 4 🕒 Rich McNeil 🔻 Help 🕞 Log Out Submissions Contracts Q Filter Results ERPTCLAY.ROBERSON has been added × successfully Contract Transaction Count Number Туре Proxy Users H2226 Ret Disenrl 1 User ID User Name H2226 Ret Enrl 3 ERPTCLAY.ROBERSON CLAY ROBERSON H2226 REINSTMT 1 H2226 PRP 1 Delete User Showing 1 to 4 of 4 entries Enter Proxy User ID

Figure 160: Update a Submission Package – Step 12

13. After making the required updates, you can submit, close, or switch to view-only mode by using the appropriate buttons at the top. **Note:** Unless you submit the package the status of the package will remain as "Draft."

Figure 161: Update a Submission Pack	age – Step 13
--------------------------------------	---------------

My Enterprise Portal		i 王 My Apps			🔍 Rich McNeil 🔻	? Help	🕩 Log Out
eRPT Ele	ctronic Retroactive Pro	ocessing Transmission		Rich McNeil 📔 🗹	Email Notifications	User Manuals	
Actions	Q Search [EDV Reports 🔗 Cre	eate Package				
Back			- [Submit	Delete	View Only Mo	ode
SUB20230828151	045792						-
Package Details	Submission Documents	Response Documents					
	Package Information			Package Informat	ion		
Package Type	Submission		Category	Category 2	× ~		
Status	Draft						

14. Click "Yes" on the confirmation message window.

Return to TOC

Figure 162: Update a Submission Package – Step 14

15. The confirmation message that the package has been submitted successfully.

Figure 163: Update a Submission Pack	age – Step 15
--------------------------------------	---------------

Back	rprise Portal	і≣ Му Ар	ops	4	Rich McNeil	? Help	C L
UB202308281510457	/92						-
Package Details	Submission Documents	Response Documents					
	CUR2022002045404570					~	
🗸 Package ID	SUB20230828151045792	2 has been submitted for pro	ocessing			×	
	SUB20230828151045792 Rage Information	2 has been submitted for pro	3	ow Inform	ation	×	
			3	ow Inform Ope		×	
Pac	kage Information		Workfl	Ope		×	
Pac Package ID	SUB2023082815104		Workfl	Ope	n	×	

3.2.7 Deleting Submission Documents from a Submission Package

Note: The documents uploaded to a Submission Package can only be deleted when the package is in "Draft" status. **Only** the Package Creator or designated proxy user(s) can delete documents from a draft package.

96

In the eRPT application, when documents uploaded to a draft package are deleted, the action is permanent, and the document cannot be retrieved. These steps are the same in the case of a transaction inquiry package as well.

1. Select the checkbox next to the document and click "Delete" as illustrated.

Figure 164: Deleting Submission Documents from a Submission Package - Step 1a

"GON IMA F	nterprise Portal	≣ My Apps 🔶	Rich McNeil < ? Help
Package Do	ocuments		-
Show 1	0 V entries		२ Filter Results
	File Name †↓	Document Type ↑↓	Delete ↑↓
	RetroactiveSubmission_Spreadsheet_VAL_H0137.xlsx	RPC Submission Spreadsheet	Delete
2	eRPT-testDoc_Documentation.pdf	RPC Supporting Documentatio	Delete
2	RPT-testDoc2CoverLetter.pdf	RPC Submission Cover Letter	Delete
Showing 1	to 3 of 3 entries	«	< 1 > »

2. To delete multiple documents at one time, click the checkbox for all the documents to delete and then click "Delete Selected Documents" as illustrated. **Note:** You may use the top checkbox at the table header row to select all documents.

Figure 165: Deleting Submission Documents from a Submission Package - Step 2

	/ Enterprise Portal III My Apps		Neil 🔻 🕑 Help 🕞 Lo
Show	10 entries	Q. Filter Res	Delete ↑↓
	RetroactiveSubmission_Spreadsheet_VAL_H0137.xlsx	RPC Submission Spreadsheet	Delete
	eRPT-testDoc_Documentation.pdf	RPC Supporting Documentation	Delete
	eRPT-testDoc2_CoverLetter.pdf	RPC Submission Cover Letter	Delete
Showin	ig 1 to 3 of 3 entries	« <	ı > »
Downlo	ad Selected Documents Delete Selected Documents		

You will see a delete confirmation message window pop-up confirming your action.

3.2.8 Deleting a Submission Package

Note: Only Submission Packages in "Draft" status can be permanently deleted. When a Package in "Draft" status is deleted from the eRPT application, it will be permanently deleted from the application and cannot be retrieved. A Draft Package can **only** be deleted by the Package Creator or designated proxy user(s).

1. Click "Delete" from the top right-hand corner of the package screen after you have opened a package. The successful package delete message will be displayed. Click "OK" to acknowledge.

CMS.go	V My Enterpri	ise Portal		🔳 My Apps		4	🕒 Rich McNeil 🔻	? Help	🕞 Log Out
1	eRPT Electro	nic Retroactive	Processing Tran	smission		Rich McNeil	Email Notifications	User Manuals	5
	Actions	Q Search	EDV Reports	😚 Create P	ackage				
🛞 Back						Submit	Delete	Update M	lode
SUB20	023082212114260	8							
Packa	ge Details Sul	bmission Documents	Response Docur	ments					
	Pac	kage Information			٧	Workflow Informa	ation		
Pa	ckage ID	SUB2023082212	21142608		Status	Draft	i.		
Pa	kage Type	Submission			Approval Authorit	v Regio	onal Office		-

Figure 166: Deleting a Submission Package – Step 1

2. Click "Yes" in the message window pop-up to confirm action.

Figure 167: Deleting a Submission Package – Step 2

CMS.gov My Enterprise Portal	🗮 My Apps	L	💄 😩 Rich McNeil 🔻	🕑 Help 🕞 Log Out
eRPT Electronic Retroactive	e Processing Transmission	Rich McNeil	Ernall Notifications	User Manuals
E Actions Q Search	EDV Reports 🔅 Create Pace	kage		
e Back	Delete Submission Package Confi	rmation X	Delete	Update Mode
SUB20230822121142608	Are you sure you want to d SUB20230822121142608 ?	elete package		-
Package Details Submission Document		No Yes		
Package Information		Workflow Ir	nformation	
Package ID SUB2023082	2121142608	Status	Draft	
Package Type Submission		Approval Authority	Regional Office	

3.2.9 Tracking Packages

A Package can be tracked in the eRPT application by referring to the status of the Package. Refer to Section 3.1 eRPT Terminology to understand the different statuses that a package can take depending on the package type and category.

To view the statuses of your packages, follow the steps as outlined in Section 3.2.2 Search for Packages and Documents. The screenshot below is a result of a search conducted on all packages within a specific time.

NS.gov My Enterprise	Portal	🗮 My Apps	•	■ Rich McNeil ▼ ? Help	🕩 Log O
Criteria					+
Results					-
Total Results: 2					
Show 10 v en	tries			Q Filter Results	
ID ↑↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date 1	
SUB20230905163939010	SUB	Category 3	Pending Approval		
SUB20230905142252588	SUB	Category 2	Open	09-05-2023 02:39:33	
Showing 1 to 2 of 2 entries				« < 1 > :	»

Figure 168: Tracking Packages

3.2.10 View Response Documents Uploaded by RPC Through Actions Tab

All Submission and Transaction Inquiry Packages submitted to the eRPT application by the eRPT Plan Users will be available for RPC users to download and provide response documents.

The following are the response documents added by RPC for eRPT Plan Users:

- FDR
- Error Report
- Transaction Inquiry Response.

All response documents to a Submission Package are added for a Plan contract. The response documents added to a package can be viewed only by users who have access to the Submission Package. When a response document is added by the RPC, the package creator and proxy user(s) will receive a system notification within the eRPT application, and an email sent to their registered email account with a message indicating the action RPC has taken on the package. The following are the different notifications the users will receive when a response document is added by RPC for a submission Package:

- There is an FDR(s) uploaded by RPC for Package << Package ID >>
- There is an Error Report uploaded by RPC for Package << Package ID >>

The Package creator and proxy users will receive the following action when he/she receives a response document from RPC for a Transaction Inquiry Package:

• There is an Inquiry Response uploaded by RPC for Package << Package ID >>

In addition to the above response documents, the RPC will also add the Follow-On FDR document. The Follow-On FDR document will be an independent document and will not be added to a Package. It will be added for a contract number and all the users who have access to the contract number will have access to the document. When RPC adds a Follow-On FDR document the Plan User will be informed of their action within the "Actions" tab and an email notification will be sent to the user's registered email address. The eRPT Plan User will receive the following message in the notification for a Follow-On FDR:

• A Follow-On FDR has been added to the system for contract << Contract ID >>

To view response documents added by RPC to a package via the "Actions" tab:

 The "Actions" tab will be the landing page for the users and will display the lists of actions for the user. Click the message link of a package you want to open and view its response documents. Note: Alternatively, select the checkbox next to that row and click "View Selected Action" to open the package. See the screenshots that follow.

CMS.g	OV My Enterprise	Portal 🗮 My Apps	4	🔍 Clay Roberson 🔻	Help	🕩 Log Out
	Date Received ↑↓	Message ↑↓				
	08-23-2023 02:17:16	There is an Inquiry Response uploaded by RPC for Package TIO202308011	<u>64154758.</u>			
	08-23-2023 02:16:36	RPC successfully downloaded the package TIQ20230801164154758.				
	08-22-2023 01:36:08	There is a Plan EDV Report for contract H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Plan EDV Report for contract H0137 from the RPC.				
	08-10-2023 01:26:37	There is an EDV - E&D request RVW20230810132615355 has been added t	o the system for	contract H0137 from RPC.		
	08-10-2023 01:23:17	There is an Error Report uploaded by RPC for Package SUB2023080215050	00841.			
	08-10-2023 01:23:13	RPC successfully downloaded the package SUB20230802150500841.				
	08-10-2023 01:21:54	There is FDR(s) uploaded by RPC for Package SUB20230801162917597.				

