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# Program Memorandum Intermediaries/Carriers

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Department of Health &  
Human Services (DHHS)  
Centers for Medicare &  
Medicaid Services (CMS)

Transmittal AB-02-047

Date: APRIL 17, 2002

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## CHANGE REQUEST 2094

**SUBJECT: Amended Contractor Assessment Security Tool (CAST) Submission  
Instructions and Due Dates**

This Program Memorandum (PM) provides amended instructions and due dates of CAST submissions as required by the revised CMS Business Partners Systems Security Manual (BPSSM) requirements. It applies to all standard system maintainers, carriers, intermediaries, their data centers, Durable Medical Equipment Regional Carriers, and Coordination of Benefits Contractors.

The BPSSM requires contractors to perform a self-assessment using the CAST each Federal fiscal year. In Transmittal AB-02-019, February 8, 2002, contractors were instructed to review their CAST to verify that all information is current and correct. Contractors were further instructed to submit their CAST to CMS by May 31, 2002.

### Amended Instructions and Due Dates

- **All data centers and standard system maintainers**

All data centers and standard system maintainers should have finished coordinating their CAST responses with their customers by May 31, 2002.

- **All contractors, data centers, and system maintainers**

All contractors, data centers, and system maintainers should submit their cast to CMS by July 1, 2002.

This approach will allow data center and maintainers to coordinate with carriers and intermediaries and ensure all core security requirements are completed.

### Security Questions and Concerns

CMS expects that you may have questions or concerns about this program memorandum. You may send them to [ContractorSystemsSecurity@CMS.hhs.gov](mailto:ContractorSystemsSecurity@CMS.hhs.gov). We will provide a prompt direct response as well as posting it to a Frequently Asked Questions section on the CMS Medicare Contractor Information Systems Security web page. Its address is [www.HCFA.gov/EXTPART](http://www.HCFA.gov/EXTPART).

**The *effective date* for this PM is April 17, 2002.**

**The *implementation date* for this PM is April 17, 2002.**

**These instructions should be implemented within your current operating budget.**

**This PM may be discarded after March 2003.**

**If you have any questions, contact Sherwin Schulerbrandt at (410) 786-0743.**

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