

Dear State Administering Agency HPMS/PACE user,

Please find the enclosed instructions for completing the Application for Access to CMS Computer Systems, as well as establishing connectivity to the AGS Network. You will need to follow these instructions to gain access to the Health Plan Management System (HPMS), and the PACE monitoring module contained within.

In order to comply with the PACE regulation, §460.140 and §460.200, all PACE Organizations must meet external quality assessment and reporting requirements as specified by CMS and the State Administering Agency which are contained in their respective program agreement that will be signed at time of permanent provider application approval. The PACE data elements will be reported to CMS using the Health Plan Management System (HPMS), an information system and data exchange mechanism for data related to Medicare Managed Care Organizations (MCO), including PACE organizations.

CMS Medicare Data Communications Network (MDCN) and AGS

To gain access to the HPMS, State Agencies must:

Complete the Application for Access to CMS Computer Systems to obtain a CMS user ID and password.

To download the most current Application for Access to CMS Computer Systems form, please go to the following web site and download the .PDF file.

<http://www.hcfa.gov/mdcn/access.pdf>

If you have questions on completing the Application for Access to CMS Computer Systems form, please contact Don Freeburger at either 410-786-4586 or DFreeburger@cms.hhs.gov.

Once you have established access to the HPMS, please contact the HPMS Help Desk at 1-800-220-2028 for technical assistance on the use of the HPMS.

How to Complete the Application for Access to CMS Computer Systems form for HPMS Access: State Administering Agency

1. Section 1 - Type of Request: Check whether you are requesting a new user ID with HPMS access or a change to an existing user ID to add HPMS access. If you are requesting a change, complete the "Current User ID" field.
2. Section 2 - User Information: Check the "State Agency" box. Provide the additional information requested in Section 2, where applicable.
3. Section 3 - Type of Access Required: Under 3a, write in **HPMS-F** for the application, and check **P** to indicate production level access and **R** to indicate remote/dialup access. Ignore sections 3b and 3d. Under section 3c, please check the box labeled "Daily."
4. Section 4 - Reason for Request: In this section, write in "To access the HPMS system as a State Administering Agency for the purposes of viewing PACE data."
5. Section 5 - Authorization: Do not complete this section of the form.
6. Page 2: Read these statements and sign and date. **Requests cannot be processed without completing this important step.**

Once you have completed the above steps, please mail the signed access form to your local CMS Regional Office, to the attention of the "RACF Group Administrator", for processing.

Please call Don Freeburger on 410-786-4586 if you have any questions on this process.