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DATE: April 7, 2023

TO: All Current and Prospective Medicare Advantage (MA), Prescription Drug Plan (PDP), Section 1876 Cost, PACE, and Medicare-Medicaid Plan (MMP) Organizations and Bid and Actuarial Certification Consultants

FROM: Amy Larrick Chavez-Valdez, Director
Medicare Drug Benefit and C & D Data Group

SUBJECT: Release of the Contract Year (CY) 2024 Plan Benefit Package and Bid Pricing Tool Software and Related Technical Bidding Guidance for Employer/Union-Only Group Waiver Plans

CMS is pleased to announce the release of the CY 2024 Plan Benefit Package (PBP), Bid Pricing Tool (BPT), and plan creation functionality in the Health Plan Management System (HPMS).

To access the CY 2024 plan creation module, BPT software, and corresponding technical instructions, users should follow this navigation path in HPMS: Plan Bids > Bid Submission > Contract Year 2024.

Users can access the new CY 2024 PBP module and technical user guide under the Plan Bids home page category.

Given the size, scope, and complexity of the PBP, users may encounter issues following the implementation of the new CY 2024 PBP module in HPMS production. CMS is committed to addressing issues as quickly as possible. Users should report suspected defects via the following web form:

<https://877fp303.optimalworkshop.com/questions/43f93d616b40ef4c0e9ec46791d9560f>

Users are **strongly encouraged** to limit these reports to CY 2024 PBP defects. The inclusion of other items, such as future enhancements, will impede the agency's ability to triage and evaluate time-sensitive issues.

Technical Bidding Instructions for Organizations Offering Employer/Union-Only Group Waiver Plans in CY 2024

Employer/union-only group waiver plans (EGWP) do not submit Medicare Advantage (MA) or

Part D BPTs. This waiver policy applies to all MA, PDP, and Section 1876 cost plan EGWPs (i.e., “800 series” EGWPs) as well as to employers/unions that directly contract with CMS to offer benefits to their retirees (i.e., “Direct Contract” EGWPs).

Organizations offering EGWPs must adhere to the bid submission requirements as outlined in the March 20, 2023 HPMS memo entitled “Preparing for the Contract Year (CY) 2024 Bid Submission Process in HPMS.” This memo provides supplemental information on the PBP and BPT submission requirements that apply for each type of EGWP for CY 2024, as described in the table below.

	PDP and Section 1876 Cost “800 series” EGWP and Direct Contract PDP EGWP	MA and MA-PD “800 series” EGWP and Direct Contract MA and MA-PD EGWP
PBP Requirements	<ul style="list-style-type: none"> • Enter the PBP module. • Select the contract and plan. • Open the Plan Characteristics section. • Click on the Save and Close button. This action will set the PBP to “ready for submission.” • Final submit the PBP data. 	<ul style="list-style-type: none"> • Enter the PBP module. • Select the contract and plan. • Complete the PBP sections available in the module. <u>Note:</u> The Rx section will not be available. • Upon completion of all sections, the PBP will be set to “ready for submission.” • Final submit the PBP data.
BPT Requirements	<ul style="list-style-type: none"> • There is no action to take. The BPT column will be marked as N/A on the PBP-BPT final submission page. 	<ul style="list-style-type: none"> • There is no action to take. The BPT column will be marked as N/A on the PBP-BPT final submission page.

For questions regarding this memo, please contact Erica Scott (410-786-0920 or Erica.Scott@cms.hhs.gov) or Andrew Chu (410-786-0488 or Andrew.Chu@cms.hhs.gov).

For technical assistance with HPMS, please contact the HPMS Help Desk at either hpms@cms.hhs.gov or 1-800-220-2028.