RDS User Guide

Version 15

Released May 5, 2012

RDS User Guides are identified by the version number and release date located on the cover page and footer. Printed or saved versions may be obsolete. Use the current version, which is always available online. Version 15: Released May 5, 2012

Table of Contents

1 Welcome To The RDS User Guide

Introduction And Purpose Of The RDS User Guide

The Centers for Medicare & Medicaid Services' (CMS') Retiree Drug Subsidy (RDS) Center is committed to providing quality outreach and educational materials for current and potential RDS participants.

The RDS User Guide is a comprehensive reference resource that includes detailed information about participating in the RDS Program.

The purpose of the RDS User Guide is to:

- Inform potential participants about the RDS Program
- Educate current participants about RDS Program operations and how to use the RDS Secure Website

Audience

The RDS User Guide is designed to give all participants the information they need to take advantage of the RDS Program. Participants can follow the chapters in the RDS User Guide or browse for specific information to complete RDS tasks.

CMS Website Endorsement

References from this website to any non-governmental entity, product, service, or information do not imply endorsement or recommendation by CMS, the U.S. Department of Health & Human Services (HHS) or any other HHS agency or employees.

CMS' RDS Center is not responsible for the contents of any "off-site" web pages referenced from this server. CMS does not endorse ANY specific products or services provided by public or private organizations. In addition, CMS does not necessarily endorse the views expressed by such sites, nor do we warrant the validity of any site's information or its fitness for any particular purpose.

Access The RDS User Guide PDF

The RDS User Guide is located on the RDS Program Website: http://www.rds.cms.hhs.gov/ and the RDS Secure Website.

The RDS User Guide is available in Portable Document Format (PDF) and is designed to be accessible to all users.

Open The RDS User Guide PDF

Adobe Reader can be used to open a PDF. A link to the free version of Adobe Reader is available on the RDS Program Website or you may download a free copy of Adobe Reader from Adobe's website.

Use The Current Version Of The RDS User Guide

Changes to the RDS User Guide may occur frequently. It is recommended that you use the current RDS User Guide located on the RDS Program Website instead of using a printed or locally saved copy.

CMS' RDS Center will send an email to all RDS Secure Website users and post an announcement on the RDS Program Website when a new version of the RDS User Guide is available.

Using The RDS User Guide PDF

The following instructions are applicable to the Adobe Reader. For more information about using Adobe Reader, go to: http://help.adobe.com/en_US/Reader/9.0/index.html.

Table of Contents

A Table of Contents organizes the topics and sub-topics. The Table of Contents appears in the beginning of the RDS User Guide and in the Table of Contents pane in Adobe Reader. Click the topics or sub-topics in the Table of Contents pane to jump to that page in the RDS User Guide.

Navigating

The following are suggested ways to navigate the RDS User Guide using Adobe Reader.

Scroll To A Specific Page

- Use the mouse to drag the vertical scroll bar until the desired page number appears in the small pop-up display or Page Number text box
- Use Up Arrow key and Down Arrow key

Jump To A Specific Page

- Enter the page number in the Page Number text box
- Click the desired topic or sub-topic in the Table of Contents or Bookmark pane

Go To The Next Page

- Click the Next Page (right arrow) on the Adobe Reader Toolbar
- Use Page Down key and Right Arrow key

Go To The Previous Page

- Click the Previous Page (left arrow) on the Adobe Reader Toolbar
- Use Page Up key and Left Arrow key

Searching

The following are suggested ways to search for information in the RDS User Guide:

- Enter a search term or keyword in the Find box on the Adobe Reader Toolbar
  - Click the arrow located after the Find box to select Advanced Search options
- Manually browse for topics in the Table of Contents or Glossary

Bookmarking

A bookmark is a customized shortcut to a specific page within a document.

The RDS User Guide contains predefined bookmarks that make it easy to jump to a specific topic. You can also create customized bookmarks for the RDS User Guide.

Create A Bookmark

1. Navigate to the page you wish to bookmark.
2. From the Navigation pane, select the Bookmark icon. The Bookmarks pane opens.
3. Select New Bookmark.
4. Enter a description for the bookmark.

Links

The RDS User Guide contains links that navigate to more information in specific locations within the RDS User Guide, to the RDS Program Website, and to other web locations related to the material as needed. All links appear in underlined blue font.

Click the link or use Tab to move to a link and use Enter to access the link.

Printing

Read the Printing Warning before you consider printing.

The RDS User Guide is designed to be printer-friendly. The following are suggested ways to print the RDS User Guide:

- From the File menu select Print
- From the Adobe Reader Toolbar click the Print icon

Printing Warning

All versions of the RDS User Guide are identified by the release date and version number located on the cover page and in the footer. The most current version of the RDS User Guide is posted online. Printed or saved versions of this document may be obsolete and may not reflect current information. Ensure that your printed or saved version is the most current version by comparing the version number on the cover page to the online version. Do not use obsolete versions.

Accessibility Of The RDS User Guide

CMS' RDS Program is committed to making all RDS websites accessible to the widest possible audience. In keeping with its mission, CMS' RDS Center complies with the regulations of Section 508 of the Rehabilitation Act and the Department of Health & Human Services (HHS) Section 508 Implementation Policy. The information contained within the RDS Websites is intended to be accessible through screen readers and other accessibility resources.

Alternative Means Of Access

If alternative means of access to any information contained on RDS Websites are needed, or interpreting any information proves difficult, contact CMS' RDS Center Help Line.

- Call 877-RDS-HELP or 877-737-4357
- TTY for hearing impaired: 877-RDS-TTY0 or 877-737-8890

- Send an email to: RDS@cms.hhs.gov
- In an email, indicate:
    - The nature of the accessibility problem
    - The accessibility tool used
    - The web browser used
    - The web page address that is causing difficulty
    - Your Name
    - Your Email Address
    - Your Phone Number

Note: Do not include any Protected Health Information (PHI), as defined in the Health Insurance Portability and Accountability Act (HIPAA) in the email.

Synopsis Of Section 508 Accessibility Requirements

Section 508 requires that individuals with disabilities seeking information or services from this document have access to and the ability to use information and data that is comparable to that provided to the public who are not disabled. Section 508 also requires that Federal employees with disabilities have access to and the ability to use information and data that is comparable to Federal employees who are not disabled. To learn more about regulations governing the accessibility of Federal electronic information, read the Summary of Section 508 Accessibility Requirements on the Section508.gov website, accessibility guidelines that are consistent with Section 508 Law, and web standards developed by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI).

2 Communicating With CMS' RDS Center

Contact CMS' RDS Center Help Line

Call Toll-Free

- Phone Number: 877-RDS-HELP or 877-737-4357
- TTY for hearing impaired: 877-RDS-TTY0 or 877-737-8890
- For help in Spanish: 877-737-4357 and select option 2
- Para ayuda en español llame al 877-737-4357 y seleccione la opción 2

Send An Email

CMS' RDS Center Help Line Email Address: RDS@cms.hhs.gov.

CMS' RDS Center will respond to an email with an email reply or a phone call depending on the nature of the inquiry. If the inquiry is about a specific RDS Application, include the following information in an email:

- Your Name
- Your Email Address
- Your Phone Number
- Your Organization Name
- Plan Sponsor ID
- Application ID

Do not include any Protected Health Information (PHI), as defined in the Health Insurance Portability and Accountability Act (HIPAA), in the email.

Do not send emails with attachments larger than 25mb.

Hours Of Operation

CMS' RDS Center Help Line is available Monday through Friday between 10:30AM – 7:00PM Eastern Time.

Send An Authorized Representative (AR) Verification Form

To view and print the form, go to: Authorized Representative Verification Form.

Send the form using fax, email, or US Mail:

- Fax Number: 646-458-2280
- Email Address: RDS_Forms@cms.hhs.gov
- Mailing Address:

    Retiree Drug Subsidy Center
    Attn: Authorized Representative Verification Unit
    P.O. Box 5032
    New York, NY 10274-5032

Set Up A Voluntary Data Sharing Agreement (VDSA)

Email Address: COBVA@ghimedicare.com

Report Fraud, Waste, Or Abuse

Contact CMS' RDS Center Help Line to report fraud, waste, or abuse.

Send A Check To Satisfy An Overpayment

Mailing Address:

Retiree Drug Subsidy Center
Attn: Payments
PO Box 6865
Towson, MD 21204

Report A Change Of Plan Sponsor EIN Or Company Name

Contact CMS' RDS Center Help Line to report a change of Plan Sponsor EIN or Company Name.

Email Addresses From Which RDS Correspondence May Be Sent

CMS' RDS Center's official means of communication to the Plan Sponsor is through email.

It is important that all RDS Secure Website participants take the necessary steps to ensure that all emails are received and not marked as "spam" or automatically deleted for any other reason.

Make the necessary adjustments to your email account or contact your network administrator to ensure that emails sent from the following email addresses are not blocked by any spam filters or Blocked Senders Lists:

- RDS_Hearings@cms.hhs.gov
- RDSAppeals@cms.hhs.gov
- RDSPayment@cms.hhs.gov
- RDSCtr@rds.cms.hhs.gov
- RDSOutreach@vips.com
- RDSOutreach@rds.cms.hhs.gov

RDS Program-Related Website Addresses

Title	Address
CMS Website	http://www.cms.gov/
RDS Program Website	http://www.rds.cms.hhs.gov/
Freedom of Information Act (FOIA)	http://www.hhs.gov/foia

Employer Retiree Drug Subsidy Overview Page	http://www.cms.gov/EmployerRetireeDrugSubsid/01_Overview.asp
Social Security Special Rules For Employer-Sponsored Programs	http://www.socialsecurity.gov/OP_Home/ssact/title18/1860D-22.htm

3 The RDS Program Big Picture

Overview Of The RDS Program

The Retiree Drug Subsidy (RDS) Program was enacted in December 2003. Subsidy payments to Plan Sponsors equal 28 percent of each Qualifying Covered Retiree's costs for prescription drugs otherwise covered by Medicare Part D that are attributable to such drug costs between the applicable Cost Threshold and Cost Limit. For more information about the Cost Thresholds and Cost Limits, go to: Cost Threshold and Cost Limit by Plan Year. Such incurred costs (including dispensing fees) that the Plan Sponsor pays, and that the retiree pays, are eligible for subsidy. Rebates received are subtracted from the amount eligible for subsidy.

To qualify for the subsidy, a Plan Sponsor must show that its coverage is "actuarially equivalent" to, or at least as generous as, the defined standard Medicare Part D coverage.

The RDS statutory provisions are published at 42 U.S.C. 1395§-132 (Section 1860D-22 of the Social Security Act). The regulations are published at 42 C.F.R. Part 423, Subpart R.

Mission Of CMS' RDS Center

The mission of the Centers for Medicare & Medicaid Services' (CMS') RDS Center is to maximize the participation of Plan Sponsors in the RDS Program. The primary goal is to provide Plan Sponsors with education and training to assist them in participating in the RDS Program and to provide excellent customer service to the community.

Resources And Communication For The RDS Program

The RDS Program is virtually paperless. All communication is through the RDS Program Website, RDS Secure Website, email, and phone calls with CMS' RDS Center Help Line.

RDS Program Website

The RDS Program Website is a comprehensive resource center for the RDS Program. Educational tools and Announcements are available, as well as specific instructions to complete processes in the RDS Program.

RDS Secure Website

The RDS Secure Website allows participants to register and complete the tasks required to participate in the RDS Program and request subsidy.

For security purposes, RDS Secure Website users are required to complete a registration process and maintain an active Login ID and Password.

RDS Secure Website users may only function in one user role in the RDS Secure Website, so an individual must be assigned the same user role for each Plan Sponsor they are associated with. CMS' RDS Center validates an individual's Date of Birth and Social Security Number to ensure that each individual has only one user account at a time.

Email

CMS' RDS Center sends emails to RDS Program participants regarding account activity, notifications, deadline reminders, and updated information for both the RDS Program Website and the RDS Secure Website. It is important to keep your personal information accurate and up to date on the RDS Secure Website so that you may receive this information.

Benefits Of The RDS Program

The RDS Program has flexible rules that permit Plan Sponsors to continue providing drug coverage to their Medicare-eligible retirees at a lower cost.

RDS Program benefits include:

- 28% Federal subsidy payments
- Program flexibility that supports the Plan Sponsor's current prescription drug plan structure
- Extensive educational materials and support

Requirements Of The RDS Program

Actuaries act on behalf of Plan Sponsors and complete a two-part Actuarial Equivalence Test indicating that the Prescription Drug Plan offered by the Plan Sponsor is as generous as, or more generous than the defined standard coverage under the Medicare Part D Prescription Drug Benefit.

Retirees must not be currently enrolled in Medicare Part D.

Plan Sponsors must use the RDS Secure Website to participate in the RDS Program and submit a timely Application prior to the expiration of the Application Deadline, which includes a list of retirees for whom the Plan Sponsor is seeking subsidy.

Qualifications For The RDS Program

To participate in the RDS Program, an organization must:

- Have a valid Employer Identification Number (EIN)
- Fall under one of the following categories:
  - Commercial
  - Government
  - Nonprofit
  - Religious
  - Union
- Demonstrate that the coverage is as generous as, or more generous than the defined standard coverage under the Medicare Part D Prescription Drug Benefit

RDS Program Lifecycle

Participating in the RDS Program begins with creating a Plan Sponsor Account, and submitting a timely RDS Application prior to the expiration of the Application Deadline. For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Ongoing maintenance of an approved RDS Application is recommended throughout the Application Plan Year. These tasks include managing RDS Secure Website User Roles, managing retiree information, completing Payment Setup, performing Cost Reporting, submitting interim payments if the Plan Sponsor has elected an Interim Payment Frequency, and completing Reconciliation.

Creating A Plan Sponsor Account

A Plan Sponsor starts in the RDS Program by designating an Account Manager who will create a new Plan Sponsor Account, register the organization, and assign other key players required to complete RDS tasks.

Creating An RDS Application

After creating a Plan Sponsor Account, the Account Manager or Authorized Representative must create an RDS Application on the RDS Secure Website for each Plan Year for which the Plan Sponsor would like to request subsidy.

For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Managing RDS Secure Website User Roles

Tasks are completed by the key players who act on the Plan Sponsor's behalf. RDS user roles are granted specific tasks and privileges in the RDS system. The RDS Secure Website user roles include: Authorized Representative, Account Manager, Actuary, and Designee.

RDS Secure Website users must maintain an active Login ID and Password at all times.

To enforce a separation of duties, a user may report cost data or request payments on the same Application. A user cannot assume both duties in the same Application.

Managing Retiree Information

It is necessary to manage retiree information during the entire lifecycle of an RDS Application. Plan Sponsors specify the method used to submit retiree data, the source of the retiree data, and the method(s) that CMS' RDS Center should deliver the Retiree Response Files and Weekly Notification Files.

The Application Submission Process requires the Plan Sponsor to send a retiree file to CMS' RDS Center with demographic and benefit enrollment information about the beneficiaries for whom subsidy is requested. This file is called a Valid Initial Retiree List.

After an Application is approved, the Plan Sponsor should continue to send retiree files to CMS' RDS Center throughout the Application lifecycle to notify CMS' RDS Center of any additions, deletions, or changes in Qualifying Covered Retiree (QCR) information. CMS' RDS Center will respond to the Valid Initial Retiree List and subsequent retiree files with a Retiree Response File using the method specified.

In addition, Weekly Notification Files are sent as necessary to inform the Plan Sponsor of changes that may impact the approved subsidy for QCRs. CMS' RDS Center evaluates program eligibility and provides the Plan Sponsor with Subsidy Periods and benefits for each beneficiary.

The Plan Sponsor and its agents must continually process Retiree Response and Weekly Notification Files produced by CMS' RDS Center throughout the Plan Year to keep their internal retiree records updated to report accurate cost data to CMS' RDS Center.

Managing Retiree Electronic Data Interchange (EDI) Methods And Sources

Retiree EDI Methods and Sources are selected by the Plan Sponsor to indicate the methods by which Electronic Data files are sent and received. The selections may be changed at any time throughout the Plan Year after the appropriate connection has been established and tested.

Four methods of submission are available for exchanging retiree information with CMS' RDS Center:

- RDS Secure Website to RDS Center
- Vendor Mainframe to RDS Center Mainframe
- Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)
- Plan Sponsor Mainframe to RDS Center Mainframe

RDS Secure Website To RDS Center

Plan Sponsors and Vendors can upload retiree data formatted in a Comma Separated Value (CSV) file to the RDS Secure Website to submit retiree data.

Vendor Mainframe or Plan Sponsor Mainframe To RDS Center Mainframe

Data exchanged using a Vendor Mainframe or a Plan Sponsor Mainframe connection requires set up and testing before a retiree file can be accepted by CMS' RDS Center. Each retiree file must be formatted with a Header Record, Detail Record, and Trailer Record. A retiree file can include data for multiple Applications in the same transmission.

Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)

A Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) facilitated by CMS' Coordination of Benefits (COB) Contractor requires setup and testing before a retiree file can be accepted by CMS' RDS Center.

A Coordination of Benefits (COB) Contractor authorizes the Centers for Medicare & Medicaid Services (CMS) and an employer, or agent on behalf of an employer, to electronically exchange health insurance benefit entitlement information.

Payment Setup

The Plan Sponsor will make decisions in Payment Setup to determine who will report cost data for each Benefit Option, how the information will be transmitted, and who will request interim payments if the Plan Sponsor has elected an Interim Payment Frequency.

The Plan Sponsor may submit data on their own behalf or elect a Vendor(s) to complete this Cost Reporter task.

Payment information may be transmitted using the RDS Secure Website or Mainframe connection.

All Benefit Options must be assigned to a Cost Reporter to complete Payment Setup.

Payment Setup must be complete prior to Cost Reporting or submitting Payment Requests.

Cost Reporting

Cost Reporting is the process of reporting cost data for Qualifying Covered Retirees (QCRs) on an approved RDS Application. Interim cost data may be reported throughout the Plan Year if the Plan Sponsor has elected an Interim Payment Frequency. Final cost data must be reported for an Annual Payment Frequency and Final Reconciliation.

Federal law requires that cost data is submitted only for the QCRs, corresponding Subsidy Periods, and the Benefit Options in which each QCR is enrolled.

Cost Reporting assignments must be completed in Payment Setup prior to submission of cost data.

Reconciliation

Reconciliation is the process by which a Plan Sponsor who has received any interim payments must submit to CMS, after the end of the Plan Year, the total gross covered retiree plan-related prescription drug cost and actual cost adjustments for the Application. The sum of the interim payments is compared with the final subsidy payment determination for the Application. If the sum of the interim payments is larger than the final subsidy payment determination for the Application, CMS will initiate immediate overpayment recovery action.

Plan Sponsors that chose an Annual Payment Frequency, or otherwise did not receive any interim payments, and that wish to receive a subsidy, must use the Reconciliation process to submit final cost reports and submit their one and only subsidy payment request.

RDS Secure Website User Roles And Other Program Stakeholders

Introduction To RDS Secure Website User Roles

The RDS Secure Website user roles required to participate in the RDS Program are: Account Manager, Authorized Representative, and Actuary. In addition to these roles, the Plan Sponsor may choose to assign Designees to complete certain tasks.

The RDS Secure Website allows an individual to act in only one role at a time.

To enforce a separation of duties, a user may report cost data or request payments on the same Application. A user cannot assume both duties in the same Application.

Account Manager

Purpose Of The Account Manager

The Account Manager initiates and manages the Plan Sponsor’s Applications throughout their lifecycle, by beginning the Application and completing its tasks. The Account Manager manages the reporting of retiree data, cost data, payment requests, Reconciliation, and assigns, manages, and reassigns other users within the Plan Sponsor’s account to complete those tasks.

Account Manager Role And Responsibilities

The Account Manager may be an employee of the Plan Sponsor organization for which they initiate an RDS Program Application. If not directly employed by the Plan Sponsor, the Account Manager may act as an agent on behalf of the Plan Sponsor.

The Account Manager role and Authorized Representative role must not be fulfilled by the same person.

The role of Account Manager must always be active with a current valid user assigned.

The Account Manager may, at any time, reassign the role of the Account Manager or the Authorized Representative, remove the duties and privileges of Designees, add or delete Designees, and assign an Actuary.

An Account Manager is invited to register through an email from CMS' RDS Center.

An Account Manager is required to be a registered RDS Secure Website User and maintain an active Login ID and Password.

The RDS Secure Website allows an individual to act in only one role at a time.

Authorized Representative

Purpose Of The Authorized Representative

The Authorized Representative is a user chosen by the Plan Sponsor that is deemed to have sufficient authority to be legally responsible for the terms of the Plan Sponsor Agreement and the Reconciliation Agreement. The Authorized Representative has been granted the legal authority to bind the Plan Sponsor to the terms of the Plan Sponsor Agreement. The Authorized Representative takes responsibility for these agreements by signing them electronically during the Application and Reconciliation processes.

The Authorized Representative may also begin an Application, complete any step of the Application and assign or manage RDS Secure Website user roles as necessary. The Authorized Representative typically delegates these duties to the Account Manager or Designees and is not actively involved in the RDS Program other than verifying the work of other users.

The Authorized Representation must submit the RDS Application.

The Authorized Representative must submit the final Reconciliation payment request and may submit interim payment requests.

The Authorized Representative is a designated Payment Requester and may not report any costs.

Authorized Representative Role And Responsibilities

The Authorized Representative must be an employee of the Plan Sponsor. For multi-employer plans, the Authorized Representative does not have to be an employee of the Plan Sponsor, but may be a member of the jointly appointed board of trustees, which includes both labor and management trustees.

Common examples of positions within the Plan Sponsor organization that are held by the Authorized Representative are:

- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- President
- Human Resources Director
- General Partner

The Account Manager role and Authorized Representative role must not be fulfilled by the same person.

The role of Authorized Representative must always be active with a current valid user assigned to it.

The identity of the Authorized Representative must be verified using the Authorized Representative Verification Form.

An Authorized Representative is invited to register through an email from CMS' RDS Center.

An Authorized Representative is required to be a registered RDS Secure Website User and maintain an active Login ID and Password.

The RDS Secure Website allows an individual to act in only one role at a time.

Actuary

Purpose Of The Actuary

The Actuary is a professional contracted by the Plan Sponsor applying to the RDS Program to attest to the Actuarial Equivalence of the Benefit Option(s) specified in an RDS Application. The Plan Sponsor must show that its coverage is as generous as, or more generous than, the defined standard coverage under the Medicare Part D Prescription Drug Benefit.

Actuary Role And Responsibilities

To qualify for CMS' RDS Program, the Actuary must have a current membership and be in good standing with the American Academy of Actuaries.

An Actuary is invited to register through an email from CMS' RDS Center.

An Actuary is required to be a registered RDS Secure Website User.

Attesting to the Actuarial Equivalence of the Benefit Option(s) specified in the RDS Application is the only responsibility of the Actuary.

Designee(s)

Purpose Of Designees

A Designee is an optional user role created by the Account Manager or Authorized Representative to assist with RDS Secure Website tasks.

Designees are assigned privileges by the Account Manager or Authorized Representative. Designees can complete many different tasks. The following table identifies the name of the Designee privilege and the description of the task.

Designee Privileges

Privilege	Description
Assign Actuary(s)	Enter Actuary Information in Step 3: Assign Actuary in the Application Submission Process
Complete Electronic Funds Transfer Information	Enter Banking Information and Bank Contact information to set up Electronic Funds Transfer in Step 5: Electronic Funds Transfer (EFT) Information in the Application Submission Process
Retiree Electronic	Choose method and source of submission in Step 7: Retiree Electronic

Privilege	Description
Data Interchange (EDI) Methods and Sources	Data Interchange (EDI) Methods and Sources in the Application Submission Process. Available methods are: RDS Secure Website to RDS Center, Vendor Mainframe to RDS Center Mainframe, Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR), or Plan Sponsor Mainframe to RDS Center Mainframe. Choose to receive copies of Retiree Response Files on the RDS Secure Website and choose Weekly Notification Method.
Define Benefit Options	Define Benefit Option Name, Unique Benefit Option Identifier, Benefit Option Type, and in Step 2: Benefit Option in the Application Submission Process
Define Payment Frequency	Choose between Monthly, Quarterly, Interim Annual, or Annual Payment Frequencies in Step 6: Payment Frequency in the Application Submission Process
Request Extension	Submit a request to extend the Application Deadline
Report Costs	Submit Interim Cost Report or Final Cost Report
Request Payment	Request Interim Payment and/or assist in preparing the Final Reconciliation Request
Submit Appeal	Request an Appeal to have a Determination reconsidered View requested Appeals
View Attestation Summary	After Actuarial Attestation, view the Attestation Status of the Benefit Options for an RDS Program Application
View/Send/Receive Retiree Data	Manage retiree information using the RDS Secure Website. If authorized to view Protected Health Information (PHI), privileges include: • Upload retiree files • View Retiree Response Files sent to the RDS Secure Website • View Weekly Notification Files sent to the RDS Secure Website • View current Covered Retiree Counts • Request a Covered Retiree List • Download a Covered Retiree List • View Medicare Part D Rejection Notifications

Designee Role And Responsibilities

Designees may be, but are not required to be, employees of the Plan Sponsor.

Designees may be employees of Vendors contracted by the Plan Sponsor to report retiree data or cost data.

Designees can be assigned to one or more Applications.

Designees can be assigned to Applications for multiple Plan Sponsors. The assigned Designee privileges are specific to the Application.

Designee privileges may be specified for each Application.

Designees may be assigned multiple privileges on an Application. Designee privileges may differ across Applications.

To enforce a separation of duties, a user may report cost data or request payments on the same Application. A user cannot assume both duties in the same Application.

If a Designee is assigned to an Application, the user may not be assigned any other user role in the RDS Secure Website.

User Role For Multiple Plan Sponsors

The RDS Secure Website allows an individual to act in only one role at a time.

An Authorized Representative and an Account Manager may be assigned to multiple Plan Sponsors acting in the same single role.

A Designee and an Actuary may be assigned to multiple Applications acting in the same user role.

To reassign a user associated with multiple Plan Sponsors, contact CMS' RDS Center Help Line.

The Account Manager and Authorized Representative roles must be filled at all times.

The Account Manager and Authorized Representative may reassign one another if necessary.

An Account Manager or Authorized Representative may delete a Designee from an Application.

An Account Manager, Authorized Representative, or Designee with the Assign Actuary privilege may un-assign or change an Actuary.

Other Stakeholders

Vendor

A Vendor is a Pharmacy Benefit Manager (PBM), Health Plan, or other third-party company that a Plan Sponsor may contract to report cost data or manage retirees for the Plan Sponsor's Application(s).

Vendors must call CMS' RDS Center Help Line to register and obtain a Vendor ID.

If a Vendor will submit cost reports or retiree files using the RDS Secure Website, the Plan Sponsor must create a Designee role for the Vendor to access the RDS Secure Website. If the Vendor is submitting cost files or retiree files by Mainframe, a Designee user role may still be necessary to allow the Vendor to manage retiree information and cost submissions using the RDS Secure Website.

Coordination of Benefits (COB) Contractor: Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)

A COB contractor may be responsible for managing retirees for the Plan Sponsor's Application through VDSA or MIR.

Authorized Representative Verifier

The Authorized Representative Verifier must be an employee of the Plan Sponsor. For multi-employer plans, the Authorized Representative Verifier may be an employee, or a member of the jointly appointed board of trustees, which includes both labor and management.

The Authorized Representative Verifier must complete the Authorized Representative Verification Form.

By signing the Authorized Representative Verification Form, the Verifier is representing to the Federal government **that they have actual knowledge** that the Plan Sponsor has granted the individual who is listed as the Authorized Representative for the Plan Sponsor on the RDS Secure Website, the legal authority to bind the Plan Sponsor to the terms of the Plan Sponsor Agreement in the RDS Application.

The Authorized Representative and the Authorized Representative Verifier cannot be the same person.

Interim payment requests and the final payment request cannot be submitted until the Authorized Representative is verified.

Bank Contact

The Bank Contact may be employed by the Plan Sponsor or employed by the Plan Sponsor's bank.

The Bank Contact's primary responsibility is to answer any questions asked by CMS' RDS Center regarding Electronic Funds Transfer of payments.

The Bank Contact is not granted an RDS Secure Website Login ID.

The Bank Contact is assigned during the RDS Program Application process by the Account Manager, Authorized Representative, or Designee with Complete Electronic Funds Transfer Information privileges.

The Bank Contact's information may be updated throughout the plan year. This information must be completed for each new Application and plan year.

Coordination Of Benefits (COB) Contractor

A Coordination of Benefits (COB) Contractor may set up retiree file data transfer for a Plan Sponsor using Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR).

The COB Contractor is not granted an RDS Secure Website Login ID.

Electronic Data Interchange Contact

This user role is no longer required in the RDS Secure Website under the new Retiree Electronic Data Interchange (EDI) Methods and Sources.

For more information on the new Retiree Electronic Data Interchange (EDI) Methods and Sources, go to: Chapter 7: Electronic Data Interchange (EDI): Exchanging Beneficiary Information With CMS' RDS Center.

4 Becoming A Plan Sponsor

Introduction To Becoming A Plan Sponsor

The Retiree Drug Subsidy (RDS) Program allows companies and organizations to apply for subsidy of drug costs. For information on qualifying for coverage, go to: Managing Retiree Information.

Organizations and companies that participate in the RDS Program are called Plan Sponsors. Before registering to become a Plan Sponsor, there are several things to consider and prepare: RDS Secure Website User Roles and Required Registration Information.

RDS Secure Website User Roles

There are two user roles assigned during the Registration process: the Account Manager and the Authorized Representative.

Consider the following responsibilities when choosing individuals to fulfill these two roles:

Account Manager Responsibilities

The purpose of the Account Manager is to initiate and manage the Plan Sponsor account.

The Account Manager should be able to dedicate sufficient time for management tasks in the RDS Program Lifecycle, such as assigning and managing users, reporting costs, requesting payment, and managing retirees.

For more information about the Account Manager, go to: Registering As An RDS Secure Website User.

