CMS Manual System	Department of Health & Human Services (DHHS)
Pub. 100-16 Medicare Managed Care	**Centers for Medicare & Medicaid Services (CMS)**
Transmittal 40	Date: November 14, 2003

I. SUMMARY OF CHANGES:

This is a manualization of the Plan Communications Guide. No changes were made in procedures.

NEW/REVISED MATERIAL - EFFECTIVE DATE: November 14, 2003

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

R/N/D	CHAPTER/SECTION/SUBSECTION/TITLE
N	Chapter 20 / Foreword / Foreword
N	Chapter 1 / 1.1 - 1.7 / Introduction
N	Chapter 2 / 2.1 - 2.4.2.2 / NDM User Instructions
N	Chapter 3 / 3.1 - 3.8 / Installing AGNS Software and Logging Onto the CMS Data Center
N	Chapter 4 / 4.1 - 4.1.2 / Data Transmission Using Host On Demand (HOD)
N	Chapter 5 / 5.1 - 5.4 / Using MCCOY
N	Chapter 6 / 6.1 - 6.4.2Using the GROUCH System
N	Chapter 7 / 7.1 - 7.2.4 / M+C Organization Access to the Plan Information Control System
N	Appendix A / Glossary of Terms
N	Appendix B / Request for Access to the CMC Data Center
N	Appendix C / Record Layouts
N	Appendix D / Enrollment Data Transmission Schedule
N	Appendix E / Explanation of Data Transmission Messages
N	Appendix F / MSP Maintenance Transaction Error Codes
N	Appendix G / Adjustment Reason Codes
N	Appendix H / CMS Central Office Contact Information

III. ATTACHMENTS:

	Business Requirements
X	**Manual Instruction**
	Confidential Requirements
	One-Time Special Notification

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Chapter 20 - Plan Communications Guide

(Rev. 40, 11-14-03)

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Chapter 20 - Plan Communications Guide

Foreword

Note to Readers: This is a manualization of the Plan Communications Guide.

LIST OF CHANGES/RELEASES

RELEASE 1	September 23, 1993	New Script file in place. Changes to Preparing your PC for Communication to reflect new send command.
RELEASE 2	September 1, 1994	Update commands. Add Section 5. GROUCH.
	January 1, 1995	Update instructions/screens in Sections 1, 3, 4, and 5. Update record layout(s) in APPENDIX C.
RELEASE 3	November 10, 1995	Added Working Aged online and batch information (Sections 2, 3, 4 and Appendix C). Added changes for AAPCC files (Section. 3, 4, App. C). Modified telephone numbers and addresses to match single site and added personnel (Sections 2, 3, 4, 5). Added new Section (6: ACR/BIF). Added new appendix (I. ACR/BIF Sample Reports). Made minor corrections to various sections. Added blank pages where necessary to standardize printing.
	May 20, 1996	Minor additions and corrections to various sections.
RELEASE 4	December 20, 1996	Added new screens and modified instructions to Section 6 (ACR/BIF functions). Modified ACR Status Report. Converted document into WordPerfect 6.1 format.

RELEASE 5	May 19, 1997	Added Monthly Membership (Detail) and the Monthly Membership Summary reports to Section 5. Added new record layout information on Monthly Membership reports to Appendix C.
RELEASE 6	August 11, 1997	Added new contact person and updated ARequest for Access to the CMS Data Center form information (Sections 1, 2, 3, 5 and Appendices B, C, and H). Made minor corrections to various sections.
RELEASE 7	January 1998	Updated Section 4 to include new function (View Beneficiary Factors) and updated screens in MCCOY System. Made minor corrections to other sections.
RELEASE 8	June 1998	Added new Sections 1.4 through 1.6; modified Sections 2.3.2, 2.3.6, 2.3.7, 2.4, and 2.4.2; added new Sections 3, 4, and 5; changed previous Sections 4, 5, and 6 to new Sections 6, 7, and 8. Expanded Appendix A; made minor corrections to other sections.
RELEASE 9	September 1999	Replaced RLINK language with browser-based TN3270 OC WebConnect access method. Added AGNS connectivity information. Updated MCCOY and GROUCH screens to reflect Windows environment. Revised uploading/downloading instructions. Added risk adjustment report format and new screens. Added new section on updating plan address information in PICS. Deleted obsolete Appendices.
RELEASE 10	June 2000	Updated Section 1.5 to include overview of new Section 9. Added Section 9 - Using the Common Working File (CWF). Added Bonus Payment Report - Data File Mainframe Record Layout to Appendix C. Added Appendix G - Adjustment Reason Codes. Made minor additions and corrections to various sections.

RELEASE 11	August 2001	Updated Section 3 to reflect Host on Demand (HOD)access method. Deleted obsolete section on EFTS. Updated Section 7 to reflect HOD download and upload methods. Updated Appendices to reflect new enrollment transaction formats. Corrected Transaction Reply data format. Included new Central Office contact list.
RELEASE 12	August 2002	Updated all AT&T screens in Section 3 and Section 4. Updated Plan Transfer Tracking Screen in Section 5. Updated GROUCH menu panel in Section 6. Added subsection 8.4.5 Beneficiary Utilization Screen in Section 8. Updated Appendix C with new TRR, MMR, and enrollment record layouts.
RELEASE 13	August 2003	Updated all AT&T screens in Section 3 and Section 4. Updated GROUCH menu panel in Section 6. Updated Appendix C with new MMR, enrollment, and Claims data record layouts.

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Chapter 20 - Plan Communications Guide

Section 1 - Introduction

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1.1 - Overview

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The Plan Communications User's Guide provides information regarding access to and transmission/receipt of data from the managed care systems located at the CMS Data Center.

Medicare + Choice organizations (M+C organizations) that contract with CMS to provide health care services to Medicare beneficiaries must establish a telecommunications link to the CMS Data Center in order to transmit beneficiary enrollment, disenrollments, and correction data for processing each month. In addition, M+C organizations can view their data and its disposition via the Managed Care Option Information (MCCOY) system and can access their enrollment and payment reports via the GHP Report Output User Communication Help (GROUCH) system.

NOTE: The CMS Managed Care systems are sometimes referred to as the Group Health Plan (GHP) system.

This guide will also provide instructions on how M+C organizations can access the Common Working File (CWF) and utilize the Medicare beneficiary information to facilitate the submittal of enrollment and other membership data. The information that is accessible through the CWF includes Part A and Part B eligibility, Working Aged, ESRD, and Hospice.

1.2 - CMS Data Center Communications

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According to the CMS Data Center, there are three primary ways to exchange data with the CMS Data Center:

1. For interactive queries of the 3270-type, small reports under 20 pages, and volume file transfers of one to five megabyte, the required package is ATT Global Network Services (AGNS) and Internet Explorer 4.0 or higher, with 128-bit encryption capability.

    To access the CMS Data Center, you need an CMS Data Center User ID and password, and an accounting code. To receive the CMS Data Center User ID and password, fill out the "Request for Access to the CMS Data Center" form (see Appendix B for form and instructions) and send it to:

    > "Your CO Contact" (as identified in Appendix H)
    > Room C4-14-21
    > 7500 Security Boulevard
    > Baltimore, MD 21244

    The entire form must be legible to be valid.

2. For interactive queries of the 3270-type, large reports 50 to 100 pages, and medium volume file transfers of 5 to 20 megabytes, the package of choice is NDM-PC(Network Data Mover - Personal Computer Version - see §2). NDM offers 3270 emulation and a superior file transfer capability.

    To access the CMS Data Center, you need an CMS Data Center User ID, and password and an NDM ID. To receive the CMS Data Center User ID and password, fill out the "Request for Access to the CMS Data Center" form and send it to your CO Contact (as identified in Appendix H).

3. For interactive queries of the 3270-type, large reports over 50 pages, and large volume file transfers over 20 megabytes, the required package is NDM Mainframe (Network Data Mover - Mainframe Version) from Sterling Software. NDM offers 3270 emulation and a superior file transfer capability.

1.3 - Specifications for Modems

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The following specifications provide the modem requirements that meet communication needs:

Asynchronous, synchronous, internal or external operation at 56 kilobytes per second (kb) full duplex over a two-wire dial-up line.

1.4 - Points of Contact

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AGNS/MDCN CONNECTIVITY

Any telephone problems or problems you are experiencing in connecting with AGNS should be directed to:

AGNS/MDCN Help Desk
1-800-905-2069

CMS DOMAIN ACCESS

Please refer to [Appendix H](#) for the latest contact information.

HPMS ACCESS

Any HPMS problems you are experiencing should be directed to:

Don Freeberger: 410-786-4586

RACF / USER QUESTIONS & OPERATIONAL/DATA ISSUES

Please refer to [Appendix H](#) for the latest contact information.

MANAGED CARE RELATED WEB SITES

http://cms.hhs.gov/healthplans/systems

STERLING COMMERCE (NETWORK DATA MOVER/NDM)

http://www.sterlingcommerce.com/

1-800-292-0104

1.5 - Flow of the Plan Communications Guide

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The Plan Communications User Guide includes the following information:

- **Section 1 - Introduction** provides general information about communications between CMS and the Managed Care Plans. This Section explains how to exchange data with the CMS Data Center and who to contact regarding policy, procedural, and system questions.

- **Section 2 - NDM User Instructions** provides information on how to transmit and receive GHP enrollment, disenrollment, and correction information through the use of NDM software. This Section includes instructions for using NDM software for the mainframe and the PC .

- **Section 3 - Logging onto the CMS Data Center** provides information about the hardware and software you need to communicate with the CMS Data Center. This Section also describes your responsibilities as an CMS Data Center user, and tells you what to do and who to contact in case a communications problem occurs.

- **Section 4 - Data Transmission Using Host on Demand** provides detailed instructions on how to use the AGNS-Dialer utility software to upload enrollment and disenrollment records from your PC to the CMS Data Center.

- **Section 5 - Using MCCOY** provides detailed instructions on how to use the online MCCOY database system to view GHP beneficiary information, input Working Aged transactions, and receive electronic file transmissions.

- **Section 6 - Using the GROUCH System** provides detailed instructions on how to use the online GROUCH system to select GHP reports for electronic transmission.

- **Section 7 - M+C organization Access to PICS** provides basic instructions for the M+C organizations to update their contact and address information in the Plan Information Control System (PICS).

- **Section 8 - Using the Common Working File** provides basic instructions for the M+C organizations to view beneficiary information, MSP, and Hospice information.

The Appendices contain a wealth of supplementary information pertaining to Plan Communications, including the following topics:

- **Appendix A - Glossary of Terms** contains a list of acronyms used throughout this User Guide and their definitions.

- **Appendix B - Request for Access to the CMS Data Center** contains a copy of the form that is used to request access to the CMS Data Center.

- **Appendix C - Record Layouts** contains the record layouts for the various Managed Care files.

- **Appendix D - Transmission Schedule** identifies the recommended times to transmit data.

- **Appendix E - Explanation of Messages** identifies the messages you may receive once your data is transmitted to the CMS Data Center.

- **Appendix F - MSP Error Codes** lists the MSP transaction error codes and their descriptions.

- **Appendix G - Adjustment Reason Codes** lists the current codes that identify types of adjustments that are displayed on the Monthly Membership Report.

- **Appendix H - CMS Contact Information** lists Central Office contacts for policy and technical information.

- **Appendix I - GHP Monthly Schedule** list the data submission cutoffs and the days MCCOY will be unavailable.

1.6 - GHP Monthly Processing Cycle

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There is a monthly cycle associated with the processing of beneficiary enrollment, disenrollments, and correction data and the computation of M+C organization payments. For illustration purposes, it can be divided into three parts.

Part One

- M+C organizations transmit beneficiary enrollment, disenrollment and correction (to identify Medicaid and Institutional statuses) transactions to the CMS Data Center via Network Data Mover (NDM) or the AGNS/HOD.

- M+C organizations transmit to a dataset at CMS named TXXX.@BGD5050.TRANSFER.DATA.

- M+C organizations execute a GHP job stream: EX 'OG00.@BGD5080.JCLLIB(EFTSPLNP)' to process the transmitted data. (Make sure single quotes are used)

  NOTE: If this step is omitted, the data will not be processed and the data in the file will be overwritten on the next transmission.

- M+C organizations verify GHP processing of data (10 minutes after execution of 'OG00…' job) via the MCCOY Plan Transfer Tracking Report.

Part Two

- GHP collects enrollment, disenrollments, and correction data and updates individual beneficiary records (During the GHP monthly process).

- GHP computes beneficiary-level payment rates based on updated enrollment, disenrollment and correction data and summarizes these rates at the M+C organization level. This includes any applicable adjustments (During the GHP monthly process).

- GHP creates M+C organization payment validation reports (During the GHP monthly process).

- CMS staff reviews reports and authorizes M+C organization payments for the month.

- APPS (Automated Plan Payment System) transmits M+C organization payment data to OFM (The accounting dept of CMS); Lastly, funds are electronically dispersed to M+C organization banking institutions.

Part Three

- GHP creates the Exception Report which contains transmitted records that failed to process. This report can be located on the MCCOY online system.

- M+C organizations view the Exception Report to identify transactions that require submittal during the next monthly processing cycle.

- GHP creates monthly enrollment and payment reports for each M+C organization.

- M+C organizations view and download reports via GROUCH.

- M+C organizations validate payments at the beneficiary level based on factors (enrollment, disenrollment, applicable health statuses, working aged, etc.) In effect at the time of processing via the Transaction/Reply and Monthly Membership Reports.

- M+C organizations identify errors which require submittal of correction data during the next monthly processing cycle.

EXAMPLE

Due to time frames associated with the monthly enrollment and payment cycle, it is imperative that M+C organizations systems are responsive to specific dates. The following is an example for illustration purposes only. **The specific dates change each month.**

NOVEMBER 2001

NOVEMBER 1: M+C organizations receive payments based on the October 2001 processing cycle.

NOVEMBER 14: The last day that MCCOY will accept enrollment, disenrollments, and correction data for processing in November.

NOVEMBER 15, 16, 19: The MCCOY online system is unavailable; monthly processing occurs.

NOVEMBER 21: The MCCOY Exception List and Exception Detail Reports are available for viewing by the M+C organizations.

NOVEMBER 26: The GROUCH reports (Transaction/Reply, Monthly Membership, etc.) are available for viewing/downloading by the M+C organizations.

DECEMBER 1: M+C organizations receive payments based on the November 2001 processing cycle.

1.7 - Working Aged Cycle

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Working Aged (WA) data is processed on a different cycle than enrollment, disenrollments, and correction data. It involves four CMS systems, and is not limited to a monthly time frame. For more information about the Working Aged process, please refer to our Web site at http://www.cms.hhs.gov/medicare/wafact.htm.

Part One

- M+C organizations transmit WA transactions for their members via online MCCOY, batch files or through a third party vendor in the HUSP record format (see Appendix C for the format). The GHP system acts as a conduit for WA transactions from the M+C organizations to the common working file (CWF).

- M+C organizations (or third party vendors) submitting batch transactions should verify that their WA data has been received via the MCCOY option View WA Transaction. The status should be N (transmission received).

- WA data is collected for preliminary editing by GHP three times each day; 11:00 AM, 4:00 PM, and 10:30 PM (Eastern Time). WA transactions entered through online MCCOY are edited automatically as they are entered.

- M+C organizations can view the results of edited GHP WA transactions via the MCCOY option View Transaction (found under the WA menu) where the status will be either G (ready for transmission to GHI) or U (Unacceptable will not be sent to GHI).

Part Two

- On the second business day of the month, GHP creates a file of WA transactions received throughout the previous month and electronically transmits them to GHI. This WA data is now unavailable for update by the M+C organizations and WA transactions receive status S (transaction has been sent to GHI).

  NOTE: GHI is a contractor that processes your WA transactions.

- GHI edits the WA data; transactions that pass the GHI edits are transmitted to the CWF and transactions that do not pass GHI edits are returned to GHP and receive a status of R (rejected) with SP codes that explain the reason for the rejection.

- M+C organizations can view the results of GHI processing of WA transactions via the MCCOY option View Exceptions: status = R (rejected), or status = P (pending, CWF cannot update at this time, resubmit).

Part Three

- CWF processes the WA transactions received from GHI. Accepted data will update beneficiary information on CWF.

- M+C organizations can view the results of CWF processing of WA data via the MCCOY option View Transaction. If the status = A, CWF accepted the data, but has not posted it to CWF, and if the status = R, CWF rejected the data, and an SP code that explains the reason for the rejection displays.

- CWF transmits WA changes to the EDB (Enrollment Database) which GHP accesses daily to update managed care member information. After GHP receives the WA updates, they are included in the next payment cycle.

- M+C organizations can view/monitor the status of the application of WA updates via the Transaction/Reply and Monthly Membership reports.