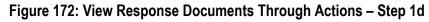
Figure 169: View Response Documents Through Actions – Step 1a, To View FDR

Figure 170: View Response Documents Through Actions – Step 1b, To View Error Report

CMS.go	W Enterprise	Portal 🗮 My Apps 🌲 🕒 Clay Roberson 🔻 🚱	Help 🕞 Log Out
	Date Received ↑↓	Message ↑↓	
	08-23-2023 02:17:16	There is an Inquiry Response uploaded by RPC for Package TIQ20230801164154758.	
	08-23-2023 02:16:36	RPC successfully downloaded the package TIQ20230801164154758.	
	08-22-2023 01:36:08	There is a Plan EDV Report for contract H0137 from the RPC.	
	08-10-2023 01:28:33	There is a Plan EDV Report for contract H0137 from the RPC.	
	08-10-2023 01:26:37	There is an EDV - E&D request RVW20230810132615355 has been added to the system for contract H0137 from RPC.	
	08-10-2023 01:23:17	There is an Error Report uploaded by RPC for Package SUB20230802150500841.	
	08-10-2023 01:23:13	RPC successfully downloaded the package SUB20230802150500841.	
	08-10-2023 01:21:54	There is FDR(s) uploaded by RPC for Package SUB20230801162917597.	

Figure 171: View Response Documents Through Actions – Step 1c, To View Follow-On FDR

MS.g	OV My Enterprise	Portal 🗮 My Apps 🌲 🕄 Melissa Campbell 🔻 😯 Help 🕞 Log Out
	08-31-2023 08:40:33	There is an EDV - E&D request RVW20230831083849069 has been added to the system for contract H2226 from RPC.
	08-30-2023 03:47:28	There is an EDV - E&D request RVW20230830154703096 has been added to the system for contract H2226 from RPC.
	08-28-2023 05:10:49	Package SUB20230828165523541 has been rejected by CMS Central Office user Rose Parker. Please contact the Central Office user for additional information.
	08-23-2023 02:22:44	There is an Inquiry Response uploaded by RPC for Package TIQ20230816133600282.
	08-23-2023 02:22:30	RPC successfully downloaded the package TIQ20230816133600282.
	08-22-2023 04:06:16	A Follow-On FDR has been added to the system for contract H2226.
	08-22-2023 04:05:19	A Follow-On FDR has been added to the system for contract H2226.
	08-22-2023 04:04:29	A Follow-On FDR has been added to the system for contract H2226.
	08-22-2023 02:07:43	There is a Plan EDV Report for contract H2226 from the RPC.



AS.go	OV My Enterprise	Portal 🗮 My Apps		🕒 Clay Roberson 🔻	Help	🕩 Log Out
	08-23-2023 02:17:16	I nere is an inquiry response uploaded by RPC for Package	11020230801164154758.			
	08-23-2023 02:16:36	RPC successfully downloaded the package TIQ20230801164	<u>4154758.</u>			
	08-22-2023 01:36:08	There is a Plan EDV Report for contract H0137 from the RPG	<u>c.</u>			
	08-10-2023 01:28:33	There is a Plan EDV Report for contract H0137 from the RPG	<u>c.</u>			
	08-10-2023 01:26:37	There is an EDV - E&D request RVW20230810132615355 ha	as been added to the system for c	ontract H0137 from RPC.		
	08-10-2023 01:23:17	There is an Error Report uploaded by RPC for Package SUB.	20230802150500841.			
	08-10-2023 01:23:13	RPC successfully downloaded the package SUB2023080215	50500841.			
	08-10-2023 01:21:54	There is FDR(s) uploaded by RPC for Package SUB20230801	162917597.			
	08-10-2023 01:21:51	RPC successfully downloaded the package SUB2023080116	52917597.			
Showi	ng 1 to 9 of 9 entries			« <	1	»

Figure 173: View Response Documents Through Actions – Step 1e

S.gc	W My Enterprise	Portal 🗮 My Apps	🕒 Clay Roberson 🔻	🕜 Help	🕩 Log Ou
	08-10-2023 01:28:33	There is a Plan EDV Report for contract H0137 from the RPC.			
	08-10-2023 01:26:37	There is an EDV - E&D request RVW20230810132615355 has been added to the system for co	ontract H0137 from RPC.		
	08-10-2023 01:23:17	There is an Error Report uploaded by RPC for Package SUB20230802150500841.			
	08-10-2023 01:23:13	RPC successfully downloaded the package SUB20230802150500841,			
	08-10-2023 01:21:54	There is FDR(\$) uploaded by RPC for Package SUB20230801162917597.			
	08-10-2023 01:21:51	RPC successfully downloaded the package SUB20230801162917597.			
	g 1 to 9 of 9 entries		« <	1	»

2. The package opens in a new window. Select the "Response Documents" tab.

GOV My Enterprise				
SUB20230801162917597				-
Package Details Subr	nission Documents Response Documer	nts		
Packa	age Information	Workf	flow Information	
Package ID	SUB20230801162917597	Status	Closed	
Package Type	Submission	Last Updated By	erpt-api-user	
	Category 2	Last Updated	08-10-2023 01:21:59	
Category	0.7			
Category Parent Organization	Bienvivir Senior Health Services	Created By	eRPTclay.roberson	

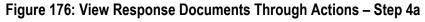
Figure 174: View Response Documents Through Actions – Step 2

3. Click the + sign to the right of "Final Disposition Reports."

Figure 175: View Response Documents Through Actions – Step 3

CMS.gov My Enterprise Portal	i≣ My Apps	٨	🕒 Clay Roberson 🔻	🤁 Help 🕞 L	og Out
SUB20230801162917597				-	
Package Details Submission Documents	Response Documents				
Final Disposition Reports				- (-)	
Error Reports				+	
		(800)	927-8069 <u>MAPE</u>)Help@cms.hhs.gov	

4. Click the file name of the document/file to open and view it. Alternatively, you can click the checkbox corresponding to that document and click "Download Selected Documents" to download the document(s) you selected.



GOV My Enterprise Portal	🗮 My Apps		Clay Roberson < 9 Help	C L
UB20230801162917597				-
Package Details Submission Documents	Response Documents			
Final Disposition Reports				-
Show 10 ~ entries		[Q Filter Results	
File Name ↑↓ Contract ↑	↓ Successful Trans Count ↑↓	Failed Trans Count 1	Created Date	
ubTestDoc.pdf H0137	1	0	2023-08-10 01:21:54	
Showing 1 to 1 of 1 entries		*		

Figure 177: View Response Documents Through Actions – Step 4b

CMS.gov My Enterprise Portal	🗮 My Apps	A O	ilay Roberson 🔻 📀 Help	🕩 Log Out
Package Details Submission Documents	Response Documents			^
				_
Final Disposition Reports				-
				- E.
Show 10 ~ entries		Q	Filter Results	
✓ File Name ↑↓ Contract	t ↑↓ Successful Trans Count ↑↓	Failed Trans Count $\uparrow \downarrow$	Created Date $\uparrow \downarrow$	
SubTestDoc.pdf H0137	1	0	2023-08-10 01:21:54	
Showing 1 to 1 of 1 entries		«	< 1 > »	
Successful Trans Count: 1				
Total Failed Trans Count: 0				
Download Selected Documents				

Note: The steps discussed in this section also apply to "Error Reports" and "Transaction Inquiry Response".

3.2.11 Search and View Response Documents

The Search feature (discussed in detail in Section 3.2.2) in the eRPT application can also be used for searching the following types of response documents:

- FDRs
- Follow-On FDRs
- Error Reports

The steps to perform a search in this instance are similar to finding a Submission Package (as discussed in Section 3.2.2.1). Follow the steps below.

 Here we search for "Follow-On Final Disposition Reports." Ensure you select the appropriate value in the "Search For" drop-down field as shown in the screenshot below and provide specific values for the "Date From" and "Date To" fields (to select the dates, use the calendar buttons as discussed in Section 3.2.2.1). If you know the contract for which you want to retrieve the Follow-On FDR, you may enter the contract number in the "Contract ID" field (in this example, we leave it blank).

CMS.gov My Enterprise Portal	BDV Reports	₩ Apps 양 Create Package	•	🙁 Rich McNeil 🔻	? Help	🕞 Log Out
Search						
Date Date To (Required)	 ✓ ed) ☐ 	Contract ID		~		
Results 2. Click "Search."						+

Figure 178: Search and View Response Documents - Step 1

- Figure 179: Search and View Response Documents Step 2 CMS.gov My Enterprise Portal 🔳 My Apps 🙁 Rich McNeil 🔻 Help € Log Out Search Criteria Search For (Required) Contract ID \sim Follow-On Final Disposition Reports Date To (Required) Date From (Required) 09/07/2023 Ħ 08/01/2023 ₿ Search Results
- 3. Click the "ID" of the specific Follow-On FDR to view the document.

Figure 180: Search and View Response Documents – Step 3

MS.gov My Enterpris	se Portal	i ≣ Му Аррs	Rich McNeil	▼ 🕄 Help 🕞 Log Out
: <u> </u>	Q Search 🕒 EDV Reports	😚 Create Package		
Search				
Criteria				+
Results				-
Total Results: 1				
Show 10 ~	entries		Q Filter Resul	ts
lt 1	Contract ↑↓	Successful Trans Count	↑↓ Failed Trans Coun	t ↑↓
View Follow-On FDR	H2226	0	² 1	
Showing 1 to 1 of 1 entries			« « «	1 > »

4. Click "Open" to open/view the document. You may click "Save" or "Save as" if you wish to save the document to your local computer workspace.