Authorized Representative Responsibilities

The purpose of the Authorized Representative is to verify and sign the Plan Sponsor Agreement and Reconciliation Agreement.

The Authorized Representative will have a significantly less active role than the Account Manager.

The Authorized Representative is granted the legal authority to bind the Plan Sponsor to the terms of the Plan Sponsor Agreement. The Authorized Representative typically delegates Application and Reconciliation tasks to the Account Manager or Designees.

For more information about the Authorized Representative, go to: Registering As An RDS Secure Website User.

Required Registration Information

The following organization contact and identification information should be gathered before you register.

Plan Sponsor Information

- Employer Identification Number (EIN)
    - Also known as the Federal Employer Tax Identification Number
    - Must be ten characters and must be in "00-0000000" format
    - A dash after the second number is required

- Organization Name
  - Also known as the legal organization name
  - Must be associated with Employer Identification Number
  - Organization Name field allows a maximum of 50 characters. **Example**: Entering the Legal Organization Name

    If the entire legal organization name does not fit in the field, enter it without abbreviation, until the character limit is reached.

  - **Legal Organization Name**: First America American Autoworkers Union Local Chapter 47
  - **Correct Entry**: First America American Autoworkers Union Local Cha
  - **Incorrect Entry**: First Amer American Autowkrs Union Local Chapt 47

- Phone Number
  - Must be ten numbers
- Extension (optional)
- Fax Number (optional)
- Website (optional)
- Organization Type
  - Select from: Commercial, Government, Nonprofit, Religious, or Union

Plan Sponsor Address (must be associated with Employer Identification Number (EIN))

- Street Line 1
- Street Line 2 (optional)
- City
- State
- Zip Code

Required Authorized Representative Information

- Email Address
- First Name
- Middle Initial (optional)
- Last Name

Required Account Manager Information

Account Manager Information

- First Name (must be associated with Social Security Number)
- Middle Initial (optional)
- Last Name (must be associated with Social Security Number)
- Social Security Number
- Date of Birth (must be associated with the Social Security Number)
- Job Title
- Email Address (must be active)
- Phone Number (must be 10 numbers)
- Extension (optional)
- Fax Number (optional)

Account Manager Mailing Address

- Street Address 1
- Street Address 2 (optional)
- City
- State
- Zip Code

For more information, go to: Registering As An RDS Secure Website User.

Create A New Plan Sponsor Account

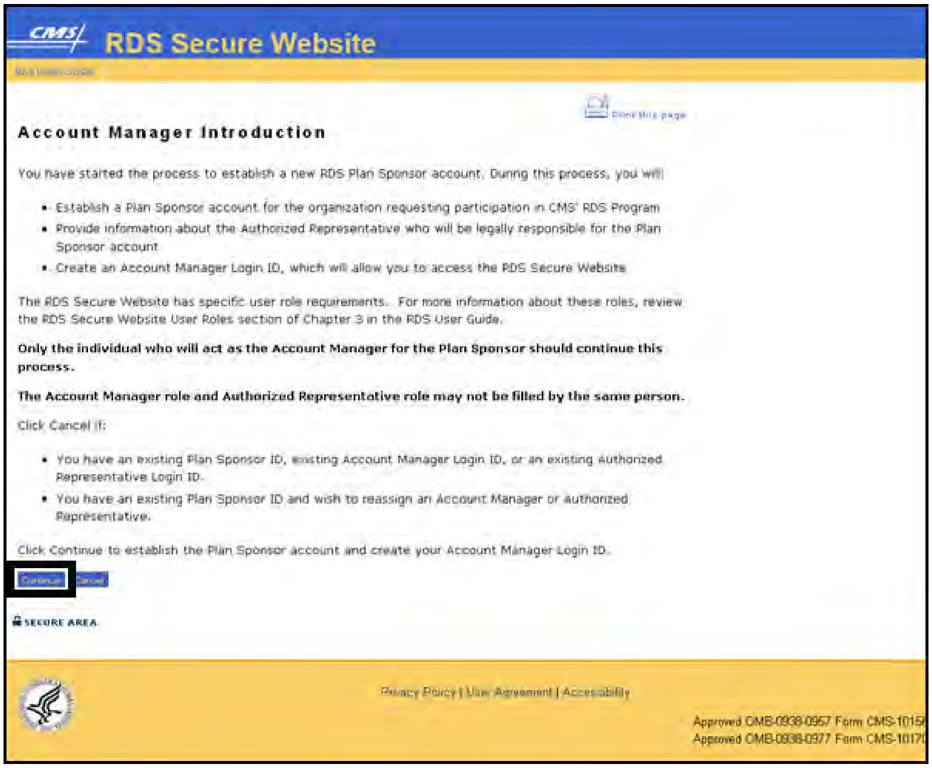
1. Navigate to the RDS Program Website home page: http://www.rds.cms.hhs.gov.

On the RDS Program Website home page:

2. Click **Register For The RDS Program**.

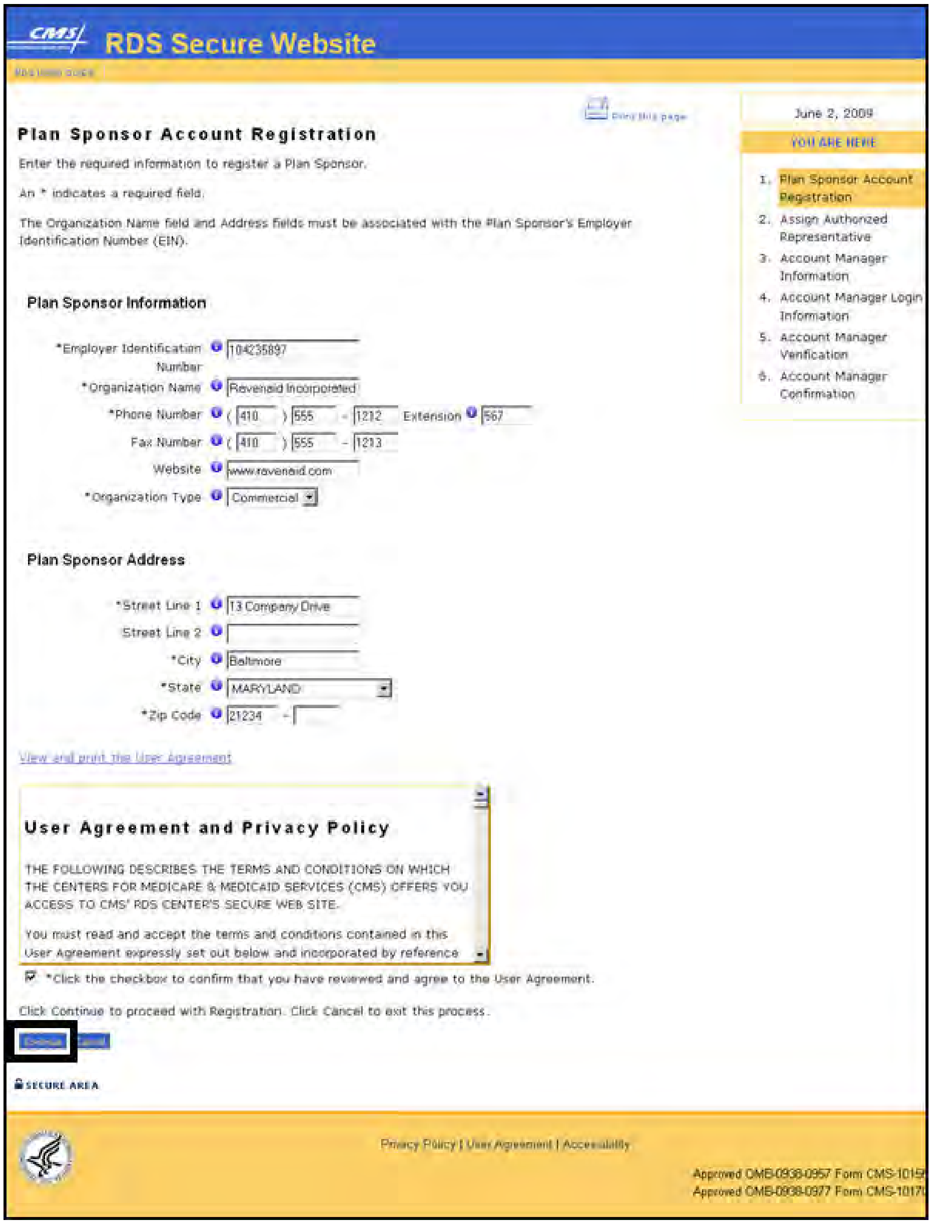
On the Account Manager Introduction page:

3. Review the Account Manager Introduction.
4. Click **Continue** to proceed or click **Cancel** to terminate this process and return to the **RDS Program Website**. (If you click **Cancel**, an Exit Warning will open in a new window.)



On the Plan Sponsor Account Registration page:

5. Enter the required information. An * indicates a required field.
6. Review the User Agreement. Use the scroll bar to scroll through and view the User Agreement or click the link to view and print the User Agreement in a new window.
7. Click the checkbox to accept the User Agreement.
8. Click **Continue** or click **Cancel** to terminate this process and return to the RDS Program Website. (If you click **Cancel**, an Exit Warning will open in a new window.)



On the Assign Authorized Representative page:

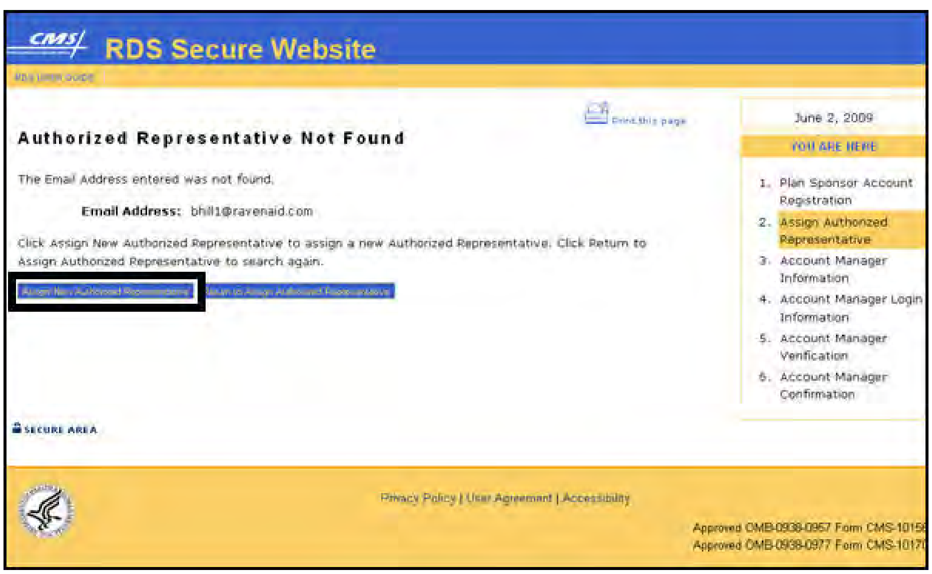
9. Enter the Email Address for the person who will be invited to be the Authorized Representative. An * indicates a required field.
10. Click **Continue** to proceed or click **Cancel** to return to the Plan Sponsor Account Registration page.

Note: You will navigate to one of the following pages based on the Email Address you entered for the Authorized Representative. Follow the instructions for the corresponding page name.

- Authorized Representative Not Found page
- Authorized Representative Found page
- Authorized Representative Cannot Use page

On the Authorized Representative Not Found page:

11. Click **Assign New Authorized Representative** to assign this person as the Authorized Representative or click **Return to Assign Authorized Representative** to enter a new Email Address.

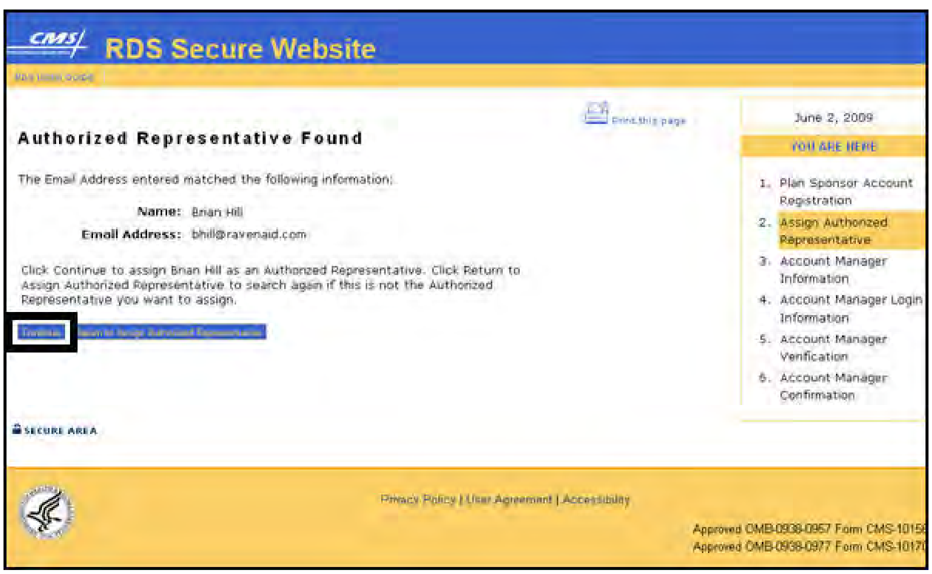


On the Assign New Authorized Representative page:

12. Enter the required information to assign a new Authorized Representative. An * indicates a required field.
13. Click **Continue** to proceed to the Account Manager Information page (skip to step 14) or click **Cancel** to return to the Assign Authorized Representative page.

On the Authorized Representative Found page:

11. Click **Continue** to assign this person as an Authorized Representative (skip to step 14) or click **Return to Assign Authorized Representative** to enter a new Email Address if this is not the Authorized Representative you want to assign.



On the Authorized Representative Cannot Use page:

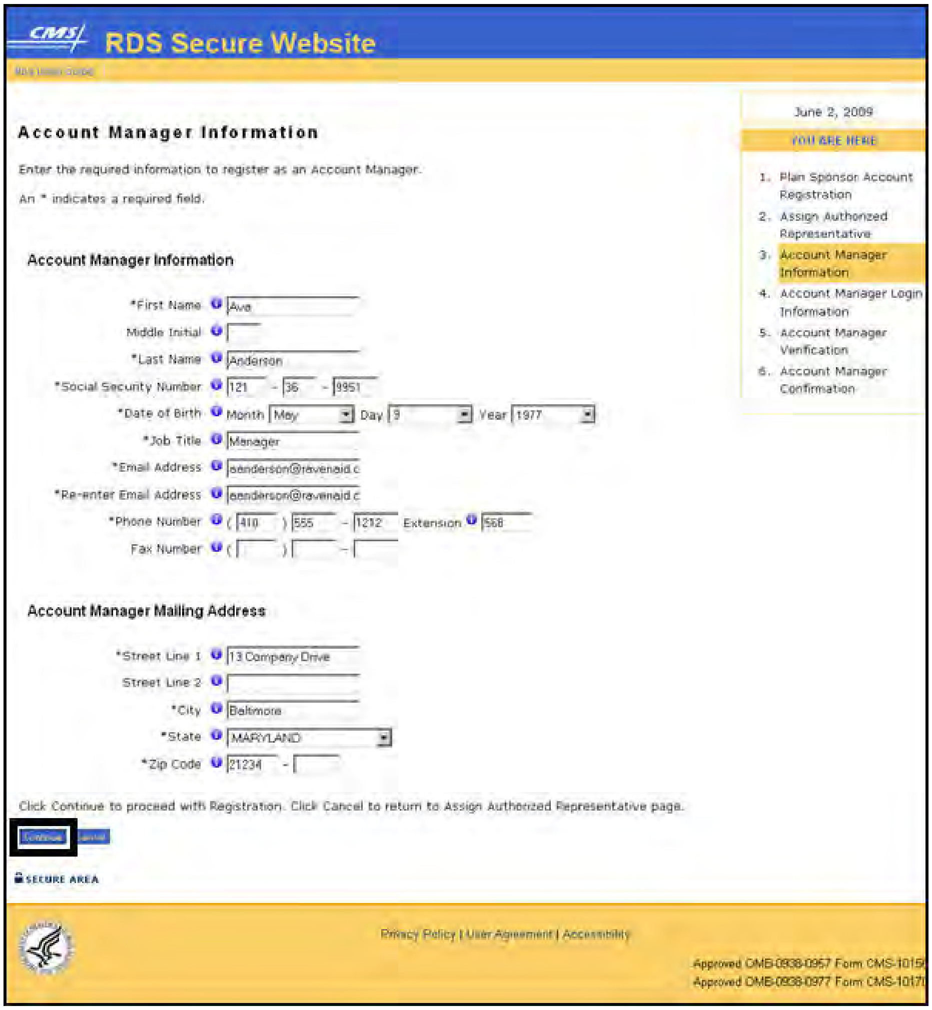
11. Click **Return to Assign Authorized Representative** to enter a new Email Address.

Note: A user cannot be assigned as an Authorized Representative when:

- Their RDS Secure Website user account is inactive. The user must contact CMS' RDS Center Help Line to resolve their inactive account before they can be assigned as an Authorized Representative.
- Their email address is associated with a user account that has a different RDS Secure Website user role.

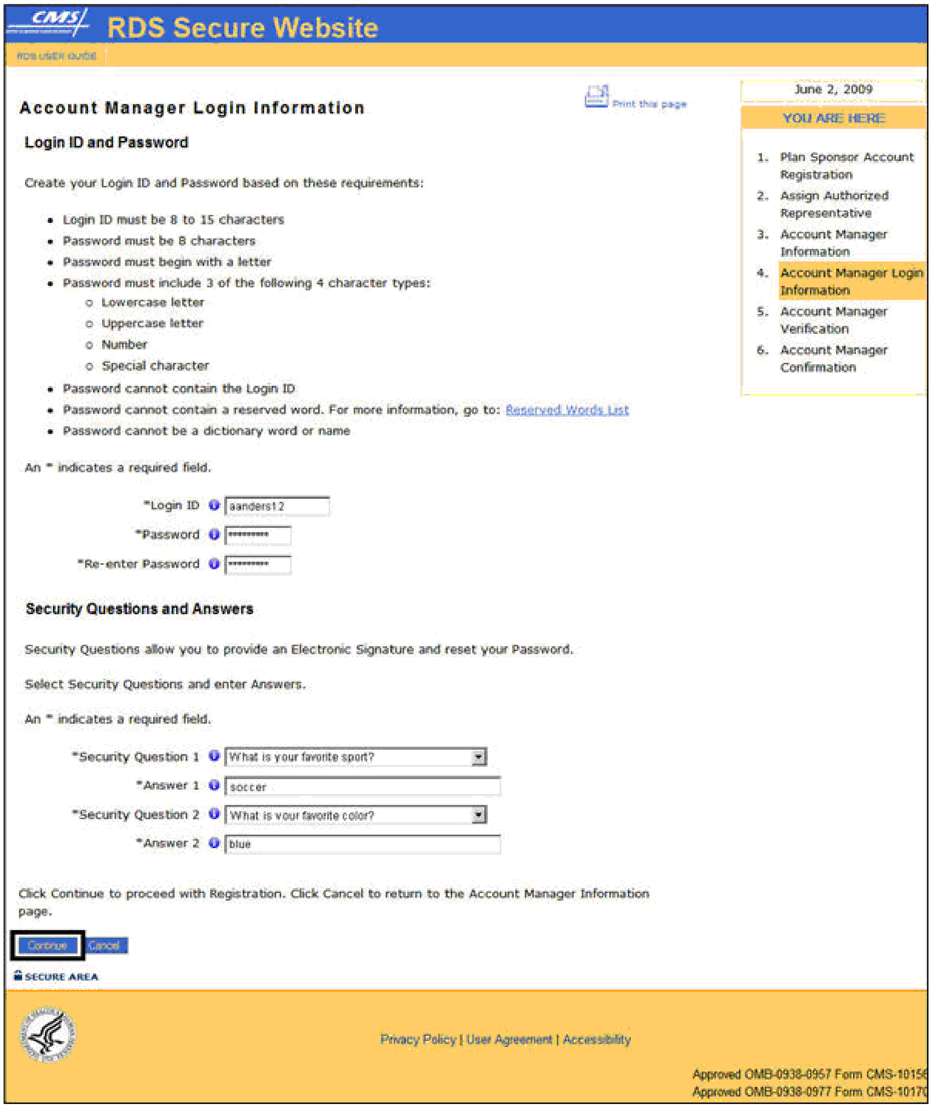
On the Account Manager Information page:

14. Enter the required information to register as an Account Manager. An * indicates a required field.
15. Click **Continue** or click **Cancel** to return to the **Assign Authorized Representative** page.



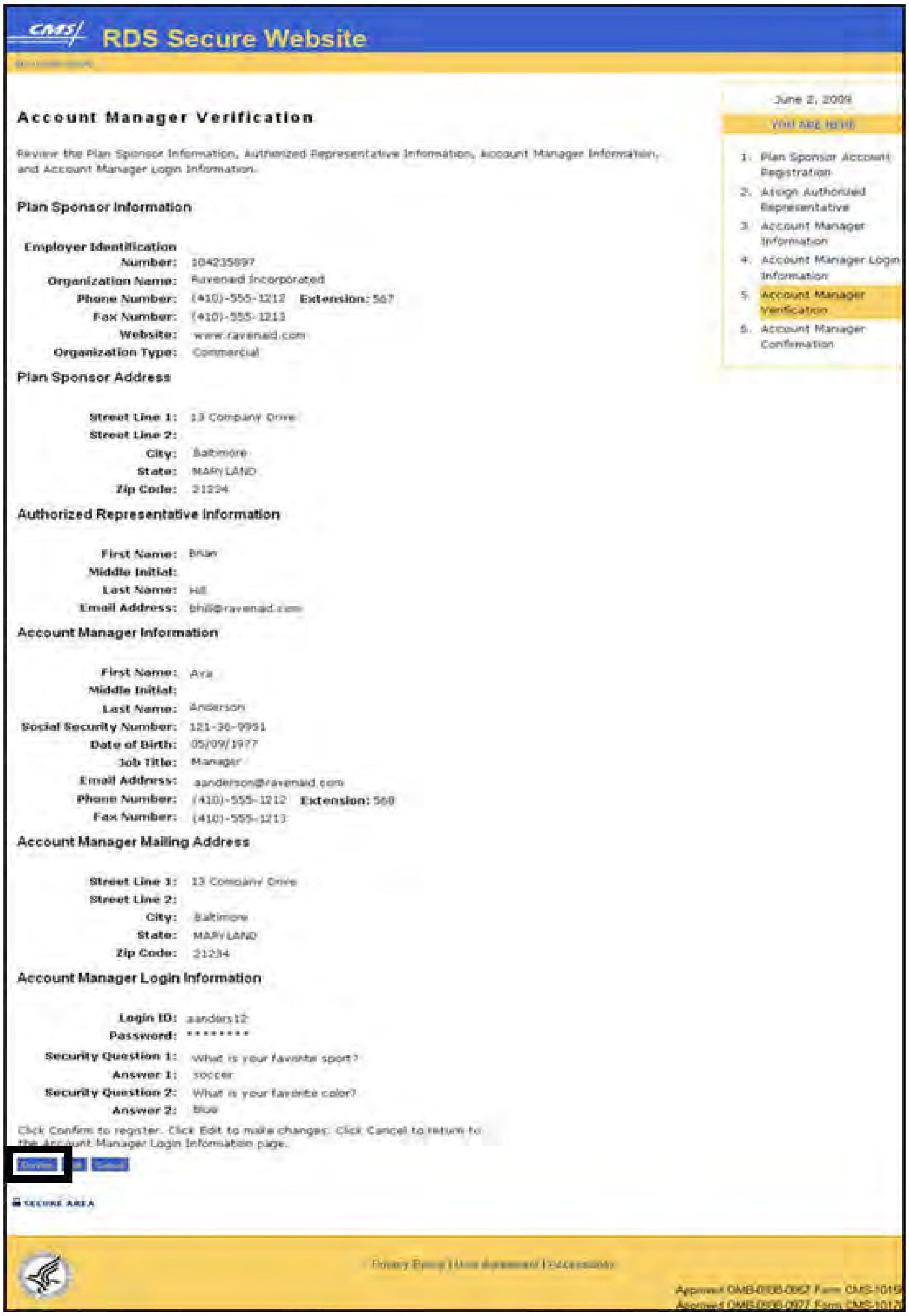
On the Account Manager Login Information page:

16. Enter a Login ID based on the Login ID Requirements.
17. Enter a Password based on the Password Requirements.
18. Re-enter Password for verification.
19. Select Security Questions and enter Answers.
20. Click **Continue** or click **Cancel** to return to the Account Manager Information page.



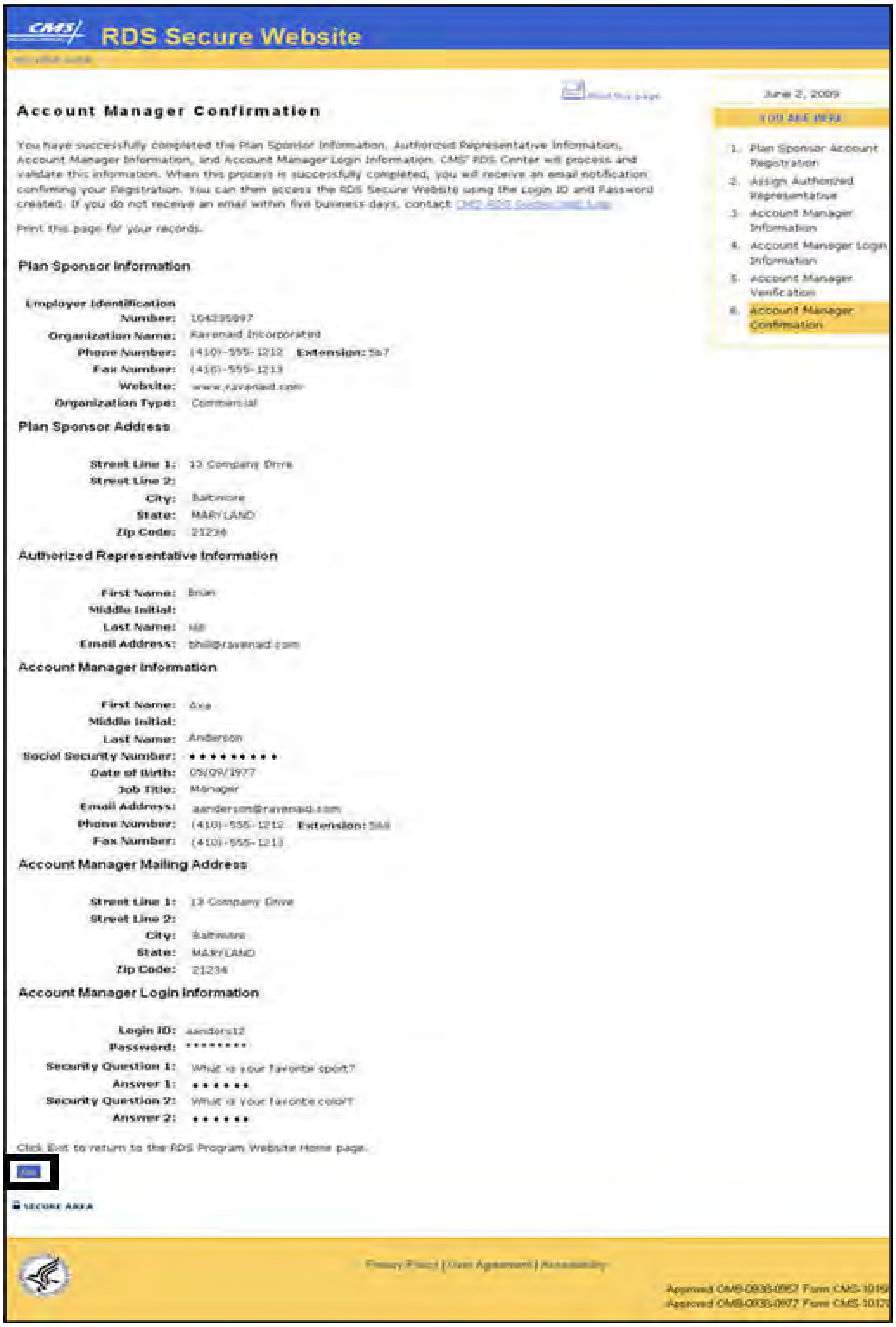
On the Account Manager Verification page:

21. Review the information.
22. Click **Confirm** to accept the information, or click **Edit** to return to the Assign Authorized Representative page and make changes, or click **Cancel** to return to the Account Manager Login Information page.



On the Account Manager Confirmation page:

23. Print this page for your records.
24. Click **Exit** to return to the RDS Program Website.



What's Next After Creating A New Plan Sponsor Account?

CMS' RDS Center will process and validate the Plan Sponsor and Account Manager Registration information. When this process is successfully completed, the Account Manager will receive an email notification confirming the Registration.

The Account Manager can then access the RDS Secure Website using the Login ID and Password created. If the Account Manager does not receive an email within five business days, contact CMS' RDS Center Help Line.

The Authorized Representative will receive an email invitation to register with CMS' RDS Center and a copy of that email will be sent to the Account Manager. The Authorized Representative must follow the instructions in that email invitation to complete Registration. If the Authorized Representative does not receive an email within five business days, contact CMS' RDS Center Help Line.

5 Registering As An RDS Secure Website User

Introduction To User Registration

All Retiree Drug Subsidy (RDS) participants have to complete Registration to access the RDS Secure Website. The Registration process requires a user to enter their personal information and create a Login ID and Password. CMS' RDS Center will send an email confirming the activation of the user's Login ID and Password, within 48 hours after the Registration process is completed.

Federal Law About User Account Access Information Sharing

Individuals are responsible for maintaining and protecting their RDS Secure Website account access. It is a violation of Federal law to share or transfer User Accounts or Login and password information. This is stated on the Login Warning page of the RDS Secure Website:

Login Warning

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To access the RDS Privacy Policy, click the Privacy Policy link in the footer in the RDS Secure Website.

