

## **HPMS E-Mail**

**Date:** December 06, 2016

**Subject:** HPMS Email Blast

This email reminds organizations interested in submitting an initial PACE application during this quarterly submission window that they must hit “final submit” in hpms on their application submission on December 30, 2016. Once an organization hits “final submit” in HPMS, they will receive an email confirmation indicating application receipt.

Failure to hit “final submit” will result in an incomplete application. Incomplete applications will not be accepted and a new initial application must be submitted during an upcoming quarterly submission window.

Service area expansion (SAE) applications are handled differently than initial applications. PACE organizations submitting an SAE application must submit the SAE application to [DMAOHPMSEmails@cms.hhs.gov](mailto:DMAOHPMSEmails@cms.hhs.gov) on December 30, 2016 with the H number for the contract seeking the SAE in the subject line.

Please refer to the December 11, 2015 HPMS memo “2016 PACE Application Guidance “for further instructions.

### **Reminder to organizations seeking a business transaction that may relate to a PACE Change of Ownership (CHOW):**

A PACE CHOW may require that a PACE application be submitted in order for CMS to determine if the acquiring organization is qualified and meets the requirements under 42 CFR Part 460 Subpart B. Existing PACE organizations seeking to change the ownership of their contract must notify CMS and follow the guidance per the February 18, 2016 HPMS memo titled, “Guidance on Notification Requirements for Programs of All-Inclusive Care for the Elderly Organization Change of Ownership.”