Figure 181: Search and View Response Documents – Step 4

:= Actions	Q search 🛛 🗃 EDV	Keports 🤮 Create Package	@ <mark>></mark>	-
Criteria		nt1 1 / 1 - 100% + 🕃 🕎	± .	+
Results Total Results: 1 Show 10 ID 11 View Follow-On F Showing 1 to 1 of	Test Document 1			- -

3.2.12 Completing a Review Package

The Review Packages are uploaded by RPC to eRPT for specific contracts to support their data validation review request. Responses to Review Packages include Plan documentation supporting EDV Review Requests or other reviews designated by CMS.

In the following sections we will discuss how an eRPT Plan User can:

- Search and View Review Packages, Section 3.2.12.1
- Access Review Packages via the Actions tab, Section 3.2.12.2
- Upload/Submit Response Documents to a Review Package, Section 3.2.12.3

3.2.12.1 Search and View Review Packages

The search function is discussed in detail in Section 3.2.2. The search for Review Packages is similar to searching for Submission Packages and Documents/Letters. Refer to Section 3.2.2.1 for the steps to perform a search.

1. In this case, select "Review Packages" for the "Search For" field on the "Search" screen as shown in the screenshot below.

CMS.gov My Enterprise Po	ortal	🔳 My Apps		•	🕒 Rich McNeil 🔻	Help	🕞 Log Ou	
Search								^
Criteria							-	h
Search For (Required) Review Packages	~		Category All		~			
From (Required)	e To (Required) /08/2023		Package ID					
			Status					
			All		\sim			
			Parent Organization					
			All		\sim			÷

Figure 182: Search and View Review Packages – Step 1

 Select appropriate date values for the "Date From" and "Date To" fields using the respective calendar buttons (as illustrated in Section 3.2.2.1 Steps to Execute a Search) and click "Search". Note: You may provide values to other drop-down/text fields based on the information you know.

Figure 183: Search and View Review Packages – Step 2

CMS.gov My Enterprise Portal	i ≣ Му Аррз	•	🔍 Rich McNeil 🔻	? Help	🕩 Log Out
Date To (Required) From (Required) 08/01/2023	Package ID Status All Parent Organizatio	n	~		
Search	Contract ID		~		

3. Click the "ID" of the respective package to open and view.

CMS



Results				-
Total Results: 4				
Show 10 ~ ent	tries			Q Filter Results
iD ţ↓	Туре ↑↓	Category ↑↓	Status ↑↓	Submission Date $\uparrow\downarrow$
RVW20230810132733061	RVW	EDV - E&D	Completed	08-10-2023 01:27:32
RVW20230810132657567	RVW	EDV - E&D	Completed	08-16-2023 04:02:40
RVW20230810132615355	RVW	EDV - RACS	Completed	08-10-2023 01:26:14
RVW20230810132542686	RVW	EDV - RACS	Completed	08-16-2023 04:01:46

4. Select the "Submission Documents" tab to view/download the document uploaded by RPC to create this package.

Figure 185: Search and View Review Packages - Step 4

CM	S.gov My Enterprise	e Portal	🔳 My Apps		4	😫 Rich McNeil 🔻	Help	🕩 Log Out
	Package Details Subr	nission Documents Response Doc	uments					Î
	Pack	age Information		Workfl	ow Inform	ation		
	Package ID	RVW20230810132733061		Status	Com	pleted		
	Package Type	Review		Last Updated By	eRP1	clay.roberson		
	Category	EDV - E&D		Last Updated	08-1	5-2023 12:10:00		
	Parent Organization	Commonwealth Care Alliance, Inc.		Created By	erpt	api-user		
	Contract Number	H0137		Creation Date	08-1	0-2023 01:27:32		
				Submission Date	08-1	0-2023 01:27:32		

5. Click the + sign to the right of the "Package Documents" accordion to view the document(s) uploaded by RPC.

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CMS.gov	My Enterprise	e Portal		i≣ My Apps		🔍 Rich McNeil 🔻	🕑 Help	🕞 Log Out
1	eRPT Electronic Retroactive Processing Transmission					Email Notifications	User Manuals	
	Actions	⊙ Search	EDV Reports	😚 Create Package				
🛞 Back								
RVW20	230810132733061							-
Packag	e Details	nission Documents	Response Docume	ents				
Pa	ickage Documents						+	

6. Click the file name of the document to open and view it. Alternatively, you can download the document by selecting the checkbox next to the document and clicking "Download Selected Documents."

Figure 187: Search and View Review Packages - Step 6a

i My Apps		🕒 Rich McNeil 🔻	Help	🕩 Log
				-
Response Documents				
				-
	[Q Filter Results		
Document Type				
Enrollment Data Validation (EDV) Request Spreadsh	eet			
	«	< 1	> >>	
	Response Documents	Response Documents Document Type 1↓ Enrollment Data Validation (EDV) Request Spreadsheet	Response Documents Q. Filter Results Document Type Enrollment Data Validation (EDV) Request Spreadsheet	Response Documents Q. Filter Results Document Type 11 Enrollment Data Validation (EDV) Request Spreadsheet



CMS.gov	MS.gov My Enterprise Portal			і≣ му	y Apps	2		Ric	Rich McNeil 🔻		• •	Log	Out
Packag	ge Details	Submission Documents	Response D	ocuments									î
Pa	ackage Do	cuments									-		
s	Show 1	0 🗡 entries						Q Filte	r Results				
		File Name		Document	Туре ↑↓								
		eviewTestSubmission.xls		Enrollment	t Data Validation (EDV) Reque	est Spreadsheet	:						
		to 1 of 1 entries					~	<	1	> >>			ŀ
	Download S	Selected Documents											

3.2.12.2 Access Review Packages via Actions Tab

1. When a Review Package is uploaded by RPC for a contract, all Plan Users who have access to that contract will receive an email and a system notification. The system notifications are added to the "Actions" tab. The functions of the "Actions" tab are discussed in Section 3.2.1.

CMS.gc	My Enterprise	Portal		🔳 My Apps		🔍 Rich McNeil 🔻	Help	🕞 Log Out
-	eRPT Electronic	: Retroactive	Processing Trai	nsmission	Rich McNell 🗠	Email Notifications	User Manua	ls
	E Actions	🔍 Search	EDV Reports	🈚 Create Package				
Actions	5							
Show	10 V entrie	25				Q Filter Results		
	Date Received $\uparrow \downarrow$	Message ↑↓						
	08-23-2023 10:11:54	Package SUB2 for additional		as been rejected by CMS Regi	onal Office user LOUISA FARRE	R. Please contact the R	egional Office u	<u>iser</u>
	08-22-2023 01:36:08	There is a Pla	n EDV Report for contra	act H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Pla	n EDV Report for contra	act H0137 from the RPC.				

2. You may use the "Filter Results" field to do a quick search of the list as shown in the following screenshot.

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CN	IS. gov	My Enterpris	se Portal		🗮 My Apps	•	😑 Rich McNeil 🔻	🕑 Help 🕞 Log	Out
	-7	eRPT Electror	nic Retroactive	EDV	User Manuals				
2		Actions	Q Search	EDV Reports	🈚 Create Package				
ļ	Actions								
	Show	10 🗡 ent	tries				EDV		
		Date Received $\uparrow\downarrow$	Message ↑↓						
		08-22-2023 01:36:08	3 <u>There is a Plar</u>	EDV Report for contro	act H0137 from the RPC.				
		08-10-2023 01:28:33	3 <u>There is a Plan</u>	EDV Report for contro	act H0137 from the RPC.				
		08-10-2023 01:27:53	3 There is an ED	V - E&D request RVW2	0230810132733061 has been	added to the system for cont	ract H0137 from RPC.		

 Click the link to open the package and view the different sections of the package and/or to make an update (providing your responses in the case of an EDV Review Package). Alternatively, you may select the checkbox next to the row on the left and click "View Selected Actions" to open the package.

Figure 191: Open a Review Package from Actions Tab, 3a

CN	IS.gov	My Enterprise	Portal		i 王 My Apps	A	🔍 Rich McNeil 🔻	Help	🕩 Log Out	
	+7	eRPT Electronic	c Retroactiv	e Processing Trar	nsmission	Rich McNell 🖻	Email Notifications	User Manua	als	
0	eRPT	E Actions	🝳 Search	EDV Reports	😚 Create Package					
A	ctions									
	Show	10 Y entrie	25				EDV			
		Date Received $\uparrow\downarrow$	Message ↑↓							
		08-22-2023 01:36:08	<u>There is a Pla</u>	in EDV Report for contra	ct H0137 from the RPC.					
		08-10-2023 01:28:33	<u>There is a Pla</u>	en EDV Report for contra	ct H0137 from the RPC.					
		08-10-2023 01:27:53	<u>There is an E</u>	DV - E&D request RVW20	0230810132733061 has been ac	dded to the system for cont	ract H0137 from RPC.			
			and the second second	Accession of the second second						ł

Figure 192: Open a Review Package from Actions Tab, 3b

EDV × ort for contract H0137 from the RPC. ort for contract H0137 from the RPC. equest RVW20230810132733061 has been added to the system for contract H0137 from RPC. equest RVW20230810132615355 has been added to the system for contract H0137 from RPC.	MS.gc	W My Enterprise	Portal	🗮 My Apps	٠	🚨 Rich McNeil 🔻	Help	🕩 Log Out
ort for contract H0137 from the RPC. equest RVW20230810132733061 has been added to the system for contract H0137 from RPC.	Show	10 Y entrie				EDV		×
ort for contract H0137 from the RPC. equest RVW20230810132733061 has been added to the system for contract H0137 from RPC.		Date Received ↑↓	Message ↑↓					
equest RVW20230810132733061 has been added to the system for contract H0137 from RPC.		08-22-2023 01:36:08	There is a Plan EDV Repor	t for contract H0137 from the RPC.				
		08-10-2023 01:28:33	There is a Plan EDV Repor	t for contract H0137 from the RPC.				
equest RVW20230810132615355 has been added to the system for contract H0137 from RPC.		08-10-2023 01:27:53	There is an EDV - E&D req	uest RVW20230810132733061 has been add	ded to the system for cont	act H0137 from RPC.		
	0	08-10-2023 01:26:37	There is an EDV - E&D req	uest RVW20230810132615355 has been add	ded to the system for cont	act H0137 from RPC.		
$\langle \langle 1 \rangle \rangle$	Showin	g 1 to 4 of 4 entries				« <	1 🗵	»
		g 1 to 4 of 4 entries				« <	1	>

4. The package opens in a new window. You may navigate to the different sections of the package to view the "Submission Documents" uploaded by RPC and submit/upload your response documents from within the "Response Documents" tab (this part is discussed in Section 3.2.12.3).

