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To: Medicare Advantage Organizations Offering Special Needs Plans and Medicare-
               Medicaid Plans

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Subject: Changes to Special Needs Plan and Medicare-Medicaid Plan Model of Care
               Submissions and Updates in the Health Plan Management System

The purpose of this memorandum is to inform organizations of changes to the Centers for
Medicare & Medicaid Services (CMS) Model of Care (MOC) submission requirements and
updates in the Health Plan Management System (HPMS).

New Model of Care Module:

Organizations currently offering Special Needs Plans (SNPs) or Medicare-Medicaid Plans
(MMPs) whose MOC approvals expire December 31, 2016, must submit their MOC matrix
upload document and narrative in the new MOC Module in HPMS. MOC matrix upload
documents and narratives should not be submitted in the SNP or MMP application modules as
was done in previous years. MMPs that are required to submit renewal MOCs for approval for
contract year (CY) 2017 should have received separate guidance regarding state-specific
requirements and templates applicable to their MMP MOC submissions.

Please note that an organization wishing to offer a new SNP for CY 2017 must submit their
MOC matrix upload document and narrative in the SNP application module for the CY 2017
application.

Off-Cycle Submissions of Summary of MOC Changes:

Organizations offering SNPs or MMPs that need to revise their MOC mid-cycle during their
MOC approval period may submit the summary of changes to the MOC and the red-lined revised
MOC to the new MOC module located under the Off-cycle Submission of Summaries section.

As highlighted in our February 23, 2015 HPMS memorandum, "Medicare-Medicaid Plan Annual
Requirements and Timeline for CY 2016," we strongly encourage MMPs that wish to align their
current MOCs with all relevant demonstration requirements to use this off cycle submission

process. MMPs should follow the guidance in the February 23, 2015 memorandum regarding the specific types of MOC changes that should be submitted through this process.

New MOC Submission Not Required For Service Area Expansion:

Effective CY 2017, CMS no longer requires organizations to submit a new MOC when requesting a service area expansion (SAE) for a SNP. Please note, if as a result of the SAE, organizations would like to modify their MOC they should do so via the MOC off-cycle submission process as outlined above.

Any questions regarding the new module or SNP MOC requirements should be directed to https://dpap.lmi.org. Questions about MMP MOC requirements should be directed to MMCOCapsModel@cms.hhs.gov.