Click **Accept** to indicate your awareness of, and consent to, the terms and conditions for using this U.S. Government information system.

Click **Decline** if you are not authorized to access this U.S. Government system or if you do not agree to the conditions of use stated in this Login Warning.

Account Manager

The Account Manager Registration takes place during the new Plan Sponsor Registration, go to: Create A New Plan Sponsor Account.

Account Manager Reassigned for an existing Plan Sponsor

A new Account Manager reassigned for an existing Plan Sponsor will receive an invitation email to begin Registration within 48 hours after the role is reassigned. Registration can begin after the email invitation is received.

Authorized Representative, Designee, and Actuary

The Authorized Representative, Actuary, and Designee will receive an invitation email to begin Registration within 48 hours after the user role is assigned. Registration can begin after the email invitation is received.

Vendors

Vendors that are identified by the Plan Sponsor are asked to contact CMS' RDS Center Help Line to establish a Vendor ID and establish Electronic Data Interchange (EDI) requirements.

Required Registration Information

Information collection during Registration is limited to only that which is required to perform authentication, permit Retiree Drug Subsidy (RDS) Secure Website use, and allow contact with each user if necessary. Required Registration information varies depending on the user role.

Each individual assigned as an RDS user provides the following information during Registration:

Account Manager

- First Name
- Middle Initial (optional)
- Last Name
- Social Security Number
- Date of Birth
- Job Title
- Email Address
- Phone Number
- Fax Number (optional)
- Mailing Address

Authorized Representative

- First Name
- Middle Initial (optional)
- Last Name
- Social Security Number
- Date of Birth
- Job Title
- Email Address
- Phone Number
- Fax Number (optional)
- Mailing Address

Designee

- Pass Phrase
- First Name
- Middle Initial (optional)
- Last Name
- Social Security Number

- Date of Birth
- Job Title
- Email Address
- Phone Number
- Fax Number (optional)
- Mailing Address

Actuary

- American Academy of Actuaries Membership Number
- First Name
- Middle Initial (optional)
- Last Name
- Social Security Number
- Date of Birth
- Company (optional)
- Job Title (optional)
- Email Address
- Phone Number
- Fax Number (optional)
- Mailing Address

Security Questions

During Registration, each user selects two Security Questions and enters Answers to those Security Questions.

The Security Questions are used to protect personal information, allow RDS users to provide an Electronic Signature, and to reset their Password.

Note: Security Questions can only be changed once in a 24-hour period.

Locked Security Questions

The Security Questions will be locked after multiple incorrect Answers are entered to the Security Questions.

To unlock Security Questions, go to: Change Or Reset Security Questions or contact CMS' RDS Center Help Line.

Login ID Requirements

Each user creates a Login ID during Registration, which allows access to the RDS Secure Website.

Create a Login ID based on the following requirements:

- Can be 8 to 15 characters
- Cannot be the same as Password

Password Requirements

Each user creates a Password during Registration, which allows access to the RDS Secure Website.

Create a Password based on the following requirements:

- Must be 8 characters
- Must begin with a letter
- Must include 3 of the following 4 character types:
  - Lowercase letter
  - Uppercase letter
  - Number
  - Special character
- Must not contain the Login ID
- Must not contain a reserved word. For more information, go to: Appendix L: Reserved Words List
- Must not be a dictionary word or name
- Password cannot match 4 consecutive characters in the most recent Password
- Password cannot match any of the previous 6 Passwords

Note: A Password can only be changed once in a 24-hour period.

Password Expiration

A Password will expire every 60 days and must be changed to access the RDS Secure Website.

Locked User Account

The user account will be locked after multiple incorrect attempts to enter the Password.

To reset your Password, go to: Change Password If Account Is Locked.

Account Manager Registration

The Account Manager Registration takes place during the new Plan Sponsor Registration, go to: Create A New Plan Sponsor Account.

Reassigned Or Invited Account Manager Registration

An existing Account Manager can be reassigned to an existing Plan Sponsor account, or a new user may be assigned an Account Manager role.

Registration can begin after the user receives the invitation email. Follow the instructions in the invitation email to begin Registration.

From the Invitation Email sent from CMS' RDS Center:

1. Click the link to go to the Account Manager Registration page.

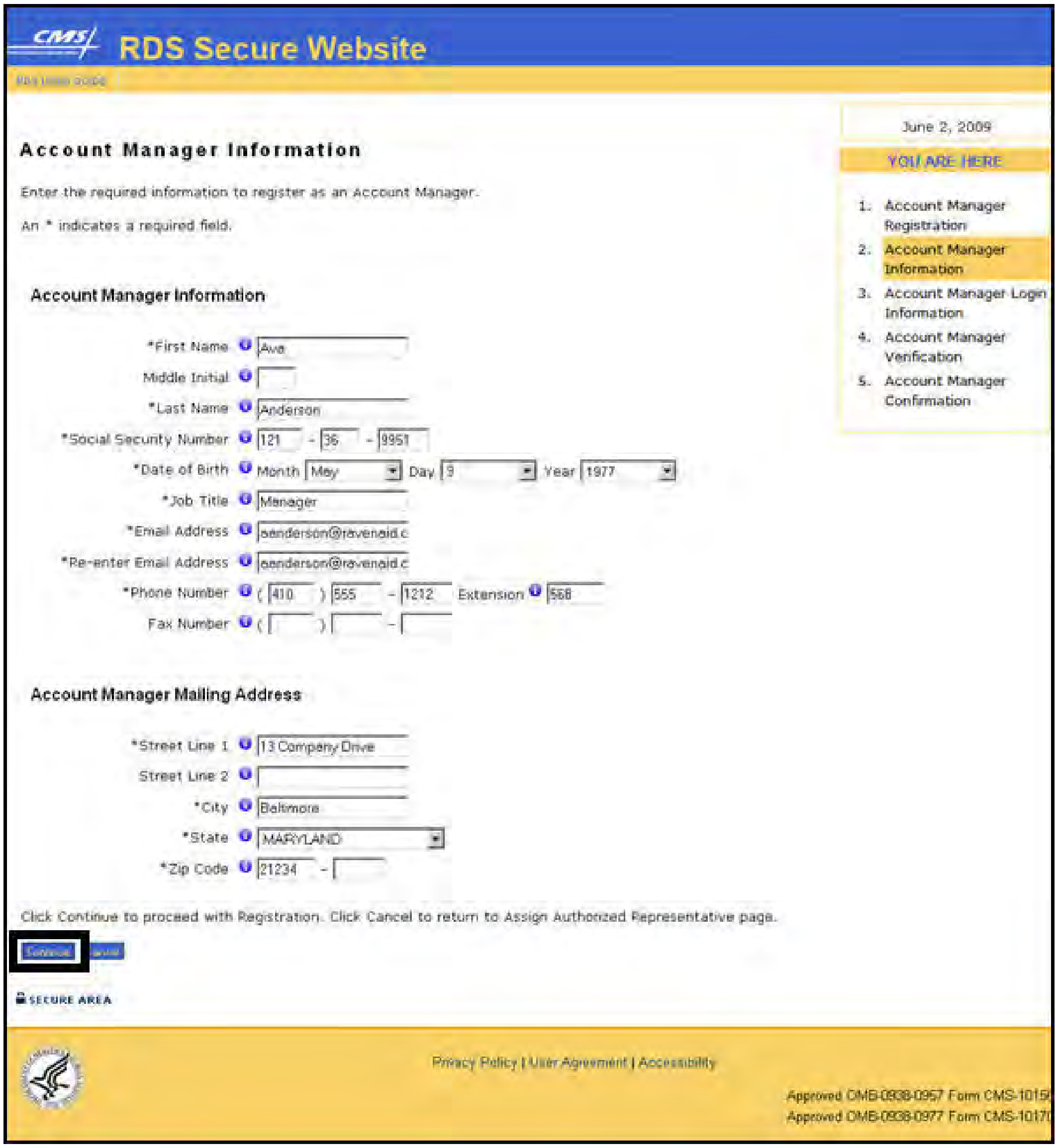
On the Account Manager Registration page:

2. Read the User Agreement. Use the scroll bar to scroll through and view the User Agreement or click the link to view and print the User Agreement in a new window.

3. Click the checkbox to accept the User Agreement.
4. Click **Continue** to proceed or click **Cancel** to terminate this process and go to the RDS Program Website. (If you click **Cancel**, an Exit Warning will open in a new window.)

On the Account Manager Information page:

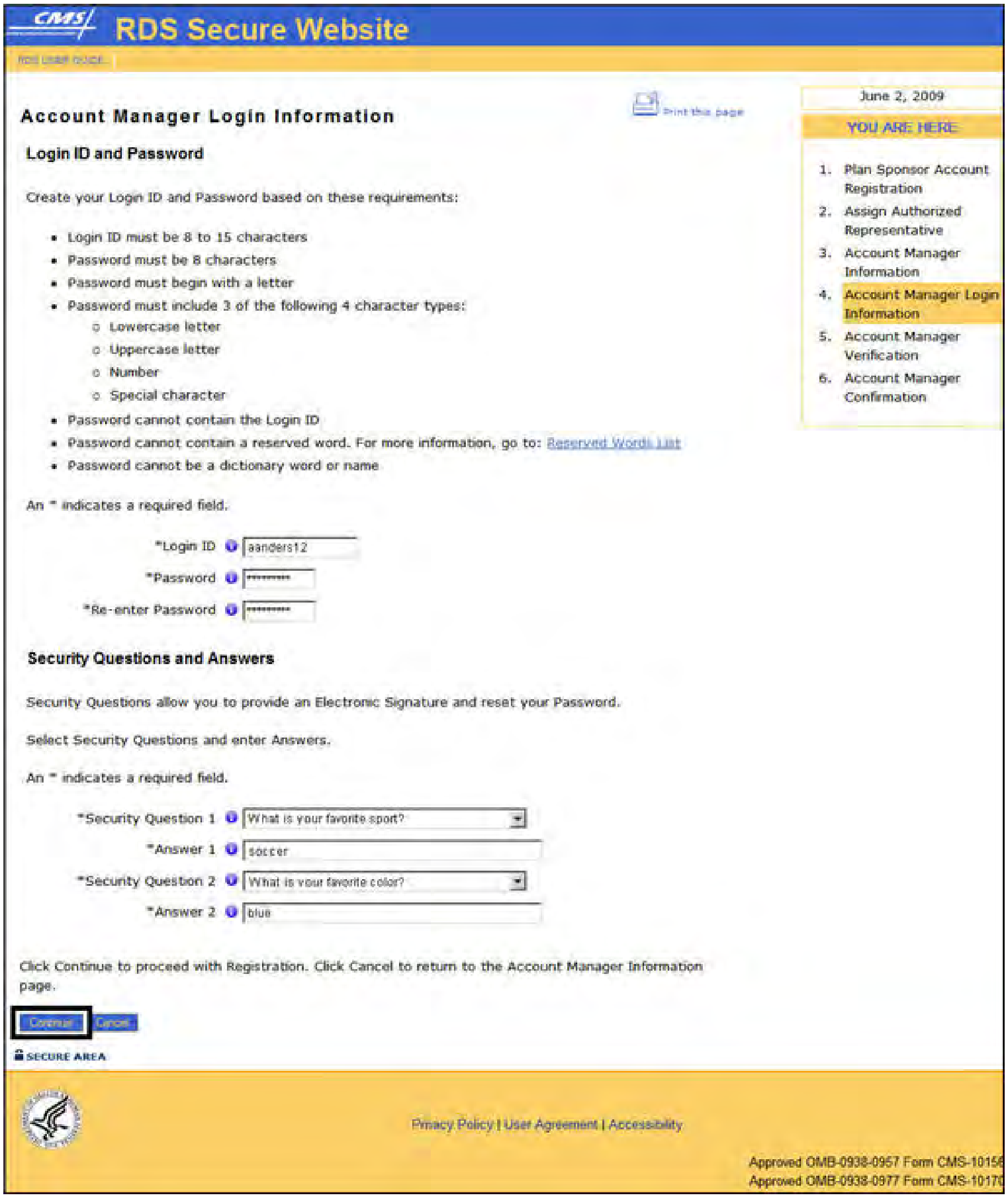
5. Enter the required information to register as an Account Manager. An * indicates a required field.
6. Click **Continue** to proceed or click **Cancel** to return to the Account Manager Registration page.



On the Account Manager Login Information page:

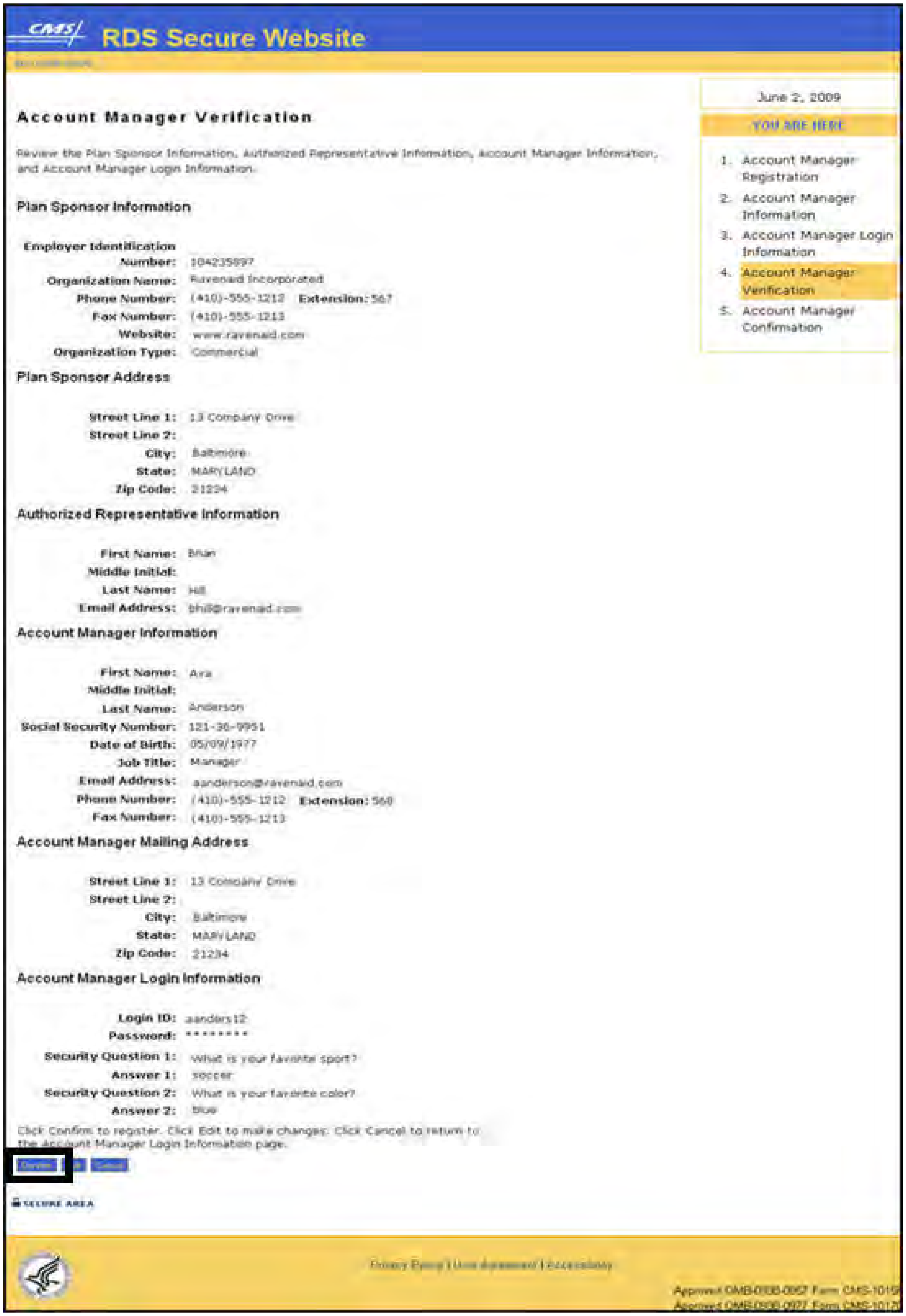
An * indicates a required field.

7. Enter a Login ID based on the Login ID Requirements*.
8. Enter a Password based on the Password Requirements*.
9. Re-enter Password for verification*.
10. Select Security Questions and enter Answers*.
11. Click **Continue** to proceed or click **Cancel** to return to the Account Manager Information page.



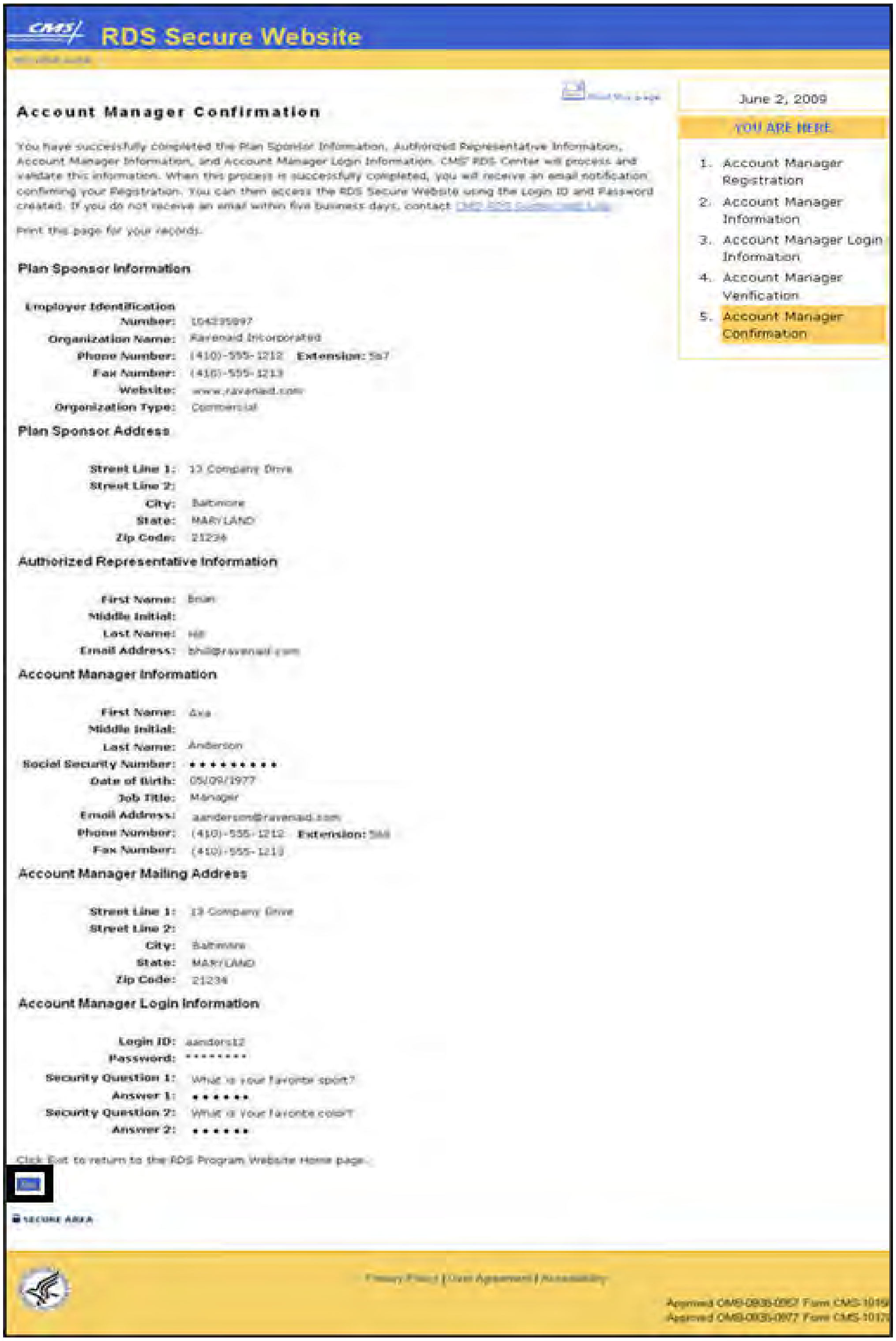
On the Account Manager Verification page:

12. Review the information.
13. Click **Confirm** to accept the information, or click **Edit** to return to the Account Manager Information page and make changes, or click **Cancel** to return to the Account Manager Login Information page.



On the Account Manager Confirmation page:

14. Print this page for your records.
15. Click **Exit** to go to the RDS Program Website.


RDS Secure Website

June 2, 2009

YOU ARE HERE

1. Account Manager Registration
2. Account Manager Information
3. Account Manager Login Information
4. Account Manager Verification
5. Account Manager Confirmation

Account Manager Confirmation

You have successfully completed the Plan Sponsor Information, Authorized Representative Information, Account Manager Information, and Account Manager Login Information. CMS' RDS Center will process and validate this information. When this process is successfully completed, you will receive an email notification confirming your Registration. You can then access the RDS Secure Website using the Login ID and Password created. If you do not receive an email within five business days, contact CMS RDS Center Help Line.

Print this page for your records.

Plan Sponsor Information

Employer Identification Number: 104235897
Organization Name: Ravenaid Incorporated
Phone Number: (410)-555-1212 Extension: 567
Fax Number: (410)-555-1213
Website: www.ravenaid.com
Organization Type: Commercial

Plan Sponsor Address

Street Line 1: 13 Company Drive
Street Line 2:
City: Baltimore
State: MARYLAND
Zip Code: 21234

Authorized Representative Information

First Name: Brian
Middle Initial:
Last Name: Hill
Email Address: bhill@ravenaid.com

Account Manager Information

First Name: Axa
Middle Initial:
Last Name: Anderson
Social Security Number: *********
Date of Birth: 05/09/1977
Job Title: Manager
Email Address: aanderson@ravenaid.com
Phone Number: (410)-555-1212 Extension: 566
Fax Number: (410)-555-1213

Account Manager Mailing Address

Street Line 1: 13 Company Drive
Street Line 2:
City: Baltimore
State: MARYLAND
Zip Code: 21234

Account Manager Login Information

Login ID: aanders12
Password: ********
Security Question 1: What is your favorite sport?
Answer 1: ******
Security Question 2: What is your favorite color?
Answer 2: ******

Click Exit to return to the RDS Program Website Home page.

SECURE AREA

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

Authorized Representative Registration

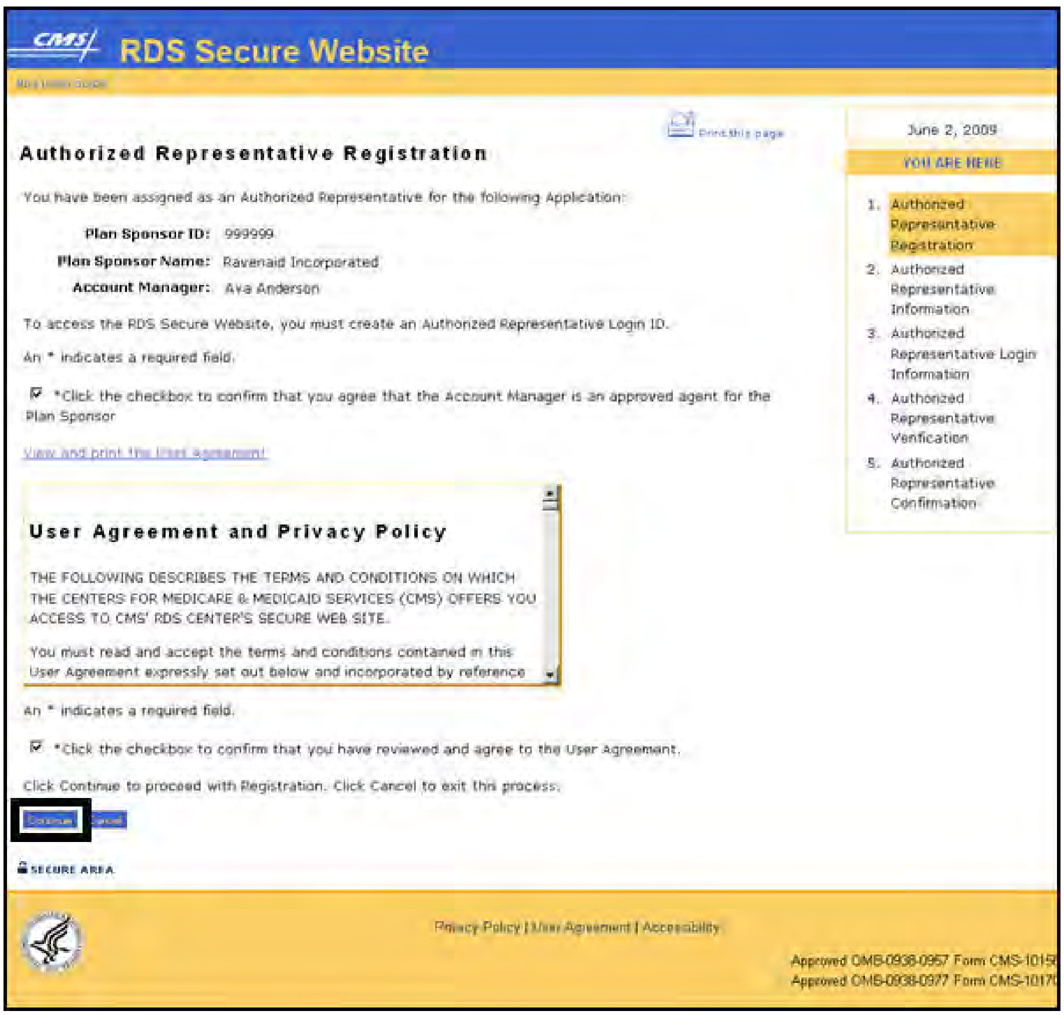
Registration can begin after the user receives the invitation email. Follow the instructions in the invitation email to begin Registration.

From the Invitation Email sent from CMS' RDS Center:

1. Click the link to go to the Authorized Representative Registration page.

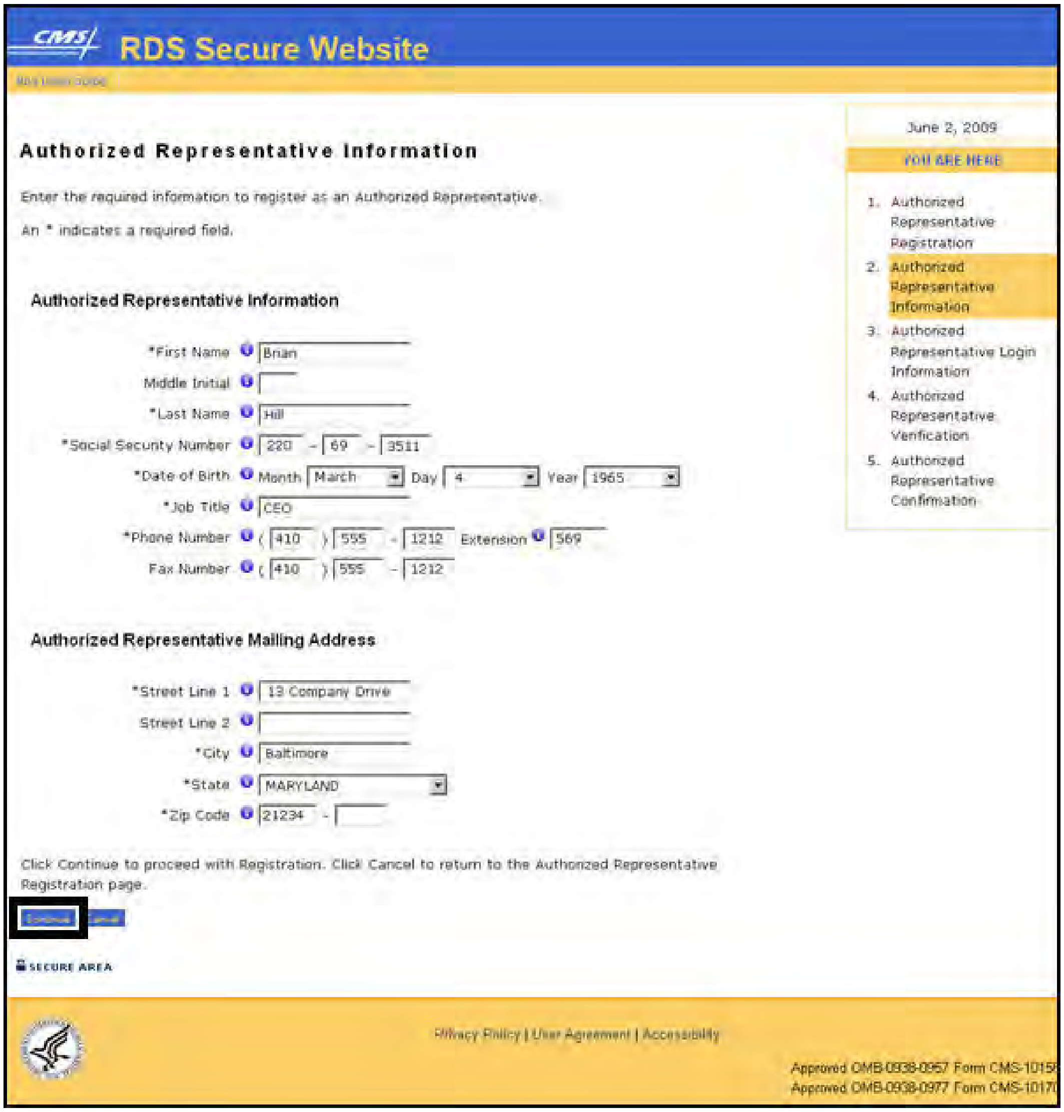
On the Authorized Representative Registration page:

2. Click the checkbox to confirm that you agree that the Account Manager is an approved agent for the Plan Sponsor.
3. Read the User Agreement. Use the scroll bar to scroll through and view the User Agreement or click the link to view and print the User Agreement in a new window.
4. Click the checkbox to accept the User Agreement.
5. Click **Continue** to proceed or click **Cancel** to terminate this process and go to the RDS Program Website. (If you click **Cancel**, an Exit Warning will open in a new window.)