  NOTE: It is apparent that, even if WA data passes each systems edits, updating GHP records with M+C organization-submitted WA information can take over a month to accomplish. If the WA data fails edits at any point, this time frame is greatly expanded.

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Section 2 - NDM User Instructions

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2.1 - Direct Electronic Communication

(Rev. 40, 11-14-03)

The direct electronic exchange of enrollment, disenrollment, and correction information to and from CMS is supported by communications software, NDM for Mainframes and NDM for Personal Computers. Plans decide which method of communication fills their needs for transmitting and receiving plan information. NDM must be purchased from the vendor, Sterling Software. Sterling Software can be reached at 1-800-292-0104.

For using NDM, refer to your NDM manuals.

2.1.1 - NDM - Mainframe (Host

(Rev. 40, 11-14-03)

This software is used to transmit and receive information from mainframe to mainframe between the plan and CMS Data Center. This means of transmitting data is recommended for the Plans that transmit or receive over five million bytes per session.

2.1.2 - NDM - PC

(Rev. 40, 11-14-03)

This software is used to transmit and receive information between the PC and the mainframe at CMS Data Center. The option is recommended for the Plans that transmit or receive more than one million bytes but less than five million bytes per session.

2.2 - User Responsibilities

(Rev. 40, 11-14-03)

All users of NDM have responsibilities that must be fulfilled in order to support the system's functioning. Other than the obvious hardware and software maintenance, you are responsible for supplying CMS with information about your organization, your users, and testing.

Although testing and the supply of information primarily apply to the setup stage of the system, your responsibility does continue into the operational phase. Information must be updated as changes occur in your organization, and any information regarding the operation or malfunction of the system must be reported. Test procedures must be repeated after alterations to the system components are made, such as the installation of updated software or changes in hardware. You may also need more testing when your personnel changes.

2.3 - Getting Started

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2.3.1 - Installation Instructions

(Rev. 40, 11-14-03)

When a Plan decides to use NDM or NDM-PC, it must contact the CMS Action Desk to request the initial NDM or NDM-PC setup. A request for CMS Data Center and NDM User IDs will then be processed. Appendix B contains a request form for access to the CMS Data Center. Getting a dedicated line takes approximately eight weeks. The initial setup of NDM / NDM-PC to verify connectivity to CMS Data Center is coordinated by the CMS Action Desk.

For initial setup of NDM or NDM-PC, your contact numbers at the CMS Action Desk are as follows:

Outside Maryland	1-800-562-1963
Within Maryland	1-410-786-2580

Once the Plan receives its User ID, it can test the connectivity with CMS Data Center through the CMS Action Desk, which gives the Plan a process by which to transfer data. The CMS Data Center then submits a job to capture the Plan data for monthly processing. When the monthly processing is complete, reports are available for the M+C organizations to receive electronically.

For testing of the process and system problems, refer to Appendix H for contact information.

2.3.2 - Logging onto the CMS Data Center

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Your first communication with the CMS computer occurs when you log on to the CMS Data Center. Follow the instructions here to guide you through this process. Because the CMS Data Center Logon screen is subject to change, you are given two sets of instructions. Choose which directions to follow according to the initial screen or prompt you receive after making a connection.

2.3.3 - Menu Logon Instructions

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When the CMS Data Center logo screen is displayed, use the following logon instructions:

```
        DEPARTMENT OF HEALTH AND HUMAN SERVICES        Terminal
                  HCFA DATA CENTER                     LU08D113
                               //
        HH      HH    DDDDDDD///       CCCCCCC
        HH      HH    DD  ///D     CC        CC
        HH      HH    DD  ///DD    CC        CC
        HHHHHHHHHH     DD /// DD    CC
        HHHHHHHHHH     DD -///DD    CC
        HH      HH    DD /// DD    CC        CC
        HH      HH    DD///  DD    CC        CC
        HH      HH    DD///DDDD       CCCCCCC
                               //
        OFFICE OF COMPUTER AND COMMUNICATIONS SERVICES

        PLEASE HIT 'ENTER' FOR APPLICATION SELECTION MENU
     (THE ACTION DESK PHONE IS: (410)-786-2580 or 1-800-562-1963)
          (THE CMS Data Center STATUS PHONE IS: (410)-786-2599)
   !!!!! PLEASE HIT PF12 AT THE APPLICATION MENU FOR  LATEST HCFA NEWS !!!!!

   ******************* B R O A D C A S T   M E S S A G E S *********************
      ***********************************************************************
      FOR OS / 390 V2R5 IMPLEMENTATION REVIEW THE 'CMS Data Center NEWS' FOR
THE
      *************** LATEST INFORMATION ALERTS **********************
```

1. When you see the CMS Data Center logo screen, press <ENTER>, and the Application Menu screen will be displayed.

Logging in to TSO

```
PAGE 1 of 3 ......... A P P L I C A T I O N   M E N U ...............
 05/19/00 10:51                                    TERMINAL - LU08D1

        ** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
        ************** HIT PF12 AT THE APPLICATIONS MENU *************
        *************************************************************
.........................................................................

            1   TSO        ACTIVE     Application Development
            2   RESERVED   INACTIVE   Future CICS System
            3   CICS41     ACTIVE     CICS41 System
            4   M204PRD1   ACTIVE     MODEL204 Production Region
            5   M204PRD2   ACTIVE     MODEL204 Version 2 Production
            6   WYLBUR     ACTIVE     WYLBUR Online System
            7   IDMSTEST   ACTIVE     IDMS/CV100 Database System
            8   Y2KMILL    ACTIVE     MILL LPAR 2 Menu
            9   M204PRD3   ACTIVE     Oscar/Cafm/Casr/Crowd/Clia

            Select application ==> 1
                                                        more . . .
.........................................................................
 PFK  1   H E L P          PFK 12   ** CMS Data Center NEWS**    PFK  3   CMS
Data Center LOGO
 PFK  7   PAGE BACK                                 PFK  8   PAGE FORWARD
 PFK  2   APPLICATION INFO                          PFK 11   UTILITIES
```
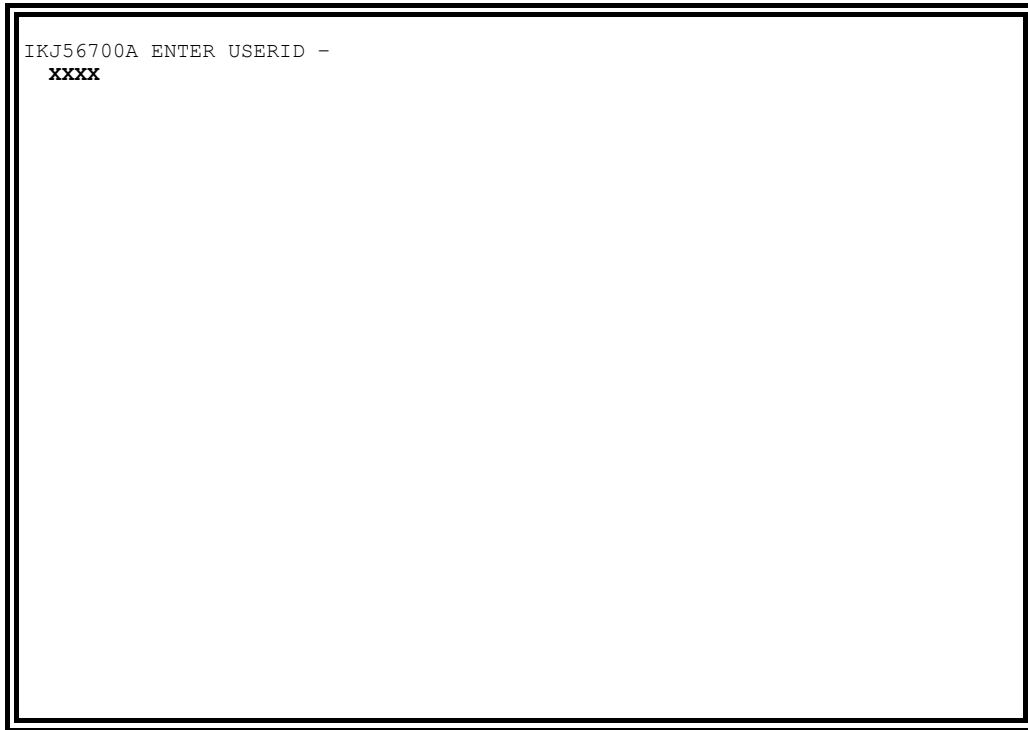
2. To login to TSO, select Option 1 - TSO by typing 1 and pressing <ENTER>. The TSO screen will be displayed.

    NOTE: If the cursor is not in the box beside Select application, click on the box or use TAB to move the cursor into the box.

```
IKJ56700A ENTER USERID -
  XXXX
```

3. When the message ENTER USERID is displayed, type in your CMS User ID (XXXX) and
   press <ENTER>. The TSO/E Logon screen will be displayed.

   NOTE: If the cursor is not in the box beside ENTER USERID, click on the box or use TAB
   to move the cursor into the box.

```
    ---------------------------- TSO/E LOGON --------------------------------

       Enter LOGON parameters below:                 RACF LOGON parameters:

       Userid    ===> XXXX

       Password  ===>                                New Password ===>

       Procedure ===> $TSUSER                        Group Ident  ===>

       Acct Nmbr ===> 7XX7XX95000

       Size      ===> 4096

       Perform   ===>

       Command   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'

       Enter an 'S' before each option desired below:
                -Nomail         -Nonotice       -Reconnect       -OIDcard

      PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention  PA2 ==> Refresh
      You may request specific help information by entering a '?' in any entry field.
```

4. A screen full of prompts displays on your terminal. Your User ID will be filled in on the screen, and your cursor will be positioned after the prompt that reads PASSWORD ==>. Type in your password. (You will receive a six-character password from CMS for your first logon use.) After entering your password, you may change the password by pressing <TAB> to position the cursor in at the New Password field and entering a new password (your own password must be at least six characters but no more than eight characters) in the space provided. The system prompts you to repeat your new password. Follow instructions and re-enter your new password. You must use that password whenever you login to the CMS mainframe. Press the <ENTER> key when you are finished.

5. Move down to the space after the next prompt for ACCT NMBR ==> by using the <TAB> key or by pressing <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. An informational screen displays if you type N or press <ENTER>. Type your accounting number (an eleven-character code that resembles the number 7XX7XX95000) and press <ENTER>.

6. After you have entered your accounting code, the Logon screen is replaced with a screen which ends by asking if you wish to bypass the messages. Enter a "Y" or "N" (Y/N). An informational screen displays if you type N or press <ENTER>. Type Y and press <ENTER>.

You have now completed the process to logon to TSO. The word READY on your screen indicates that the system is waiting for your next command.

To logoff of TSO, go to the READY prompt, type LOGOFF and press <ENTER>.

2.3.4 - Prompt Logon Instructions

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Use the following logon instructions if the initial display is a prompt saying "THIS IS THE HCFA DATA CENTER, HOW MAY WE HELP YOU?"

1. When you see the CMS Data Center prompt, type LOGON [your ID] and press <ENTER>.

2. A screen full of prompts displays on your terminal with your cursor positioned after the prompt that reads PASSWORD ==>. Type your password and either (a) move down to the space after the prompt ACCT NMBR ==> by using the <TAB> key or (b) press <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. Type your accounting code and press <ENTER>.

3. After you have entered your accounting number, the Logon screen is replaced with a screen that ends by asking if you wish to bypass the messages (Y/N). If you type N or press <ENTER>, informational messages appear. Type Y and press <ENTER>.

You have now completed the logon process. The word READY on your screen indicates that the system is waiting for your next command.

NOTE: The CMS Data Center password must be changed every 60 days because it expires. In NDM/NDM-PC, the password does not expire. We recommend that you change your password on the CMS Data Center and NDM at the same time to prevent the transfer process from failing.

2.3.5 - Enrollment Data Transmission (Testing)

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Before you send any test transmission, contact Central Office Technical Person (Appendix H) to schedule testing. For the proper record layout, see Appendix C. **Be aware** that a header record must be included at the beginning of your transmission file. To test the transmission, use the following test file (where TXXX is replaced with your User ID):

'TXXX.@BGD5050.TRANSFER.TEST'

For your test transmission, follow these steps:

1. Log on to CMS Data Center and enter the TSO option.

2. To browse your mainframe file, follow these steps:

a. After logging on or completing other work on the mainframe, while at the host command level with the READY prompt, type ISPF 1 and press <ENTER>.

b. You should see a screen labeled BROWSE-ENTRY PANEL. Use your <TAB> key to move the cursor down to a section labeled "FOR OTHER PARTITIONED DATA SETS." At the prompt DATA SET NAME ===>, type the name of the file to which you are transmitting at CMS Data Center.

c. If you want to test the transmission, type TXXX.@BGD5050.TRANSFER.TEST and press <ENTER>. If you are transferring for production, type TXXX.@BGD5050.TRANSFER.DATA and press <ENTER>.

d. You see your file on the CMS mainframe. To page up or down through the file, hold down the <F7> key (up/back) or <F8> (down/forward). While in this facility, you cannot make any changes to the data; you can only verify its accurate transmission.

e. To exit, press <F3>.

    NOTE: If the filing screen appears, type <2> in the DISPOSITION LOG DATA SET field and then press <F3>. This should return you to the ready prompt.

3. If the file does not contain the data from the last transmission, you may transmit your file. If the file contains data and you transmit, the data from the last transmission will be overwritten. Wait at least an hour to attempt transmission again and refer to the schedule transmission in Appendix D to find the best times for transmission.

4. After you determine that the transfer is successful, browse your file at the CMS Data Center to ensure that all the data was received.

2.3.5.1 - NDM Processes and Setup for Testing (Enrollment)

(Rev. 40, 11-14-03)

Two NDM processes, NDMWORKS and NDMWORK1, are used as examples to transmit test enrollment data. These processes are described in the following subsections.

2.3.5.2 - NDMWORKS (The JCL)

(Rev. 40, 11-14-03)

The NDMWORKS process is executed at the Plan site and programmed on the M+C organization sites mainframe. This process is usually executed in the batch program Job Control

Language (JCL) environment. The M+C organizations programming staff can select any name for the NDMWORKS process.

NDMWORKS Process Code

```
PROCNAME     PROCESS     PNODE=XXX.XXXX
                         SNODE=NDM.HCFA
                         SNODEID=(TWXX,XXXX)
             SUBMIT      DSN=OG00.@BGD5080.JCLLIB(NDMTXXXT)
                         &DSN1=XXX.XXX.XXXX
                         &DSN2=TXXX.@BGD5050.TRANSFER.TEST
                         SUBNODE=SNODE
```

The Plan programmer must fill in the following variable information before executing the NDMWORKS process:

PROCNAME:	The programmer may select any name for this process.
PNODE:	The MCO node name.
SNODEID:	The MCO CMS TW ID and password, as issued by CMS.
SUBMIT:	The DSN (data set name) should read as follows: OG00.@BGD5080.JCLLIB(NDMTXXXT)
&DSN1:	This is the **sending** DSN that resides on the MCO mainframe.
&DSN2:	This is the **receiving** DSN that resides on the CMS mainframe.
SUBNODE:	This is the node (mainframe) that receives control for processing the DMTXXXT.

2.3.5.3 - NDMWORK1 (The NDM Process)

(Rev. 40, 11-14-03)

The NDMWORK1 process is executed at the CMS site and is programmed on the CMS mainframe. This NDM process is triggered by the NDMWORKS process from the M+C organization site. The NDMWORK1 process is generally named NDMTXXXT, where TXXX is the M+C organization users MCCOY ID.

NDMWORK1 Process Code

```
NDMTXXXT     PROCESS     PNODEID=(TWXX.XXXX)
                         PNODE=NDM.HCFA
                         SNODE=XXX.XXXX


STEP1        COPY        FROM (DSN=&DSN1
                               DISP=SHR
                               SNODE) COMPRESS
                         TO   (DSN=&DSN2
                               DISP=SHR
```

PNODE)

```
STEP2                IF (STEP1 EQ 000000000) THEN
                        RUN JOB (DSN=OG00@BGD5080.JCLLIB(TEST)) PNODE
                     EIF
```

The NDMWORK1 process does not require programmer intervention from the M+C organization site. Only the CMS programming staff sets up this process.

The CMS staff must fill in the following variable information before executing the NDMWORK1 process:

NDMTXOXXT:	Replace TXXX with the Plan User's MCCOY ID.
PNODEID:	The Plan's TW ID.
SNODE:	The Plan's node. The CMS node is NDM.HCFA.