Figure 193: Review Package Window When the Package is Opened

gov My Enterp	rise Portal	🗮 Му Ар	ps	🐥 🙁 Rich McNeil 🔻 🛛	🛛 Help 🛛 🖟
W202308101327330	061				
ackage Details	ubmission Documents	Response Documents			
Ра	ckage Information		Workfl	low Information	
Package ID	RVW202308101327330	51	Status	Completed	
Package Type	Review		Last Updated By	eRPTclay.roberson	
Category	EDV - E&D		Last Updated	08-15-2023 12:10:00	
Parent Organization	Commonwealth Care Al	lliance, lnc.	Created By	erpt-api-user	
Contract Number	H0137		Creation Date	08-10-2023 01:27:32	

3.2.12.3 Upload/Submit Response Documents to a Review Package

1. To upload response documents to a Review Package that needs your action, search and open the package as discussed in the previous sections 3.2.12.1 or 3.2.12.2 and select the "Response Documents" tab. **Note:** You can upload response documents only when the status of the package is "Open".



CMS.go	V My Enterp	rise Portal		🗮 My Apps	•	🔍 Nick Chapman 🔻	🕑 Help 🛛	Log Out
1	eRPT Electro	onic Retroactive	Processing Tra	nsmission	Nick Chapman	Email Notifications	User Manuals	
	E Actions	⊙ Search	EDV Reports	🈚 Create Package				
🛞 Back						Add Documents	Submit	
RVW2	02309011557231	67						-
Packa	ge Details St	ubmission Documents	Response Doc	uments				
	Ра	ckage Information			Workflow Infor	mation		
Pad	ckage ID	RVW202309	01155723167	Status	o	pen		
Pad	ckage Type	Review		Last Updated	Bv el	RPTmelissa.campbell		-

2. Click "Add Documents."

Figure 195: Upload/Submit Response Documents to a Review Package – Step 2

CMS.gov	V My Ente	erprise Portal		🔳 My Apps		•	🕒 Nick Chapman 🔻	🕑 Help	🕩 Log Out
1	eRPT Ele	ctronic Retroactive	Processing Tra	nsmission	N	ick Chapman	Email Notifications	🔋 User Manua	ls
	Actions	Q Search	EDV Reports	😚 Create P	ackage				_
📀 Back							Add Documents	Submit	t
RVW20	02309011557	723167							-
Packag	ge Details	Submission Documents	Response Doc	cuments					
		Package Information			W	orkflow Inform	mation		
Pac	kage ID	RVW202309	01155723167		Status	Op	ben		
Pac	kage Type	Review			Last Updated Bv	eR	PTmelissa.campbell		-

3. Scroll to the bottom where you see the "Add Files" button and click it.

Figure 196: Upload/Submit Response Documents to a Review Package – Step 3

CMS.gov	My Ente	erprise Portal	🗮 Му А	pps	٨	🗈 Nick Chapman 🔻	🕑 Help	🕞 Log Out
🛞 Back						Add Documents	Subn	
RVW20230	09011557	723167						
Package D	etails	Submission Documents	Response Documents					
Packa	age Docu	ments					4	
()	Accepted	File Types: pdf, xls, xlsx. Max	File Size: 2 GB					
Docume	nt Type		File Name	Status		Action		
There are	currently	no documents to display						
Add	Files	Start Upload						

4. Select the documents that you want to upload and click "Open" in the file upload box. To select multiple files, hold the 'ctrl' key and click the file name.

Figure 197: Upload/Submit Response Doc	cuments to a Review Package – Step 4
--	--------------------------------------

🔄 🄄 🝷 🕇 📕 🕨 This PC 🔸	Desktop > RPC documents for Testing > 0	Search RPC doc	uments for Te 🔎
Organize 🔻 New folder			= • 🔟 🤇
🔆 Favorites	Name	Date modified	Туре
Desktop	RPC_!@Transaction_Inquiry_Template_03-13-2018.xlsx	3/12/2019 3:35 PM	Microsoft Excel
🚺 Downloads	RPC !Submission_Spreadsheet_VAL_H2220_01-25-2019.xlsx	3/12/2019 3:31 PM	Microsoft Excel
🖳 Recent places	Retroactive- !Submission_Spreadsheet_VAL_H0137_10_18-18.xlsx	3/8/2019 3:37 PM	Microsoft Excel
	ReviewPackage_SupportingDocumentation.xlsx	3/5/2019 10:16 AM	Microsoft Excel
🚳 OneDrive - Scope Infotech Inc	RPC !Submission_Spreadsheet_DEV_H2226_01-25-2019.xlsx	3/4/2019 5:12 PM	Microsoft Excel
	RPC !Submission_Spreadsheet_DEV_NoContracts_01-25-2019.xlsx	3/4/2019 3:02 PM	Microsoft Excel
💻 This PC	RPC !Submission_Spreadsheet_DEV_H3331_01-25-2019.xlsx	3/4/2019 2:58 PM	Microsoft Excel
📔 Desktop	Retroactive !Submission_Spreadsheet_DEV_H2226_10_18.xlsx	3/4/2019 10:53 AM	Microsoft Excel
Documents	Retroactive !Submission_Spreadsheet_DEV_H1717_12_18.xlsx	12/19/2018 4:45 PM	Microsoft Excel
🚺 Downloads	eRPTtestDoc2_CoverLetter.pdf	10/4/2018 11:45 AM	Adobe Acrobat
🔰 Music	Doc'seRPTtestDoc1_Documentation.pdf	10/4/2018 11:45 AM	Adobe Acrobat
📄 Pictures	Retroactive !Submission_Spreadsheet_VAL_H0137_10_18.xlsx	10/4/2018 11:44 AM	Microsoft Excel
📔 Videos	RPC_Submission_Spreadsheet_06-03-2015.xls	8/4/2017 1:32 PM	Microsoft Excel
🚔 Local Disk (C:)	🔒 eRPT -~~¤§¥Approval_Letter Copy.pdf	6/1/2017 11:14 AM	Adobe Acrobat
HP_RECOVERY (D:)	eRPT-testDoc_§¤¤¤Documentationpdf	2/27/2017 3:41 PM	Adobe Acrobat
HP_TOOLS (E:)	eRPT-testDoc2_§~CoverLetterpdf	2/27/2017 3:41 PM	Adobe Acrobat
	MMCO Retroactive Submission_Spreadsheet_template_05-04-2016	2/13/2017 4:56 PM	Microsoft Excel
📬 Network	🔒 Approval Letter.pdf	1/24/2017 4:36 PM	Adobe Acrobat
	MMCO Retroactive Submission Spreadsheet template 06-10-2016	1/17/2017 12-31 DM	Microsoft Evcel (
File name:		✓ Custom Files (*.	.pdf;*.xlsx;*.xls)

5. Click "Start Upload" to upload the file to the system.



S.gov My Enterprise Portal	i≣ My Apps	•	NICK	Chapman 🤝	? Help	-	Log C
Package Details Submission Documents	Response Documents						
Package Documents	Aax File Size: 2 GB					+	
Document Type	File Name		Status	Action			
RPC Supporting Documentation	eRPT-testDoc_Documentation.pdf			Delete		_	
Add Files Start Upload							

6. A confirmation message appears that the document(s) have been uploaded successfully. You can follow the same process to upload more than one document to support RPC's request or do a bulk upload at once of all the document files you want to upload.

Figure 199: Upload/Submit Response Documents to a Review Package – Step 6

CMS.gov My Er	nterprise Portal	🗮 My Apps	ب	🚨 Melissa Campbell 🤊	• ? <u>Help</u>	🕩 Log Out
Package Details	Submission Documents	Response Documents				
🗸 1 doc	ument(s) has been uploaded su	accessfully to this package.			×	
Package Do	cuments				-	-
Show 1	0 🗡 entries			Q Filter Results		ו
	File Name 1		Document Type ↑↓		Delete ↑↓	
<u> </u>	RPT-testDoc_Documentation.pdf		RPC Supporting Documentation		Delete	
Showing 1	to 1 of 1 entries			« < 1	> >>	

7. If you have uploaded all the supporting documents that you feel are required to complete this package, click "Submit." **Note:** Once you click "Submit," you cannot update the package or upload additional documents.