On the Authorized Representative Information page:

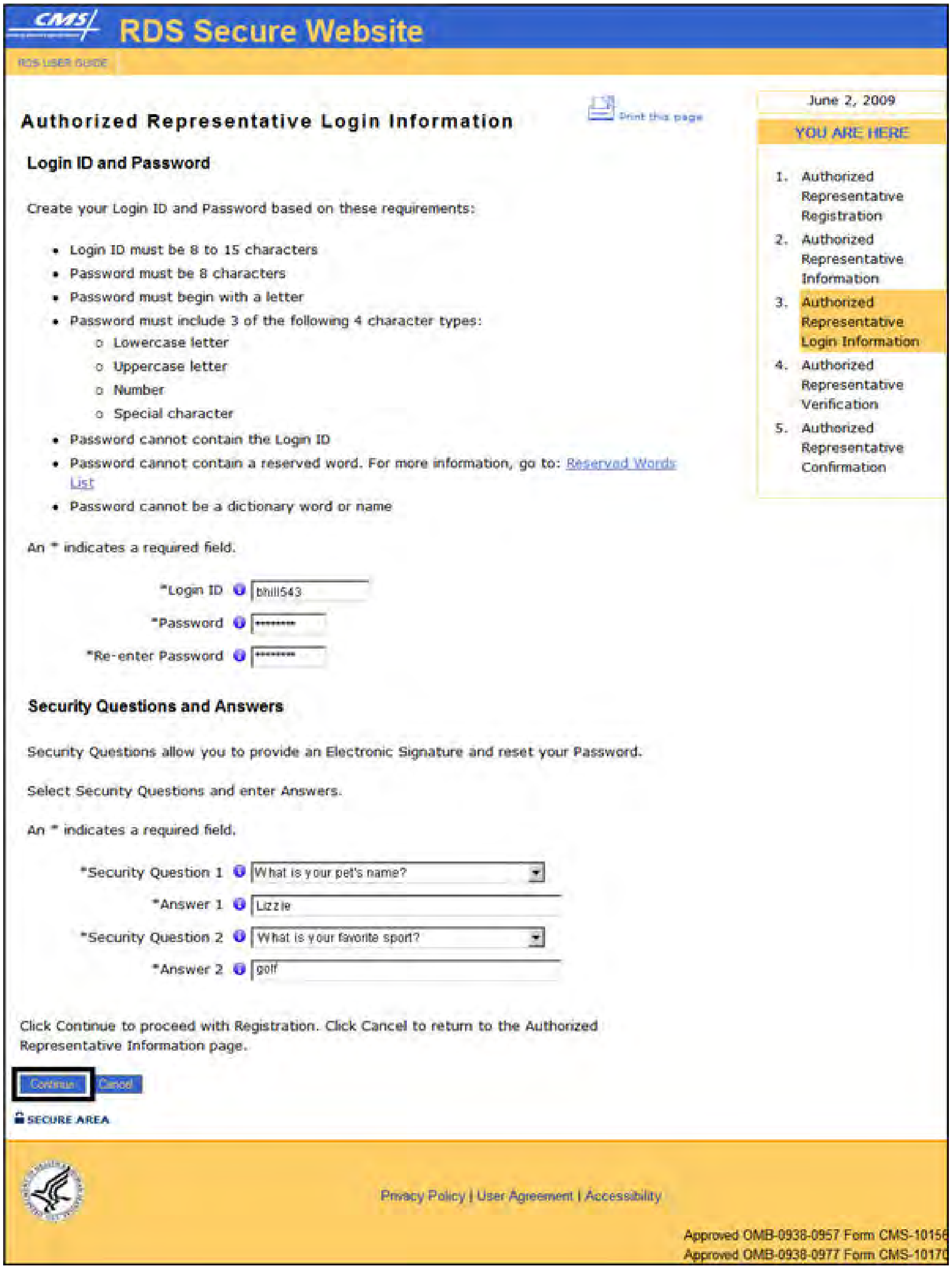
6. Enter the required information to register as an Authorized Representative. An * indicates a required field.
7. Click **Continue** to proceed or click **Cancel** to return to the Authorized Representative Registration page.



On the Authorized Representative Login Information page:

An * indicates a required field.

8. Enter a Login ID based on the Login ID Requirements*.
9. Enter a Password based on the Password Requirements*.
10. Re-enter Password for verification*.
11. Select Security Questions and enter Answers*.
12. Click **Continue** to proceed or click **Cancel** to return to the Authorized Representative Information page.

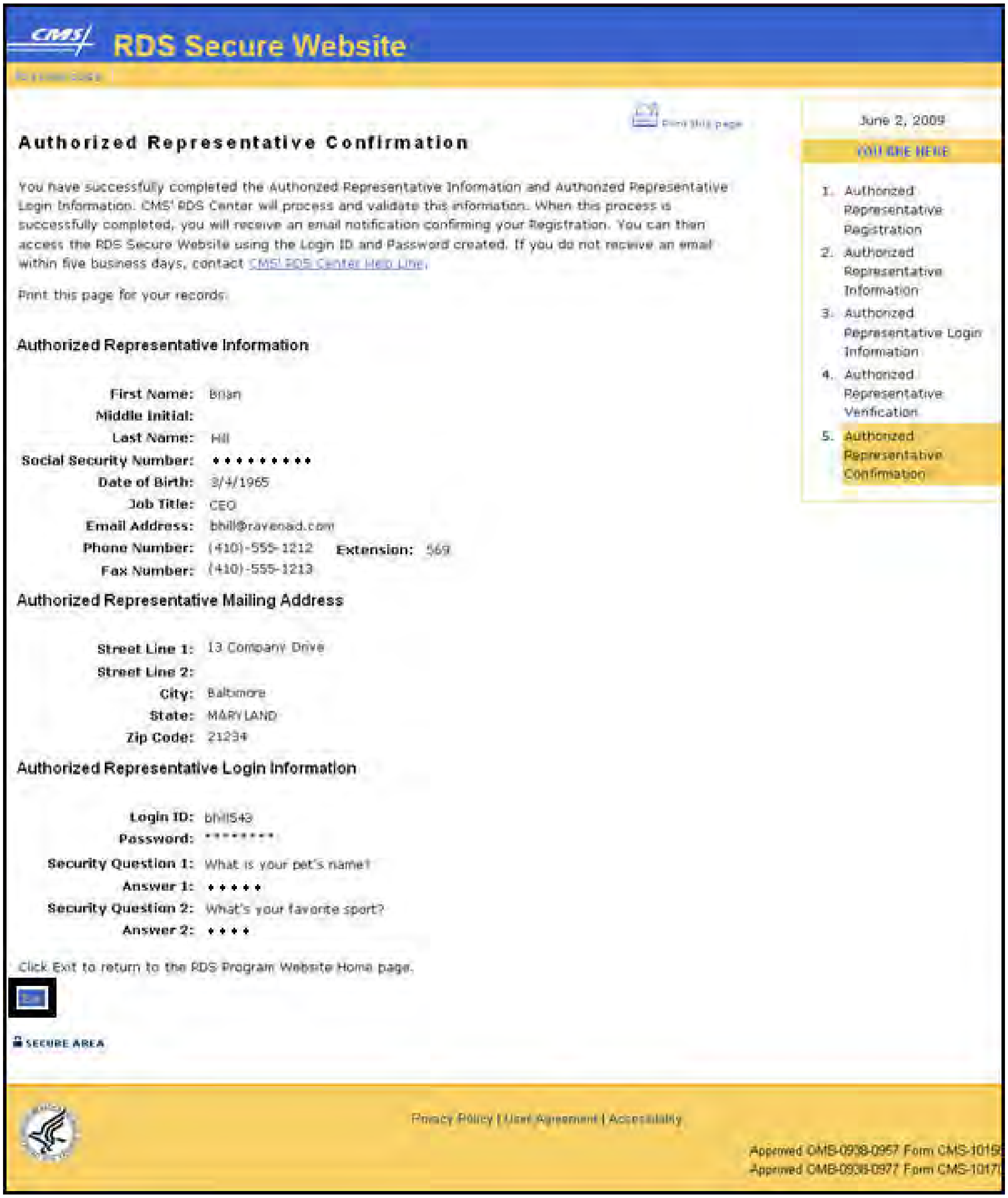


On the Authorized Representative Verification page:

13. Review the information.
14. Click **Confirm** to accept the information, or click **Edit** to return to the Authorized Representative Information page and make changes, or click **Cancel** to return to the Authorized Representative Login Information page.

On the Authorized Representative Confirmation page:

15. Print this page for your records.
16. Click **Exit** to go to the RDS Program Website.


RDS Secure Website

June 2, 2009

Authorized Representative Confirmation

Print this page

You have successfully completed the Authorized Representative Information and Authorized Representative Login Information. CMS' RDS Center will process and validate this information. When this process is successfully completed, you will receive an email notification confirming your Registration. You can then access the RDS Secure Website using the Login ID and Password created. If you do not receive an email within five business days, contact CMS' RDS Center Help Line.

Print this page for your records.

YOU ARE HERE

1. Authorized Representative Registration
2. Authorized Representative Information
3. Authorized Representative Login Information
4. Authorized Representative Verification
5. Authorized Representative Confirmation

Authorized Representative Information

First Name: Brian
Middle Initial:
Last Name: Hill
Social Security Number: •••••••••
Date of Birth: 3/4/1965
Job Title: CEO
Email Address: bhill@ravenad.com
Phone Number: (410)-555-1212 Extension: 569
Fax Number: (410)-555-1213

Authorized Representative Mailing Address

Street Line 1: 13 Company Drive
Street Line 2:
City: Baltimore
State: MARYLAND
Zip Code: 21234

Authorized Representative Login Information

Login ID: bhill543
Password: ********
Security Question 1: What is your pet's name?
Answer 1: •••••
Security Question 2: What's your favorite sport?
Answer 2: ••••

Click Exit to return to the RDS Program Website Home page.

SECURE AREA

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

Designee Registration

Registration can begin after the user receives the invitation email. Follow the instructions in the invitation email to begin Registration.

From the Invitation Email sent from CMS' RDS Center:

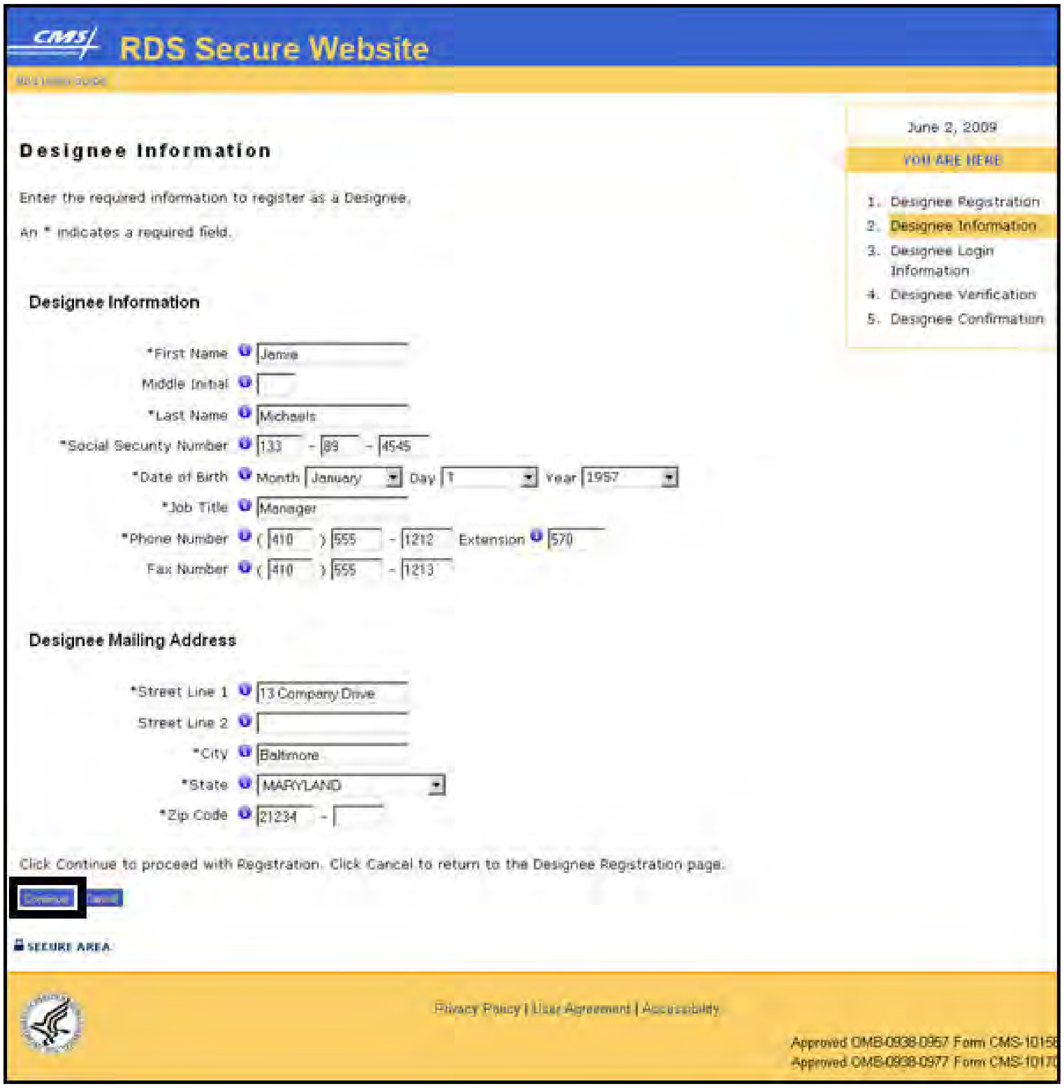
1. Click the link to go to the Designee Registration page.

On the Designee Registration page:

2. Enter the Pass Phrase that was created by either the Account Manager or the Authorized Representative and communicated to you outside of the RDS Secure Website (maximum of 30 characters).
3. Read the User Agreement. Use the scroll bar to scroll through and view the User Agreement or click the link to view and print the User Agreement in a new window.
4. Click the checkbox to accept the User Agreement.
5. Click **Continue** to proceed or click **Cancel** to terminate this process and go to the RDS Program Website. (If you click **Cancel**, an Exit Warning will open in a new window.)

On the Designee Information page:

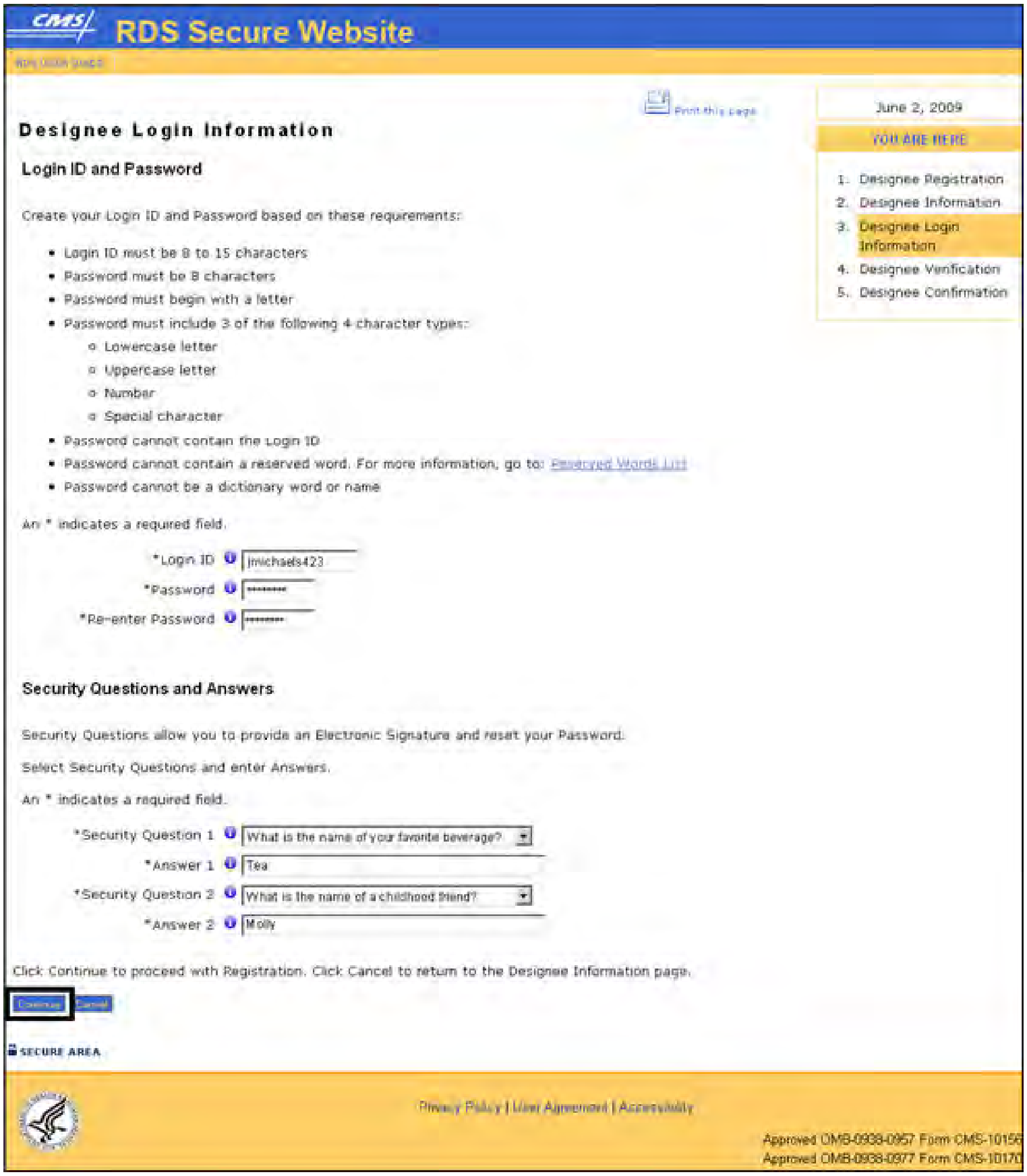
6. Enter the required information to register as a Designee. An * indicates a required field.
7. Click **Continue** to proceed or click **Cancel** to return to the Designee Registration page.



On the Designee Login Information page:

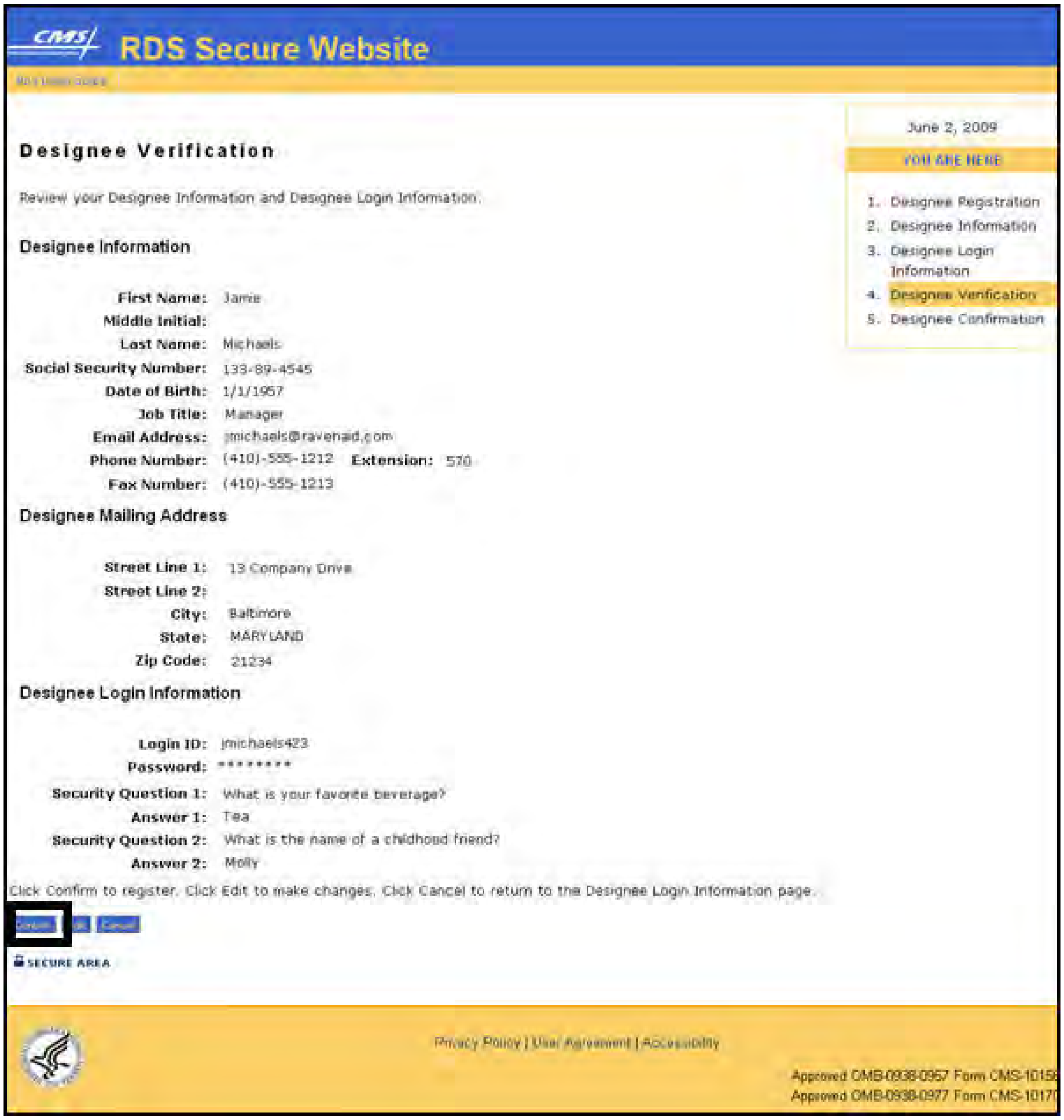
An * indicates a required field.

8. Enter a Login ID based on the Login ID Requirements*.
9. Enter a Password based on the Password Requirements*.
10. Re-enter Password for verification*.
11. Select Security Questions and enter Answers*.
12. Click **Continue** to proceed or click **Cancel** to return to the Designee Information page.



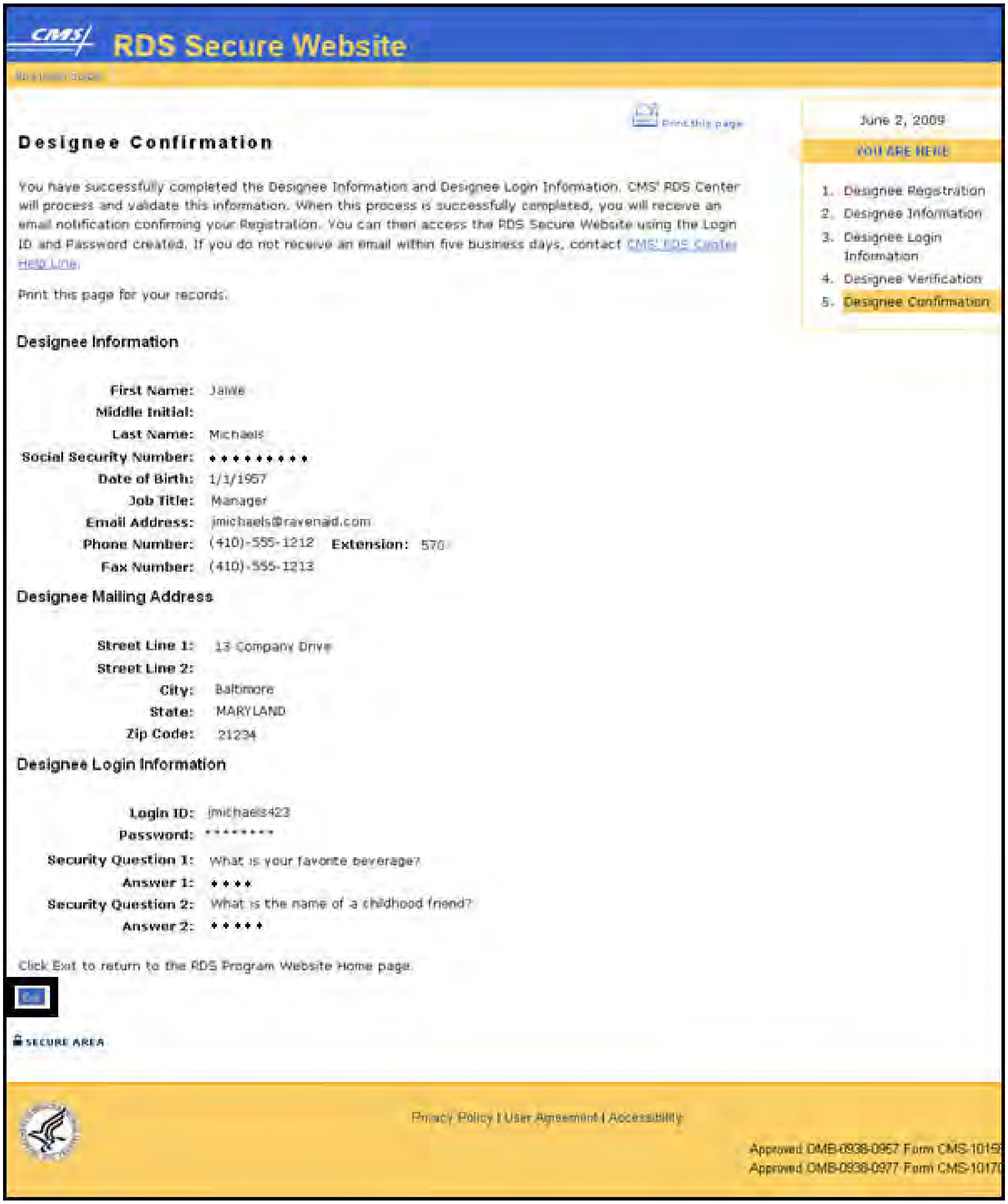
On the Designee Verification page:

13. Review the information.
14. Click **Confirm** to accept the information, or click **Edit** to return to the Designee Information page and make changes, or click **Cancel** to return to the Designee Login Information page.



On the Designee Confirmation page:

15. Print this page for your records.
16. Click **Exit** to go to the RDS Program Website.



Actuary Registration

Registration can begin after the user receives the invitation email. Follow the instructions in the invitation email to begin Registration.

From the Invitation Email sent from CMS' RDS Center:

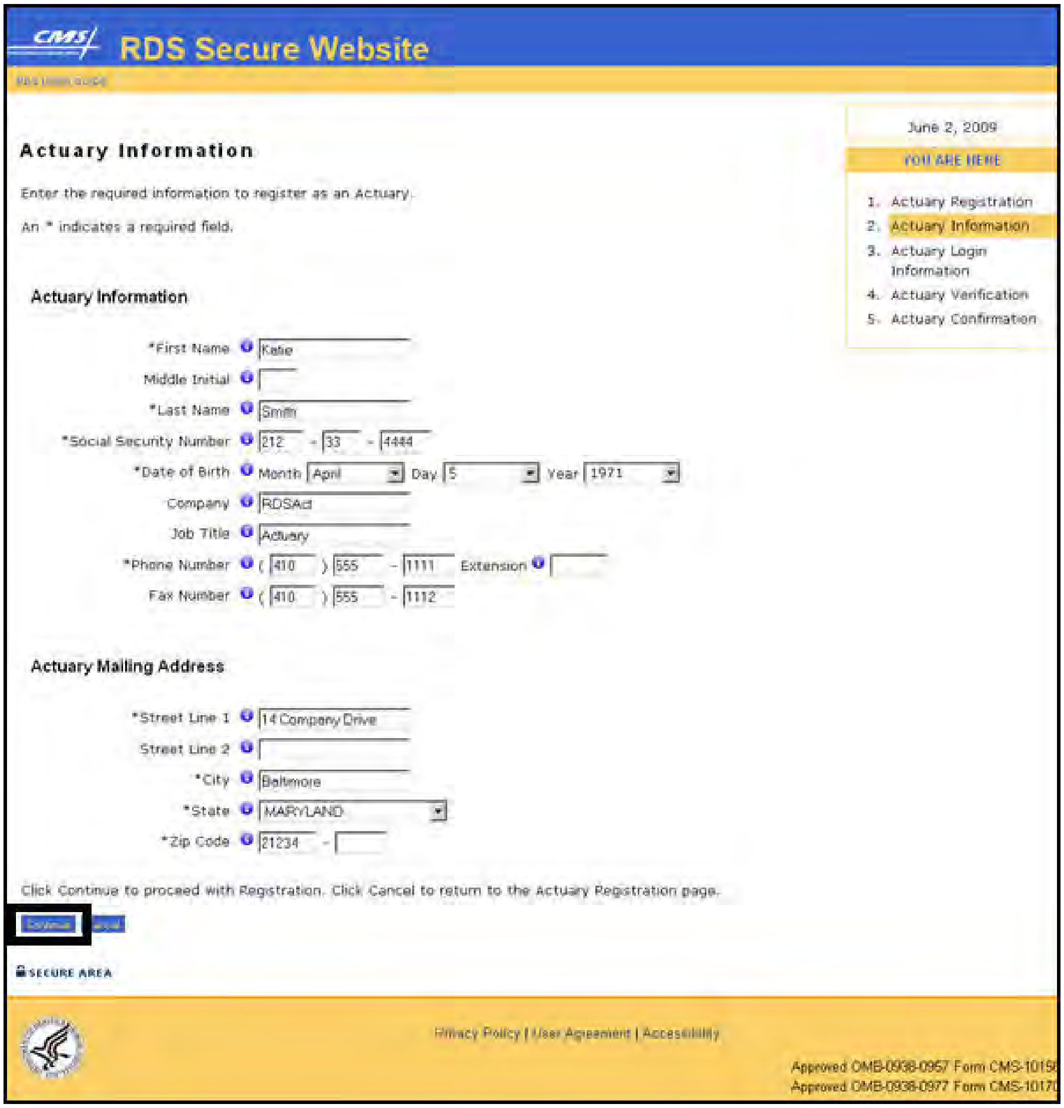
1. Click the link to go to the Actuary Registration page.