2.3.6 - Enrollment Data Transmission (Production)

(Rev. 40, 11-14-03)

The CMS recommends that you schedule transmission of your data several days in advance of the cutoff date (see Appendix D for the transmission schedule). This ensures that your data transmission is received by the cutoff date and gives you time to resolve any transmission problems.

Do not begin transmitting production data until you have contacted one of the Central Office Regional Technical coordinators (Appendix H). This ensures that the CMS Data Center is ready to receive your production data for monthly processing.

To transmit production data for monthly processing, use the following production file (where TOXX is replaced with your User ID):

'TXXX.@BGD5050.TRANSFER.DATA'

Then follow these steps:

1. Log on to the CMS Data Center and enter the TSO option.

2. To check the file at the CMS Data Center to which you are transmitting data, follow the instructions for browsing your mainframe file (step 2) given in Section 2.3.5.

3. If the file does not contain the data from the last transmission, you may transmit your file. If the file contains data and you transmit, the data from the last transmission will be overwritten.

4. When the transfer is successful, the process submits a job to capture the data for monthly processing.

5. When this job is completed, a message is found in the transfer file (see Appendix E for an explanation of messages). The user can then access MCCOY and view the Plan Transfer Tracking Report to check on the status of the receipt of the data.

Refer to §5 "Using MCCOY" in this guide for further instructions on how to use MCCOY to view the Plan Transfer Tracking Report.

2.3.6.1 - NDM Processes and Setup for Production (Enrollment)

(Rev. 40, 11-14-03)

Two NDM processes, NDMWORKS and NDMWORK1, are used to transmit production enrollment data. These processes are described in the following subsections.

2.3.6.2 - NDMWORKS (The JCL)

(Rev. 40, 11-14-03)

The NDMWORKS process is executed at the M+C organization site and programmed on the M+C organization sites mainframe. This process is usually executed in the batch program (JCL) environment. The M+C organization programmer can select any name for the NDMWORKS process.

NDMWORKS

PROCNAME	PROCESS	PNODE=XXX.XXXX
		SNODE=NDM.HCFA
		SNODEID=(TWXX,XXXX)
	SUBMIT	DSN=OG00.@BGD5080.JCLLIB(NDMTXXXP)
		&DSN1=XXX.XXX.XXXX
		&DSN2=TXXX.@BGD5050.TRANSFER.DATA
		SUBNODE=SNODE

The M+C organization programmer must fill in the following variable information before executing the NDMWORKS process:

PROCNAME:	The programmer may select any name for this process.
PNODE:	The MCO node name.
SNODEID:	The MCO CMS TWID and password, as issued by CMS.
SUBMIT:	The DSN should read as follows:
	OG00.@BGD5080.JCLLIB(NDMTXXXP)
&DSN1:	This is the **sending** DSN that resides on the MCO mainframe.

&DSN2:	This is the **receiving** DSN that resides on the CMS mainframe.
SUBNODE:	This is the node (mainframe) that receives control for processing the NDMTXXXP.

2.3.6.3 - NDMWORK1 (The NDM Process)

(Rev. 40, 11-14-03)

The NDMWORK1 process is executed at the CMS site and is programmed on the CMS mainframe. This NDM process is triggered by the NDMWORKS process from the M+C organization site.   The NDMWORK1 process is generally named NDMTXXXP, where TXXX is the M+C organization user's MCCOY ID.

NDMWORK1 Process Code

```
NDMTOXXP   PROCESS      PNODEID=(TWXX.XXXX)
                        PNODE=NDM.HCFA
                        SNODE=XXX.XXXX
STEP1      COPY         FROM (DSN=&DSN1
                          DISP=SHR
                           SNODE) COMPRESS

                    TO:  DSN=&DSN2
                         DISP=SHR
                         PNODE)
STEP 2     IF (STEP1 EQ 000000000) THEN
              RUN TASK (PGM=U7SVC,
              PARM=(CL19'D=HKH.DTRG.HKHTODZA=)) PNODE
           EIF
```

The NDMWORK1 process does not require programmer intervention from the M+C organization site. Only the CMS programming staff will set up this process.

The CMS staff must fill in the following variable information before executing the NDMWORK1 process:

NDMTXXXP:	Replace TXXX with the MCO User's MCCOY ID.
PNODEID:	The MCO TW ID.
SNODE:	The MCO node. The CMS node is NDM.HCFA.

2.4 - Working Aged Data

(Rev. 40, 11-14-03)

To transmit Working Aged data to CMS, you must use NDM-HOST or NDM-PC. To see a copy of the record layout, see Appendix C.

For testing of this procedure and system problems, see Appendix H for contact information.

The Working Aged records will be picked up for processing three times a day: 11:00 a.m., 4:00 p.m., and 10:30 p.m. Eastern Time (ET). Check MCCOY periodically after these times to ensure that your data has been received (see Section 5.3.9.3). All transmissions must be completed prior to 8:00 p.m. ET on the last business day of the month.

2.4.1 - NDM Batch Data Entry Description

(Rev. 40, 11-14-03)

M+C organizations transmit Working Aged data into their own CMS data set using NDM. A job to copy the data set into a collection Generation Data Group (GDG) is submitted automatically upon successful completion of the NDM process.

2.4.2 - NDM Transmit Process Batch Run JCL

(Rev. 40, 11-14-03)

Each M+C organization issues the following NDM commands to trigger the Working Aged NDM transmission. This is normally part of a batch execution.

NOTE: These NDM commands must be set up on the M+C organizations mainframe or PC before the transmission can process properly.

2.4.2.1 - Working Aged NDM Process Scenario

(Rev. 40, 11-14-03)

This procedure starts by submitting a NDM process at the M+C organization site which, in return, submits a process named TKAPLAN at the CMS site to copy the Plan's DSN to a DSN at HCFA (TO??.@BGD5050.WKA.TRANSMIT). The process TKAPLAN submits a RUN TASK that runs an SLIB job WKACOPY. The WKACOPY job copies the M+C organization's DSN to a GDG at CMS and then deletes the TO??.@BGD5050.WKA.TRANSMIT DSN.

2.4.2.2 - Plan NDM JCL and Process Code

(Rev. 40, 11-14-03)

This NDM process is executed at the M+C organizations site and programmed on the M+C organization site's mainframe. This process is usually executed in the batch program (JCL) environment.   The M+C organization programmer can select any name for this NDM process. **This process is used for testing only.** The test names will be changed to production names at the appropriate time.

MCOs NDM JCL

```
//PS010       EXEC NDMBATCH
//SYSIN       DD*
  SIGNON      USERID=(????,????)
  SUBMIT      DSN=????.?????.????(ANYNAME)
              PNODE=????.????
              SNODE=NDM.HCFA
              &DSN1=PLANS.DSN.NAME
              &DSN2.TO??.@BGD5050.WKA.TRANSMIT.TEST
  SIGNOFF
  /*
```

The programmer must fill in the following variable information before executing the process:

USERID:	The programmer's ID and password to the NDM environment.
DSN:	The PDS and MEMBER that holds the NDM process.
PNODE:	The MCO node ID.
SNODE:	The DSN should read as follows: NDM.HCFA
&DSN1:	This is the **sending** DSN that resides on the MCOs mainframe.
&DSN2:	This is the **receiving** DSN that resides on the CMS mainframe.

MCO NDM Process Code

```
ANYNAME   PROCESS
          SNODEID=(TW??,pswd)
SUBMIT    DSN=OG00.@BGD5050.WKA.PROCLIB(TKAPLAN)
          &DSN1=PLANS.DSN.NAME
          &DSN2=TO??.@BGD5050.WKA.TRANSMIT.TEST
          SNODEID=(TW??,pswd)
          SNODE=MCO's Node ID
          SUBNODE=SNODE
          &PUSER=T???
          &UID=OG00TN??
```

The programmer must fill in the following variable information before executing the process:

ANYNAME:	The programmer may select any name for this process.
SNODEID:	The Plan's CMS User ID and password.
DSN:	The DSN should read as follows:
	OG00.@BGD5050.WKA.PROCLIB(TKAPLAN)
&DSN1:	This is the **sending** DSN that resides on the MCO's mainframe.
&DSN2:	This is the **receiving** DSN that resides on the CMS mainframe.
SNODEID:	The CMS User ID and password.
SNODE:	The CMS's Node ID.
SUBNODE:	This should read SNODE.
&PUSER:	The MCO's CMS User ID.
&UID=OG00TN??:	?? is the last two digits of your CMS User ID.

Medicare Managed Care Manual

Chapter 20 - Plan Communications Guide

Section 3 - Installing AGNS Software and Logging Onto the CMS Data Center

(Rev. 40, 11-14-03)

Table of Contents

3.1 - System Environment

(Rev . 40, 11-14-03)

The system environment for the operation of the AGNS-Dialer consists of hardware and software. The minimum requirements for hardware and software for running the AGNS-Dialer are as follows:

- A PC-compatible microprocessor with Windows 95/98 or Higher

- One gigabyte of hard disk and one 3.5" floppy disk drive

- A Hayes or Hayes-compatible internal or external modem up to 5600 KB

3.2 - What is Needed to Access the CMS Data Center

(Rev . 40, 11-14-03)

Software

1. AT&T Global Network Services Dialer (1-800-905-2069)
   http://www.attbusiness.net/regctr/index.html

2. Internet Explorer 4.0 with 128 bit encryption or higher
   http://www.microsoft.com/

Access to CMS

The CMS requires an AGNS network user ID and password, a CMS Data Center user ID and password for accessing the CMS LAN Domain and the CMS Data Center Mainframe.
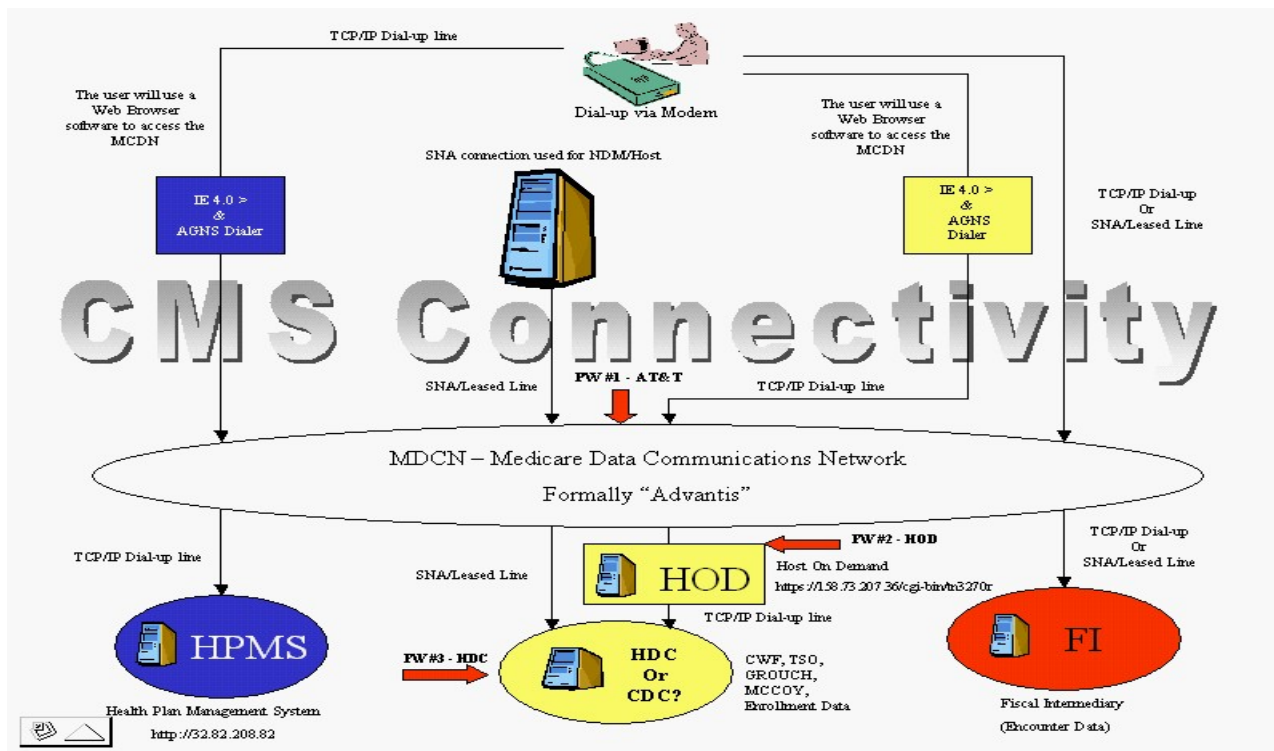
3.3 - User Responsibilities

(Rev . 40, 11-14-03)

All users of AGNS-Dialer have responsibilities that must be fulfilled in order to support the system's functioning. Other than the obvious hardware and software maintenance, you are responsible for supplying CMS with information about your organization, your users, and testing.

Although testing and the supply of information primarily apply to the setup stage of the system, your responsibility continues into the operational phase. Information must be updated as changes occur in your organization, and any information regarding the operation or malfunction of the system must be reported. Test procedures must be repeated after alterations to the system components, such as the installation of updated software or changes in hardware. You may also need more testing when your personnel changes.

3.4 - AGNS-Dialer Software Installation

(Rev . 40, 11-14-03)

3.4.1 - Instructions for Installing ATT Network Dialer Program Software

(Rev . 40, 11-14-03)

The instructions on the following pages are to be used to install the AT&T Network Dialer on your PC in order to access the CMS Data Center Mainframe computer from remote sites. The AGNS Dialer is used to provide easy and secure access from your location to the CMS Data Center Mainframe computer in order to transmit and receive data. The PC's must have dial-up networking capabilities setup in Windows 95, 98, or NT. If Dial-up Networking is not activated, the communications software will recognize that Windows is not setup properly, and it will not recognize the modem.

NOTE: You must have a modem and a phone line connected to your computer in order to use this process.

If you have Internet access, you may download the AGNS dialer from the IBM Web site at http://www.attbusiness.net/regctr/index.html (this is a 1.44 MB file). You will also need Microsoft Internet Explorer Version 4.01 SP1 (IE 4.01) or greater with 128-bit encryption. Download the Internet Explorer from the Microsoft Web site at http://www.microsoft.com/. Be sure to download the version with the 128 bit-encryption.

Even if you have access to the Internet by way of other browsers (Netscape, Erols, AOL, etc.), you will still need Microsoft Internet Explorer Version 4.01 or greater to access the CMS Data Center Mainframe computer.

3.4.2 - Downloading the ATT Network Dialer

(Rev . 40, 11-14-03)

If you have Internet Explorer Version 4.01 (or Higher) with 128-bit encryption available but not installed, install it now. Detailed instructions for installing this standard Microsoft product are beyond the scope of this document. If you have no other means of obtaining IE4.01, you may do so from the CMS Data Center after you install the ATT Network Dialer and after your AGNS ID is activated.

1. To download the ATT Network Dialer using the Internet Explorer, first start the Application. At the **Address** line as shown below, type in the AGNS Web site address: http://www.attbusiness.net/regctr/index.html, then press **<ENTER>**.
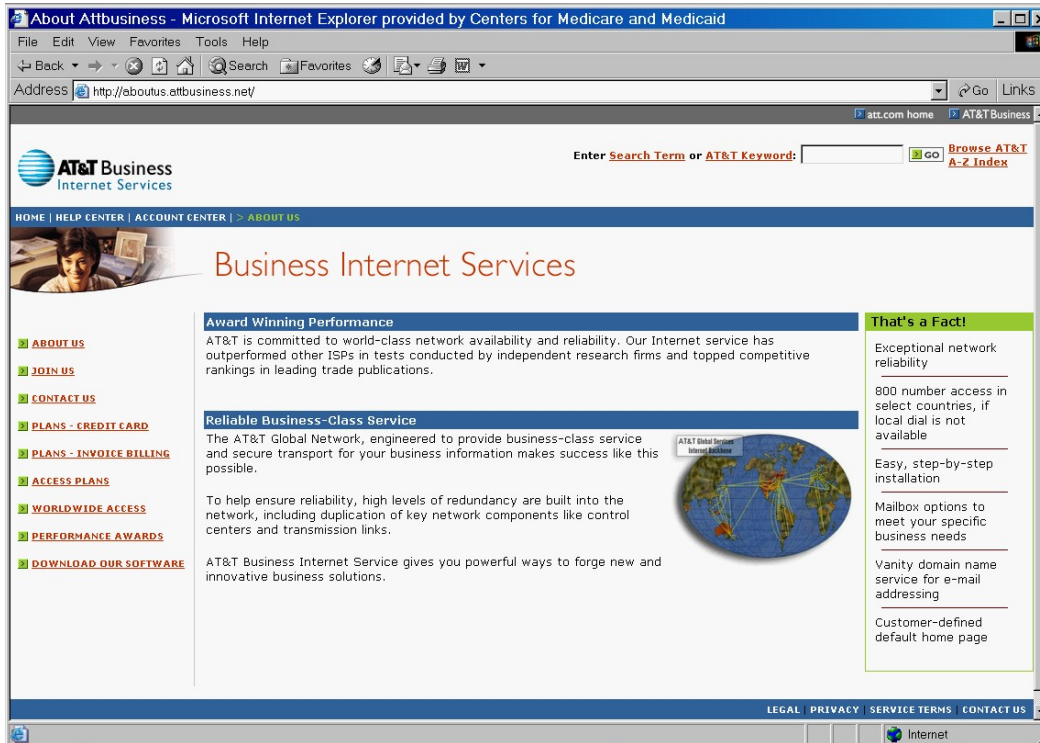
The AT&T Internet Services Web site will be displayed.