Figure 200: Upload/Submit Response Documents to a Review Package – Step 7

CMS.gc	W My Ente	erprise Portal	🗮 Му Ар	ops	٨	鸟 Melissa Campbell 🔻	🕑 Help	🗭 Log Out
+	eRPT Elec	ctronic Retroactive	Processing Transmissi	on	Melissa Campbel	Email Notifications	🔲 🛛 User Manu	als
	E Actions	Q Search	🕒 EDV Reports 🛛 🏠	Create Package				
🛞 Back	k					Add Documents	Submit	
RVW2	202309011227	55475						-
Pack	age Details	Submission Documents	Response Documents					
	Package Docur	ments					-	
	Show 10	✓ entries				Q Filter Results		

8. Click "Yes" to confirm your action to submit the package.

Figure 201: Upload/Submit Response Documents to a Review Package – Step 8

CMS.gov	V My Ente	erprise Portal			🔳 My Apps		•	•	Melissa Campbell 🔻	😯 Help	🕩 Log Out
1	eRPT Ele	ctronic Retroactive	Proce	ssing Tra	Insmission		Melissa Camp	pbell	Email Notifications	User	r Manuals
0		Q Search	🕒 EDV	Reports	😵 Create Pa	ackage					
e Back			Submit	Review Pa	ackage Confirm	ation	>	×	Add Documents	2	Submit
RVW20	02309011227	55475	\wedge		ure you want to 0901122755475						-
Packa	ge Details	Submission Documents				No	Yes				
P	ackage Docu	ments									
	Show 10	entries							Q Filter Results		

Note:

- a) Until you click "Submit," RPC will not be able to process the review package. Your submission marks the package status as "Complete."
- b) Once you submit the package, it is recommended that you click the "Acknowledge Selected Actions" button from within the "Actions" tab to close out this item. This is not a required action, but this will help you manage the "Actions" list before it becomes too unwieldy to manage.
- c) You can still retrieve this package using the "Search" function. See Section 3.2.2 to understand how to use the search function.
- d) If the package was submitted by mistake and the Plan Users have additional documents to upload, they can contact the MAPD Helpdesk at mapdhelp@cms.hhs.gov or 1-800-927-

8069 to reopen the review package. Unless the request to reopen falls within the RPC's due date of the review package response submission, it is unlikely that the package will be reopened. For further questions/concerns, you may contact RPC Client Services at <u>clientservices@reedassociates.org</u> or 402-315-3660.

3.2.13 Accessing the User Manual

Click the "User Manual" link from within the application user interface, as shown below. The User Manual will be opened in a new window.

Note:

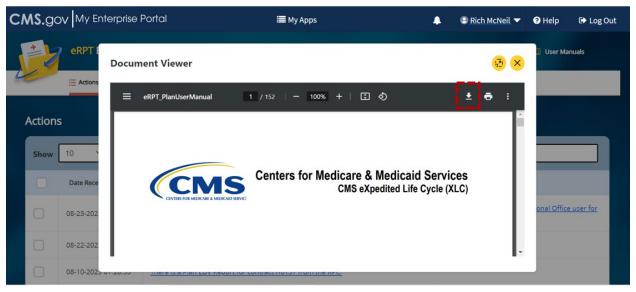
- The eRPT Plan User manual can also be accessed at the following MAPD Helpdesk webpage: <u>https://www.cms.gov/data-research/cms-information-technology/access-cms-data-application/mapd-help-desk</u>
- The PDF version of this User Manual is compatible with a screen reader such as JAWS and works well with Adobe Reader which offers several tools and features to enhance your reading and viewing experience. To limit potential browser issues when opening PDF files while using JAWS, it is recommended that you first save a copy onto your computer before opening it. For more information, refer to the link below: https://www.adobe.com/content/dam/acom/en/accessibility/pdfs/accessing-pdf-sr.pdf.

CMS.g	OV My Enterpris	e Portal		🔳 My Apps	_	🕒 Rich McNeil 🔻	Help	🕞 Log Out
+	eRPT Electror	nic Retroactiv	e Processing Trar	nsmission	Rich McNeil 🗹	Email Notifications	User Manuals	
	Actions	Q Search	EDV Reports	😚 Create Package				
Action	าร					Bar		
Show	10 ~ ent	ries				Q Filter Results		
O	Date Received $\uparrow\downarrow$	Message ↑↓						
	08-23-2023 10:11:54		20230823094115877 ha Linformation.	s been rejected by CMS Region	al Office user LOUISA FARRE	R. Please contact the R	egional Office us	<u>er</u>
	08-22-2023 01:36:08	There is a Pla	in EDV Report for contra	act H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Pla	in EDV Report for contra	ect H0137 from the RPC.				÷

Figure 202: Access User Manual via "User Manual" Link

Click the download button to download the user manual to your local computer workspace.





3.3 Notifications

Notifications are system-generated messages sent to users to notify them about an action that has been completed on the package.

3.3.1 System Notifications (Actions Table) in Actions Tab

These are notifications created within the eRPT application under the "Actions" tab when the following events happen within eRPT:

- A response document was added by the RPC to a Submission Package
- The CMS RO User rejected a Category 3 Submission Package
- A CMS CO User deleted a package created by the eRPT Plan User
- RPC downloads the package
- RPC has uploaded a Review Package or a Follow-On FDR for a contract that a Plan User has access to
- RPC has uploaded a Plan EDV Report for a contract that a Plan User has access to

The following table lists all the system notifications that a Plan User will receive:

Event Name	Event Description
RPC Download a Submission or Transaction Inquiry or EDV	RPC successfully downloaded package << Package ID >>.
Package Delete Notification	The package << Package ID >> has been deleted by CMS Central Office user << CMS Central Office Username >>. Please contact the user if you have any questions.
Package Reject Notification	The package << Package ID >> has been rejected by the CMS Regional Office/CMS Central Office. Please refer to the Package Rejection notes for any clarification.
FDR Uploaded	There are FDR(s) uploaded by RPC for Package << Package ID >>.
RPC Inquiry Response	There is an Inquiry Response uploaded by RPC for Package << Package ID >>.
Error Report Uploaded	There is an Error Report uploaded by RPC for Package << Package ID

Table 2 - eRPT System Notifications (Actions Table)

Event Name	Event Description
	>>.
EDV Request	There is an EDV - << EDV Request Description >> << Package ID >> from RPC.
Follow-on FDR Notification	A Follow-On FDR has been added to the system for contract << Contract # >>.
Plan EDV Report	There is a Plan EDV Report for contract << Contract ID >> from RPC.

3.3.2 Email Notifications

These are system-generated notifications sent to the user's email address (registered within their IDM profile) when the following events occur in eRPT.

	Table 3 - Email Notifications					
Event Name	Event Description					
Package Rejected	Package << Package ID >> has been rejected by the CMS Regional Office/CMS Central Office user. Please contact the Regional Office/Central Office user for additional information.					
FDR uploaded	There are FDR(s) uploaded by RPC for Package << Package ID >>.					
Error Report uploaded	There is an Error Report uploaded by RPC for Package << Package ID >>.					
Transaction Inquiry Response uploaded	There is an Inquiry Response uploaded by RPC for Package << Package ID >>.					
EDV Request (Review Package) uploaded	There is an EDV Request << Package ID >> for contract << Contract # >> from RPC.					
Follow-on FDR uploaded	A Follow-on FDR has been added to the system for contract << Contract # >>.					
Plan EDV Report	There is a Plan EDV Report for contract << Contract ID >> from RPC.					

Note: The system will send only one (1) email daily by the end of the day detailing all such events mentioned above. The system will not send an email notification if none of the events listed above have occurred.

The screenshots below are some examples of what the daily email notification may entail.

ē C

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☆

Sun, Aug 16, 2:19 PM (9 days ago)

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Figure 204: Sample Email Notification to eRPT Plan User Role, Example Email 1

eRPT Application Email Notification - 03/29/2019 Inbox x

Fri, Mar 29, 11:02 PM 🔗 🔦

Dear User ERPTPLANUSER03,

ERPT@cms.hhs.gov

to me 👻

The following notification is assigned to your EIDM User ID ERPTPLANUSER03. Please logon to Enterprise Portal **Control** and access eRPT application to review these items which are assigned to you and act accordingly.

Package ID	Notification Description	Date Submitted
SUB0320201900149	Package SUB0320201900149 has been rejected by CMS Central Office user Douglas Eggers. Please contact the Central Office user for additional information.	2019-03-29 09:04:00.758
SUB0314201900120	Package SUB0314201900120 has been rejected by CMS Central Office user Douglas Eggers. Please contact the Central Office user for additional information.	2019-03-29 09:08:29.767
SUB0329201900187	Package SUB0329201900187 has been rejected by CMS Central Office user Douglas Eggers. Please contact the Central Office user for additional information.	2019-03-29 09:13:23.89
RVW0329201900023	There is an EDV - E&D request RVW0329201900023 has been added to the system for contract H0477 from RPC.	2019-03-29 09:42:25.137
RVW0329201900026	There is an EDV - E&D request RVW0329201900026 has been added to the system for contract H0137 from RPC.	2019-03-29 09:42:30.416

This is an automatically system generated email. Please don't reply to this email. Contact the MAPD Help Desk via email <u>mapdhelp@cms.hhs.gov</u> (via Phone 1-800-927-8069), if you have any questions or concerns related to this email.

Figure 205: Sample Email Notification to eRPT Plan User Role, Example Email 2

eRPT Application Email Notification - 08/16/2020 Inbox ×

ERPT@cms.hhs.gov

Dear User AJACKSON,

The following notification is assigned to your IDM User ID AJACKSON. Please logon to Enterprise Portal and access eRPT application to review these items which are assigned to you and act accordingly.

