



**Medicare-Medicaid Coordination Office**

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**DATE:** April 25, 2014

**TO:** States and Medicare-Medicaid Plans Participating in the Capitated Financial Alignment Model

**FROM:** Sharon Donovan  
Director, Program Alignment Group, Medicare-Medicaid Coordination Office

**SUBJECT:** Enrollment Data Validation (EDV) process for States and Medicare-Medicaid Plans (MMPs)

This memo announces that MMP enrollment data validation (EDV) process will begin in June 2014. CMS Retroactive Processing Contractor (RPC - Reed & Associates) has been tasked to perform documentation reviews on enrollment-related transactions submitted directly to CMS by States and Medicare-Medicaid Plans. The enrollment transactions submitted to CMS MARx enrollment system by either the batch process or the MARx User Interface (UI) those are subject to EDV review are:

- Enrollment (TC 61) – Opt-In enrollment transactions only,
- Disenrollment (TC 51),
- MMP Enrollment Cancellation (TC 82),
- Cancellation of Disenrollment (TC 81), and
- Residence Address Record Update (TC 76) transactions.

Note: Passive Enrollment Transactions will not be subject to EDV process.

The monthly sample review will be for the previous month's activity in MARx reported on each organization's transaction reply report (TRR). For example, in June, RPC will randomly select few enrollment transactions submitted to CMS MARx enrollment system in the month of May and will post those selected transactions to the electronic retroactive processing transmission (eRPT) application available for the State user and Plan user to review.

Once an EDV sample report has been posted to the eRPT application, the MMP and State users will receive a notification regarding the receipt of a Review Package on the eRPT "Actions" screen. Users can access the EDV sample report from the Action screen by selecting applicable notification as indicated in § 4.3.11.2 (Access Review Packages via Notifications) of the eRPT Plan User Manual. The EDV sample reports containing the samples exclusively for the MMP and State users will have the following naming convention:

<Organization\_name>-MMP\_<POC>\_<Transaction\_Type>.xlsx  
(e.g. Patriotic Health Care-MMP\_John Doe\_E&D.xlsx)

Since the first request will be made from RPC for the May 2014 EDV cycle, the eRPT post date will be June 10, 2014 and State's (or MMP's) completion of the EDV Review Packages are due June 19, 2014. Please find the monthly EDV cycle schedule:

<http://www.reedassociatescpas.com/pages/enrollment.asp>

As part of this review process the RPC will request supporting documentation for the enrollment transactions selected within the monthly EDV sample set. Documentation supporting each transaction must be submitted electronically as PDF files via the eRPT application. The State and Plan users should be able to log into eRPT application with their 7-digit CMS User ID. The link to access eRPT application is: <https://erpt.cms.hhs.gov/erpt/>

**The State is responsible for providing the documentation** by either:

- 1) directly uploading the documentation to the eRPT application when submitting the EDV Review Package to RPC, or
- 2) sharing the documentation with the respective MMP to have the MMP plan user to complete and submit the EDV Review Package to RPC via eRPT application.

The list of required documentations is located under the EDV Toolkit section of the RPC's website: <http://www.reedassociatescpas.com/pages/edv.toolkit.asp>

Please see section 4.3.11 (pages 82-113) in the eRPT manual for more details on how to search, access (§4.3.11.2) and complete (§4.3.11) EDV Review Packages (<https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Downloads/electronic-Retroactive-Processing-Transmission-eRPT-User-Manual-v19.pdf>)

Also, please find the EDV Standard Operating Procedure (EDV SOP) here: [http://www.reedassociatescpas.com/pdfs/EDV\\_Review\\_Process\\_SOP\\_6-17-2013.pdf](http://www.reedassociatescpas.com/pdfs/EDV_Review_Process_SOP_6-17-2013.pdf)

Please submit any questions to [MMCOCapsModel@cms.hhs.gov](mailto:MMCOCapsModel@cms.hhs.gov) and [clientservices@reedassociatescpas.com](mailto:clientservices@reedassociatescpas.com).