On the Actuary Registration page:

2. Enter your American Academy of Actuaries Membership Number.
3. Read the User Agreement. Use the scroll bar to scroll through and view the User Agreement or click the link to view and print the User Agreement in a new window.
4. Click the checkbox to accept the User Agreement.
5. Click **Continue** to proceed or click **Cancel** to terminate this process and go to the RDS Program Website. (If you click **Cancel**, an Exit Warning will open in a new window.)

On the Actuary Information page:

6. Enter the required information to register as an Actuary. An * indicates a required field.
7. Click **Continue** to proceed or click **Cancel** to return to the Actuary Registration page.


RDS Secure Website

June 2, 2009

YOU ARE HERE

1. Actuary Registration
2. Actuary Information
3. Actuary Login Information
4. Actuary Verification
5. Actuary Confirmation

Actuary Information

Enter the required information to register as an Actuary.

An * indicates a required field.

Actuary Information

*First Name: Katie
Middle Initial:
*Last Name: Smith
*Social Security Number: 212 - 33 - 4444
*Date of Birth: Month April, Day 5, Year 1971
Company: RDSAct
Job Title: Actuary
*Phone Number: (410) 555 - 1111 Extension
Fax Number: (410) 555 - 1112

Actuary Mailing Address

*Street Line 1: 14 Company Drive
Street Line 2:
*City: Baltimore
*State: MARYLAND
*Zip Code: 21234 -

Click Continue to proceed with Registration. Click Cancel to return to the Actuary Registration page.

SECURE AREA

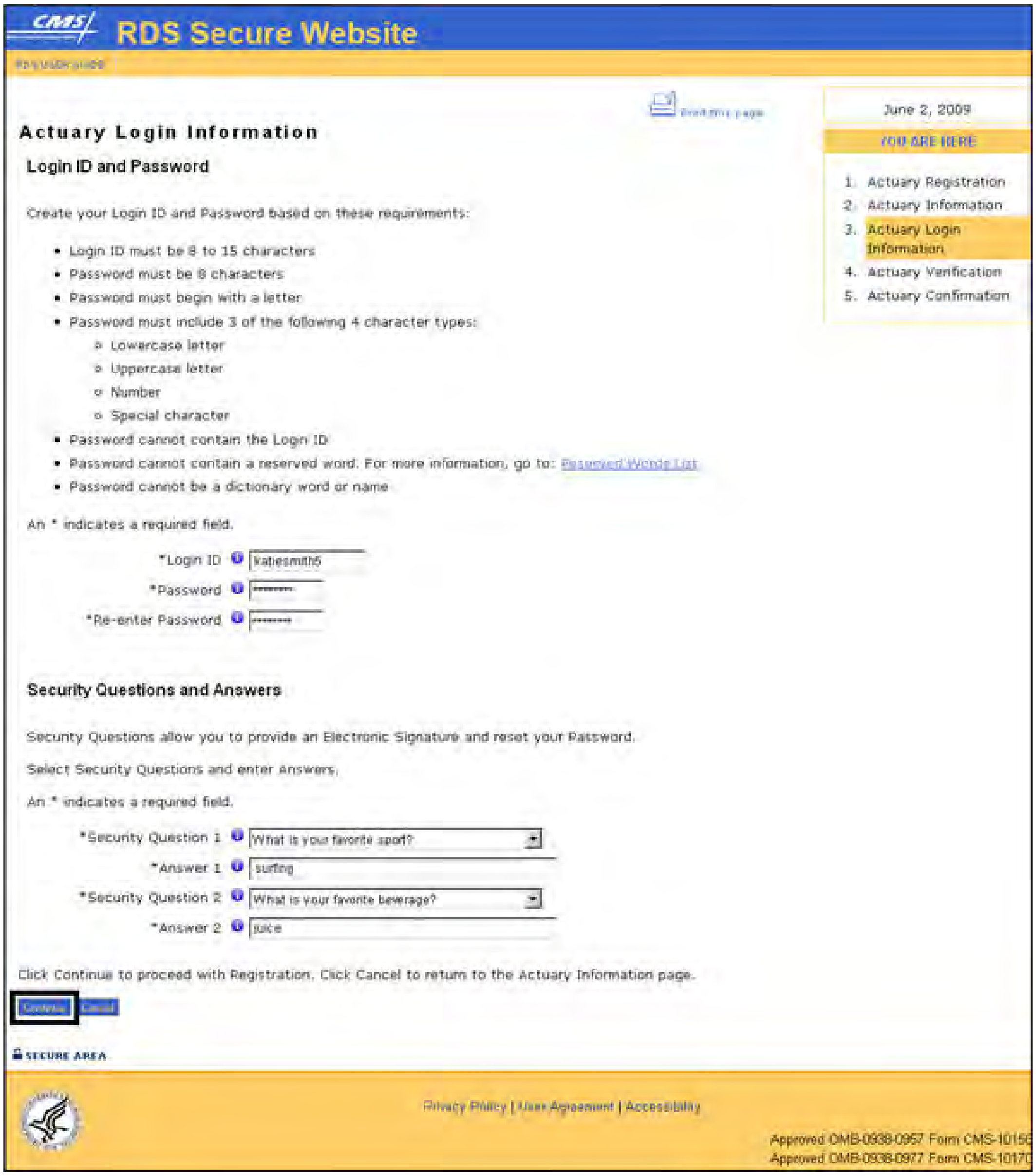
Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Actuary Login Information page:

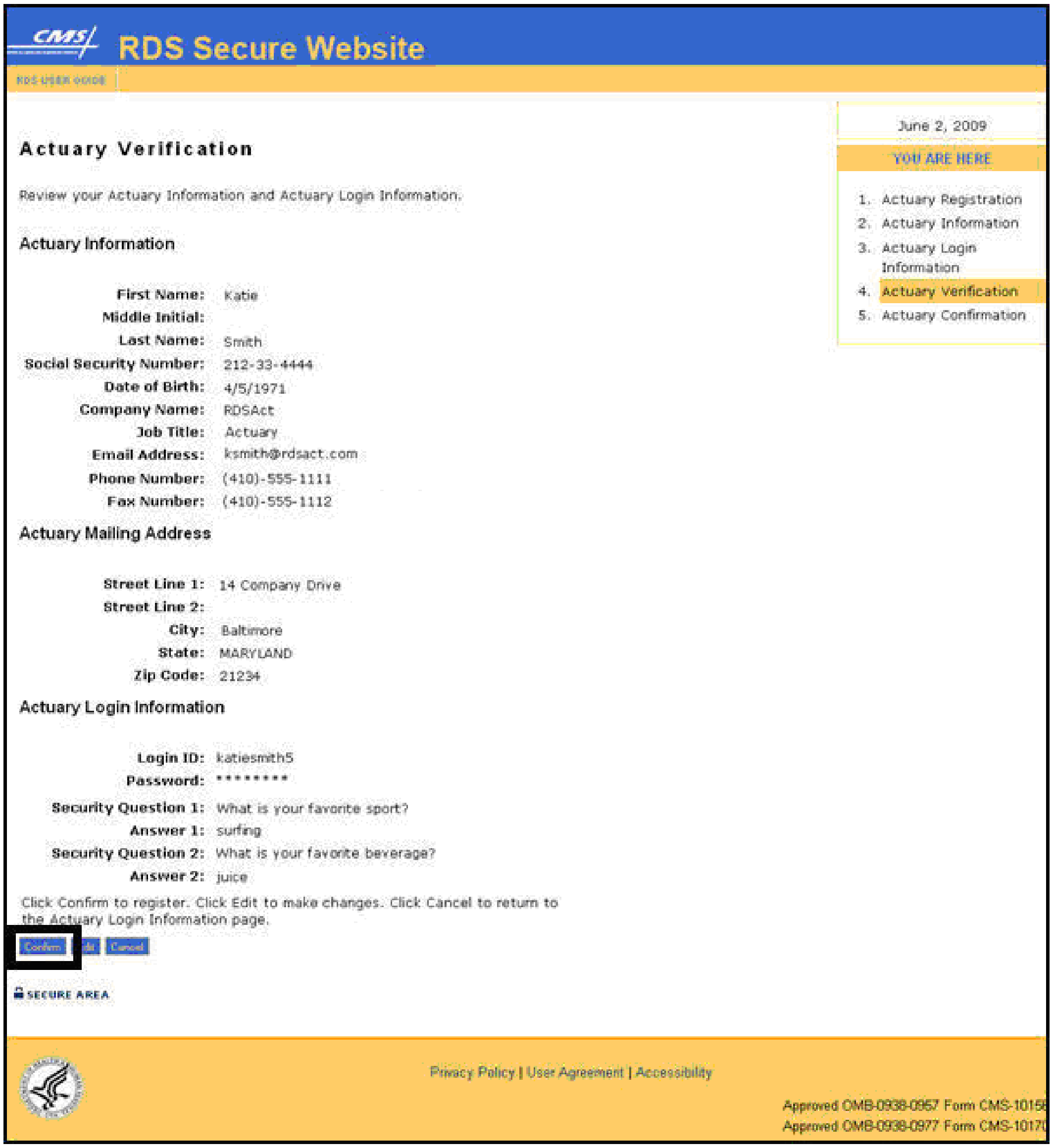
An * indicates a required field.

8. Enter a Login ID based on the Login ID Requirements*.
9. Enter a Password based on the Password Requirements*.
10. Re-enter Password for verification*.
11. Select Security Questions and enter Answers*.
12. Click **Continue** to proceed or click **Cancel** to return to the Actuary Information page.



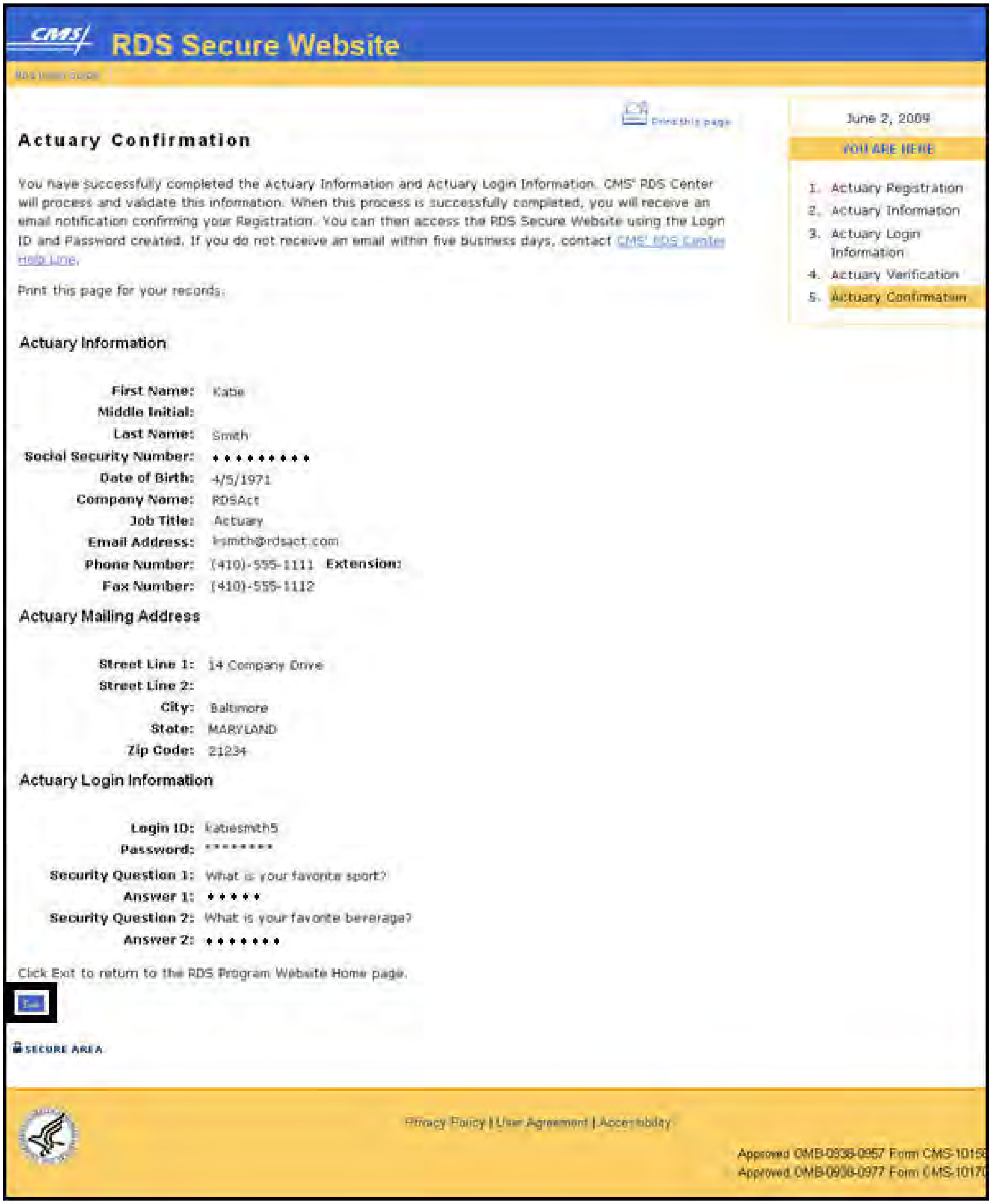
On the Actuary Verification page:

13. Review the information.
14. Click **Confirm** to accept the information, or click **Edit** to return to the Actuary Information page and make changes, or click **Cancel** to return to the Actuary Login Information page.



On the Actuary Confirmation page:

15. Print this page for your records.
16. Click **Exit** to go to the RDS Program Website.



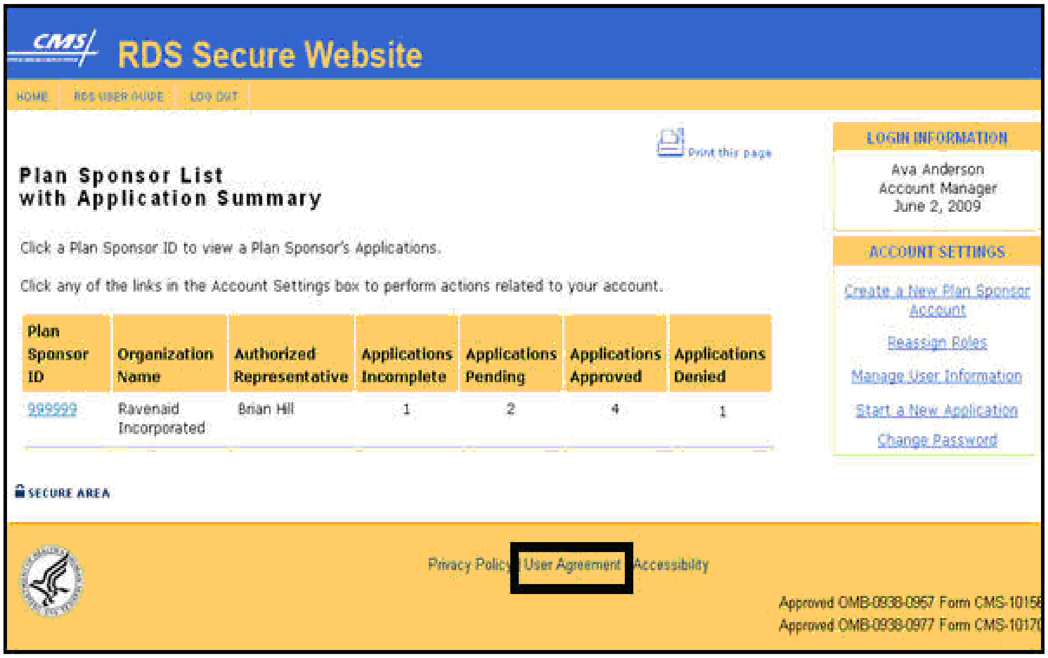
View User Agreement

The User Agreement is an agreement put forth by the Centers for Medicare & Medicaid Services' (CMS') Retiree Drug Subsidy (RDS) Center that outlines the terms and conditions of accessing the RDS Secure Website. The agreement covers purpose, privacy policy, systems of records, links, pop-up advertisements, outdated information, accessibility, and the Freedom of Information Act (FOIA) along with all subsets of these topics.

To view the User Agreement language, go to: Appendix C: User Agreement.

View The User Agreement After Registration

The User Agreement appears during RDS Secure Website user Registration. To view after registering, click the link at the bottom of any RDS Secure Website page.



6 Applying For The RDS Program

Submitting The Valid Initial Online Application And The Valid Initial Retiree List By The Application Deadline

To participate in the Retiree Drug Subsidy (RDS) Program, the Plan Sponsor must submit a timely RDS Application prior to the expiration of the Application Deadline.

There are 9 steps in the Application Submission Process. Step 1 through Step 9 may be accessed from the Application Status page.

Use the Application Status page to complete the Application Submission Process, monitor the status of the Application, maintain the Application, and keep track of deadlines.

The Application Submission Process includes two components:

Valid Initial Online Application

The Valid Initial Online Application consists of 8 steps. In the first 7 steps of the Application Submission Process, a Plan Sponsor defines the details regarding their Application. Step 8 allows the Authorized Representative to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application to CMS' RDS Center.

Valid Initial Retiree List

Step 9, submission of the Valid Initial Retiree List, is the first transfer of retiree information from the Plan Sponsor to CMS' RDS Center. The Valid Initial Retiree List is a collection of data about the beneficiaries for whom the Plan Sponsor is seeking subsidy.

A Valid Initial Retiree List can be received by CMS' RDS Center after the Application has been started, an Application Number is assigned, Benefit Options have been established, and Retiree Electronic Data Interchange (EDI) Methods and Sources have been defined.

Meet The Application Deadline

For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Plan Sponsors can view the Application Deadline on the Application Status page of the RDS Secure Website.

User Role/Responsibility For Submitting An Application And Valid Initial Retiree List

The Authorized Representative is required to submit the Application. The Authorized Representative is the only user role that has the authority to sign the Plan Sponsor Agreement in the RDS Secure Website.

For step by step instructions on how to submit an Application to CMS' RDS Center using the RDS Secure Website, go to: Submit An Application. These instructions are only applicable to the Authorized Representative.

The Account Manager, Authorized Representative, and Designee(s) with the View/Send/Receive Retiree Data privilege can submit a Valid Initial Retiree List using the RDS Secure Website. For more information on submitting retiree information using the Mainframe, Voluntary Data Sharing Agreement, and Mandatory Insurer Reporting methods, go to: Plan Sponsor Mainframe to RDS Center Mainframe or Voluntary Data Sharing Agreement or Mandatory Insurer Reporting through CMS' Coordination of Benefits (COB) Contractor.

Retiree files must include current data for each retiree, including the Application ID and Unique Benefit Option Identifier (UBOI). For more information on the Retiree List Submission Process, go to: Managing Retiree Information.

Emails About The Application Deadline

If the Plan Sponsor has not submitted a Valid Initial Online Application or a Valid Initial Retiree List and the deadline to submit that RDS Application has passed, CMS' RDS Center sends an email to notify the Plan Sponsor.

For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

User Role/Responsibility For Requesting An Application Deadline Extension

The Account Manager, Authorized Representative, and Designee(s) with the Request Extension privilege can request a 30-day Application Deadline Extension. Application Deadline Extensions of 30 days may be requested before the Application Deadline using the RDS Secure Website. For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

For more information on requesting an Application Deadline Extension, go to: Request An Application Deadline Extension.

Before You Begin An Application

The Application Submission Process cannot be started until the Account Manager completes the Plan Sponsor account registration and the Employer Identification Number (EIN) is validated. Additionally, the Account Manager and the Authorized Representative user roles must be assigned and the Account Manager must complete registration in the RDS Secure Website after the Plan Sponsor ID has been created, before a new Application can be started.

Note: The Account Manager or Authorized Representative may also assign Designees to complete tasks within the Application Submission Process.

The RDS Program Application Submission Process requires preparation time to gather and verify information, and additional time to enter information into the RDS Secure Website. Take the time to prepare for this process.

For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Application And Benefit Options Defined

A Plan Sponsor must determine how many Applications and how many Benefit Options should be established in the RDS Secure Website.

Application

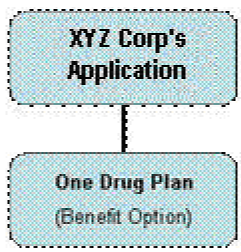
A Plan Sponsor must submit one Application per RDS Plan Year for each group health plan for which it seeks subsidy. Among other information, the Plan Sponsor must specify a Plan Year Start Date, Plan Year End Date, and a Plan Name, within an Application. The duration of a plan year cannot exceed 12 months.

Benefit Option

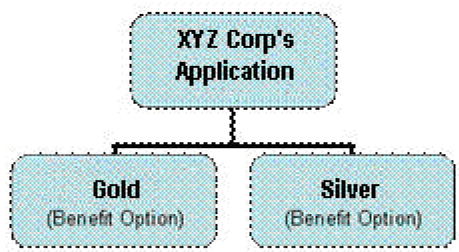
A Benefit Option is a particular benefit design, category of benefits, or cost-sharing arrangement offered within a group health plan.

A Plan Sponsor can set up Applications and Benefit Options in many ways. An Application may have a single Benefit Option or multiple Benefit Options; however, if a group health plan has only one Benefit Option, the Application must not include more than one Benefit Option.

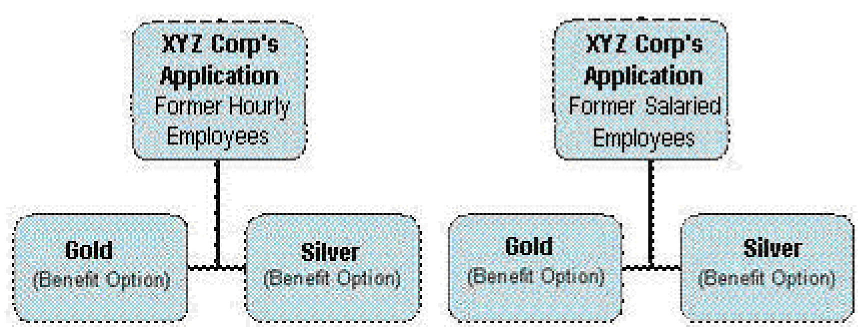
Example: One Application With One Benefit Option



Example: One Application With Multiple Benefit Options



Example: Multiple Applications With Multiple Benefit Options



User Roles For The Application Submission Process

This section describes the user roles required to complete and submit an Application.

RDS Secure Website users may only function in one user role in the RDS Secure Website, so an individual must be assigned the same user role for each Plan Sponsor they are associated.

The RDS Secure Website allows an individual to act in only one role at a time.

To enforce a separation of duties, a user may report cost data OR request payments on the same Application. A user cannot assume both duties in the same Application.

Account Manager

- Initiates the Application Submission Process
- Manages the completion of tasks within the Application Submission Process
- Designates a qualified Actuary or Actuaries on each Application (The Authorized Representative or Designee with Assign Actuary privilege may also designate a qualified Actuary or Actuaries on each Application)

Authorized Representative

- May begin a new Application after the Plan Sponsor ID has been created
- Is the ONLY individual who can sign the Plan Sponsor Agreement and submit the completed Application to CMS' RDS Center
- Designates a qualified Actuary or Actuaries on each Application (The Account Manager or Designee with Assign Actuary privilege may also designate a qualified Actuary or Actuaries on each Application)

Actuary

- A qualified Actuary completes the Electronic Signature for the attestation of the Actuarial Equivalence of the Benefit Option specified in the Application by a Plan Sponsor
  - A qualifying Benefit Option is one for which the actuarial value of the retiree prescription drug coverage under the plan is at least equal to the actuarial value of the defined standard prescription drug coverage under Medicare Part D
- A qualified Actuary chooses whether multiple Benefit Options will be combined to pass the Actuarial Equivalence Net Test
  - A qualified Actuary attests to the gross value of each Benefit Option and to the net value of the combined Benefit Options when combining Benefit Options
  - A qualified Actuary attests to both the gross and net values of each Benefit Option when NOT combining Benefit Options
- An RDS Secure Website user registered as an Actuary may not serve as the Account Manager, Authorized Representative, or Designee for any Application

Note: The Actuary's First Name, Last Name, and Membership Number must match the Actuary's American Academy of Actuaries Membership list.

The Actuary may test equivalence using one of two possible options:

Attest Single Benefit Options

- The Gross Value Test confirms that the total value of benefits provided to the beneficiary under the employer plan is at least as generous as what they could receive under Medicare Part D
- The Net Value Test takes into account the extent of the employer financing of the drug coverage so that the net value of the employer plan to the beneficiary is at least equal to the net value of what they would receive under Medicare Part D

Attest Combined Benefit Options

- A Gross Value Test for each separate option
- A Net Value Test for the combined options

Note: If an Application lists more than one Benefit Option, a qualified Actuary must designate whether two or more Benefit Options are being combined for the purpose of determining that the plan meets the Actuarial Equivalence Net Test. Additionally, if more than one Actuary is assigned to Benefit Options on an Application and Benefit Options are being combined to satisfy the Net Value Test, each Actuary assigned to that Application must answer whether they are combining Benefit Options to satisfy the Net Value Test.

Designee

The Designee role is optional. A Designee is assigned privileges by the Account Manager and Authorized Representative to assist in RDS Program activities:

- Assign Actuary
- Choose Retiree List Submission Method
- Complete Electronic Funds Transfer Information
- Define Benefit Option (UBOI)
- Define Payment Frequency
- Delete Application
- Report Costs
- Request Extension
- Request Payment
- Submit Appeal
- View Attestation Summary
- View/Send/Receive Retiree Data
- Withdraw Application

Vendor

- A Vendor may be responsible for submitting a Valid Initial Retiree List
- Vendors that are submitting Mainframe files must contact CMS' RDS Center Help Line to obtain a Vendor ID for registration purposes

Coordination of Benefits (COB) Contractor: Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)

- A COB contractor may be responsible for submitting a Valid Initial Retiree List through VDSA or MIR
- A VDSA Plan Number or MIR Reporter ID is necessary to establish the method and source for retiree list Electronic Data Interchange (EDI)
- Contact the CMS Coordination of Benefits (COB) Contractor at cobva@ghimedicare.com. The usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements

Application Submission Process User Role Table

The following table describes each step of the Application Submission Process and the user roles and privileges required to complete each step.

Step	Authorized Representative	Account Manager	Designee	Actuary

Step	Authorized Representative	Account Manager	Designee	Actuary
Creating an Application (Defines Plan Year Start and End Date and Plan Name)	✓	✓	No Access	No Access
Step 1: Application Number Assigned	System Generated	System Generated	System Generated	System Generated
Step 2: Benefit Option	✓	✓	✓ If Assigned Privilege	No Access
Step 3: Assign Actuary	✓	✓	✓ If Assigned Privilege	No Access
Step 4: Attestation Summary	View Only	View Only	View Only, If Assigned Privilege	✓
Step 5: Electronic Funds Transfer (EFT) Information	✓	✓	✓ If Assigned Privilege	No Access
Step 6: Payment Frequency	✓	✓	✓ If Assigned Privilege	No Access
Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources	✓	✓	✓ If Assigned Privilege	No Access
Step 8: Plan Sponsor Agreement	✓	View Only	View Only	No Access
Step 9: Valid Initial Retiree List	✓	✓	View Step Completion Only unless Assigned Privilege	No Access

Step	Authorized Representative	Account Manager	Designee	Actuary
Application Maintenance: Manage Retirees	✔	✔	✔ If Assigned Privilege	No Access
Application Maintenance: Assign Designee(s) - Optional	✔	✔	No Access	No Access

Information Required To Complete An Application

Plan Information

- Plan Sponsor ID - cannot be changed
- Plan Year Start Date and Plan Year End Date - cannot be changed
    - A plan year is whatever period of time a Plan Sponsor designates in the Valid Initial Online Application
    - The duration of a plan year cannot exceed 12 months
    - The retirees must be submitted with coverage dates within the plan year to receive the subsidy
- Plan Name - cannot be changed

Note: After the Application is submitted, certain information may be changed using the RDS Secure Website.

Benefit Option Information

- Benefit Option Name
- Unique Benefit Option Identifier (For example: Rx Group Number)
- Benefit Option Type (Self-Funded or Fully-Insured)

Note: After the Application is submitted, Benefit Option Type may be changed. If the Benefit Option Type change involves any change to benefits, cost-sharing, or retiree premium contributions, the Actuary must re-evaluate whether the plan satisfies the Actuarial Equivalence Tests. The Actuary must be contacted to determine whether the Benefit Option and plan satisfies the Actuarial Equivalence Tests for the applicable 12-month annualized period, taking into account any such changes.

Actuary Information

- First Name (exactly as it is on file with the American Academy of Actuaries)
- Last Name (exactly as it is on file with the American Academy of Actuaries)
- Actuary's American Academy of Actuaries Membership Number
- Email Address
- Specific Benefit Options Assignments (only necessary if assigning more than one Actuary to the Application)

Note: After the Application is submitted, the Actuary's First Name, Last Name, and Email Address may be changed using the RDS Secure Website.

The Actuary must determine if two or more Benefit Options are being combined for the purpose of demonstrating that the plan meets the Actuarial Equivalence Net Test and answer either "Combining" or "Not Combining" to this question prior to completing attestation for the Application.

Electronic Funds Transfer (EFT) Information

- Bank Name
- Account Type (Checking or Savings)
- Organization Name associated with Account
- Account Number
- Bank Routing Number
- Bank Address
- Bank Contact
    - Name
    - Phone Number
    - Email Address

Designee Information (Optional)

- Designee Name
- Designee Email Address
- Desired Designee privileges
- Pass Phrase (Simple phrase for the Designee to use as identification during User Registration on the RDS Secure Website)

Note: After the Application is submitted, Designee Information may be changed using the RDS Secure Website except for the Pass Phrase.

Payment Frequency

The selected Payment Frequency cannot be changed after the Application is submitted.