Package ID	Notification Description	Date Submitted
N/A	There is a Plan EDV Report for contract H1717 from the RPC.	2020-08-16 14:05:35.484
N/A	There is a Plan EDV Report for contract H2226 from the RPC.	2020-08-16 14:05:40.912
N/A	There is a Plan EDV Report for contract H3331 from the RPC.	2020-08-16 14:05:41.751
N/A	There is a Plan EDV Report for contract R5342 from the RPC.	2020-08-16 14:05:43.346
N/A	There is a Plan EDV Report for contract H1717 from the RPC.	2020-08-16 14:05:44.901
N/A	There is a Plan EDV Report for contract H2226 from the RPC.	2020-08-16 14:05:45.704
N/A	There is a Plan EDV Report for contract H3331 from the RPC.	2020-08-16 14:05:46.551
N/A	There is a Plan EDV Report for contract R5342 from the RPC.	2020-08-16 14:05:48.678
N/A	There is a Plan EDV Report for contract H1717 from the RPC.	2020-08-16 14:05:50.341
N/A	There is a Plan EDV Report for contract H2226 from the RPC.	2020-08-16 14:05:51.143
N/A	There is a Plan EDV Report for contract H3331 from the RPC.	2020-08-16 14:05:52.016
N/A	There is a Plan EDV Report for contract R5342 from the RPC.	2020-08-16 14:05:54.309

3.3.2.1 Email Notification Preferences

1. Click the "Email Notification" link from within the application user interface.



MS.go	My Enterprise	Portal		🔳 Му Аррѕ	A 1	🙁 Rich McNeil 🔻	? Help	🕩 Log Out
1	eRPT Electroni	c Retroacti	ve Processing Tra	nsmission	Rich McNeil 📔 🗹	Email Notifications	User Manual	s
	Actions	🝳 Search	EDV Reports	😚 Create Package				
Actions								
Show	10 V entri	es				Q Filter Result	s	
	Date Received ↑↓	Message 1	.T					
	08-23-2023 10:11:54		B20230823094115877 h al information.	as been rejected by CMS Regior	al Office user LOUISA FARRE	R. Please contact the F	Regional Office u	<u>ser</u>
	08-22-2023 01:36:08	There is a F	lan EDV Report for contr	act H0137 from the RPC.				
	08-10-2023 01:28:33	There is a F	lan EDV Report for contr	act H0137 from the RPC.				

2. By default, you are subscribed to receive daily email notifications. If you wish to unsubscribe, select the "Unsubscribe" radio button and then click "Save."

Figure 207: Email Notification – Change Email Notification Preferences

CMS.go	V My Enterpris	e Portal	🗮 My Apps		🕒 Rich McNeil 🔻	Help	🕒 Log Out
1	eRPT Electror	nic Retroactive Pi	rocessing Transmission	Rich McNeil	Email Notifications	User Manu	als
	E Actions	Q Search	EDV Reports 😵 Create Package				
Actions			Email Notification Preferences	×			
Show	10 V ent	ries	Subscribe		Q Filter Results	5	
	Date Received $\uparrow\downarrow$	Message ↑↓	Save				
	08-23-2023 10:11:54	Package SUB2023 for additional info		er LOUISA FARRI	ER. Please contact the R	egional Office	user
	08-22-2023 01:36:08	There is a Plan ED	DV Report for contract H0137 from the RPC.				
	08-10-2023 01:28:33	There is a Plan ED	DV Report for contract H0137 from the RPC.				

3.4 Convert 'XLSM' Document to 'XLS'

In the eRPT application, a user can upload documents which are available only in the following formats:

- PDF documents Documents with a .pdf extension
- Excel documents Documents with an .XLS or .XLSX extension

In this section, we will discuss how documents with unsupported Excel formats like 'XLSM' can be converted to acceptable formats to upload in the eRPT application. For our example, we will discuss how to convert the RPC submission spreadsheet that is available on the Reed &

Associates website in 'XLSM' format to 'XLS' format. An 'XLSM' document can be identified by its extension. This type of document will have the extension ".XLSM" as shown in Figure 208.

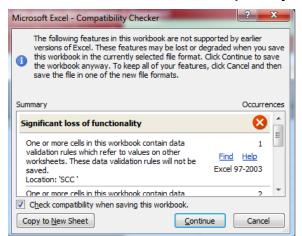
Figure 208: XLSM Documents

Organize 🔻 🔣 Open 🔻	Share with Print E-mail Burn New folder
> 🔆 Favorites	Documents library ERPT
Cibraries	ERPT Prod
▷ 🤣 Homegroup	EDV Validation Spreadsheet - Copy.xls EDV Validation Spreadsheet.xlsx
🖳 Computer	劉Import File REINSTMT.xlsm 國 Proposed_RPC_Status_Request_template.xls
📬 Network	Regional_Office_Approval_Letter_Example1.pdf Regional_Office_Approval_Letter_Example2.pdf
	TIRO Approval Letter.pdf
	RPC Supporting Documentation pdf

Note: Please convert the RPC Submission Spreadsheet document to XLS after it has been completed with all the required information and validated using the validation function available within the spreadsheet.

- 1 Locate the complete RPC Submission Spreadsheet in your local directory.
- 2 Open the RPC Submission Spreadsheet by double-clicking on the document.
- 3 Click File > Save As.
- 4 Select Excel 97-2003 Workbook (*.XLS) from Save as type drop-down.
- 5 Click Save.
- 6 The following Microsoft Excel Compatibility Checker will be displayed to the user.
- 7 Click Continue.

Figure 209: Convert XLSM Document – Compatibility Checker



8 A new copy of the RPC Submission Spreadsheet will be created in the 'XLS' format. A copy of the RPC Submission Spreadsheet in 'XLSM' format will also be available to the users.

Note: This document is ready to be uploaded via the eRPT application for your Submission Package. Please make sure to follow the steps provided in the above section to convert all

'XLSM' documents. If the documents are converted using other steps, there is a tendency for the documents to get corrupted and the user will not be able to upload the documents via the eRPT application.

If the documents are corrupted during conversion, the user will receive the following error message during upload.

Figure 210: Convert XLSM Document – Error

problem occurred while uploading a file to the server.	
Fault Message: Unfortunately this document type is not authorized an	d cannot be uploaded to ERPT. RPC Submission Spreadsheet.xls

Note: This conversion should not modify any information that has already been added to your RPC Submission Spreadsheet. If you experience any issues, please contact the MAPD Helpdesk at <u>mapdhelp@cms.hhs.gov</u> or 1-800-927-8069.

4. Troubleshooting & Support

Reference the information below if an error occurs during the usage of the eRPT system.

4.1 Error Messages

Based on the error message, the user should contact the MAPD Helpdesk at 1-800-927-8069 or <u>mapdhelp@cms.hhs.gov</u>. The user will need to create an incident ticket with the helpdesk.

The user will need to provide the following information when reporting the issue:

- User's First and Last Name
- User's IDM ID
- Contact information (email and phone are preferred)
- Package ID, if known
- Error Message and screenshot, if applicable
- Steps followed to create the issue, if applicable

4.2 Special Considerations

None.

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4.3 Support

Contact	Organization	Phone	Email	Role	Responsibility
MAPD Helpdesk	CMS	1-800-927-8069	<u>mapdhelp@cms.hhs</u> <u>.gov</u>	Helpdesk Support	 The MAPD Helpdesk can be contacted to report the following issues: Unable to create a package. Unable to update a package. Unable to upload documents to a package. Unable to find a package. Unable to find a response document (FDR, Error Report, etc.). Unable to find an approval letter. Unable to search for response documents and approval letter. Unable to view rejection notes. Unable to delete documents from the package. Unable to delete a package. Unable to delete a package. Unable to find a review package / the user has not received a notification for EDV. Unable to upload documents to a review package. Unable to determine the status of the package. Unable to access the eRPT user interface.
RPC Client Services	Reed and Associates	402-315-3660	clientservices@reed associates.org	RPC Helpdesk Support	 The RPC Client Services can be contacted to report the following issues: 1. The package is closed and it is missing FDR or Error Report for transactions. 2. Need explanation on FDR Disposition Code. 3. Not sure what the Category Code selection should be for a Package.

Table 4 - Support Points of Contact

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Appendix A: User Access

Table 5 –	Submission	Packages
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User	Create	View	Update		Search		Comments
	oreate	VICVV	Opuale		Jearch		ooninients
Group Plan User		X*	X*	(Soft) X*	X*	X	 All eRPT Plan Users having an IDM ID and an approved eRPT Plan User role in IDM will have access to create a Package, specific to those contracts the user has access to: Create Access - Plan User has complete access to create a package. *Limited View Access - Plan User can only view the Submission Packages that were created by the Plan User. *Limited Update Access - Plan User can update only a Draft Submission Package that was created by the Plan User. *Limited Delete Access - Plan User can delete only a Draft Submission Package that was created by the respective Plan
Plan User	Y	x	x	x	x	x	 User. *Limited Search Access - Plan User can only search for Packages created by user. *Limited Add/Upload Documents - Plan User can add/upload documents to Submission Package created by User. Note: Asterisk means the user will have limited access to the functionality. The Package Creator (Plan User) will be able
(Package Creator)							 The Package Creator (Plan Oser) will be able to Create, Update, Read, Delete, Search, and Add Documents to a Package: Create Access - Plan User has complete access to create a package. View Access - Plan User can only view the Submission Packages that were created by the User. Update Access - Plan User can update only a Draft Submission Package created by the User. *Limited Delete Access - Plan User can delete only a Draft Submission Package created by the User. Search Access - Plan User can only search for Packages created by the User. Add/Upload Documents - Plan User can add/upload documents to a Draft Submission Package created by the User. Note: Asterisk means the user will have limited access to the functionality.

User Group	Create	View	Update	Delete (Soft)	Search	Add Docs	Comments
Plan User		X*	X*			X*	 Users are restricted by Contract #. All eRPT Plan Users with an IDM ID will have access to upload documents for their respective Contract EDV Review. Limited Update Access - Plan User belonging to the contract will be able to mark the Package complete. Limited View Access - Plan User can only view Packages belonging to their contracts. *Limited Add/Upload Documents - Plan User can add/upload only response documents to an EDV Review Package that was submitted to them. Note: Asterisk means the user will have limited access to the functionality.
Plan User		X					eRPT Plan User who have access to valid eRPT contracts in IDM will have access to the Plan EDV Report for contracts they have access to when RPC uploads the report to eRPT for the contract in question.