2. The AT&T Internet Services is used to download software from the AT&T Web site. To use this option, click on the line that says **<u>DOWNLOAD OUR SOFTWARE</u>.**

3. The following screen will be displayed.

4. Click on the entry that best describes your PC's operating system.

The Terms and Conditions describe a License Agreement between you the User and AT&T. Scroll through the page. There are two buttons at the bottom of the page - **I Accept** and **I Do Not Accept**.
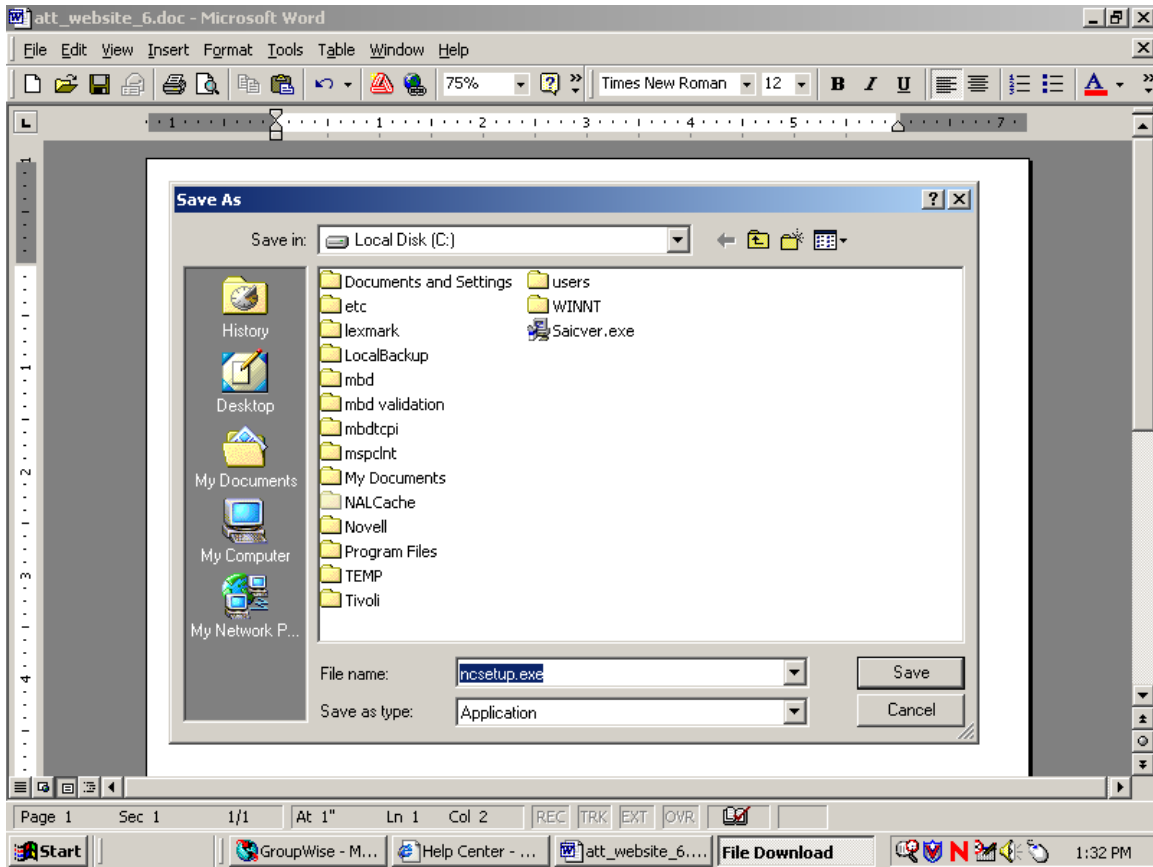
If you **accept** the terms of this agreement click on **I Accept**. If you click on **I Do Not Accept**, the screen will return to the AT&T Internet Connection Services Registration Center Web site.
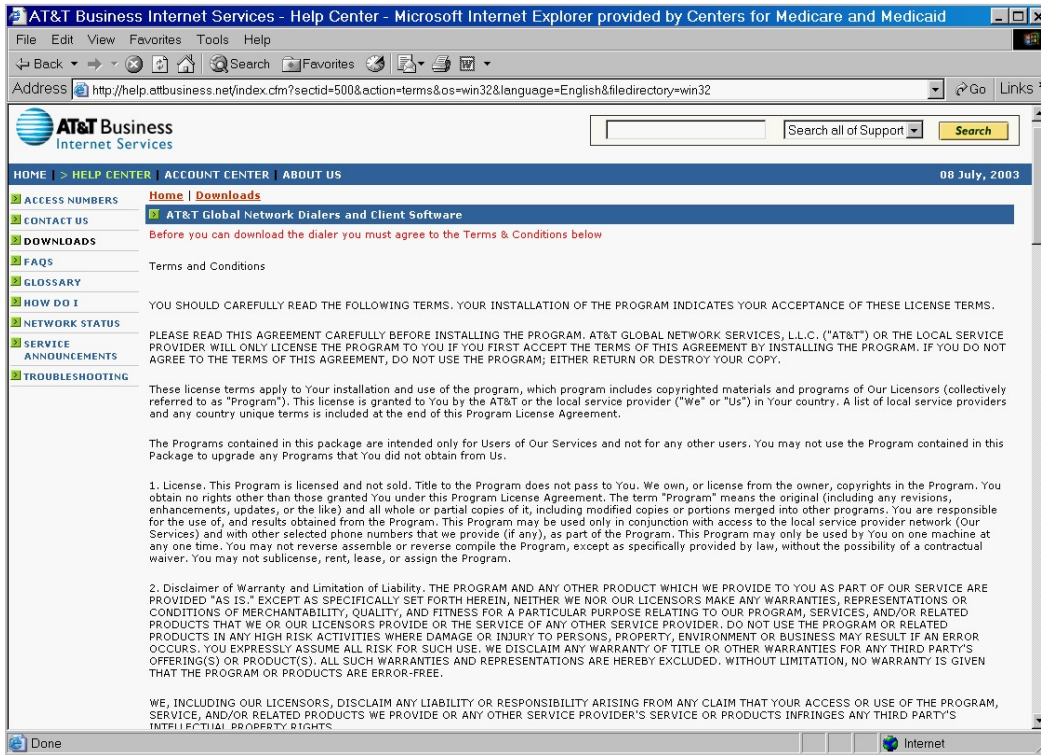
5. Click on **Download the Dialer.**
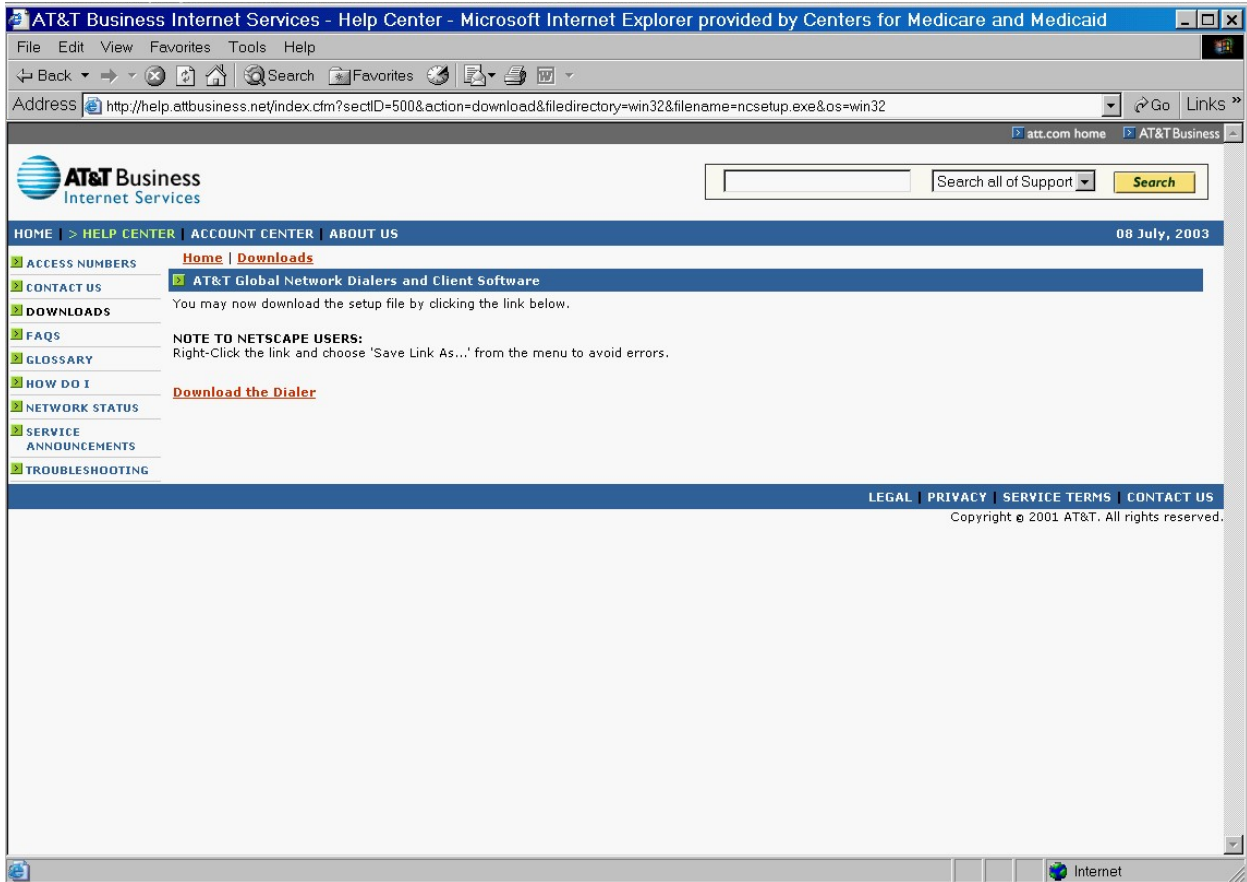
6. Click on the radio button beside the **Save this program to disk** option, and then click **OK**. The **Save As** screen will be shown.

If you are familiar with the Windows applications, you will recognize that this is the regular "Save As" window which is displayed whenever you want to save a file in a different directory, or with a different name. You may save this file to any drive on your PC, or you may save it to a diskette.

6. Select the directory where you want to save the file, make note of it and then click **Save**.

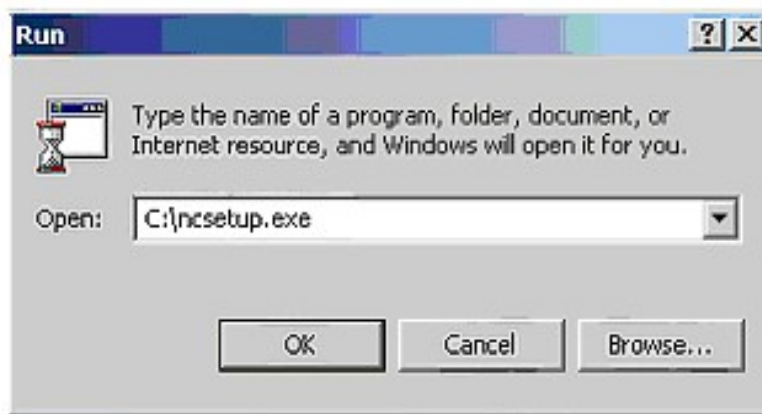The File Download screen will be displayed indicating that the file is being saved.

When the download is complete, a message will be displayed **Download Complete**. Click on
OK.

3.4.3 - Installing the AGNS Dialer

(Rev . 40, 11-14-03)

1. Click **Start** at the lower left corner of the PC screen, and then click **Run**. The Run screen will be displayed. If you saved the download file to a diskette, insert the diskette into drive A, type **a:\setup.exe** and then click **OK**.

2. If you saved the download file to the C drive, type **c:\(name of directory)\setup.exe** and then click **OK**. The AT&T Global Network Dialer - Installation screen will be displayed. Click **Next** on this screen.
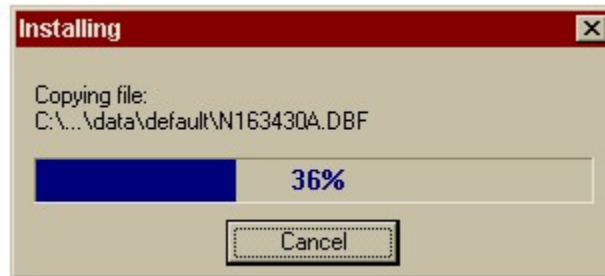
3. Upgrade Start window will display, if you are ready to install the AT&T Global Network Dialer, click the **Install** button.

Legal Agreement will be displayed. Read the terms of the Agreement, and then click on **I Agree**.
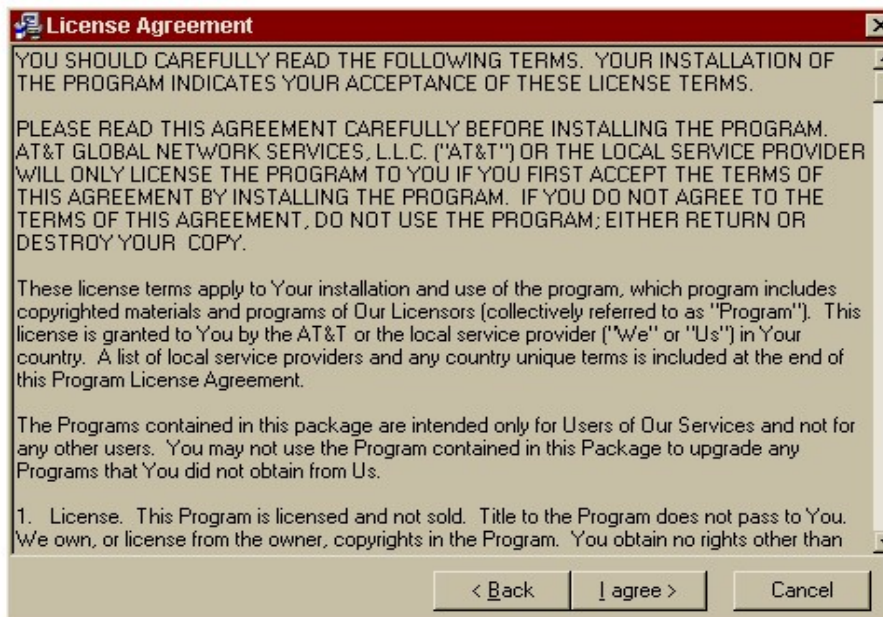
4. The next screen is to indicate the installation of the AT&T software that you need.

Installing ✕

Copying file:
C:\...\data\default\N163430A.DBF

[████████████   ] **36%**

[Cancel]

5. At the **Finished** screen, click on **Yes Continue Setup**.

Upgrade ✕

Finished

Would you like to continue with setup and connect to the network?

[Yes, continue setup.]   [No, connect later.]