Select one:

Interim Monthly: The Interim Monthly Payment Frequency allows Plan Sponsors to make a maximum of twelve Interim Payment Requests for a Plan Year. Although twelve Interim Payment Requests are allowed, a Plan Sponsor may choose to submit fewer than twelve. The first Payment Request can be submitted after one month from the start of the Plan Year once Interim Costs are reported. Subsequent Payment Requests can be made if either 15 days have passed since the last Payment approval (if the Payment amount was greater than zero) or 30 days have passed since the last Payment Request; whichever is later. Plan Sponsors may not submit an Interim Monthly Payment Request once Payment Reconciliation has been initiated. Plan Sponsors are required to submit a Reconciliation Payment Request by the Reconciliation Deadline. Although up to twelve Interim Payment Requests are allowed, a Plan Sponsor may choose to not submit any Interim Payment Requests and only submit a Final Payment Request (similar to the Annual Payment Frequency option below) using the RDS Secure Website Payment Reconciliation feature.

Interim Quarterly: The Interim Quarterly Payment Frequency allows Plan Sponsors to make a maximum of four Interim Payment Requests for a Plan Year. Although four Interim Payment Requests are allowed, a Plan Sponsor may choose to submit fewer than four. The first Payment Request can be submitted after one quarter since the start of the Plan Year once Interim Costs are reported. Subsequent Payment Requests can be made if either 15 days have passed since the last Payment Approval (if the Payment amount was greater than zero) or 30 days have passed since the last Payment Request; whichever is later. Plan Sponsors may not submit an Interim Quarterly Payment Request once Payment Reconciliation has been initiated. Plan Sponsors are required to submit a Reconciliation Payment Request by the Reconciliation Deadline. Although up to four Interim Payment Requests are allowed, a Plan Sponsor may choose to not submit any Interim Payment Requests and only submit a Final Payment Requests (similar to the Annual Payment Frequency option below) using the RDS Secure Website Payment Reconciliation feature.

Interim Annual: The Interim Annual Payment Frequency allows Plan Sponsors to make a maximum of one Interim Payment Request for a Plan Year. The Interim Annual Payment Request cannot be made until one day after the Plan Year End Date. Plan Sponsors may not submit an Interim Annual Payment Request once Payment Reconciliation has been initiated. Plan Sponsors are required to submit a Reconciliation Payment request by Reconciliation Deadline. Although one Interim Payment Request is allowed, a Plan Sponsor may choose not to submit any Interim Payment Requests and only submit a Final Payment Request (similar to the Annual Payment Frequency option below) using the RDS Secure Website Payment Reconciliation feature.

Annual: The Annual Payment Frequency allows Plan Sponsors to make one Payment Request using the RDS Secure Website Payment Reconciliation feature. The Reconciliation, and thereby the single Annual Payment Request, cannot be made until one day after the Plan Year End Date. To be accepted, the Payment Request must be submitted by the Reconciliation Deadline.

Retiree Electronic Data Interchange (EDI) Methods And Sources

The Retiree EDI Methods and Sources should be selected based on who submits retiree files in the organization and how the retiree files are sent and received.

The following Retiree List Submission Method and Retiree List Response Methods are available for selection:

- RDS Secure Website to RDS Center
- Vendor Mainframe to RDS Center Mainframe
- Vendor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website
- Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)
- Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) with a copy of all Retiree Response Files sent to the RDS Secure Website
- Plan Sponsor Mainframe to RDS Center Mainframe

  Plan Sponsor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website

Retiree EDI Methods and Sources	Possible Notification Methods

Retiree EDI Methods and Sources	Possible Notification Methods
RDS Secure Website	RDS Secure Website
Vendor Mainframe	RDS Center Mainframe to Vendor Mainframe RDS Center Mainframe to Vendor Mainframe with a copy sent to the RDS Secure Website RDS Secure Website Only
Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)	Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) with a copy sent to the RDS Secure Website RDS Secure Website Only
Plan Sponsor Mainframe	RDS Center Mainframe to Plan Sponsor RDS Center Mainframe to Plan Sponsor Mainframe with a copy sent to the RDS Secure Website RDS Secure Website Only

Start A New Application

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

On the Plan Sponsor List With Application Summary page:

1. Select **Start a New Application** in the Account Settings box.

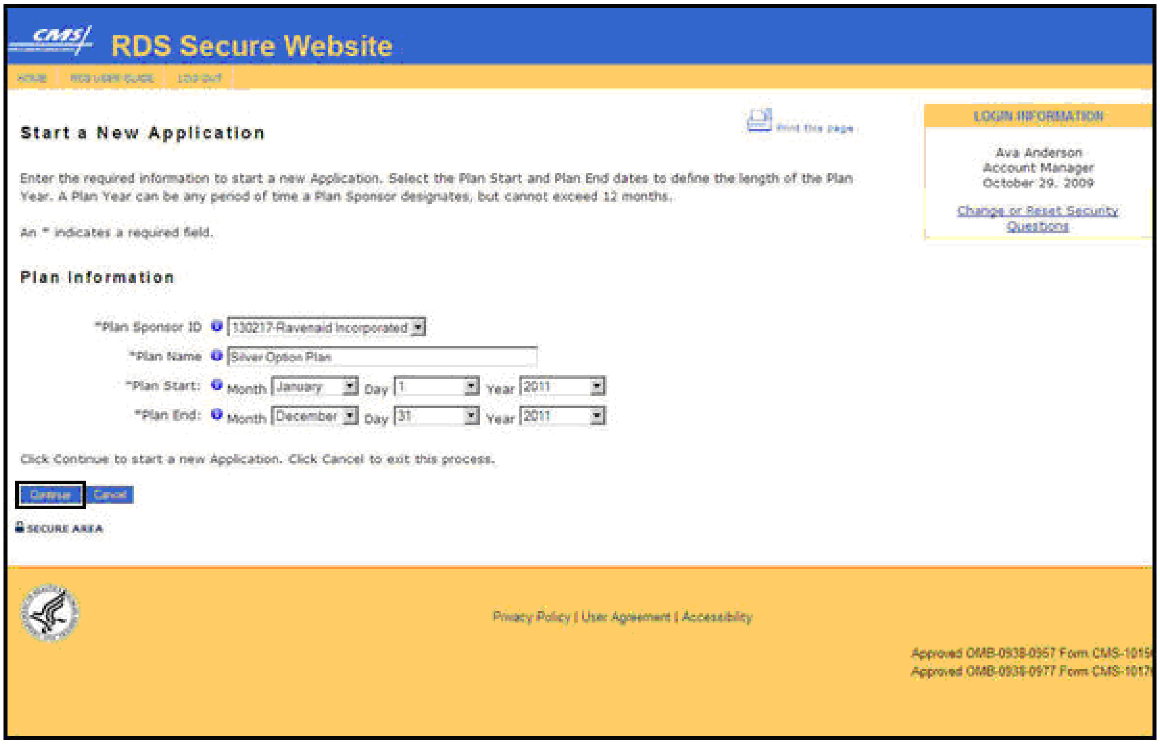
Note: **Start a New Application** is also available on the Application List page. The process is the same regardless of which page is accessed.

On the Start a New Application page:

An * indicates a required field.

2. *Select the Plan Sponsor ID.
3. *Enter the Plan Name.
4. *Select the Plan Start date.
5. *Select the Plan End date.

6. Select **Continue** to proceed or select **Cancel** to exit the process and return to either the Plan Sponsor List with Application Summary page or the Application List page depending on which page was used to access the Start a New Application process.



Request An Application Deadline Extension

Introduction To Request An Application Deadline Extension

An Application Deadline Extension may be requested if necessary. For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

The RDS Secure Website action to Request an Application Deadline Extension is available before the Application Deadline has passed.

The Application Deadline Extension may only be requested once by the Account Manager, Authorized Representative, and Designee(s) with Request Extension privilege.

If an Application Deadline Extension is granted, the new Application Deadline is displayed on the Application Status page.

User Role For Requesting An Application Deadline Extension

The Account Manager, Authorized Representative, or Designee(s) with the Request Extension privilege can request a 30-day Application Deadline Extension. Application Deadline Extensions of 30 days may be requested before the Application Deadline using the RDS Secure Website. For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Request An Application Deadline Extension

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

On the Application List page:

1. Select **Request Extension** from the Actions dropdown menu for the chosen Application ID then select the **Go** button.

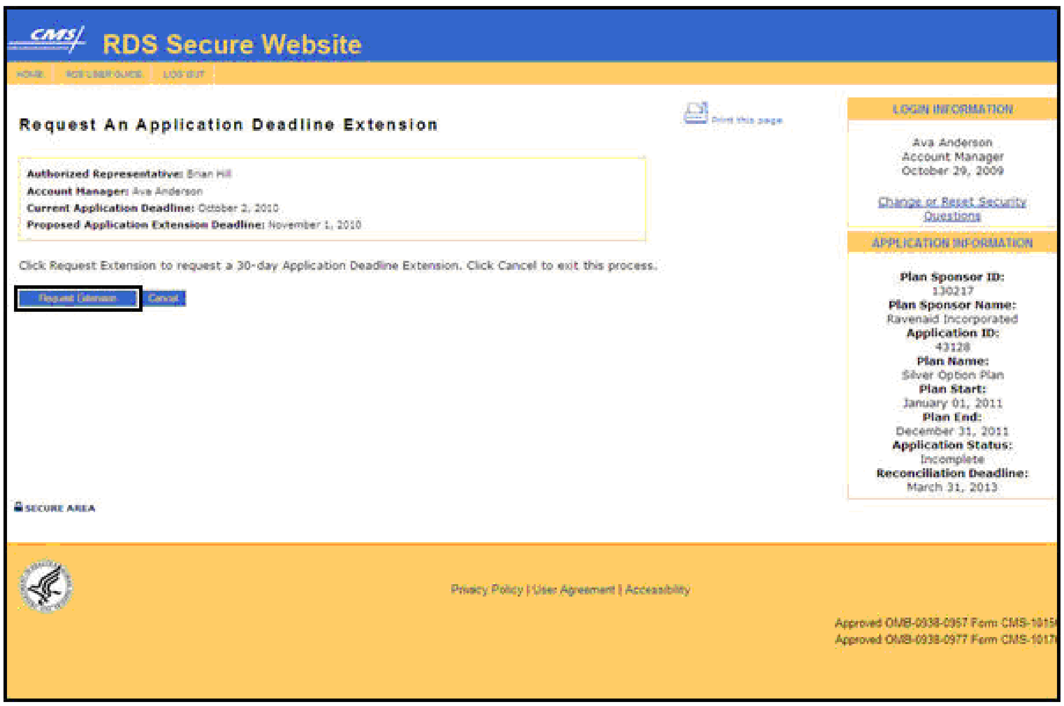
Or

On the Application Status page:

1. Select the **Application Deadline Extension** link.

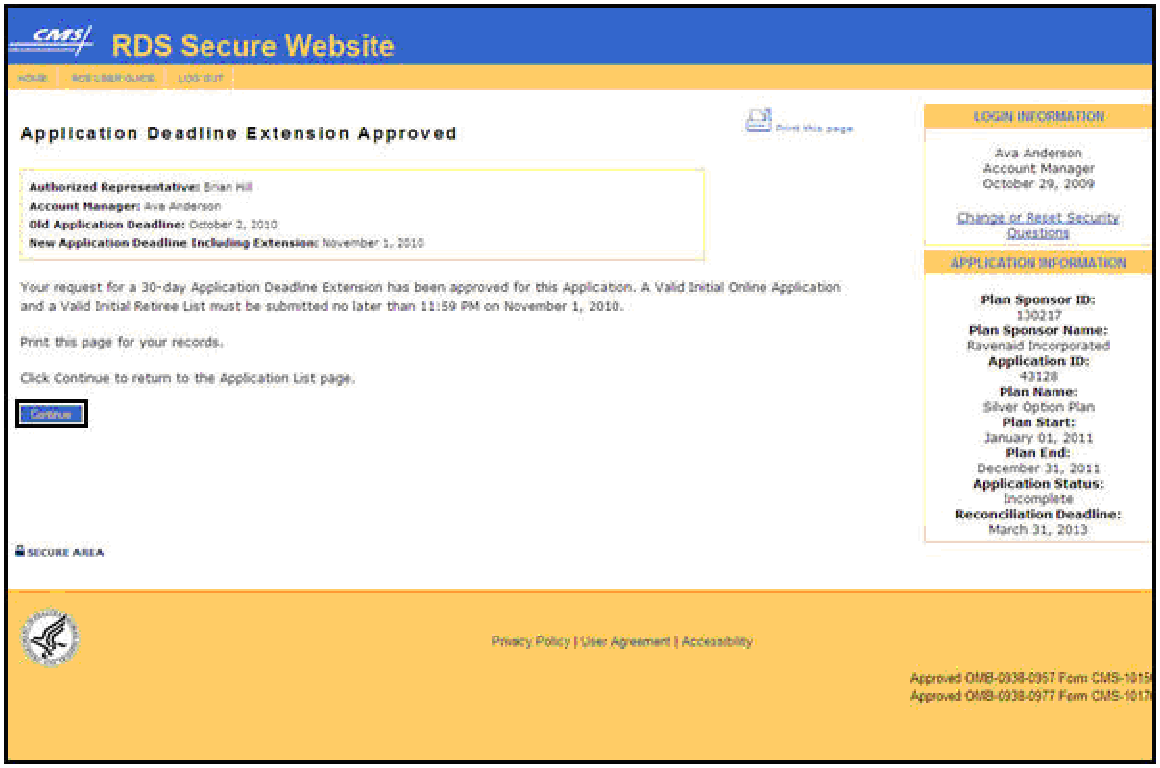
On the Request An Application Deadline Extension page:

2. Select **Request Extension** to request a 30-day Application Deadline extension or select **Cancel** to exit the process and return to the Application List page.



On the Application Deadline Extension Approved page:

3. Select **Continue** to return to the Application List page.



What's Next?

The Account Manager, Authorized Representative, and Designee with Request Extension privilege receive a confirmation email indicating an Application Deadline Extension has been granted, phone numbers for assistance, and a link to the RDS Program Website where the user can login to the RDS Secure Website.

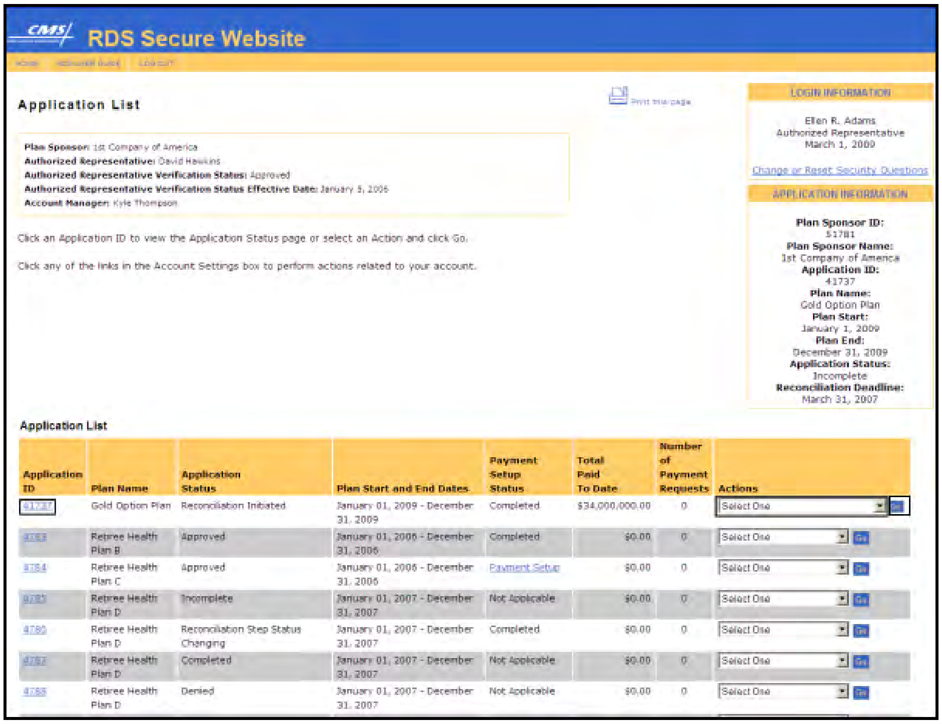
If an Application Deadline Extension is granted, the new Application Deadline is displayed on the Application Status page.

Complete An Application

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

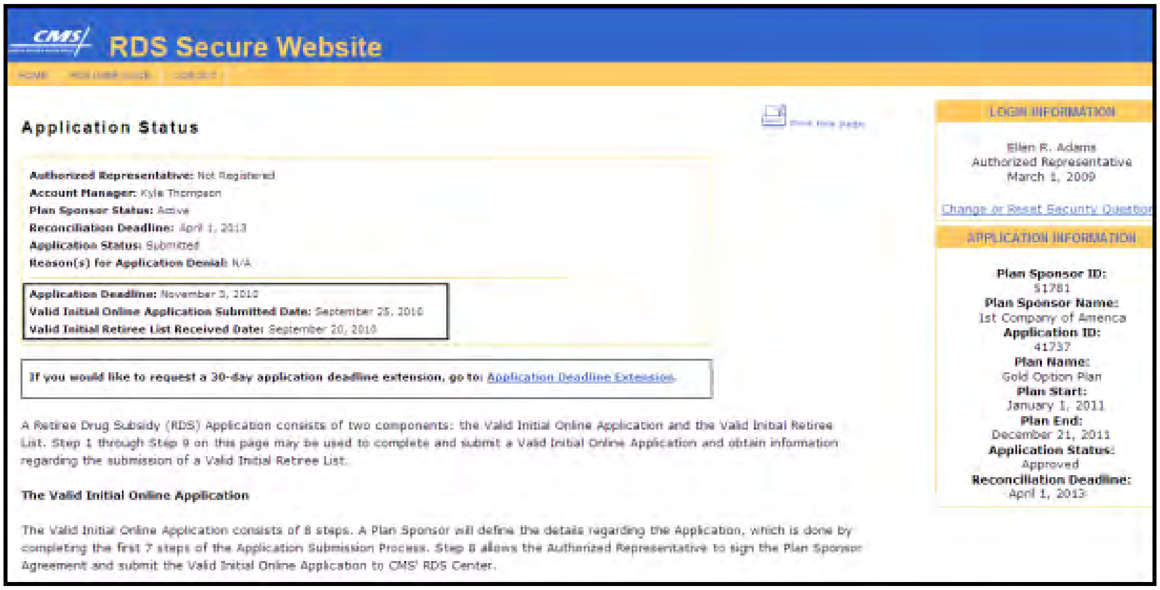
On the Application List page:

1. Locate an **Application ID** or **Plan Name** and select **View Application** from the Actions dropdown menu then select the **Go** button.

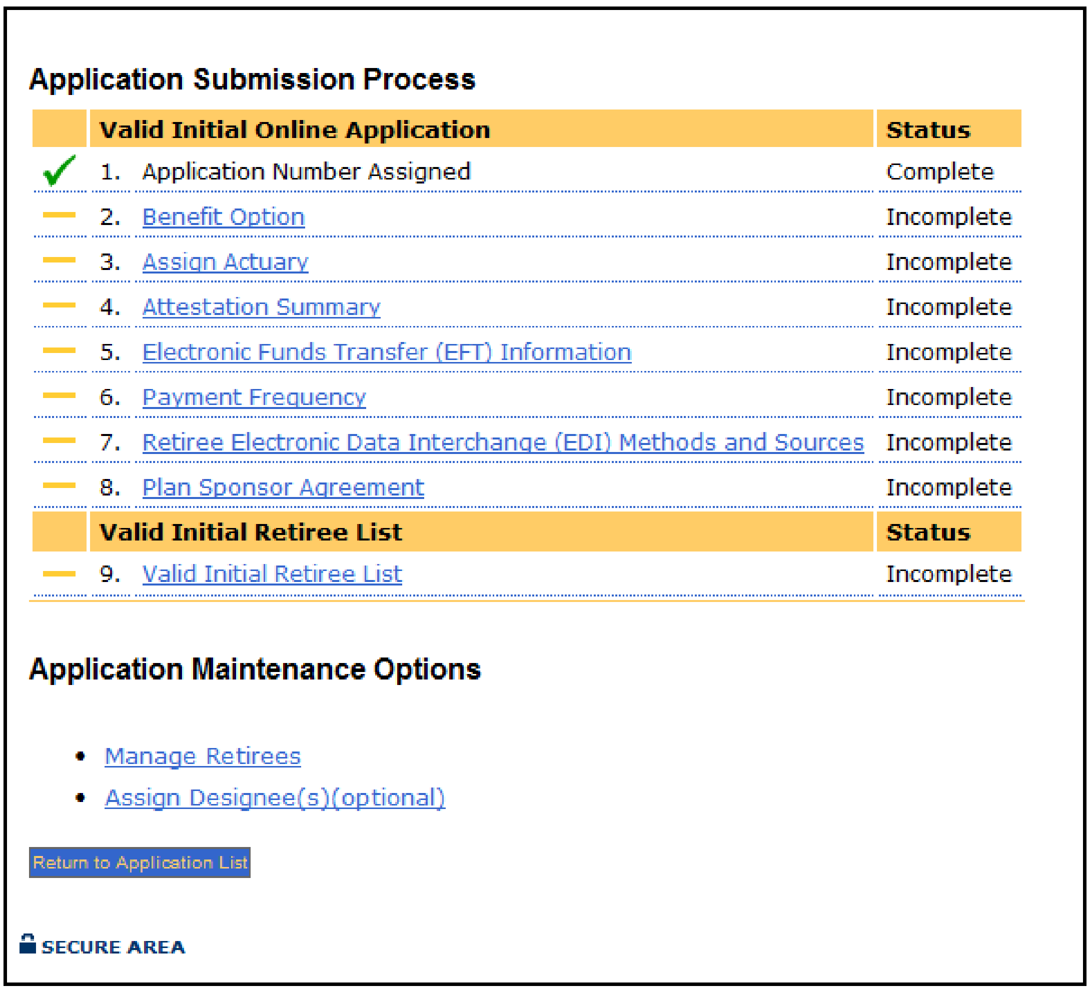


On the Application Status page, the following important dates displays:

- **Application Deadline**: For information about the Application Deadline, go to: Important Application Deadline Information.
- **Valid Initial Online Application Submitted Date**: The date when an Authorized Representative signs the **Plan Sponsor Agreement** and submits the Application to CMS' RDS Center. A Valid Initial Online Application consists of 8 steps. A Plan Sponsor defines the details about their Application, which is done by completing the first 7 steps of the Application Submission Process.
- **Valid Initial Retiree List Received Date**: The date when the Plan Sponsor submits a properly formatted Valid Initial Retiree List to CMS' RDS Center as part of the Application Submission Process.



The Application Status page also displays the Application Submission Process checklist. Select one of the steps in the Valid Initial Online Application or Valid Initial Retiree List section to see more information about each task.



Valid Initial Online Application

Select one of the links to see the step by step instructions to complete the task.

Step 1: Application Number Assigned

Step 2: Benefit Option

Step 3: Assign Actuary

Step 4: Attestation Summary

Step 5: Electronic Funds Transfer (EFT) Information

Step 6: Payment Frequency

Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources

Step 8: Plan Sponsor Agreement (Authorized Representative only)

Valid Initial Retiree List

Step 9: Valid Initial Retiree List

Application Maintenance Options

Manage Retiree Information

Assign Designee(s) (optional)

Complete Step 1: Application Number Assigned

An Application Number is automatically assigned when a Plan Sponsor starts a new Application. For more information about starting a new Application, go to: Start A New Application.

Complete Step 2: Benefit Option

For more information about Benefit Options, go to: Application And Benefit Options Defined.

To access the RDS Secure Website and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

On the Application List page:

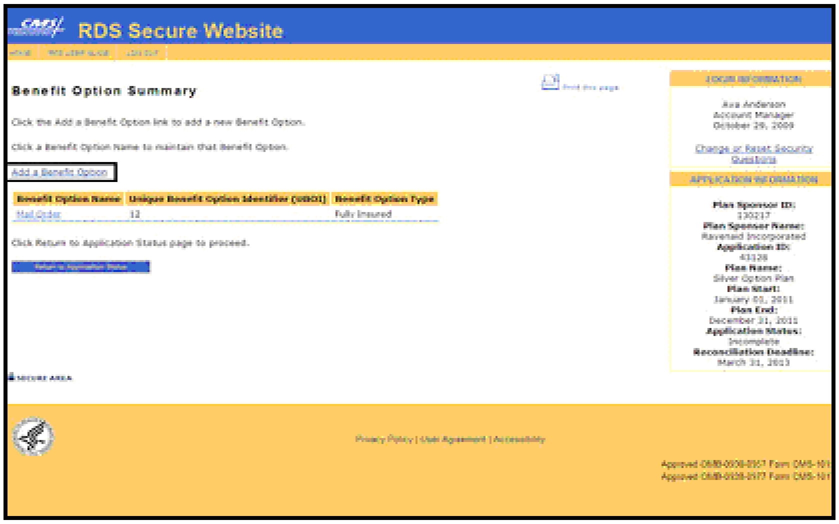
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 2: Benefit Option**.

On the Benefit Option Summary page:

3. Select **Add a Benefit Option** link.



On the Add A Benefit Option page:

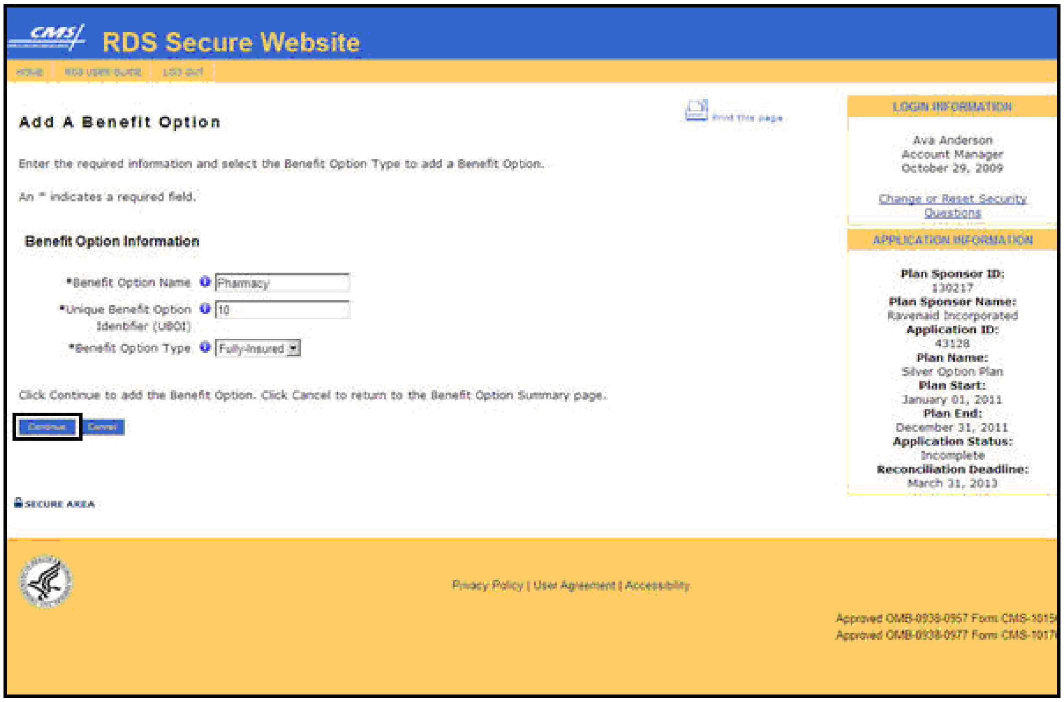
An * indicates a required a field.

4. *Enter the Benefit Option Name.
5. *Enter the Unique Benefit Option Identifier (UBOI).

Note: The Unique Benefit Option Identifier (UBOI) field cannot contain the following characters:

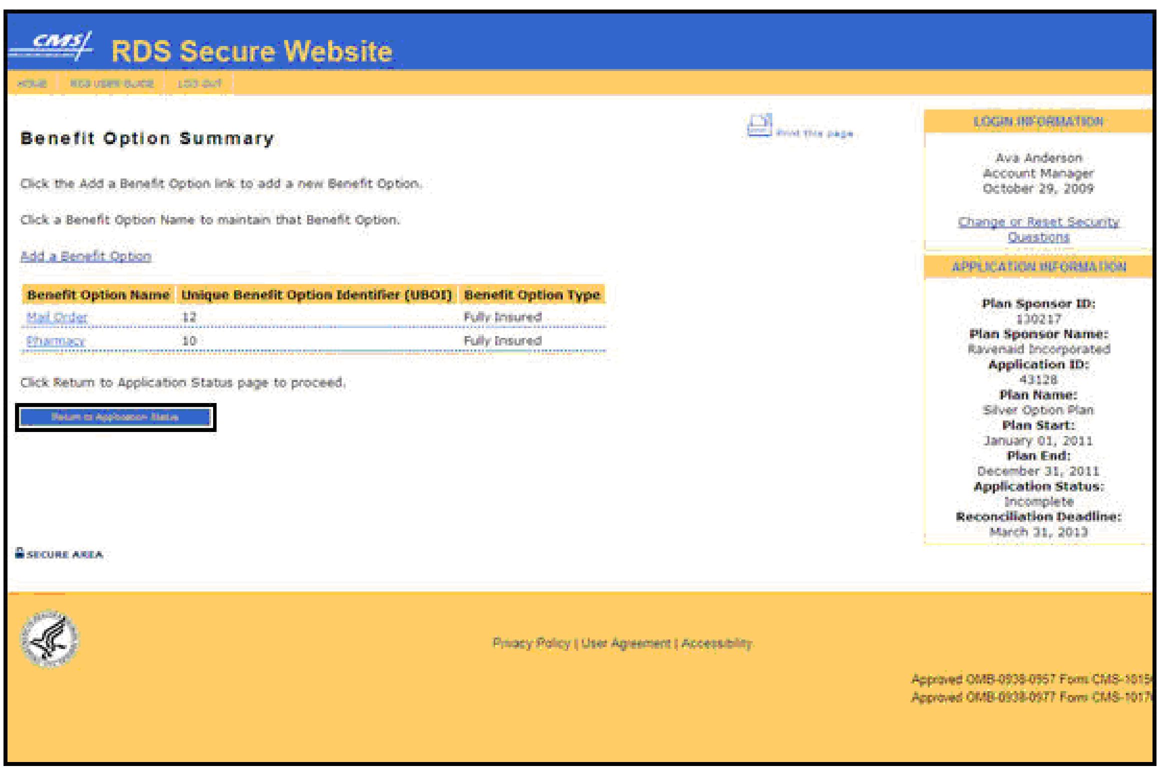
- Tilde **~**
- Pipe **|**
- Backslash ****
- Comma **,**
- Semicolon **;**
- Quotation mark **"**

6. *Select the Benefit Option Type.
7. Select **Continue** to add the Benefit Option or select **Cancel** to return to the Benefit Option Summary page.



