

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard, Mail Stop C4-22-04
Baltimore, Maryland 21244-1850



MEDICARE-MEDICAID COORDINATION OFFICE

DATE: October 19, 2016

TO: Current Medicare-Medicaid Plans

FROM: Lindsay P. Barnette
Director, Models, Demonstrations, and Analysis Group, Medicare-Medicaid
Coordination Office

SUBJECT: Release of Notice of Intent to Apply for Contract Year 2018 Medicare-Medicaid Plan (MMP) and Related CY 2018 Application Deadlines

CMS is pleased to announce the release of the Contract Year (CY) 2018 Notice of Intent to Apply (NOIA) web tool and key dates for the CY 2018 Medicare-Medicaid Plan (MMP) application cycle. NOIAs should be submitted by existing MMPs seeking to enter into existing MMP counties that are not currently part of your organization's service area. Note, your organization should confirm with the State that expansion into other MMP counties is being allowed in CY 2018.

As described in detail below, the first required action by interested organizations to participate in this process (the Notice of Intent to Apply) is rapidly approaching. The CY 2018 application cycle key dates are as follows:

I. 2018 Application Activity Key Dates

CY 2018 Application Activity	Date
Notice of Intent to Apply (NOIA) deadline to ensure access to the CMS Health Plan Management System	November 14, 2016
CMS sends Notice of Intent to Apply confirmation e-mails to entities meeting the November 15 NOIA deadline to ensure timely Health Plan Management System (HPMS) access	November 30, 2016
CMS User ID connectivity form submissions must be received by this date to ensure user access to HPMS by January 10, 2017	December 2, 2016
CY 2018 applications posted on CMS websites	January 10, 2017

CY 2018 Application Activity	Date
Final day to submit Notice of Intent to Apply for 2018	January 27, 2017
CY 2018 applications submission deadline	February 15, 2017

II. Submitting a Notice of Intent to Apply

The CY 2018 NOIA should be completed by **5 p.m. Eastern Time on November 14, 2016**. CMS will continue to process NOIAs between November 14, 2016 and January 27, 2017. Please note that CMS cannot guarantee that applicants submitting a NOIA after November 14 will have access to the online application when released in January 2017; therefore, be advised that those entities may not have the full period of time to complete their applications.

CMS will send confirmation emails to organizations once the CY 2018 NOIAs are processed, but no later than **November 30, 2016** for those entities that submit a NOIA by November 14, 2016. MMPs seeking to expand into existing MMP counties must submit a NOIA for CY 2018.

For CY 2018, a distinct website has been set up to simplify the online tool for interested MMPs. A hardcopy of the web tool form is attached to this memo as reference. The attachment identifies the questions an MMP must complete to correctly request a CY 2018 SAE applications for existing MMPs (Attachment A). CMS will only accept NOIAs submitted electronically through the online web tool. Organizations must use the following links to access and complete the NOIA web tools:

- MMP Service area expansion – <https://cmsgov.wufoo.com/forms/mlqhim4i1fha7zg/> - (Attachment A)

III. CMS Processing of Notices of Intent to Apply and Confirmations

CMS will review and process the NOIA submission. Please also note the following:

- P.O. boxes will not be accepted as a valid address for application purposes. Processing will be delayed for all NOIAs that contain a P.O. Box for the mailing address of the legal entity while CMS attempts to collect the street address for the legal entity.

IV. CY 2018 Applications

The CY 2018 Medicare-Medicaid Plan Service Area Expansion applications will be posted on the CMS web pages and in HPMS by January 10, 2017 and will be due on February 15, 2017.

All CY 2018 Medicare applications and supporting documentation will be submitted electronically via the HPMS. To ensure timely access to CMS systems, including HPMS, applicants must complete the NOIA online and the CMS User ID connectivity form (required for entities seeking a new 2018 contract). Submitting a NOIA does not bind that organization to submit an application for CY 2018.

If you have questions about the CY 2018 Notice of Intent to Apply process, please contact Arianne Spaccarelli at 410-786-5715 or email Arianne.Spaccarelli@cms.hhs.gov

If you have questions related to HPMS user access, please send an email to hpms_access@cms.hhs.gov.

ATTACHMENT A: Notice of Intent to Apply to Expand a Medicare-Medicaid Plan for Contract Year 2018

To ensure clear and timely communication with CMS, all entities applying to offer expanded CY 2018 products must notify CMS of their intent to apply to offer such a plan by completing this Notice of Intent to Apply (NOIA) form online at <https://cmsgov.wufoo.com/forms/mlqhim4ilfha7zg/>

- 1) **Contract Number Organization Wishes to Expand:** _____
- 2) **Site State** _____
- 3) **The contact for this 2018 service area application is:**
 - The same as the current HPMS Part C application contact listed for this contract ID, or
 - Different from the current HPMS application contact.
- 4) **[Complete only if the 2018 application contact will be different from the current HPMS application contact] 2018 Application Contact Information. This person must be an employee of the applicant, the applicant's parent organization, or a subsidiary of the applicant's parent organization.**

First Name _____

Last Name _____

Address 1 _____

Address 2 _____

City _____

State Abbreviation _____ ZIP Code _____ Either 5 or 9 digit ZIP code (no dashes)

Direct Telephone _____ (no dashes)

Extension, if applicable _____

Email Address _____

You have answered all required questions for the 2018 Notice of Intent to Apply for a service area expansion of an MMP contract.

NOTE: Once you click "Submit Notice of Intent to Apply Responses Now" you will not be able to return to this specific 2018 Notice of Intent to Apply.