6. When the Dialer Setup Welcome screen is displayed, click **Next**.
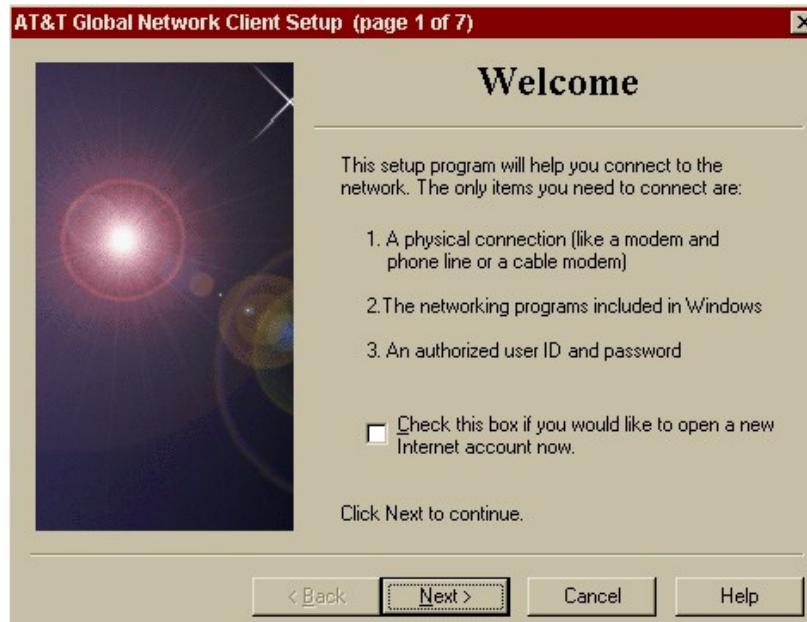
7. The next screen is to enter your AGNS account number and User ID If you are an external user with your own private account, enter the **Account Code** and **User ID** provided to you by AGNS Services and then click **Next**.
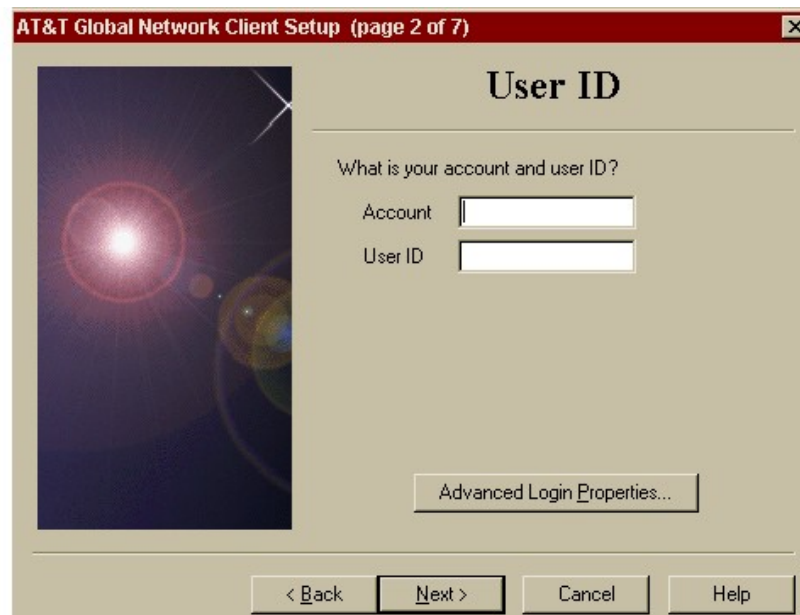
8. The next screen is used to indicate the Network Connection you would like to select. Click the radio button beside **Dial using my computer's modem**. Then click on **Next**.
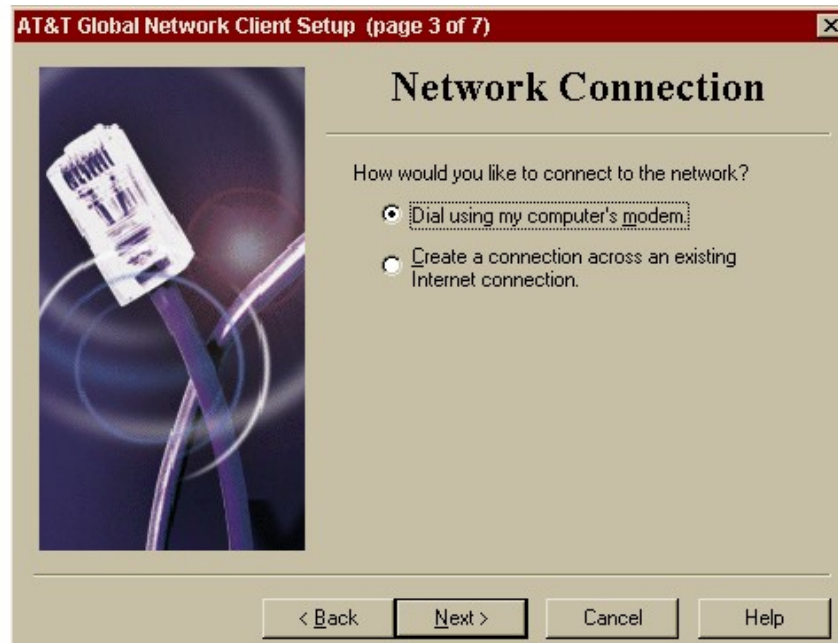
9. If you do not have a modem attached to your PC, press **Cancel** to exit this setup process. You **cannot** continue installing this process without a modem. Call the **AGNS Action Desk at 1 (800) 905-2069** or your CO contact (see Appendix H) for additional information.

10. If you have a modem and it is installed, it should be listed on the screen as shown in the following example. If you have a modem and it is not installed, you may use this process to Add a modem by clicking on Add modem on the next screen, and following the procedures. Click **Next** to continue.
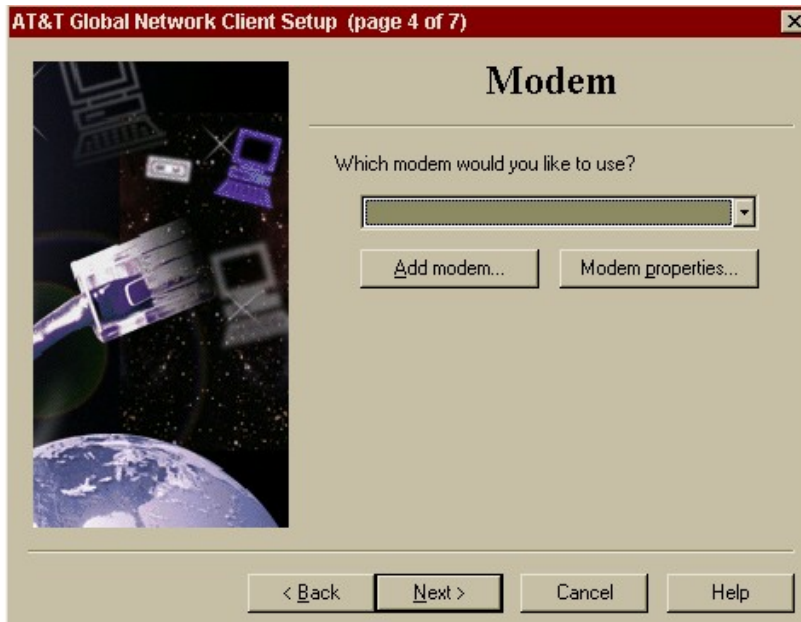
11. This next screen is for selecting the dialing locations.
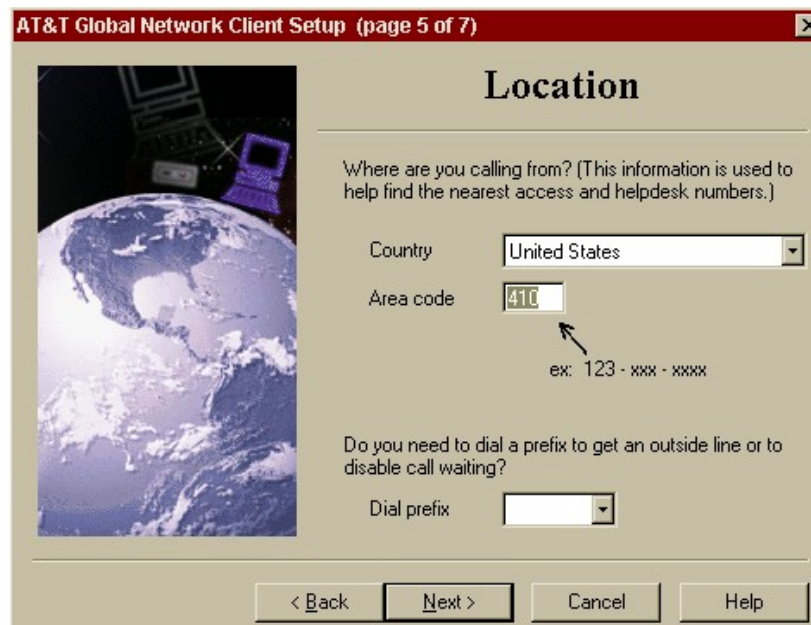
12. The next screen will display the **Network Access Numbers**. Select the phone number closest to your city and state.

Network Access Number

Select a number to dial. This is a domestic call within United States (click Back to change where you are calling from). Select Help for important disclaimer.

Country [United States ▼]   Region ☑ [Maryland ▼]

City	Number	Modem	
Aberdeen	443-360-1205	V.90	
Annapolis	410-972-2005	V.90	
Ashton	301-658-0105	V.90	
Baltimore	410-649-0855	V.90	
Baltimore	410-843-4605	V.90	

Number to dial
[▼]

☐ Show ISDN phone numbers

Other dialing options...

[< Back] [Next >] [Cancel] [Help]

Click to indicate where you are calling. Make sure that this number is correct, because this is the number the modem is going to use to call into CMS.

When all of the information has been selected, click **Next** to continue.

13. This screen indicates that the Dialer Setup is complete. You may select to either start the login process and connect to the network now, or connect to the network later. Click on the radio button beside one of the options and then click **Finish**.

Setup Complete

Your setup is complete. It will be saved when you click Finish.

Windows can automatically start this program whenever a network connection is needed.

○ Yes, start this program when needed.
⦿ No, do not start this program automatically.

[< Back] [Finish] [Cancel] [Help]

3.4.4 - Login Procedures

(Rev . 40, 11-14-03)

When the AGNS Dialer has been installed, and you elected to "start login when finished," the next screen that is displayed is the "AGNS Network - Login" screen.

1. Type in your **Login profile,** your **"AGNS" password,** and click on **Connect**.

   (If you are an external user with your own private account, enter the **Account Code** and the "AGNS**" password** provided to you by AGNS Services.)

   If this is your first time logging on, after you enter your **Login profile** and **password**, the system will prompt you to change your password. Type in your new **password**.

2. After connecting, if a newer version of the Dialer or the telephone list is detected, the system will automatically download it. Wait until it completes before continuing. When it completes, click **OK** in the Dialer window. The following AT&T Network Client status console will appear.
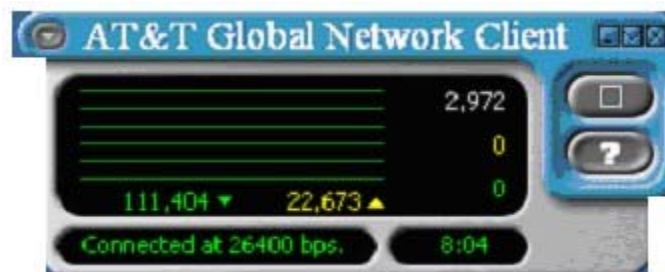
3. If Internet Explorer has been installed on your computer, launch the program and type at the command box **https://158.73.207.36/cgi-bin/tn3270r** and then press **Enter**.
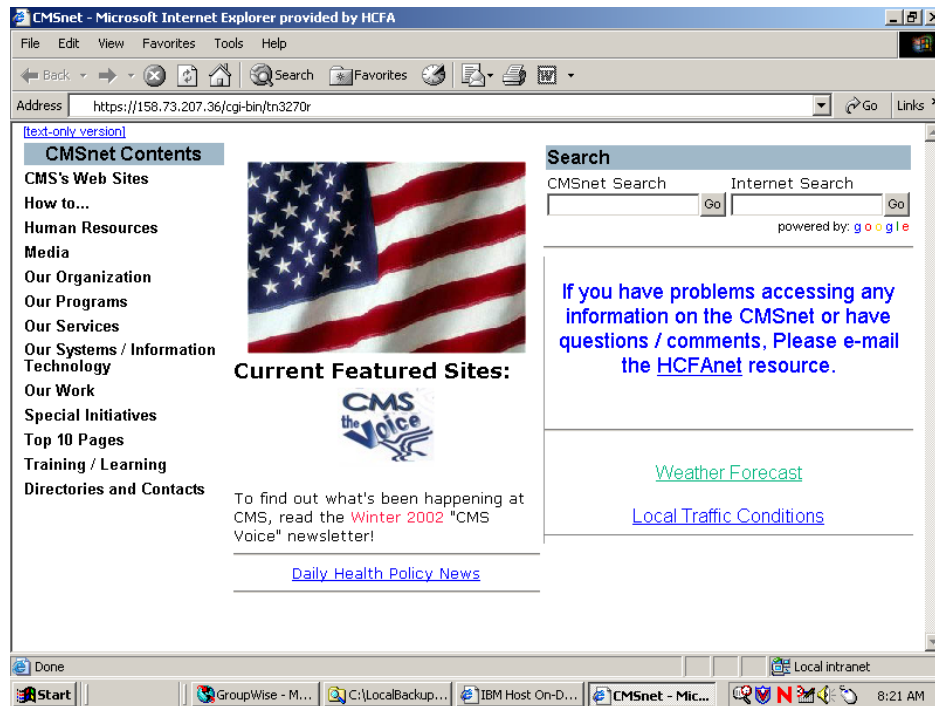
This site can be added to your Favorites by clicking on "**Favorites**" on the tool bar. After selecting Favorites, click on **Add to Favorites**.

The next time you would like to connect to the CMS mainframe you would proceed as follows:

1. Log onto the AT&T Network Dialer.
2. Launch Internet Explorer.
3. Click on Favorites.
4. Click on CMS Mainframe.

3.4.5 - Logging Onto the CMS Domain

(Rev . 40, 11-14-03)

1. When the Enter Network Password screen is displayed, type your **TSO/CMS User ID**. Click **OK**. You are now logged into the network.

   NOTE: Do **not** click the "save password" box. This is a security violation

   ![Enter Network Password dialog box. Site: 158.73.207.36. Realm: System_Logon. User Name and Password fields. Checkbox "Save this password in your password list". OK and Cancel buttons.]
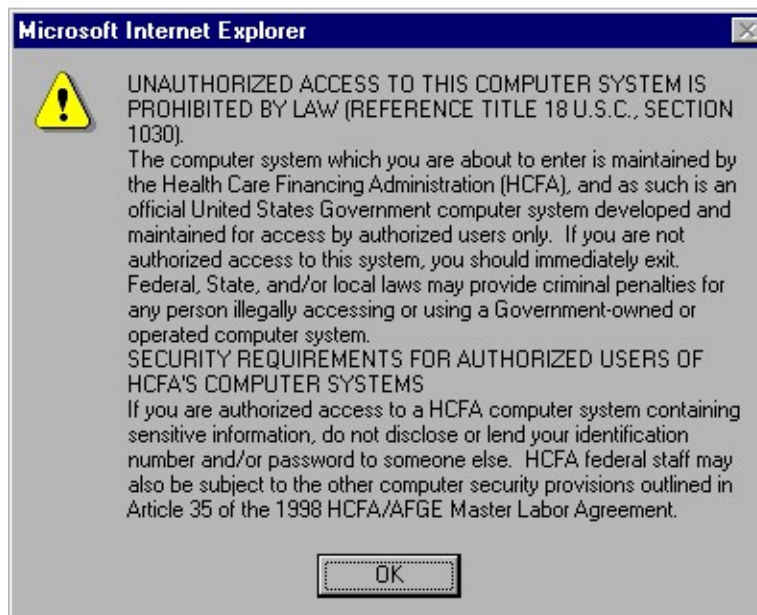
1. At the Microsoft Internet Explorer Security Screen, read the Agreement and click **OK**.