Table 6 – EDV Review Packages and Plan EDV Reports

Table 7 – Transaction Inquiry Packages

User Group	Create	View	Update	Delete (Soft)	Search	Add Docs	Comments
Plan User	X	X*	X*	X*	X*	X*	 All eRPT Plan Users with an IDM ID and an approved eRPT Plan User role in IDM will have access to create a Package, specific to those contracts the user has access to: Create Access - Plan User has complete access to create a Package. *Limited Read Access - Plan User can only view the Transaction Inquiry Package that was created by that User. *Limited Update Access - Plan User can update only a Draft Transaction Inquiry Package that was created by that User. *Limited Delete Access - Plan User can delete only a Draft Transaction Inquiry Package that was created by that User. *Limited Search - Plan User can only search for a Package that was created by that User. *Limited Add/Upload Documents - Plan User can add/upload documents to a Transaction Inquiry Package that User. *Limited Add/Upload Documents to a Transaction Inquiry Package that User.

User Group	Create	View	Update	Delete (Soft)	Search	Add Docs	Comments
Plan User (Package Creator)	x	X	x	X*	X	X	 The Package Creator (Plan User) will be able to Create, Update, Read, Delete, Search, and Add Documents to a Package: Create Access - Plan User has complete access to create a Package. View Access - Plan User can only view submission Packages created by User. Update Access - Plan User can update only a Draft Submission Package created by the User. *Limited Delete Access - Plan User can delete only a Draft Submission Package that was created by the User. Search Access - Plan User can only search for a Package created by the User. Add/Upload Documents - Plan User can add/upload documents to a Draft Submission Package created by the User. Note: Asterisk means the user will have limited access to the functionality.

Appendix B: Package Status

A package can be tracked in the eRPT application by referring to the status of the package. Following are the status values and descriptions of the statuses that are supported in the eRPT application.

Note: The status value on a package is dependent on the Package Type and Package Category.

Package Status	Package Description
Draft	When a package is created but not yet submitted to the eRPT application.
Pending RO Approval	When a package is submitted by the Plan User but waiting for the Regional
	Office (RO) Approval Letter from the Regional Office Account Manager. This
	status is applicable only for Category 3 > Submission Package
Open	When a submission package is submitted to eRPT and ready for the Retroactive
	Processing Contractor (RPC) to download or when a review package is
	uploaded for a Plan User to respond.
Completed	When a review package is submitted by the Plan User with all the response
	documents.
Downloading	When the RPC is downloading the package.
In Process	When the RPC is processing the package.
Closed	When a retroactive package processing has been completed by the RPC the
	package status will be marked as closed.
Deleted	When a retroactive package is deleted by the CO User, the package status will
	be marked as deleted.

Table 8 – Package Status

Appendix C: Document Upload Functions

The following table lists the document upload functions that will be available for the Plan Users under the Submission Documents and Response Documents tab.

Type of User	Package Type – Category Code	Submission Documents	Response Documents
Plan User	Submission Package – Category 2	 RPC Submission Spreadsheet RPC Supporting Documentation RPC Submission Cover Letter 	N/A
Plan User	Submission Package – Category 3	 RPC Submission Spreadsheet RPC Supporting Documentation RPC Submission Cover Letter 	N/A
Plan User	Submission Package – Special	 RPC Submission Spreadsheet RPC Supporting Documentation RPC Submission Cover Letter 	N/A
Plan User	Submission Package – Resubmission	 RPC Submission Spreadsheet RPC Supporting Documentation RPC Submission Cover Letter 	N/A
Plan User	Transaction Inquiry Package	RPC Transaction Inquiry Request	N/A
Plan User	Review Package	N/A	RPC Supporting Documentation

Appendix D: Package Documents

The following table lists the documents that are required and must be submitted during Package creation/submission.

Note: Please view Reed and Associates' website at <u>https://www.reedassociates.org/</u> and refer to section CMS-RPC regarding RPC's SOP, the required documentation, and the documentation format that needs to be submitted for the package.

Package Type	Documents	eRPT Document Type Value
Submission Package – Category 2	 Cover Letter (PDF file) Spreadsheet (XLS or XLSX file) Supporting documents (PDF file(s)) 	 RPC Submission Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Submission Package – Category 3	 Cover Letter (PDF file) Spreadsheet (XLS or XLSX file) Supporting documents (PDF file(s)) Approval Letter 	 RPC Submission Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation Approval Letter
Submission Package – Category CTM	 Cover Letter (PDF file) Spreadsheet (XLS or XLSX file) Supporting documents (PDF file(s)) 	 RPC Submission Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Submission Package – Special	 Cover Letter (PDF file) Spreadsheet (XLS or XLSX file) Supporting documents (PDF file(s)) Approval Letter 	 RPC Submission Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation Approval Letter
Submission Package – Resubmission	 Cover Letter (PDF file) Spreadsheet (XLS or XLSX file) Supporting documents (PDF file(s)) 	 RPC Submission Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Submission Package – Payment Validation	 Cover Letter (PDF file) Spreadsheet (XLS or XLSX file) Supporting documents (PDF file(s)) 	 RPC Submission Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Transaction Inquiry Package	• Inquiry Request form (XLS or XLSX file)	 RPC Transaction Inquiry Request
Review Package	 EDV Validation Spreadsheet (XLS or XLSX files) Supporting documents (PDF, XLS, or XLSX file(s)) 	 Enrollment Data Validation (EDV) Request Spreadsheet RPC Supporting Documentation

Table 10 – Package Documents

Appendix E: Keyboard Interaction Shortcuts

The following table lists the keyboard interaction shortcuts to navigate the application using the keyboard only.

Keyboard Shortcut	Description of the Shortcut			
Page Up	Move to the previous month.			
Page Down	Move to the next month.			
Ctrl + Page Up	Move to the previous year.			
Ctrl + Page Down	Move to the next year.			
Ctrl + Home	Open the date picker if closed.			
Ctrl/Command + Home	Move to the current month.			
Ctrl/Command + Left	Move to the previous day.			
Ctrl/Command + Right	Move to the next day.			
Ctrl/Command + Up	Move to the previous week.			
Ctrl/Command + Down	Move to the next week.			
Enter	Select the focused date.			
Ctrl/Command + End	Close the date picker and erase the date.			
Esc	Close the date picker without selection.			

Table 11 - Keyboard Interaction While the Date Picker is Open

 Table 12 - Keyboard Interaction When Focus is on a Tab

Keyboard Shortcut	Description of the Shortcut	
Up/Left	Move focus to the previous tab. If on first tab, moves focus to last tab.	
	Activates focused tab after a short delay.	
Down/Right	Move focus to the next tab. If on last tab, moves focus to first tab. Activates	
	focused tab after a short delay.	
Ctrl + Up/Left	Move focus to the previous tab. If on first tab, moves focus to last tab. The	
	focused tab must be manually activated.	
Ctrl + Down/Right	Right Move focus to the next tab. If on last tab, moves focus to first tab. The	
	focused tab must be manually activated.	
Home	Move focus to the first tab. Activates focused tab after a short delay.	
End	Move focus to the last tab. Activates focused tab after a short delay.	
Ctrl + Home	Move focus to the first tab. The focused tab must be manually activated.	
Ctrl + End	Move focus to the last tab. The focused tab must be manually activated.	
Space	Activates panel associated with focused tab.	
Enter	Activates or toggles panel associated with focused tab.	
Alt/Option + Page Up	Move focus to the previous tab and immediately activate.	
Alt/Option + Page Down	Move focus to the next tab and immediately activate.	

Table 13 - Keyboard Interaction When Focus is on a Panel (in a Tab)

Keyboard Shortcut	Description of the Shortcut	
Ctrl + Up	Move focus to associated tab.	
Alt/Option + Page Up	Move focus to the previous tab and immediately activate.	
Alt/Option + Page Down	Move focus to the next tab and immediately activate.	

Table 14: Keyboard Interaction When Focus is on a Header (in an Accordion Tab)

Keyboard Shortcut	Description of the Shortcut	
Up/Left	Move focus to the previous header. If on first header, moves focus to last	
	header.	
Down/Right	Move focus to the next header. If on last header, moves focus to first hea	

Description of the Shortcut	
Move focus to the first header.	
Move focus to the last header.	
Activate panel associated with focused header.	

Table 15: Keyboard Interaction When Focus is on a Panel (in an Accordion Tab)

Keyboard Shortcut	Description of the Shortcut	
Ctrl + Up	Move focus to associated header.	

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Appendix F: Acronyms

Acronym	Literal Translation	
CMS	Centers for Medicare & Medicaid Services	
CO	Central Office	
CTM	Complaint Tracking Module	
CTS	Content Transport Service	
ECM	Enterprise Content Management	
EDV	Enrollment Data Validation	
EIDM	Enterprise Identity Management	
eRPT	Electronic Retroactive Processing Transmission	
ESRD	End Stage Renal Disease	
FDR	Final Disposition Report	
HPMS	Health Plan Management System	
ID	Identifier	
IDM	Identity Management	
IE	Internet Explorer	
LI-NET	Limited Income Newly Eligible Transition	
LIS	Low-Income Subsidy	
MAO	Medicare Advantage Organization	
MAPD	Medicare Advantage Prescription Drug	
MA-PDP	Medicare Advantage Prescription Drug Plan	
MARX	Medicare Advantage Prescription Drug System	
MFA	Multi-Factor Authentication	
MMP	Medicare-Medicaid Plans	
PACE	Program for All-Inclusive Care for the Elderly	
PBP	Plan Benefit Package	
PDF	Portable Document Format	
PDP	Prescription Drug Plan	
RAC	Residence Address Change	
RO	Regional Office	
RPC	Retroactive Processing Contractor	
SCC	State County Code	
SOP	Standard Operating Procedure	
URL	Uniform Resource Locator	
XLS	Excel File	

