

## HPMS E-Mail

**Date:** February 21, 2014

**Subject:** Important Reminders regarding Contract Year 2015 Medicare Advantage Application and Special Needs Plan Proposal

### E-mail Message:

This is a reminder that the contract year (CY) 2015 Medicare Advantage Application and Special Needs Plan Proposal submission deadline is **8PM EST on February 25, 2014**.

- All applicants **MUST** hit “Final Submit” prior to this deadline in order for the application to be received.
- After clicking “Final Submit” please remember to go to the submission confirmation page. This page includes a submission confirmation number. Keep this number for future reference. You will also get an e-mail confirmation with this submission confirmation number. If you do not receive a confirmation number, your application was not received.
- Uploading the Health Services Delivery (HSD) files may take a long time to process. Therefore, CMS recommends that applicants should upload their HSD files at least one day before the due date in order to ensure that they have time to correct any errors and resubmit if necessary. Again, applicants **MUST** hit “Final Submit” prior to the deadline, even if the HSD files are in error or still uploading. If you experience a technical issue, you should contact the HPMS help desk for assistance **PRIOR** to the submission deadline. You can email the HPMS help desk at [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov) or call 800-220-2028.

Dual Eligible Special Needs Plan (D-SNPs) - As stated in the HPMS memo dated February 10, 2014:

- **All** D-SNPs (new, continuing, and those applying for SAEs) **are required** to complete the two State Medicaid Agency Contract (SMAC) attestation questions in the SMAC Module of HPMS by **8PM EST on February 25, 2014**. Please note: All applicants **MUST** hit “Final Submit” prior to this deadline in order for the application to be received.
- **All** D-SNPs **must** submit their MIPPA-compliant SMAC(s) and their corresponding SMAC Matrix (Matrices) electronically in HPMS by **8PM EST on July 1, 2014**, even those that have signed multi-year or evergreen contracts with their States covering CY 2015.