   ![Microsoft Internet Explorer security dialog. UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C., SECTION 1030). The computer system which you are about to enter is maintained by the Health Care Financing Administration (HCFA), and as such is an official United States Government computer system developed and maintained for access by authorized users only. If you are not authorized access to this system, you should immediately exit. Federal, State, and/or local laws may provide criminal penalties for any person illegally accessing or using a Government-owned or operated computer system. SECURITY REQUIREMENTS FOR AUTHORIZED USERS OF HCFA'S COMPUTER SYSTEMS If you are authorized access to a HCFA computer system containing sensitive information, do not disclose or lend your identification number and/or password to someone else. HCFA federal staff may also be subject to the other computer security provisions outlined in Article 35 of the 1998 HCFA/AFGE Master Labor Agreement. OK button.]
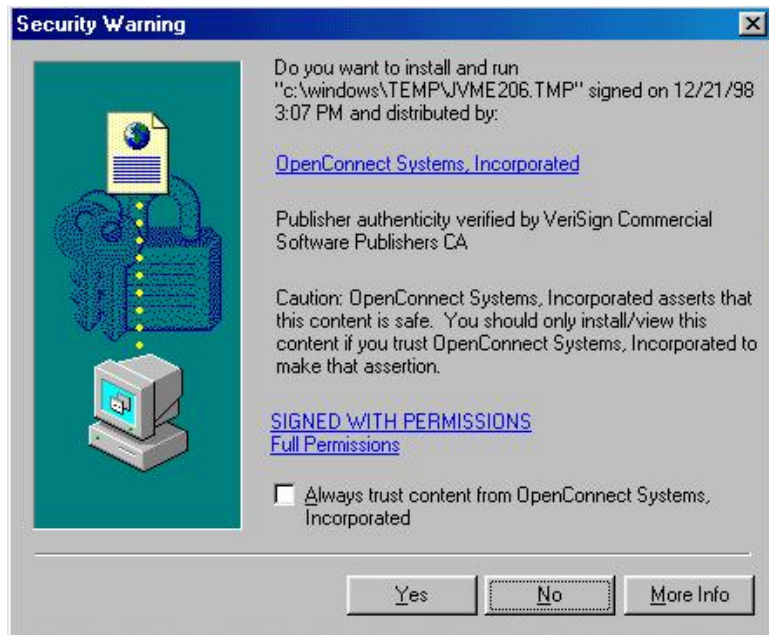
2. At the Security Warning screen, click the "always trust" box and then click **Yes.**

3. At the next Security Warning screen, click **Yes**.
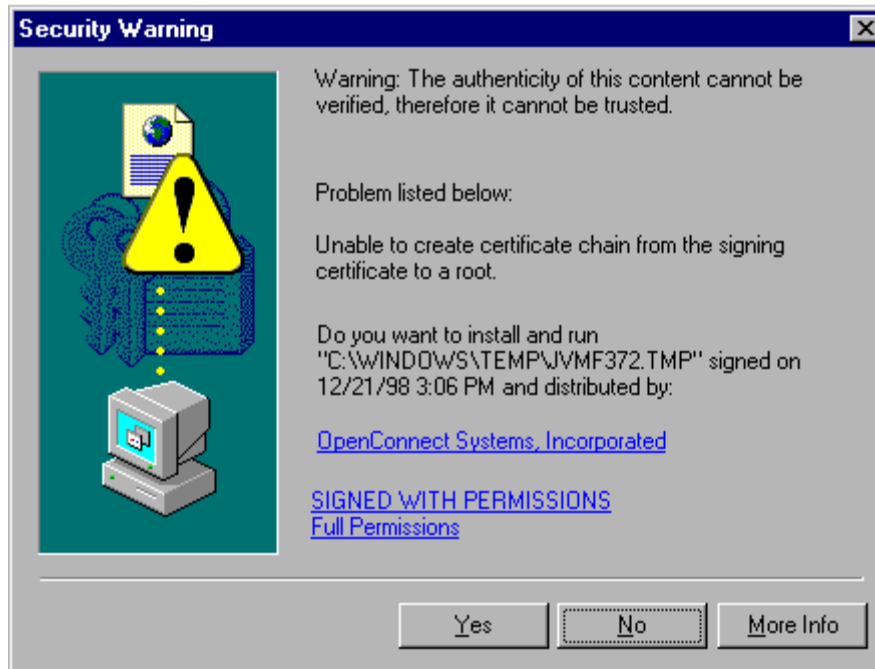
4. This is the Host On Demand (HOD) screen. If this is your first time using this process, you will be prompted to download the HOD software. This download takes approximately one hour. After the download, the following screens will appear.
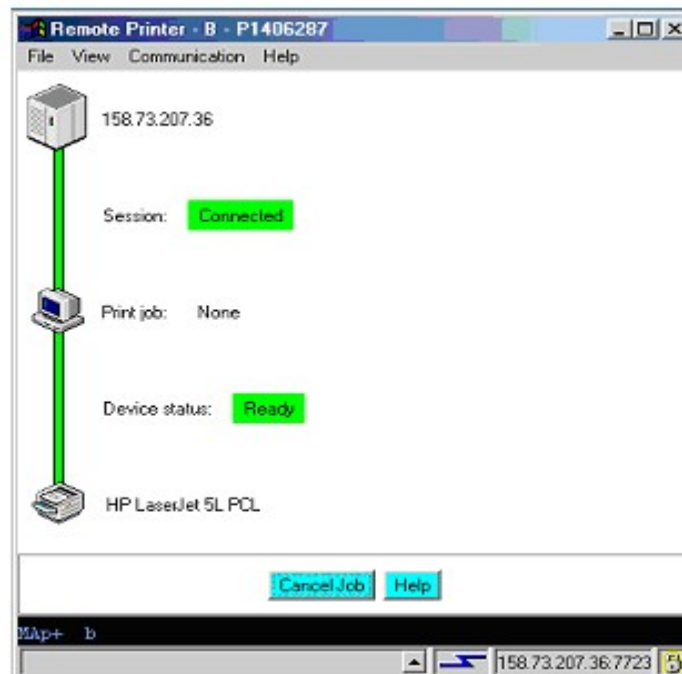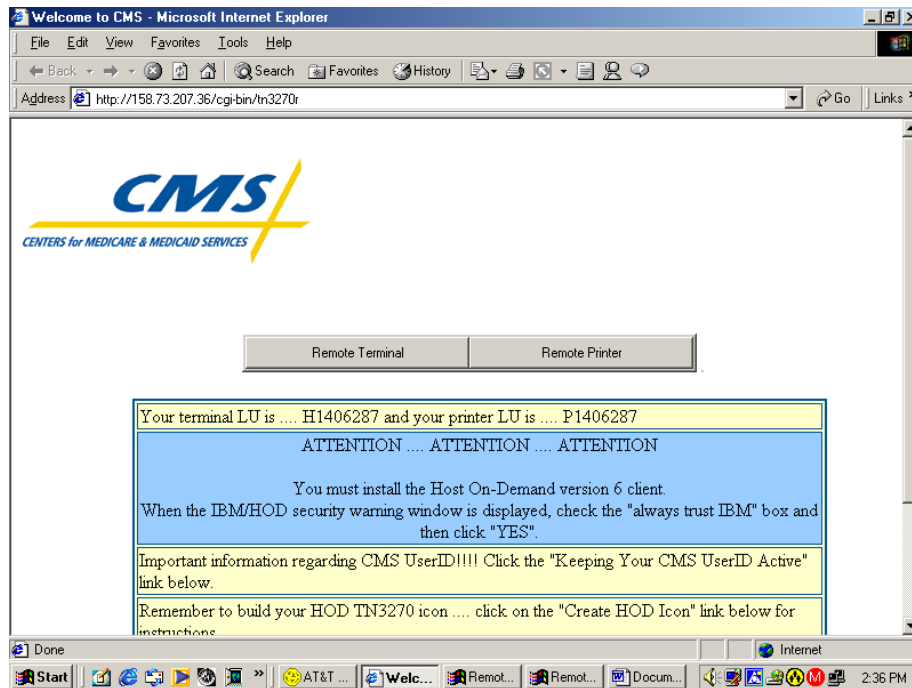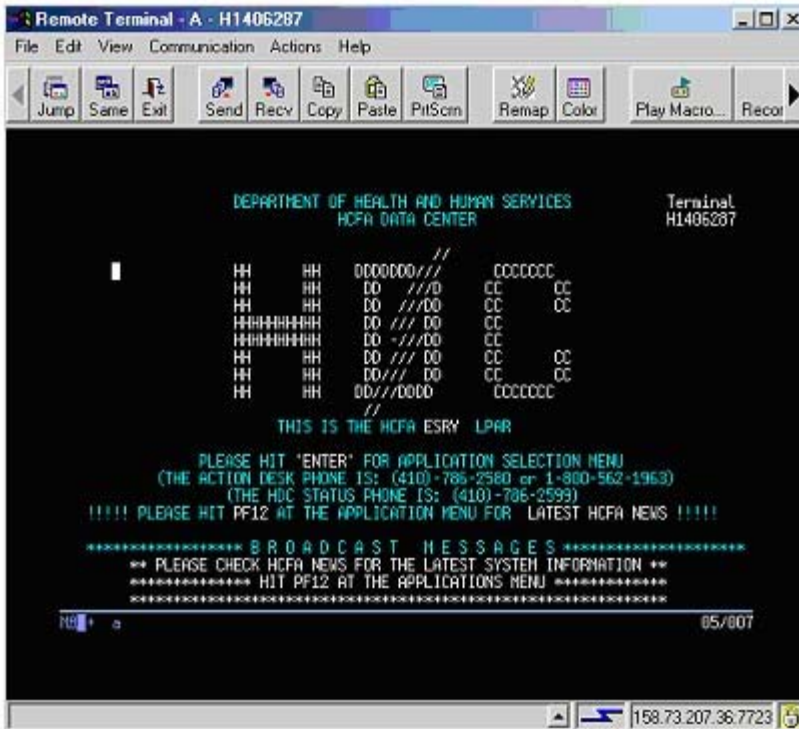
3.4.6 - Disconnecting From AGNS

(Rev . 40, 11-14-03)

1. To disconnect, click on the **X** in the upper right corner of the AT&T Global Network status console. When the screen displays Do you want to disconnect from the network?, click **Yes** to disconnect.
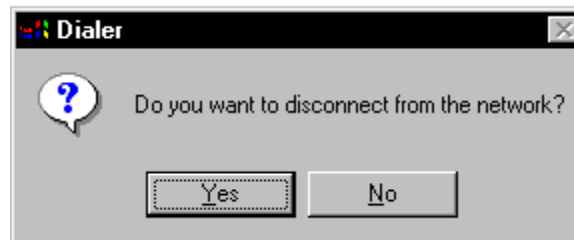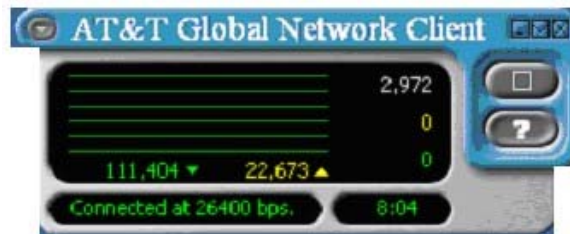
3.4.7 - Re-Logon Procedures

(Rev . 40, 11-14-03)

The next time and each time you login into the AGNS to access the CMS mainframe you may use the following procedures.

2. Click on the AGNS icon located on your desktop. When the AGNS Login screen is displayed, type in your Login profile (User ID), your password and press <ENTER>.

3. When the AT&T Global Network status console screen is displayed. **Launch Internet Explorer** and click on the **Favorites**, then click on **CMS Mainframe**.

4. Type in your TSO/CMS User ID, then type in your password and click OK. The Microsoft Internet Explorer Security Screen will be displayed. Read the Agreement, and click OK.

5. The HOD Microsoft Internet Explorer screen will be displayed. Click on Start Terminal Session. The connection will be made to the CMS mainframe, and the CMS Data Center logon screen will be displayed.

3.5 - Communicating With the CMS Data Center

(Rev . 40, 11-14-03)

3.5.1 - Troubleshooting the Communications Link With CMS

(Rev . 40, 11-14-03)

If you experience telecommunications problems, follow these guidelines to determine what you need to do:

1. First, check your equipment. Is the modem, PC, and telephone plugged in, turned on, and in working order? Verify that all cables and lines are properly attached.

2. If the telecommunications system worked previously and your connection to the CMS Data Center was successful at some point, make three identical and consecutive attempts before seeking help.

3. Report all CMS domain telecommunications problems to your CO contact (refer to Appendix H). These are problems that you may experience after you successfully logged on the AGNS. When you call the your CO contact, be prepared to do the following:

    a. Identify yourself as an M+C organization user.

    b. Request a trouble ticket and save the number for future reference.

c. Explain that you are working with a deadline situation, such as the need to upload data that day to meet a cut-off date.

4. Report all AGNS problems to the **AGNS/MDCN Help Desk at 1-800-905-2069**.

3.6 - Logging Onto the CMS Data Center

(Rev . 40, 11-14-03)

Your first communication with the CMS computer occurs when you log onto the CMS Data Center. Follow the instructions in this section to guide you through this process. Because the CMS Data Center Logon screen is subject to change, you are given two sets of instructions. Choose which directions to follow according to the initial screen or prompt you receive after making a connection.

3.6.1 - Menu Logon Instructions

(Rev . 40, 11-14-03)

When the CMS Data Center logo screen is displayed, use the following logon instructions:

```
        DEPARTMENT OF HEALTH AND HUMAN SERVICES          Terminal
                HCFA DATA CENTER                         LU08D113

                             //
        HH      HH    DDDDDD///      CCCCCCC
        HH      HH     DD  ///D     CC       CC
        HH      HH     DD ///DD     CC       CC
        HHHHHHHHHH     DD /// DD     CC
        HHHHHHHHHH     DD -///DD     CC
        HH      HH     DD /// DD     CC       CC
        HH      HH     DD///  DD     CC       CC
        HH      HH    DD///DDDD       CCCCCCC
                             //
        OFFICE OF COMPUTER AND COMMUNICATIONS SERVICES

            PLEASE HIT 'ENTER' FOR APPLICATION SELECTION MENU
        (THE ACTION DESK PHONE IS: (410)-786-2580 or 1-800-562-1963)
               (THE HDC STATUS PHONE IS: (410)-786-2599)
    !!!!! PLEASE HIT PF12 AT THE APPLICATION MENU FOR  LATEST HCFA NEWS !!!!!

    ****************** B R O A D C A S T   M E S S A G E S *********************
        ***********************************************************
        FOR OS / 390 V2R5 IMPLEMENTATION REVIEW THE 'HDC NEWS' FOR THE
        *************** LATEST INFORMATION ALERTS *********************
```

1. When you see the CMS Data Center's logo screen, press <ENTER>, and the Application Menu screen will be displayed.

Logging in to TSO

```
PAGE 1 of 3 ......... A P P L I C A T I O N   M E N U ................
 05/19/00 10:51                                         TERMINAL - LU08D1

        ** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
        ************** HIT PF12 AT THE APPLICATIONS MENU *************
        **************************************************************
 .....................................................................
                1   TSO        ACTIVE     Application Development
                2   RESERVED   INACTIVE   Future CICS System
                3   CICS41     ACTIVE     CICS41 System
                4   M204PRD1   ACTIVE     MODEL204 Production Region
                5   M204PRD2   ACTIVE     MODEL204 Version 2 Production
                6   WYLBUR     ACTIVE     WYLBUR Online System
                7   IDMSTEST   ACTIVE     IDMS/CV100 Database System
                8   Y2KMILL    ACTIVE     MILL LPAR 2 Menu
                9   M204PRD3   ACTIVE     Oscar/Cafm/Casr/Crowd/Clia

                Select application ==> 1
                                                           more . . .
 .....................................................................
  PFK  1   H E L P            PFK 12   ** HDC NEWS**    PFK  3    HDC LOGO
  PFK  7   PAGE BACK                                   PFK  8    PAGE FORWARD
  PFK  2   APPLICATION INFO                            PFK 11    UTILITIES
```