On the Benefit Option Summary page:

8. To add another Benefit Option, select the **Add a Benefit Option** link and repeat the process. Select **Return to Application Status** to go back to the Application Status page.



Complete Step 3: Assign Actuary: Assign One Actuary To All Benefit Options

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

On the Application List page:

1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

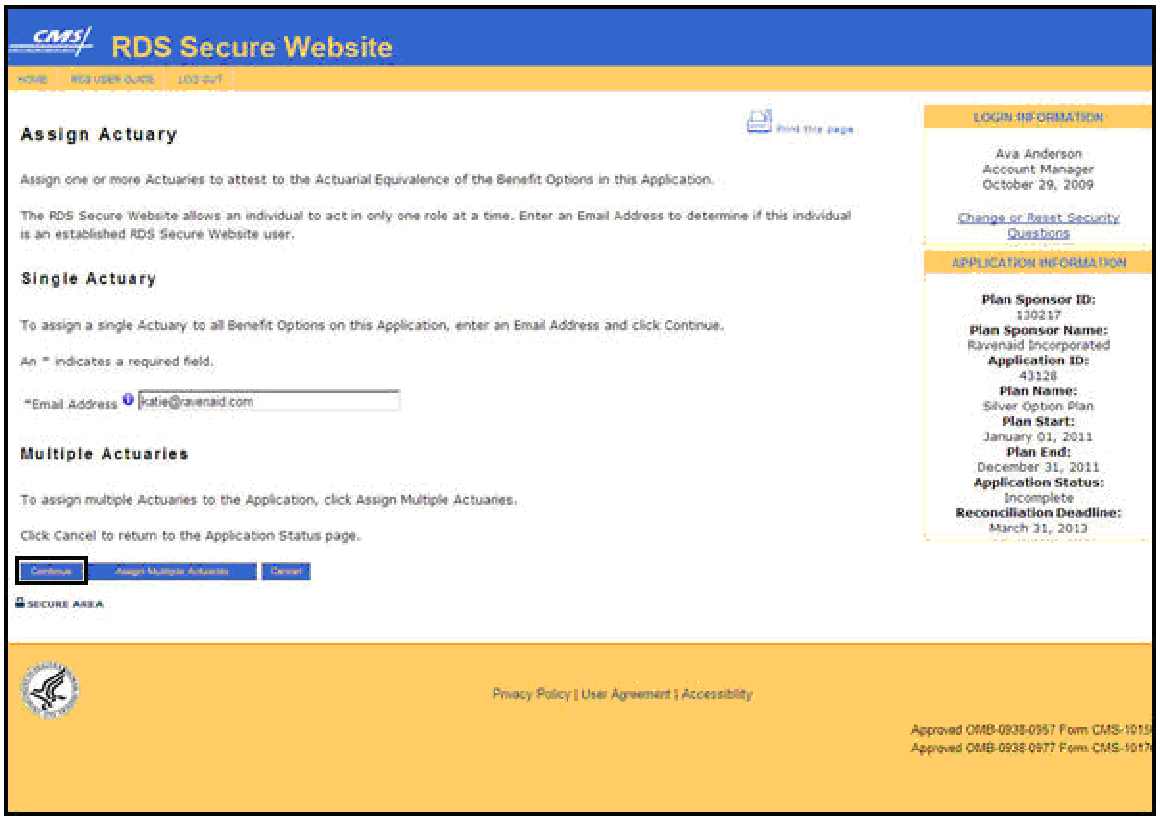
On the Application Status page:

2. Select **Step 3: Assign Actuary**.

On the Assign Actuary page:

An * indicates a required field.

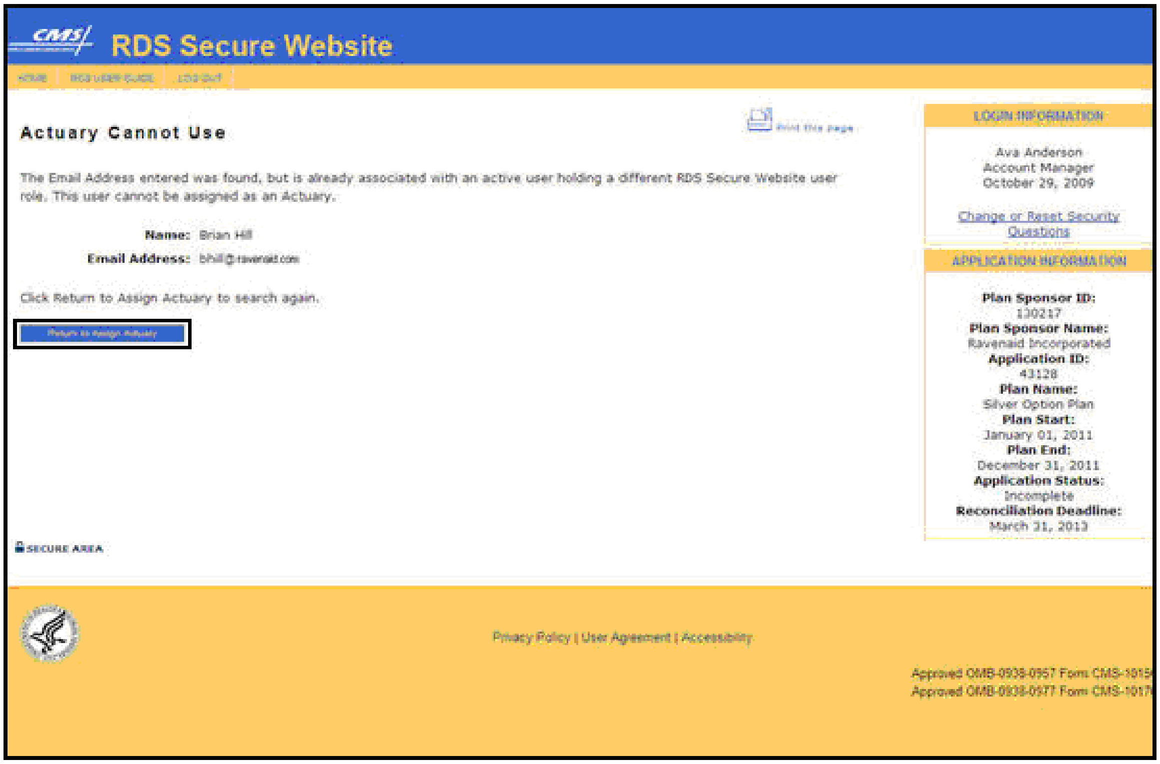
3. *Enter the Email Address.
4. Select **Continue** to proceed or select **Cancel** to return to the Application Status page.



If the Actuary is found:

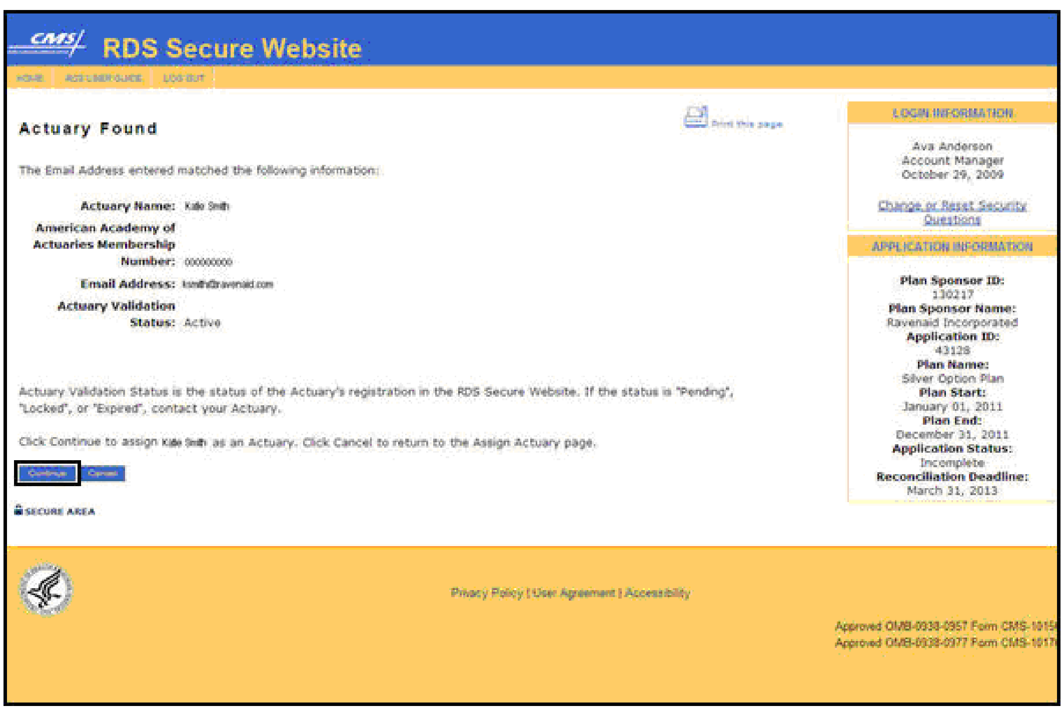
On the Actuary Cannot Use page:

1. Select **Return to Assign Actuary** to search again for a different Actuary.



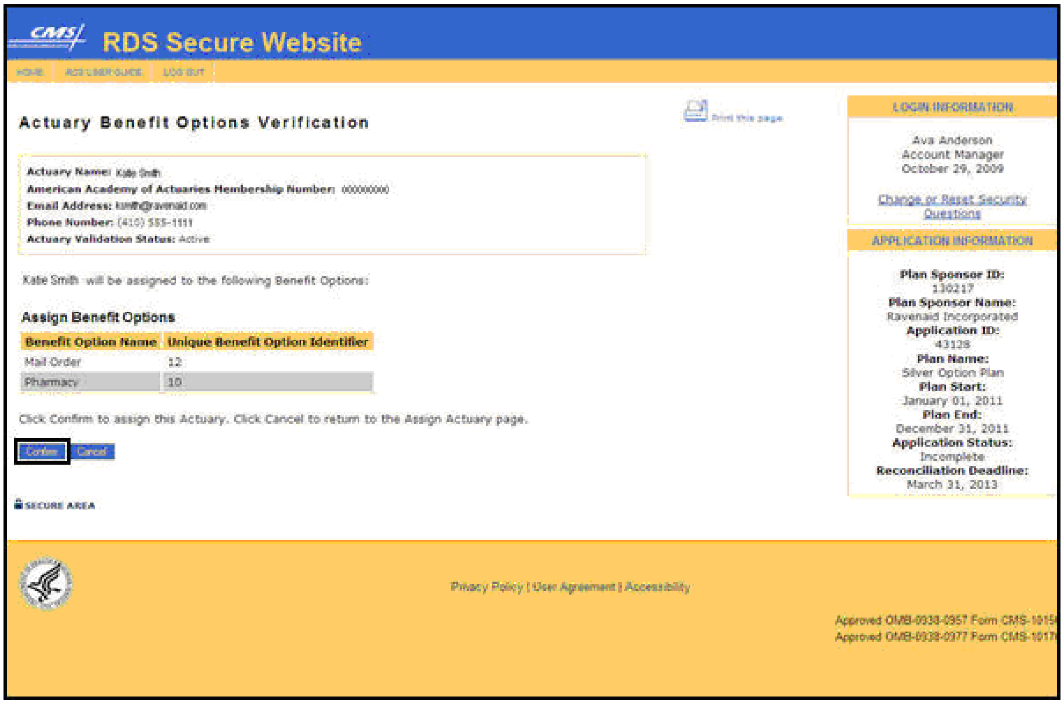
On the Actuary Found page:

1. Select **Continue** to assign this user as an Actuary or select **Cancel** to return to the Assign Actuary page to search again for a different Actuary.



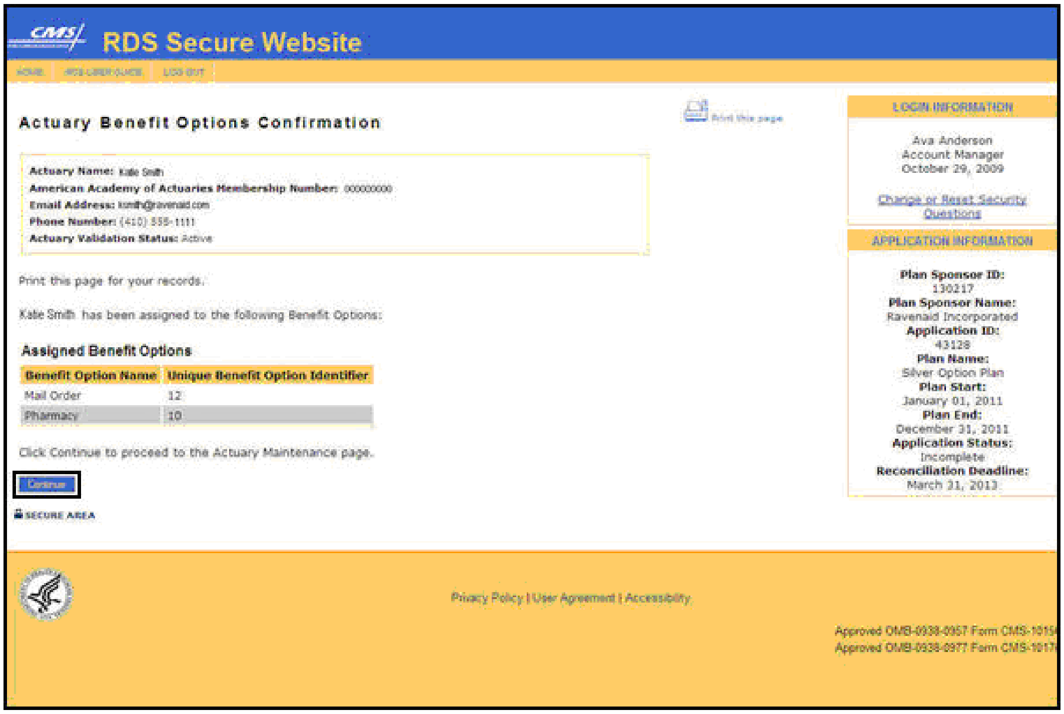
On the Actuary Benefit Options Verification page:

2. Select **Confirm** to proceed with assigning this user as an Actuary or select **Cancel** to return to the Assign Actuary page to search again for a different Actuary.



On the Actuary Benefit Options Confirmation page:

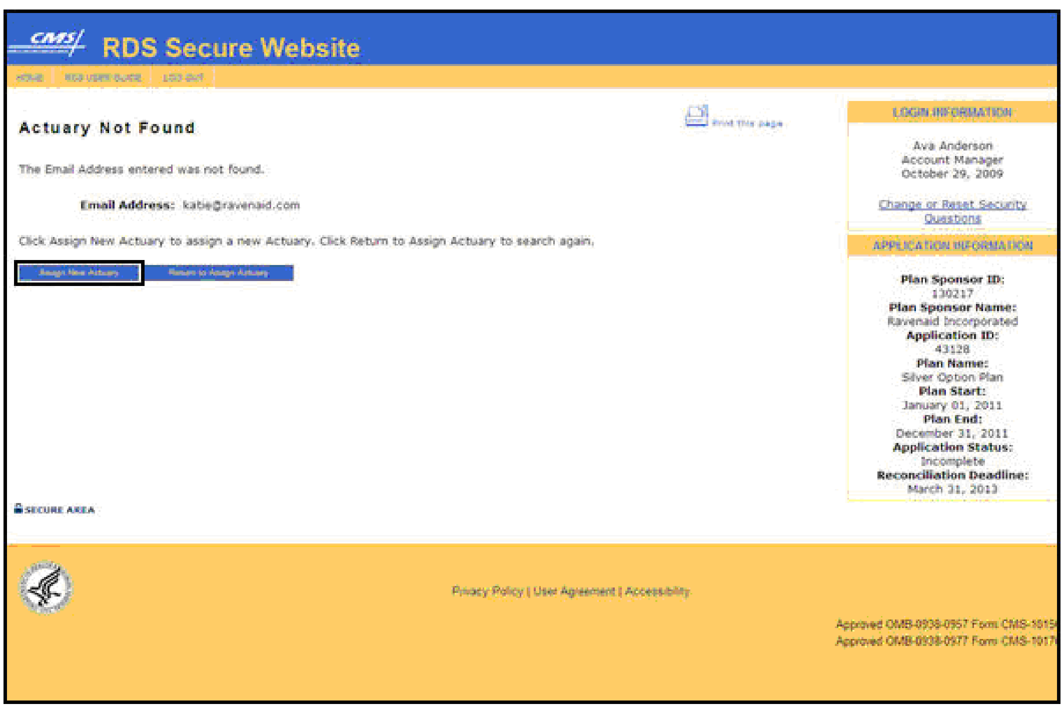
3. Select **Continue** to proceed to the Actuary Maintenance page.



If the Actuary is not found:

On the Actuary Not Found page:

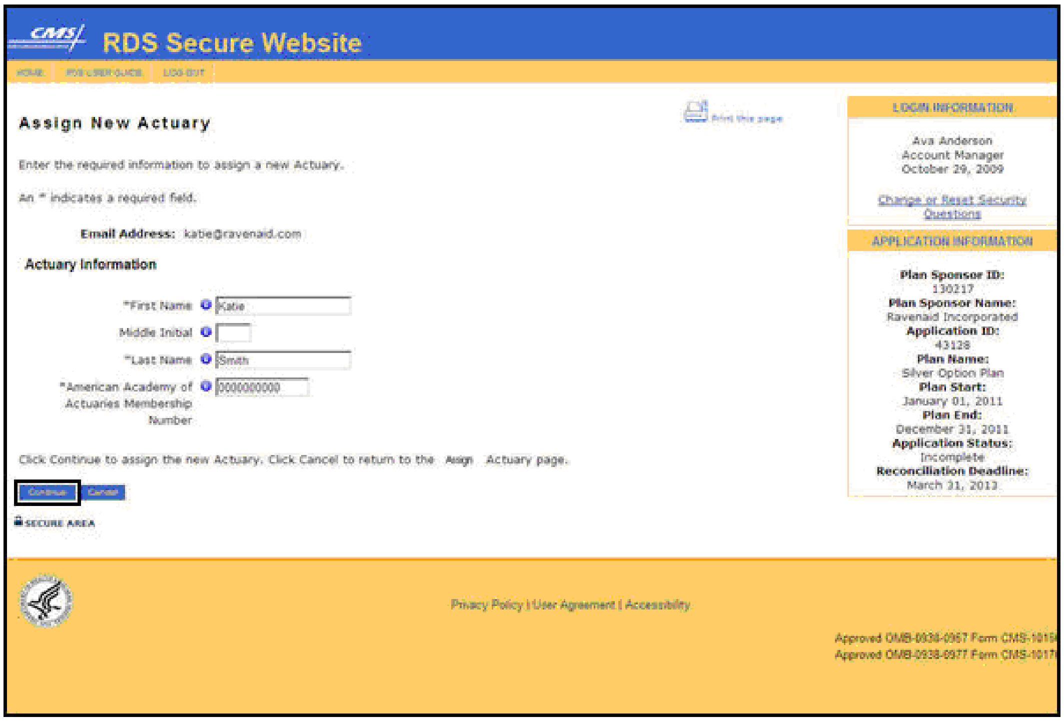
1. Select **Assign New Actuary** to assign this person as an Actuary or select **Return to Assign Actuary** to search again for a different Actuary.



On the Assign New Actuary page:

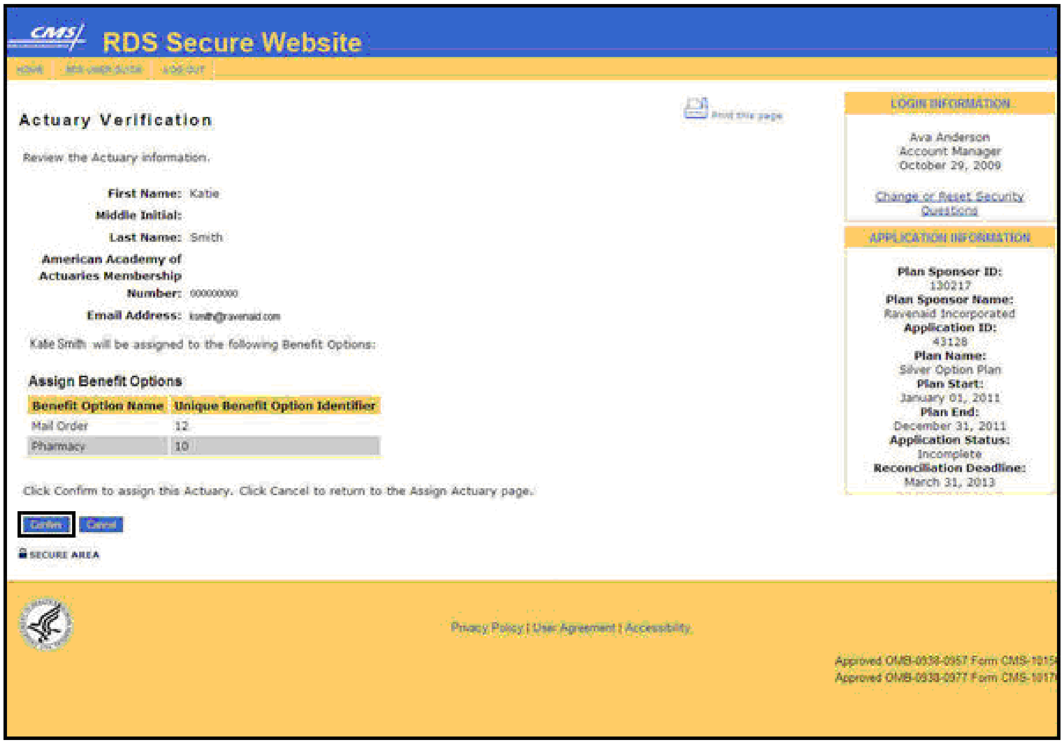
An * indicates a required a field.

2. *Enter the First Name.
3. Enter the Middle Initial.
4. *Enter the Last Name.
5. *Enter the American Academy of Actuaries Membership Number.
6. Select **Continue** to proceed or select **Cancel** to return to the Assign Actuary page to search again for a different Actuary.



On the Actuary Verification page:

7. Select **Confirm** to assign the Actuary or select **Cancel** to return to the Assign Actuary page.



On the Actuary Confirmation page:

8. Select **Continue** to return to the Actuary Maintenance page.

Note: When the Actuary is assigned, an email is sent to the Actuary indicating assignment to the Application and instructing that they must attest to the Medicare Part D equivalence of the plan.

Complete Step 3: Assign Actuary: Assign Multiple Actuaries

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

On the Application List page:

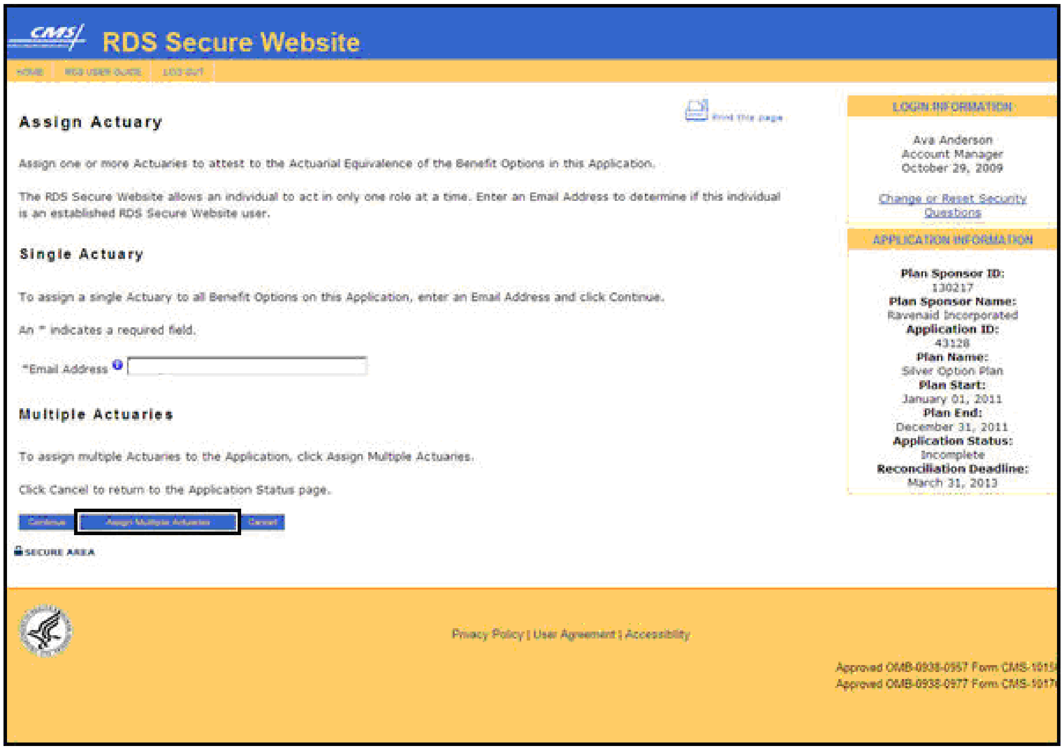
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 3: Assign Actuary**.

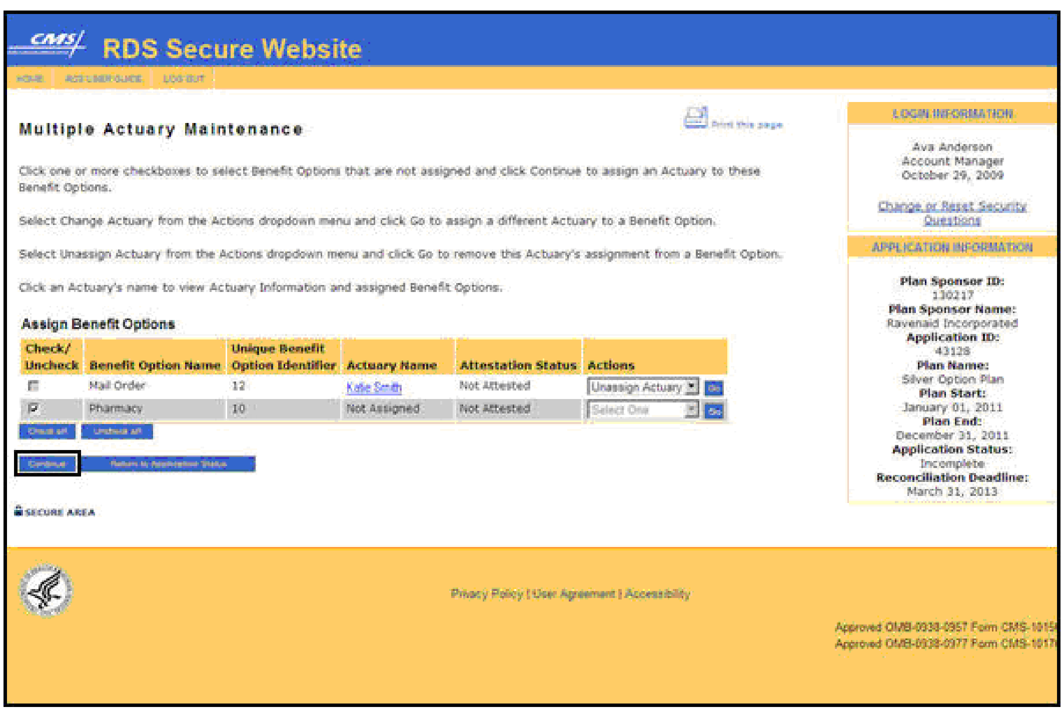
On the Assign Actuary page:

3. Select **Assign Multiple Actuaries** link.



On the Multiple Actuary Maintenance page:

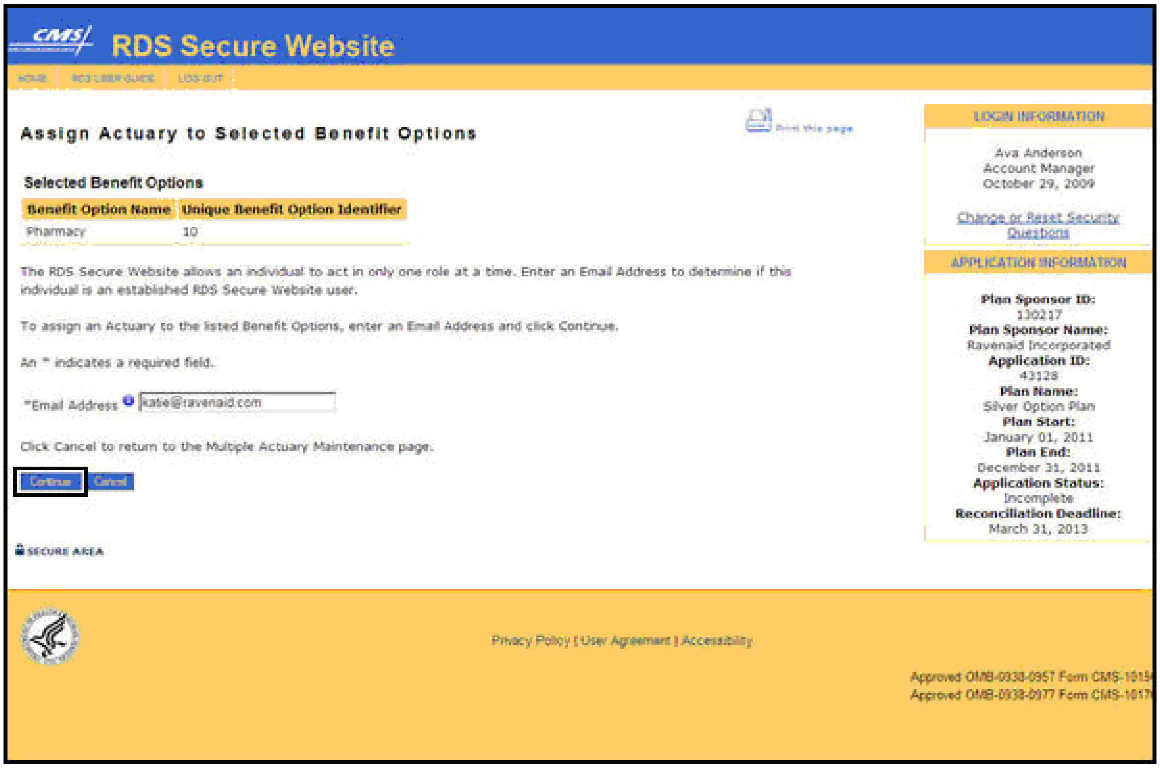
4. Select the checkboxes next to the Benefit Option Name to assign an Actuary to those Benefit Options.
5. Select **Continue** to proceed or select **Return to Application Status** to return to the Application Status page.