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Appendix G: Glossary

Table 17 – Gloss	ary
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Term	Definition		
Term Contract ID	Definition A unique five-character alphanumeric identifier assigned by CMS's Health Plan Management System (HPMS) and Medicare Drug and Health Plan Contract Administration Group (MCAG) to qualifying organizations approved to offer Medicare Advantage health and cost plans. Medicare Advantage contract numbers are prefixed with the following alphabetic characters identifying the type of product offered or the type of organization approved to offer a particular health care plan and are followed by 4-digits: H or 9 = Local Managed Care Contractors R = Regional Managed Care Contractors S = Medicare Prescription Drug Plans F = Fallback Plans		
Error Reports	For example, Hxxxx where xxxx is the assigned 4-digit number. A list identifying the specific transaction requests within the RPC Submission Spreadsheet submitted by an MA, MAPD, and PDP sponsoring organizations that were not properly uploaded into the RPC system. The report is returned to the submitter for resubmission to the RPC.		
FDR	A report indicating the CMS processing status of each transaction request previously submitted in the RPC Submission Spreadsheet.		
Follow-on Final	A report indicating the CMS processing status for RPC initiated transactions. These		
Disposition	submissions are a result of the RPC's inability to process due to CMS system errors,		
Report	corrective actions performed by the RPC, or an action directed by a CMS Regional or Central Office user. The transactions on these reports may have originated from multiple package submissions and may be a follow-up response to the Plan's initial RPC Submission Spreadsheet.		
MARx	Medicare Advantage Prescription Drug System, the name for the current application that processes enrollment and beneficiary-level payments for Medicare Advantage and Part D.		
Notification	A system message triggered by a workflow or processing event that is displayed to the user. The message typically instructs the user to take some form of action or informs the user that a specific processing event has occurred.		
Parent	Parent Organizations are the entity that oversees the various approved Plans.		
Organization			
Plan EDV Report	This is an EDV Report specific to each Plan contract in eRPT.		
The Plans	The eRPT user groups from Medicare Advantage (MA), PDP, Cost Plans, or PACE organizations who submit beneficiary enrollment/disenrollment change requests via eRPT application for processing.		
Response	The Documents that are added to the package by the RPC user.		
Documents			
Retroactive	The Medicare contractor responsible for processing retroactive Medicare Advantage		
Processing	(MA) and Prescription Drug Plan (PDP) beneficiary enrollment/disenrollment change		
Contractor (RPC)	requests submitted by plan/sponsors.		

Term	Definition
Review Package	The EDV review process performed by the RPC consists of a monthly sample review of enrollment-related transactions submitted to CMS. All organizations that submit activity via the MARx UI, or batch-submitted actions, will be selected for review. The RPC will request supporting documentation for the transactions selected within the monthly EDV sample set. The monthly sample review will be for the previous month's activity in MARx, reported on each organization's Transaction Reply Request (TRR). Upon receipt of the documentation, the RPC shall review the documentation submitted for the sampled transactions to verify the documentation provided by the organization supports the transaction submitted to CMS. The RPC will report all audit findings to the appropriate CMS RO Account Manager for final review and to address any follow-up needed on negative findings.
Submission	These are the documents that are added to the package during creation and package
Documents	processing by the CMS RO user.
Submission Package	 Retroactive enrollment-related transactions submitted by a Plan to RPC such as Enrollments, Disenrollments, Reinstatements, LIS Deeming Updates, and Medicaid and SCC changes. Submissions are further classified by the following types: 1. Category 2 - Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that may be submitted to the RPC without additional RO approval. Please refer to RPC's SOP on their website for the types of retroactive transactions that do not require RO Approval. 2. Category 3 - Untimely (i.e., current calendar month minus 3 months or more) or other retroactive transactions that may be submitted to the RPC requiring RO approval prior to submission. Please refer to RPC's SOP on their website for the types of retroactive transactions that require RO Approval. 3. Compliant Tracking Module (CTM) - A retroactive request submitted by a Plan to address a complaint filed by a Medicare beneficiary or their caregiver via the Health Plan Management System Complaint Tracking Module (HPMS CTM). 4. Payment Validation (PayVal) - The Retroactive Processing Contractor (RPC) monthly review of a set of sample payments which consists of randomly selected transactions submitted directly to CMS through MARx post MARx R&M release. Upon receipt of the documentation, the RPC shall review the documentation provided by the organization supports the transaction submitted to CMS. 5. Resubmission - Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that have been previously submitted to redice approval for processing. 6. Special - A customized user Package submitted by the CMS Central Office Staff or Plan Users (with CMS approval for processing. 6. Resubmission - Timely retroactive enrollment transactions (including Payment Validation Adjustments to verify the documentation provided by the organization supports the tra
	 Special - A customized user Package submitted by the CMS Central Office Staff or Plan Users (with CMS approval) to RPC.
Submitting Organization	An organization with the authorized capability of submitting packages/inquiries to eRPT.

Term	Definition	
Transaction	These packages are created to launch specific inquiries for packages within eRPT.	
Inquiry Package		
Transaction	Codes used to explain what action MARx took in response to new information from	
Reply Code	CMS systems or in response to input from Plans, CMS, or other users.	
(TRC)		
User Interface	The mechanism by which the user will view and/or update packages in the	
	Retroactive Process in eRPT.	
Web Service	The mechanism by which the RPC will communicate with the eRPT system.	

Appendix H: Referenced Documents

Document Name	Document Location and/or URL	Issuance Date	
eRPT R10 Requirements Document	Scope Infotech SharePoint site	10/14/2022	
eRPT R8 Requirements Document	Scope Infotech SharePoint site	08/26/2020	
eRPT R6 Business Requirements Document	Scope Infotech SharePoint site	02/28/2019	
eRPT R5 Business Requirements Document	Scope Infotech SharePoint site	08/31/2017	
eRPT R4 Requirements Document	Scope Infotech SharePoint site	12/30/2016	
eRPT R3M2 Requirements Document	Scope Infotech SharePoint site	02/05/2016	
eRPT Application Integration	Scope Infotech SharePoint site	11/27/2015	
Technical Requirements			
eRPT Requirements Document	Scope Infotech SharePoint site	11/07/2013	

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Appendix I: Record of Changes

Version Deta Author/Ourses						
Number	Date	Author/Owner	Description of Change			
3.0	02/09/2016	Anand Srinivasan	 Updated with the EIDM process flow to inform the eRPT Plan User of the steps involved in registering and requesting access to the eRPT application role and contracts within EIDM. Updated for appropriate use of Acronyms throughout the document and corresponding Acronyms table. Updated the User role names to be consistent throughout the document (eRPT Plan User, CMS CO, and CMS RO Users), where applicable. 			
3.1 FINAL	02/19/2016	Faye Newsham	PSO Approved to baseline.			
3.2 FINAL	07/08/2016	Anand Srinivasan	Updated for Section 3.3.2 User Replacement.			
3.3 DRAFT	01/20/2017	Anand Srinivasan	 Updated the following sections: Submission-Category 3 and Special Package Workflow Create Package – Submission Package Create Package – Transaction Inquiry Package Search Package Delete Uploaded Supporting Documentation from a Draft Package System Notifications Added the following new sections: Accessing the User Manual Email Notifications Email Notifications 			
3.3 FINAL	01/27/2017	Anand Srinivasan	PSO Approved to baseline.			
3.4 DRAFT	12/10/2018	Anand Srinivasan	Updated Section 3 for eRPT-CMS Enterprise Portal integration.			
3.4 FINAL	01/04/2019	Anand Srinivasan	Approved Final Version (508 compliant).			
4.0 DRAFT	05/15/2019	Anand Srinivasan	Updated for Release 6 – 508 Compliance re-design of interface.			
4.0 FINAL	05/29/2019	Anand Srinivasan	Approved Final Version (508 compliant)			
4.1 DRAFT	8/27/2020	Anand Srinivasan	 Added Section 3.2.3 Download Plan EDV Reports. Updated the following sections to include Plan EDV Report: Section 3.3.1 System Notifications (Actions Table) in Actions Tab and Section 3.3.2 Email Notifications. Updated Table 6 – EDV Review Packages and Plan EDV Reports to include Plan EDV Report access by the Plan User role. 			
4.1 FINAL	09/04/2020	Anand Srinivasan	Section 508 compliant.			

Table 19 - Record of Changes

Version Number	Date	Author/Owner	Description of Change	
4.2 FINAL	09/15/2020	Anand Srinivasan	Business Owner Approved and Final Version.	
4.3 DRAFT	01/28/2021	Anand Srinivasan	Updated Sections 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, and 3.3.7. 5. Updated EIDM to IDM in all references throughout.	
4.3 FINAL	02/12/2021	Anand Srinivasan	Business Owner Approved and Section 508 compliant Final Version.	
4.4 DRAFT	12/16/2022	Sridhivya Kumar	 Updated some of the steps in Section 3.2.4.2.1 Create Package – Category 3 Submission Package. Updated browser information in Section 3.1, and where applicable (removed references to Internet Explorer browser). 	
4.4 FINAL	01/06/2023	Anand Srinivasan	Document re-baselined as final version and is Section 508 compliant.	
4.5 FINAL	09/15/2023	Anand Srinivasan	Updated the screenshots throughout. The manual is Section 508 compliant.	
4.6 FINAL	01/19/2024	Anand Srinivasan	Updated the email address of the RPC Client Services contact and the Required Documents in the case of a Special Submission Package.	

Appendix J: Approvals

The undersigned acknowledge that they have reviewed the User Manual and agree with the information presented within this document. Changes to this User Manual will be coordinated with and approved by the undersigned, or their designated representatives.

Table 20 - Approvals

Document Approved By	Date Approved	
Name: Todd Anderson, ECM/CCM Project Manager – Scope Infotech, Inc.	Date	
Name: Crystal Myers, ECM GTL/COR – CMS Approving Authority (CMS/OIT)	Date	
Name: Tammie Wall, eRPT Application Business Owner – CMS Approving Authority (CMS/CM)	Date	
Name: John Campbell, eRPT Application Business Owner – CMS Approving Authority (CMS/CM)	Date	