2. To login to TSO, select Option 1 - TSO by typing 1 and pressing <ENTER>. The TSO screen will be displayed
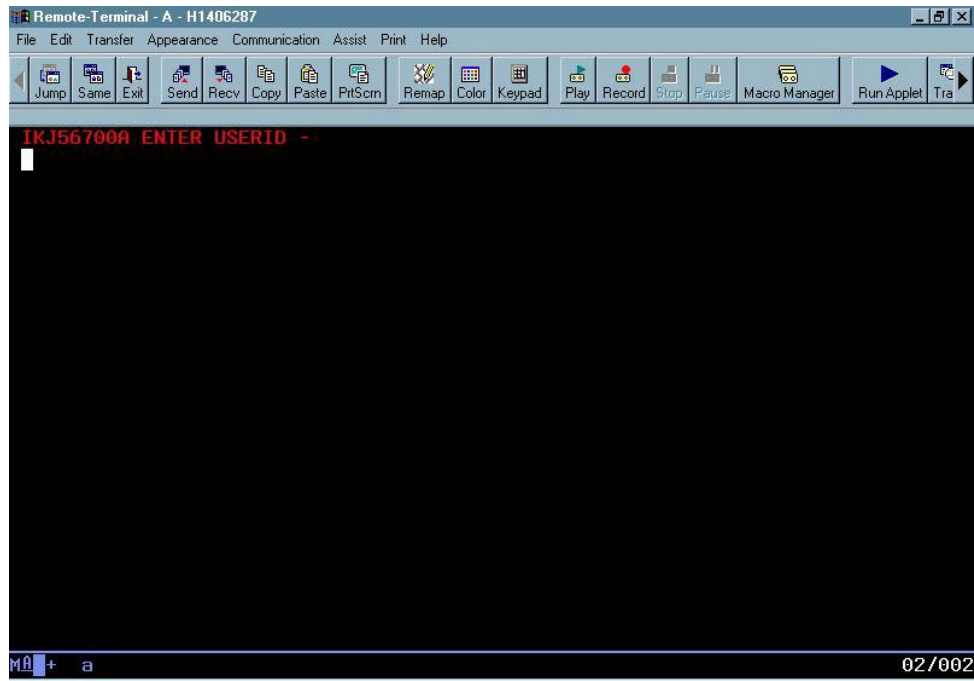
3. Then the message ENTER USERID is displayed, type in your CMS User ID (XXXX) and press <ENTER>. The TSO/E Logon screen will be displayed.

```
----------------------------- TSO/E LOGON ---------------------------------

    Enter LOGON parameters below:                  RACF LOGON parameters:

    Userid    ===> XXXX

    Password  ===>                                 New Password ===>

    Procedure ===> $TSUSER                         Group Ident  ===>

    Acct Nmbr ===> 7XX7XX95000

    Size      ===> 4096

    Perform   ===>

    Command   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'

    Enter an 'S' before each option desired below:
           -Nomail        -Nonotice        -Reconnect        -OIDcard

 PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention  PA2 ==> Refresh
You may request specific help information by entering a '?' in any entry field.
```
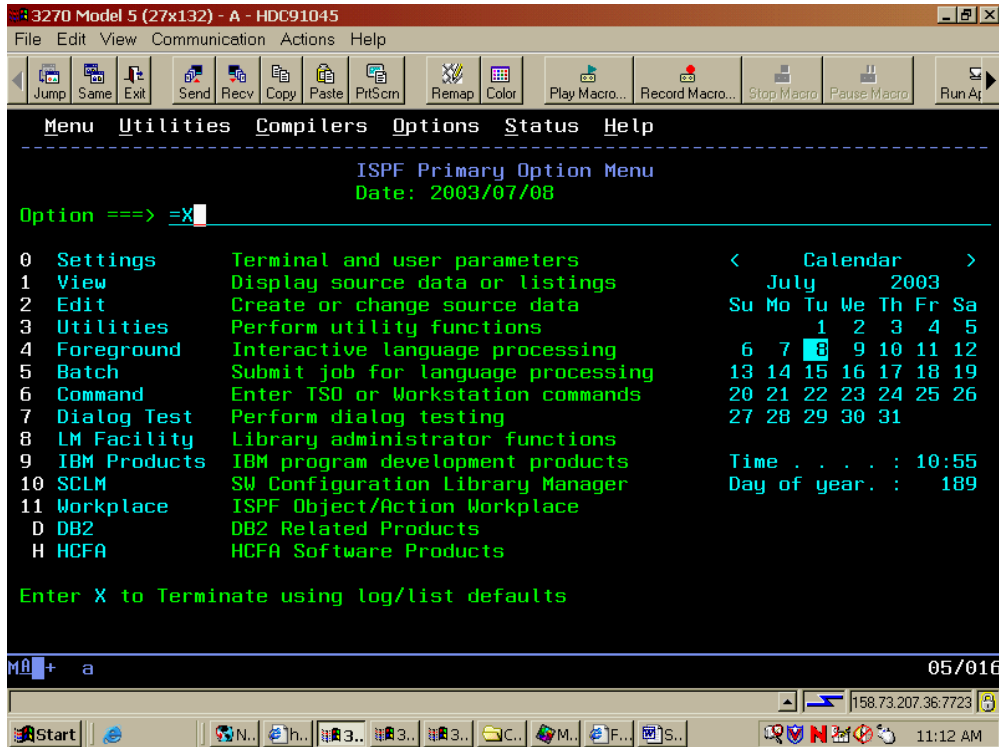
4. A screen full of prompts displays on your terminal. Your User ID will be filled in on the screen, and your cursor will be positioned after the prompt that reads PASSWORD ==>. Type in your password. (You will receive a four-character password from HCFA for your first logon use.) After entering your password, you may change the password by pressing <TAB> to position the cursor in at the New Password field and entering a new password (your own password must be at least six characters but no more than eight characters) in the space provided. The system prompts you to repeat your new password. Follow instructions and re-enter your new password. You must use that password whenever you login to the CMS mainframe. Press the <ENTER> key when you are finished.

5. Move down to the space after the next prompt for ACCT NMBR ==> by using the <TAB> key or by pressing <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. An informational screen displays if you type N or press <ENTER>. Type your accounting number (an eleven-character code that resembles the number 7XX7XX95000) and press <TAB>.

6. After you have entered your accounting code, key the following into the COMMAND===> line and press <ENTER>.

EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'

You have now completed the process to log onto TSO. The Mainframe will display a few messages (Broadcast Messages) and # Asterisks (***) will appear. Press <ENTER> and the ISPF (Interactive System Productivity Facility) primary option menu will display.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ 3270 Model 5 (27x132) - A - HDC91045                                  _ 8 X    │
│ File  Edit  View  Communication  Actions  Help                                 │
│ [Jump][Same][Exit] [Send][Recv][Copy][Paste][PrtScrn] [Remap][Color] [Play Macro...][Record Macro...][Stop Macro][Pause Macro] [Run Ap] │
│   Menu  Utilities  Compilers  Options  Status  Help                            │
│ ---------------------------------------------------------------------------    │
│                        ISPF Primary Option Menu                                │
│                        Date: 2003/07/08                                        │
│ Option ===> =X                                                                 │
│                                                                                │
│ 0   Settings      Terminal and user parameters     <       Calendar      >     │
│ 1   View          Display source data or listings       July       2003        │
│ 2   Edit          Create or change source data     Su Mo Tu We Th Fr Sa        │
│ 3   Utilities     Perform utility functions                 1  2  3  4  5      │
│ 4   Foreground    Interactive language processing    6  7  8  9 10 11 12        │
│ 5   Batch         Submit job for language processing 13 14 15 16 17 18 19       │
│ 6   Command       Enter TSO or Workstation commands  20 21 22 23 24 25 26       │
│ 7   Dialog Test   Perform dialog testing             27 28 29 30 31            │
│ 8   LM Facility   Library administrator functions                              │
│ 9   IBM Products  IBM program development products   Time . . . . : 10:55      │
│ 10  SCLM          SW Configuration Library Manager   Day of year. :    189     │
│ 11  Workplace     ISPF Object/Action Workplace                                 │
│  D  DB2           DB2 Related Products                                          │
│  H  HCFA          HCFA Software Products                                        │
│                                                                                │
│ Enter X to Terminate using log/list defaults                                   │
│                                                                                │
│ MA +  a                                                                05/016  │
│                                                               [158.73.207.36:7723] │
│ Start  e     N.. h.. 3.. 3.. 3.. C.. M.. F.. S..        N       11:12 AM       │
└──────────────────────────────────────────────────────────────────────────────┘
```

7. To logoff of TSO, go to the READY prompt (type =X and press <ENTER>), then type LOGOFF and press <ENTER>.

3.7 - Testing Questions (Who to Call)

(Rev . 40, 11-14-03)

Testing should begin as soon as possible. If you did not receive a scheduled test date and time, contact CMS Central Office Technical contact (Appendix H) to schedule a test date. Although the AGNS-Dialer is designed to function in the average office environment, minor differences in resources can necessitate alterations. Time must be allotted to troubleshoot problems and make changes as needed. Initial testing should take place one month in advance of a targeted submission date and two weeks before that date at the latest. Most of the time, problems are not encountered and submission of actual data can begin immediately following the test transmission. However, depending on faultless initial operation is risky at best.

3.7.1 - Testing Phases

(Rev . 40, 11-14-03)

Testing is performed in two phases. The first phase, using the file preparation options, can be initiated as soon as you have the system software installed. You should experiment with the menu options using the seven test records provided. The second phase of testing consists of a trial transmission. The CMS must be contacted to schedule a tentative date for a trial transmission as soon as you receive your software. The CMS will work with you until successful transmission is confirmed.

3.7.2 - Assistance

(Rev . 40, 11-14-03)

See Appendix H for contact information related to the following topics:

- Initial set-up, testing, system problems and CMS Domain connectivity

- CMS Domain and CMS Data Center connection problems

- Questions about disks, manuals, and other miscellaneous issues

3.8 - Password Updates (How to Update)

(Rev . 40, 11-14-03)

Your HITS password expires every 60 days. (This security measure, if overlooked, can result in a loss of CMS Data Center access.) You may change your password any time during those 60 days. At the end of the 60 days, the system prompts you to change your password. When you change your password, you need to select a password that you have not used within the last three passwords. In other words, the new password must be different from your most recent three passwords. Follow the instructions here for changing your password.

If you get a message that your password is not valid, you must change it. Be aware that after three attempts in one session to logon with an incorrect password, your access privileges to the CMS Data Center are revoked for that session. If you continue to have problems, get in touch with your CO contact (refer to Appendix H).

Use the following steps to change your password:

1. Follow the telecommunications link instructions to make a connection.

2. When you see the CMS Data Center's logo screen, enter your HITS ID and the password provided to you by CMS where prompted at the bottom of the screen. Enter a new password (no fewer than six and no more than eight characters) in the space provided and press <ENTER>. If you don't get any error messages, then your new password is effective.

Medicare Managed Care Manual

Chapter 20 - Plan Communications Guide

Section 4 - Data Transmission Using Host On Demand (HOD)

(Rev. 40, 11-14-03)

Table of Contents

4.1 - File Transfer Using Host on Demand

(Rev. 40, 11-14-03)

Host on Demand (HOD) is the utility software that enables communication and data transmission between a mainframe computer and a PC.

These instructions are for uploading both test and production data and guide you through your communication between the mainframe and the PC. If you are transferring for production and previously transmitted a file, browse your production data set prior to transmitting to ensure that your prior transmission was received. See §4.2 for details.

4.1.1 - Uploading Enrollment Data to the HDC

(Rev. 40, 11-14-03)

User must logon to TSO and type =X at the ISPF PRIMARY OPTIONS screen to be at the READY prompt.
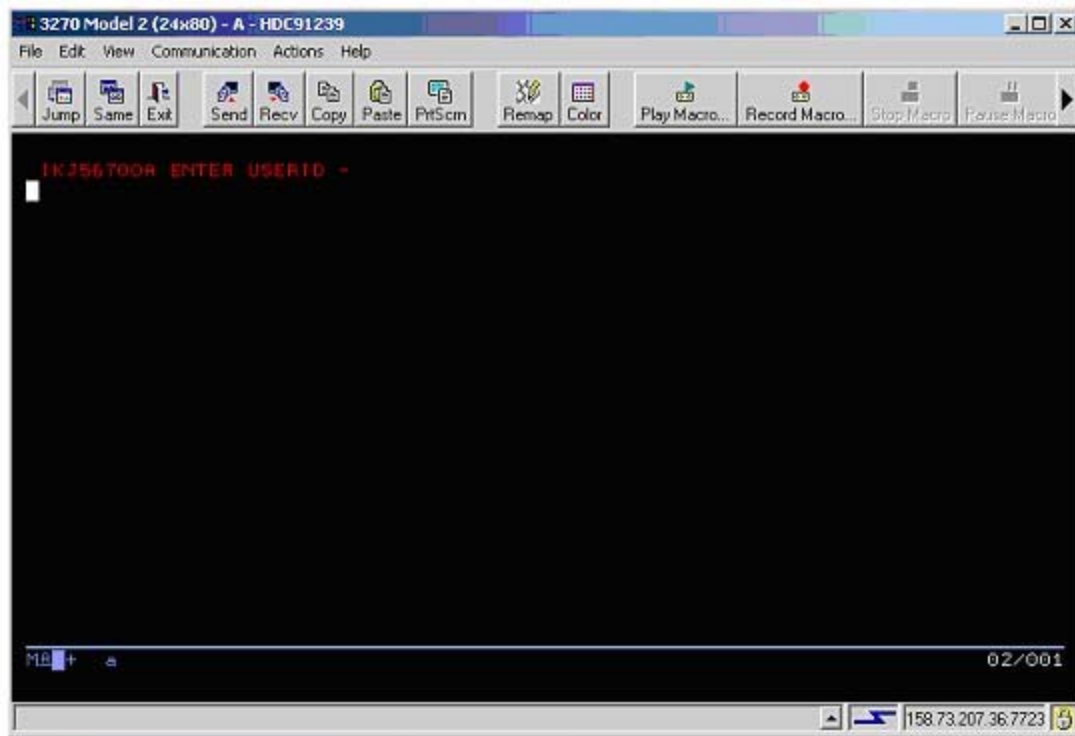
1. Click on **Actions**.

2. Click on **Transfer Files**.

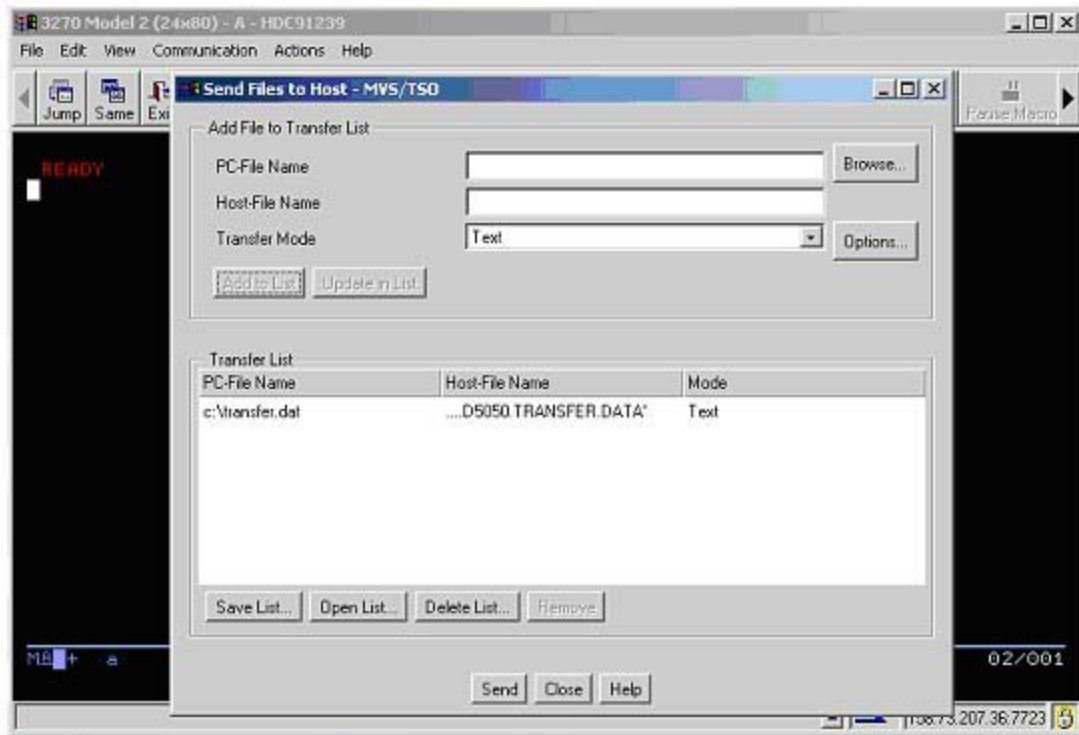3. Click on **Send Files to Host**.
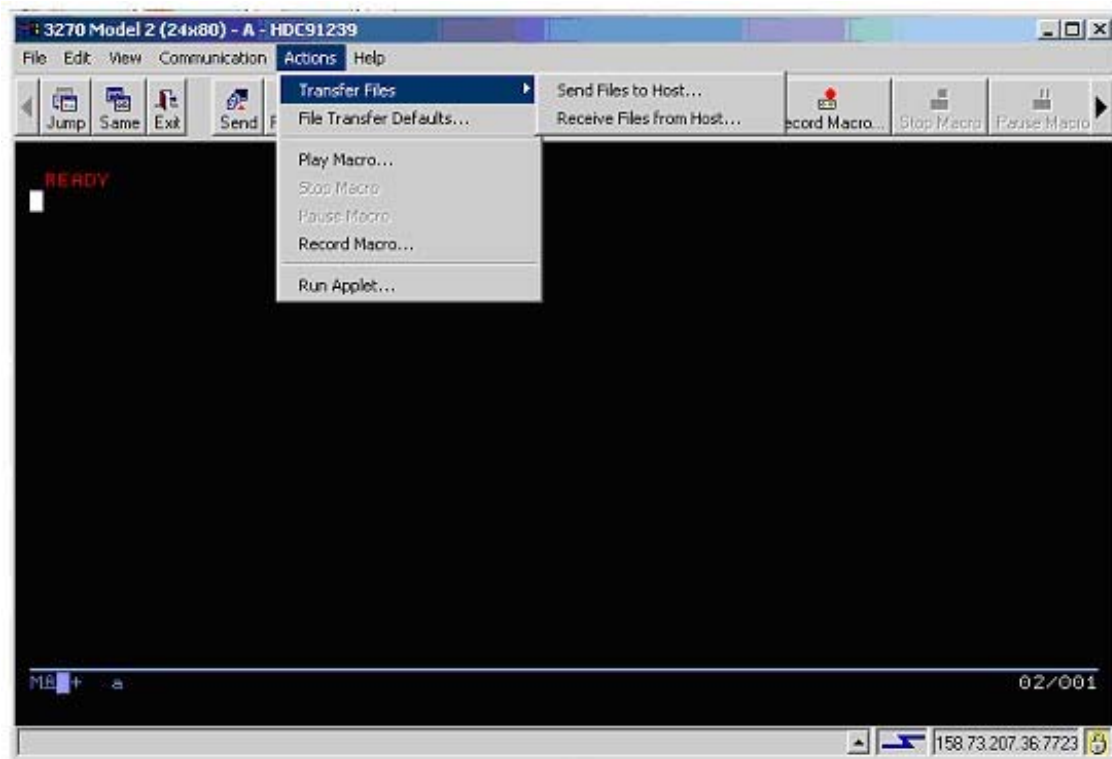
4. In the PC-FILE NAME block type **C:\PC FILE NAME** (this is the name the user gives the data)

5. In HOST-FILE NAME type **'Txxx.@BGD5050.TRANSFER.DATA'** (in single quotes)

6. Click on OPTIONS and be sure that **ASCII, CRLF, RECFM(F), and LRECL(80)** are typed in the box.

7. The TRANSFER MODE box should read **TEXT**.

8. Click on **OK** in the FILE TRANSFER OPTIONS window.

9. Click on **ADD TO LIST**.

10. Click 1 time on the entry in the **TRANSFER LIST** block.

11. Click on **SEND**.

The user will see the file begin to transfer. Once the file is finished transferring the FILE TRANSFER window will simply disappear.

- From the READY prompt, M+C organizations execute a GHP job stream:

  EX 'OG00.@BGD5080.JCLLIB(EFTSPLNP)' to process the transmitted data. (Make sure single quotes are used)

  NOTE: If this step is omitted, the data will not be processed and the data in the file will be overwritten on the next transmission.

- M+C organizations verify GHP processing of data (10 minutes after execution of 'OG00…' job) via the MCCOY Plan Transfer Tracking Report.
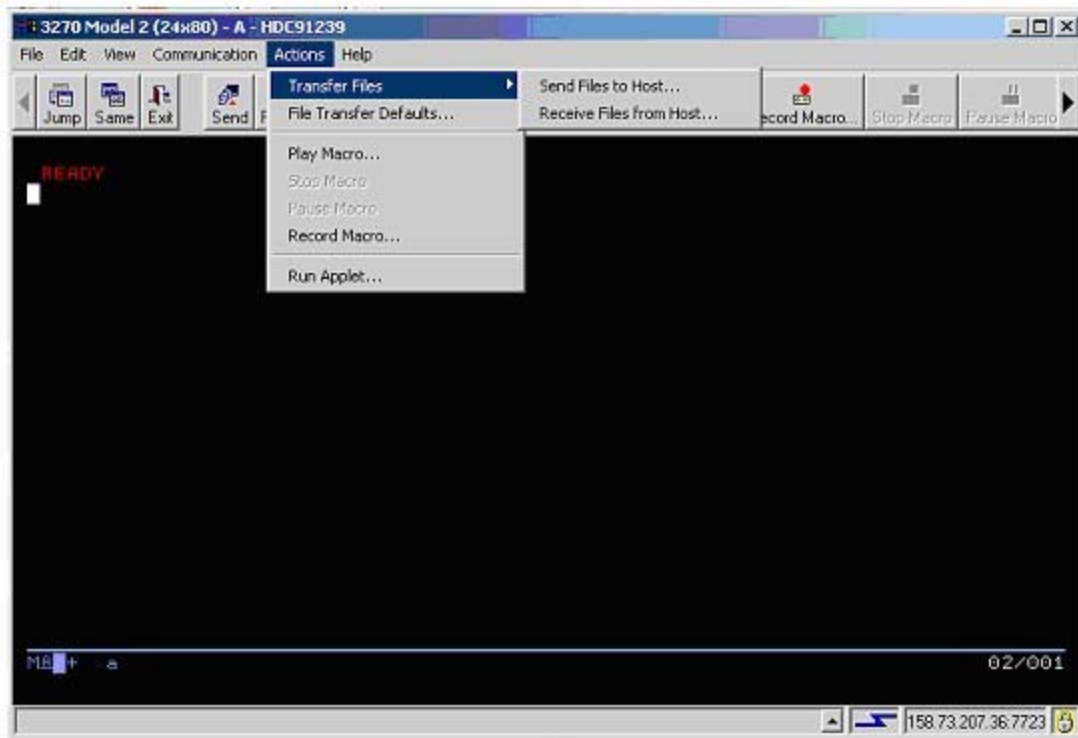
4.1.2 - Uploading Working Aged Data

(Rev. 40, 11-14-03)

User must logon to TSO and type =X at the ISPF PRIMARY OPTIONS screen to be at the READY prompt.
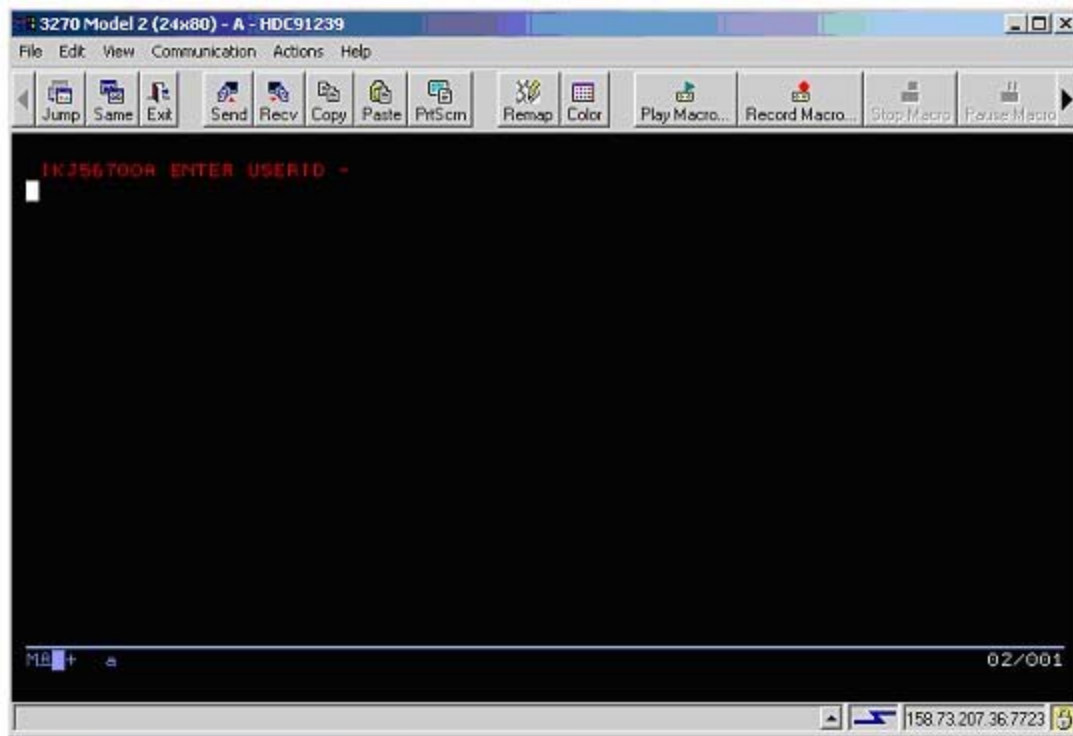
1. Click on **Actions.**

2. Click on **Transfer Files.**

3. Click **SEND FILES TO HOST**.

4. In the PC-FILE NAME block type **C:\PC FILE NAME** (this is the name the user gives the data)

5. In HOST-FILE NAME type **'Txxx.@BGD5050.WKA.TRANSMIT'** (in single quotes)

6. Click on OPTIONS and be sure that **ASCII, CRLF, RECFM(F), LRECL(423), and CYLINDERS(5,5)** are typed in the box.

7. The TRANSFER MODE box should read **TEXT**.

8. Click on **OK** in the FILE TRANSFER OPTIONS window.
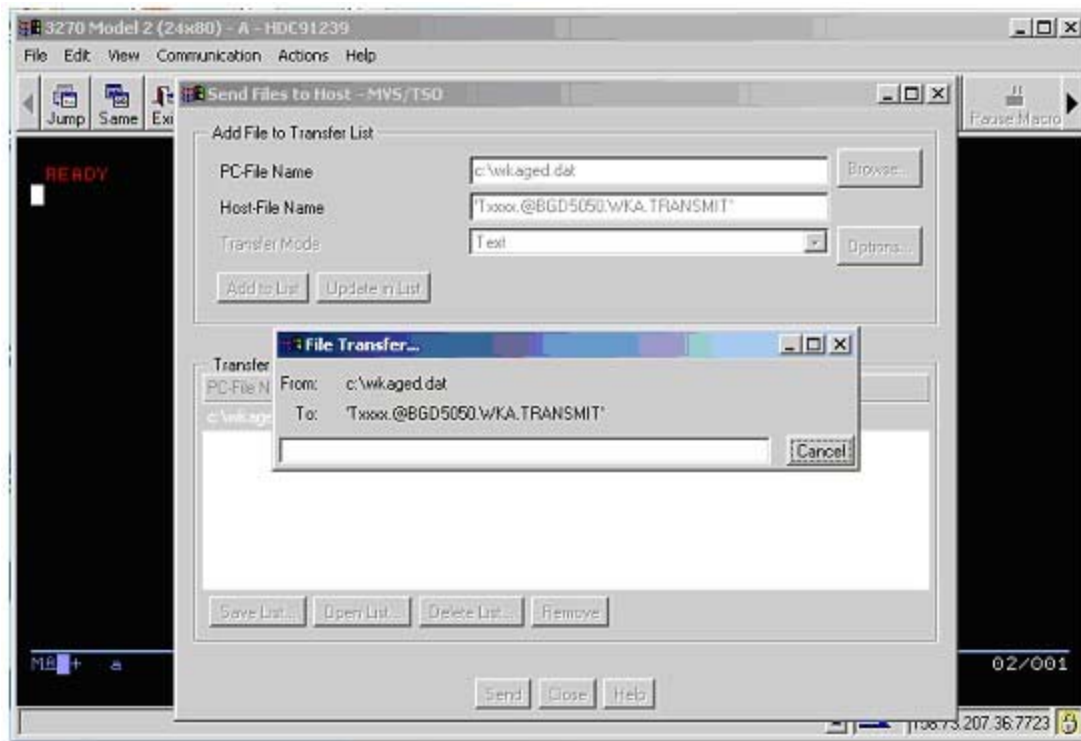
9. Click on **ADD TO LIST**.
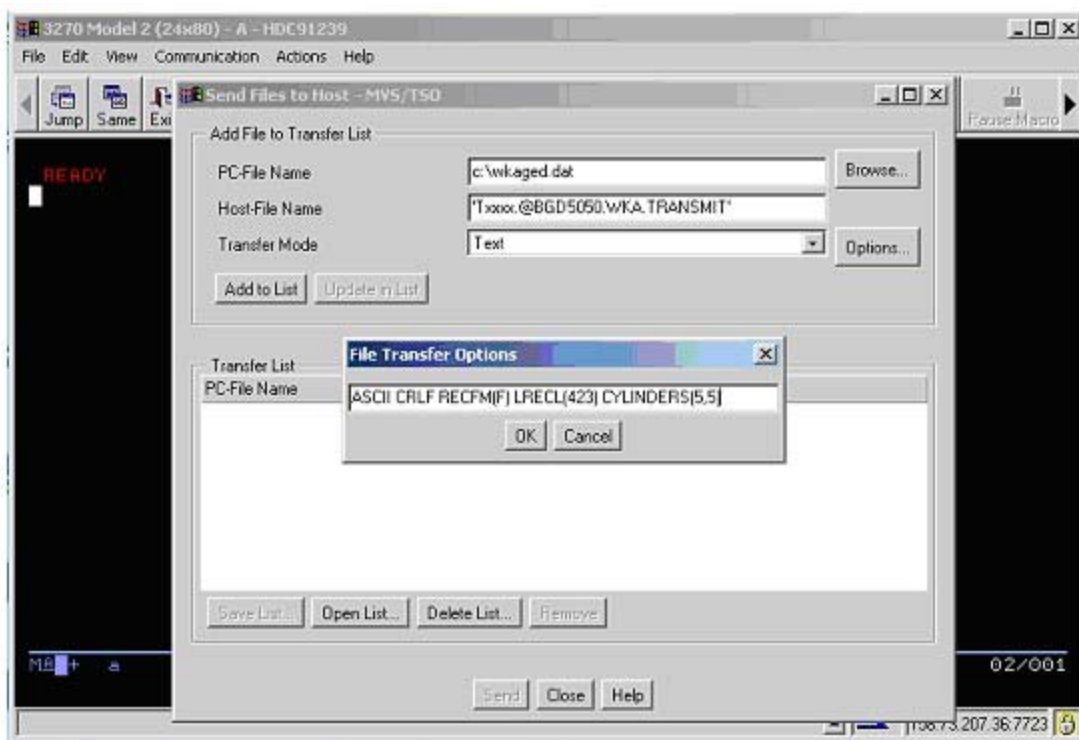
10. Click 1 time on the entry in the **TRANSFER LIST** block.

11. Click on **SEND**.
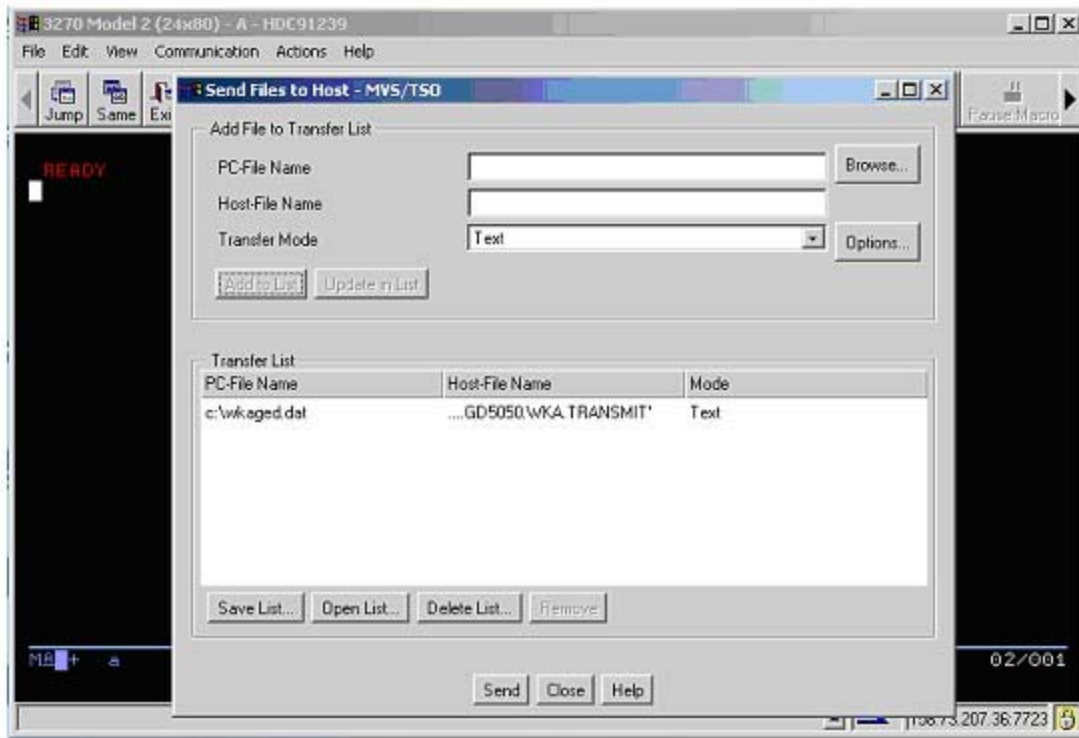
The user will see the file begin to transfer. Once the file is finished transferring the FILE TRANSFER window will simply disappear.

- From the READY prompt, M+C organizations execute a GHP job stream:
  EX 'OG00.@BGD5050.WKA.CLIB(WKACOPY)' to process the transmitted data. (Make sure single quotes are used)

  NOTE: If this step is omitted, the data will not be processed and the data in the file will be overwritten on the next transmission.

- WA data is collected for preliminary editing by GHP three times each day; 11:00 AM, 4:00 PM, and 10:30 PM (Eastern Time). WA transactions entered through online MCCOY are edited automatically as they are entered.

- M+C organizations can view the results of edited GHP WA transactions via the MCCOY option View Transaction (found under the WA menu) where the status will be either G (ready for transmission to GHI) or U (Unacceptable will not be sent to GHI).

To download the Filename R40MCM6.pdf thru R40MCM11.pdf associated with this instruction, click [here](.).