On the Assign Actuary to Selected Benefit Options page:

An * indicates a required a field.

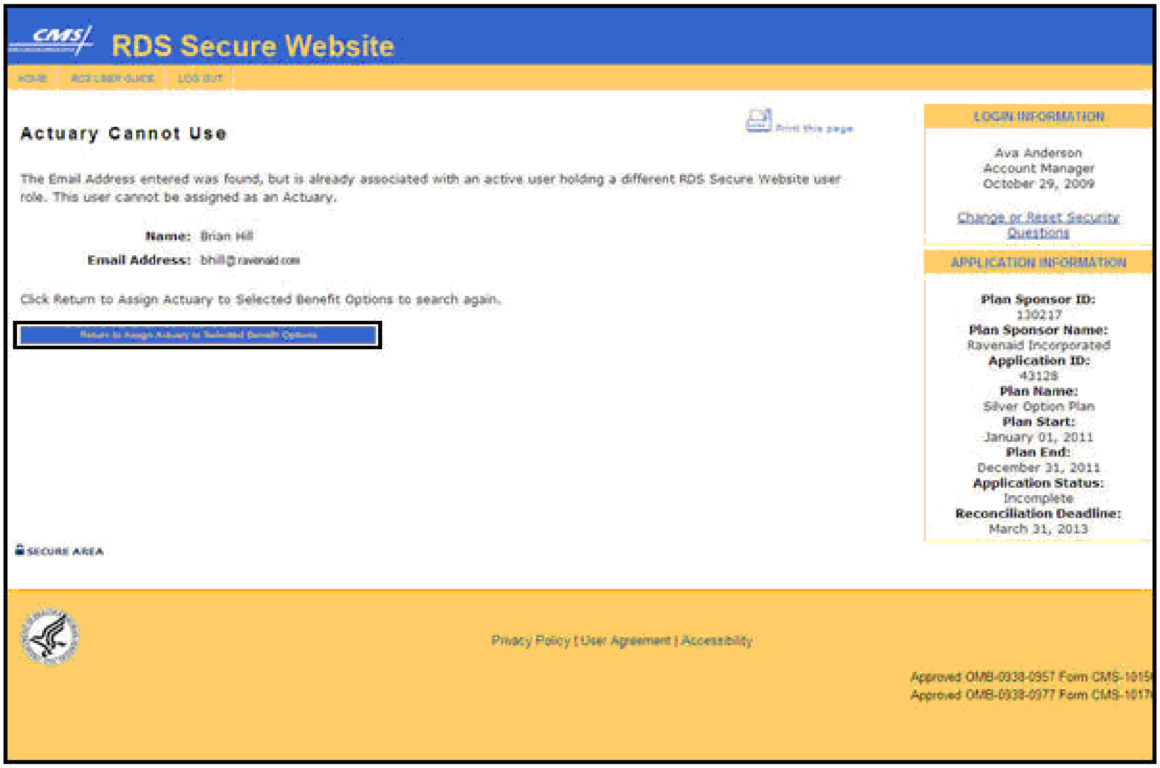
6. *Enter the Email Address.
7. Select **Continue** to proceed or select **Cancel** to return to the Multiple Actuary Maintenance page.



If the Actuary is found:

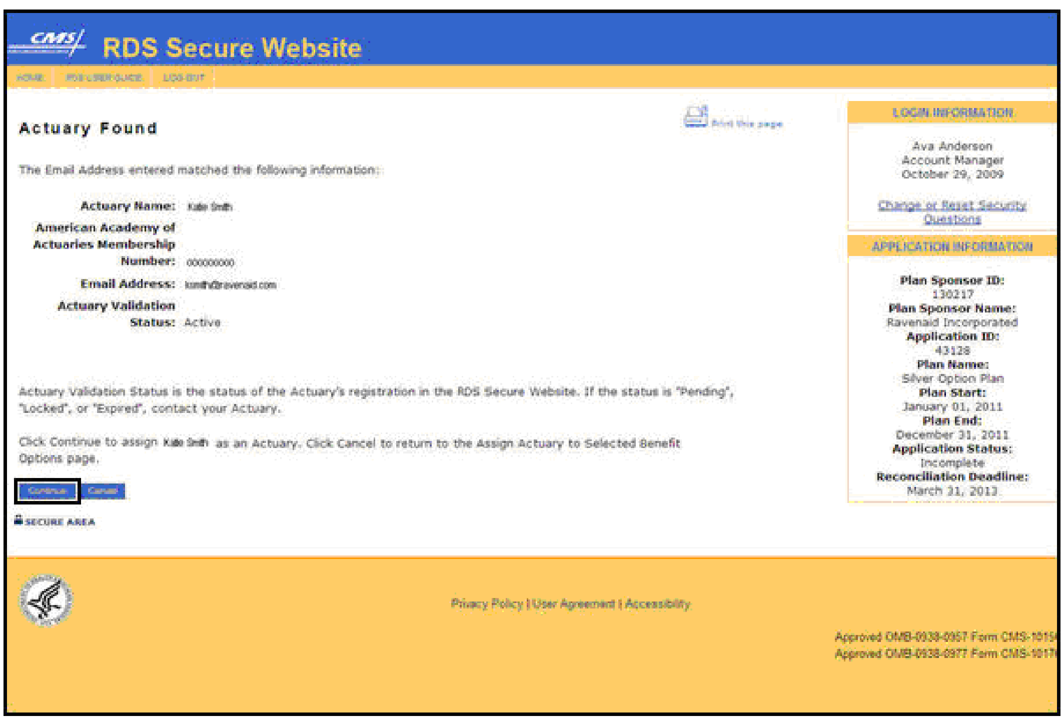
On the Actuary Cannot Use page:

1. Select **Return to Assign Actuary to Selected Benefit Options** to search again for a different Actuary.



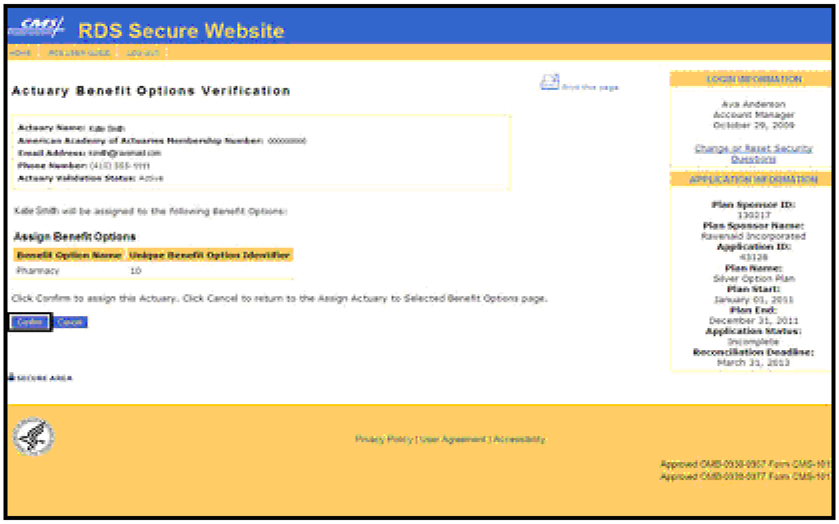
On the Actuary Found page:

1. Select **Continue** to assign this user as an Actuary or select **Cancel** to return to the Assign Actuary to Selected Benefit Options page to search again for a different Actuary.



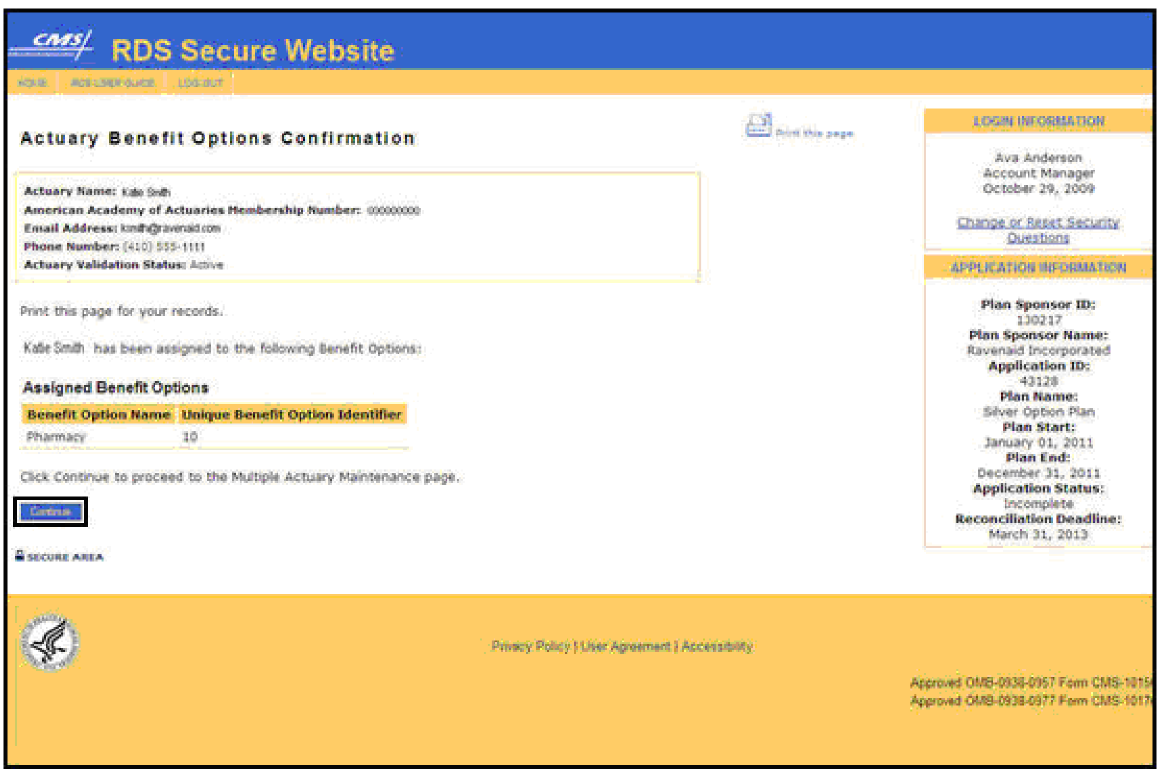
On the Actuary Benefit Options Verification page:

2. Select **Confirm** to proceed with assigning this user as an Actuary or select **Cancel** to return to the Assign Actuary to Selected Benefit Options page to search again for a different Actuary.



On the Actuary Benefit Options Confirmation page:

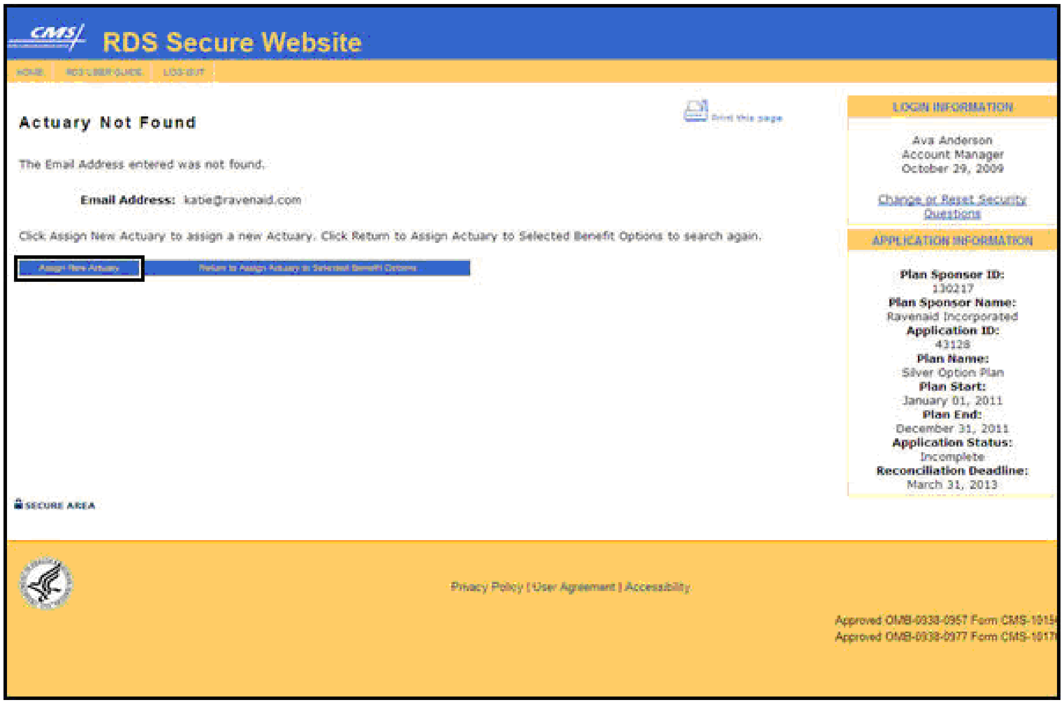
3. Select **Continue** to proceed to the Multiple Actuary Maintenance page.



If the Actuary is not found:

On the Actuary Not Found page:

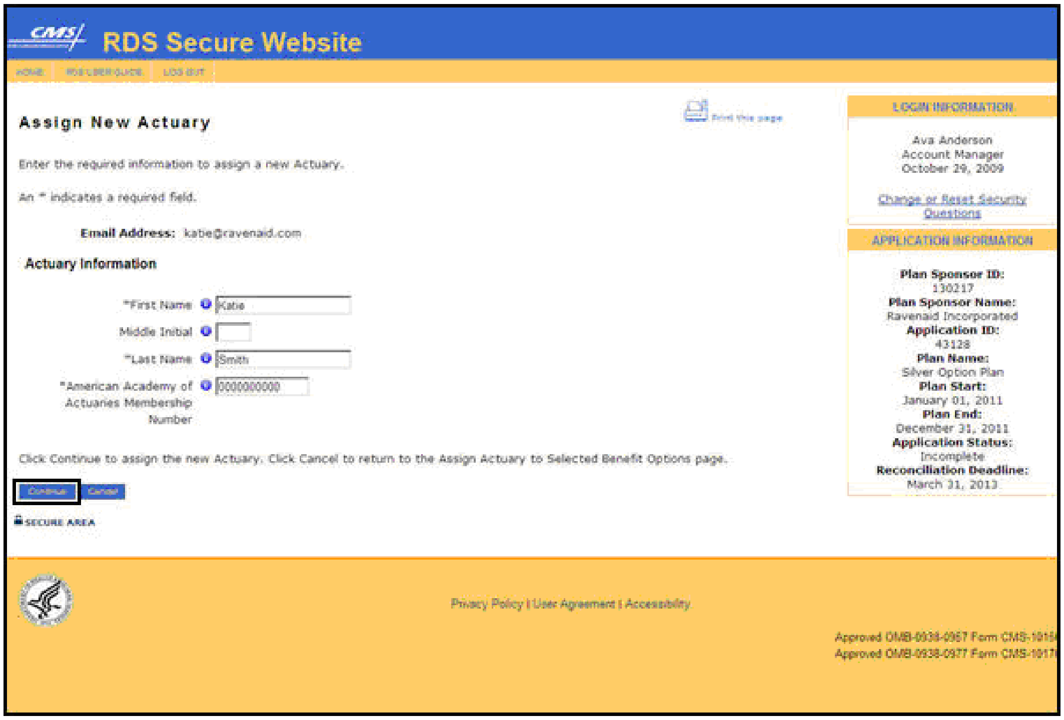
1. Select **Assign New Actuary** to proceed with assigning this person as an Actuary or select **Return to Assign Actuary to Selected Benefit Options** to search again for a different Actuary.



On the Assign New Actuary page:

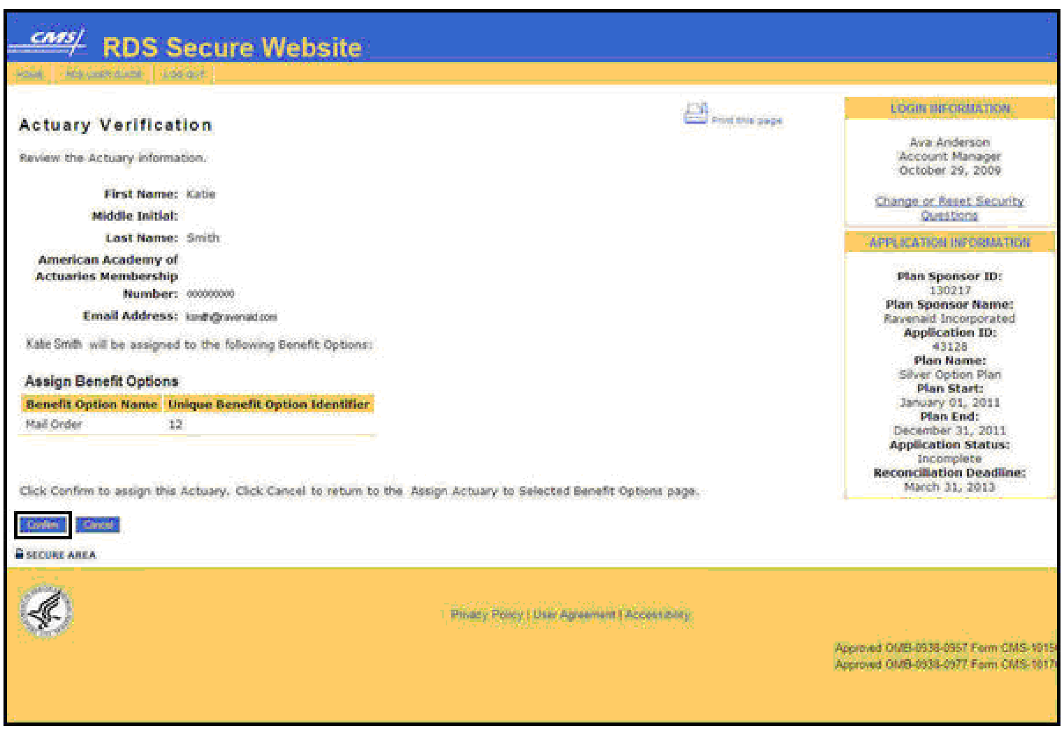
An * indicates a required a field.

2. *Enter the First Name.
3. Enter the Middle Initial.
4. *Enter the Last Name.
5. *Enter the American Academy of Actuaries Membership Number.
6. Select **Continue** to proceed or select **Cancel** to return to the Assign Actuary to Selected Benefit Options page to search again for a different Actuary.



On the Actuary Verification page:

7. Select **Confirm** to assign this Actuary or select **Cancel** to return to the Assign Actuary to Selected Benefit Options page.



On the Actuary Confirmation page:

8. Select **Continue** to return to the Multiple Actuary Maintenance page.

Note: When the Actuary is assigned, an email is sent to the Actuary indicating assignment to the Application and instructing that they must attest to the Medicare Part D equivalence of the plan.

View Step 4: Attestation Summary

The Account Manager, Authorized Representative, and Designee with View Attestation Summary privilege can view the Attestation Summary page. These individuals must view the Attestation Summary to determine whether or not a specific Benefit Option attestation is complete. The Actuary must view the Attestation Summary to attest to the Benefit Options. For information about the Actuary's completion of Actuarial Attestation, go to: [Attest Actuarial Equivalence](#).

To access the RDS Secure Website, and navigate to the Application List page, go to: [Appendix A: Access The RDS Secure Website](#).

On the Application List page:

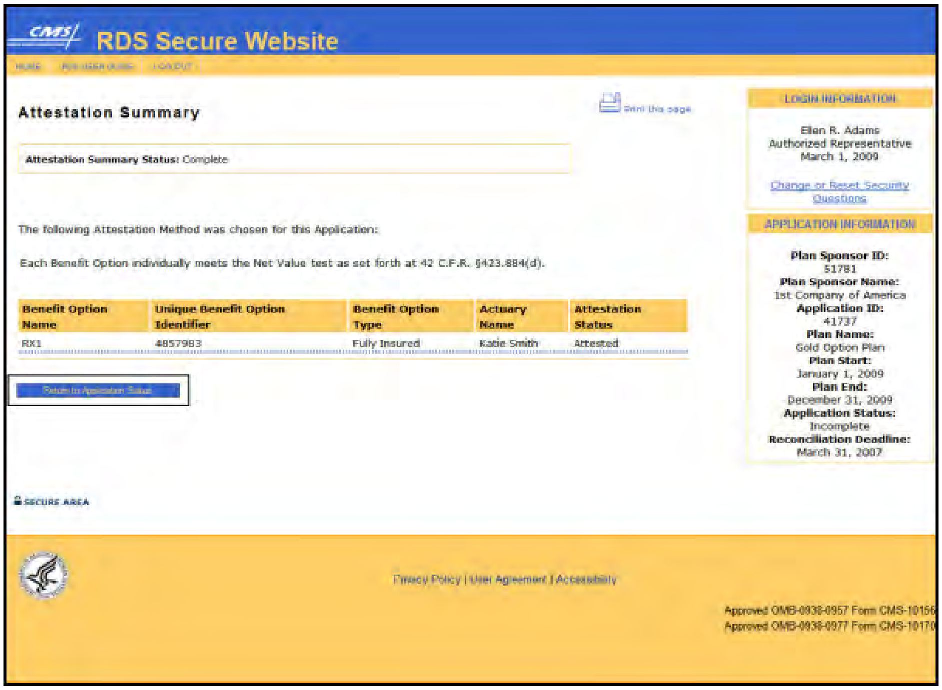
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 4: Attestation Summary**.

On the Attestation Summary page:

3. Select **Return to Application Status** to return to the Application Status page.



Complete Step 5: Electronic Funds Transfer (EFT) Information

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

On the Application List page:

1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 5: Electronic Funds Transfer (EFT) Information**.

On the Edit Electronic Funds Transfer (EFT) Information page:

An * indicates a required a field.

Account Information:

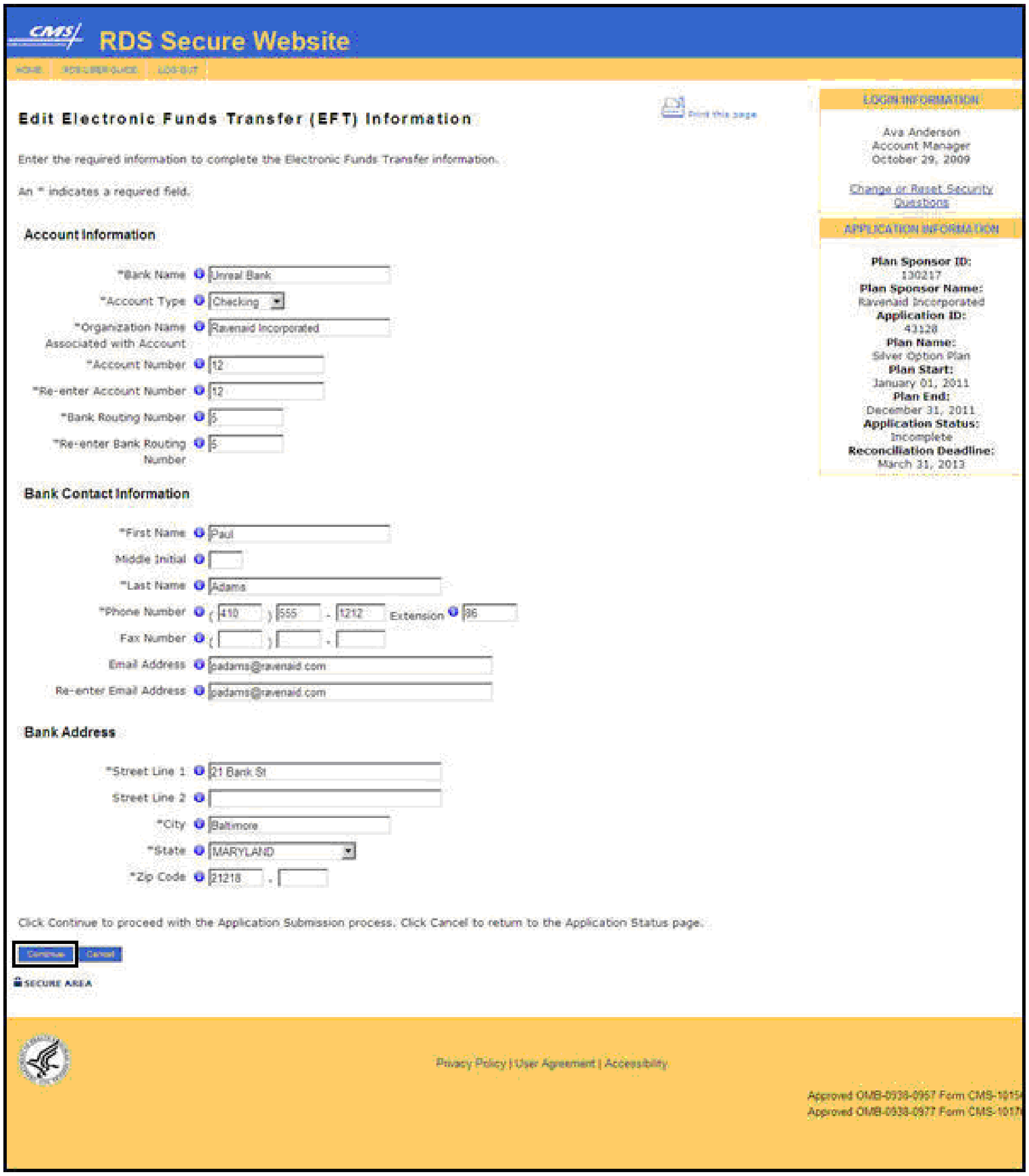
3. *Enter the Bank Name.
4. *Select the Account Type.
5. *Enter the Organization Name Associated with Account.
6. *Enter the Account Number.
7. *Re-enter the Account Number.
8. *Enter the Bank Routing Number.
9. *Re-enter the Bank Routing Number.

Bank Contact Information:

10. *Enter the First Name.
11. Enter the Middle Initial.
12. *Enter the Last Name.
13. *Enter the Phone Number
14. Enter Extension.
15. Enter the Fax Number.
16. Enter the Email Address.
17. Re-enter the Email Address.

Bank Address:

18. *Enter the Street Line 1.
19. Enter the Street Line 2.
20. *Enter the City.
21. *Select the State.
22. *Enter the Zip Code.
23. Select **Continue** to proceed or select **Cancel** to return to the Application Status page.



Complete Step 6: Payment Frequency

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

On the Application List page:

1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** Button.

On the Application Status page:

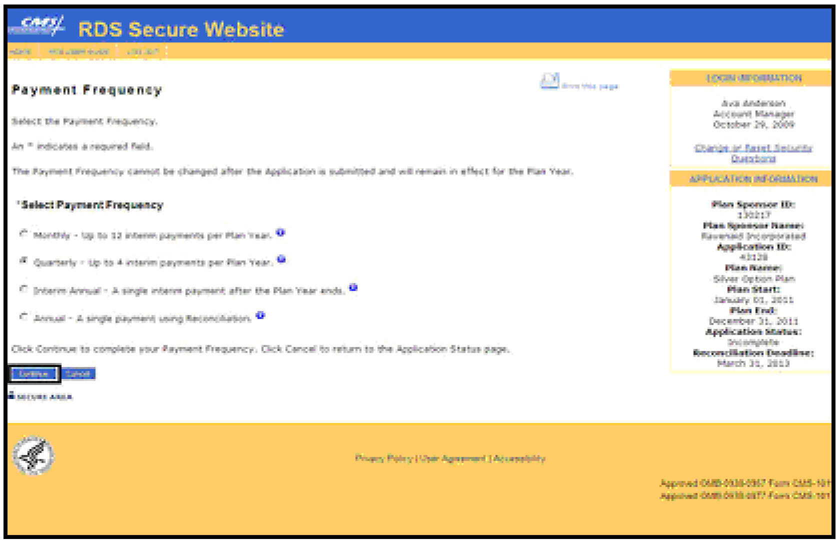
2. Select **Step 6: Payment Frequency**.

On the Payment Frequency page:

An * indicates a required field.

3. *Select a Payment Frequency.
4. Select **Continue** to proceed or select **Cancel** to return to the Application Status page.

Note: The Payment Frequency cannot be changed for this plan year after the Application is submitted.



Complete Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources

The following steps can be used to initially select the Retiree Electronic Data Interchange (EDI) Methods and Sources as well as change them after Application submission. For more information on changing the Retiree EDI Methods and Sources, go to: Managing Retirees Through The Application Lifecycle. For information about the Retiree EDI Methods and Sources in RDS Program Applications submitted prior to June, 2010, go to: Appendix O: Past Retiree Electronic Data Interchange (EDI) Methodology.

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

On the Application List page:

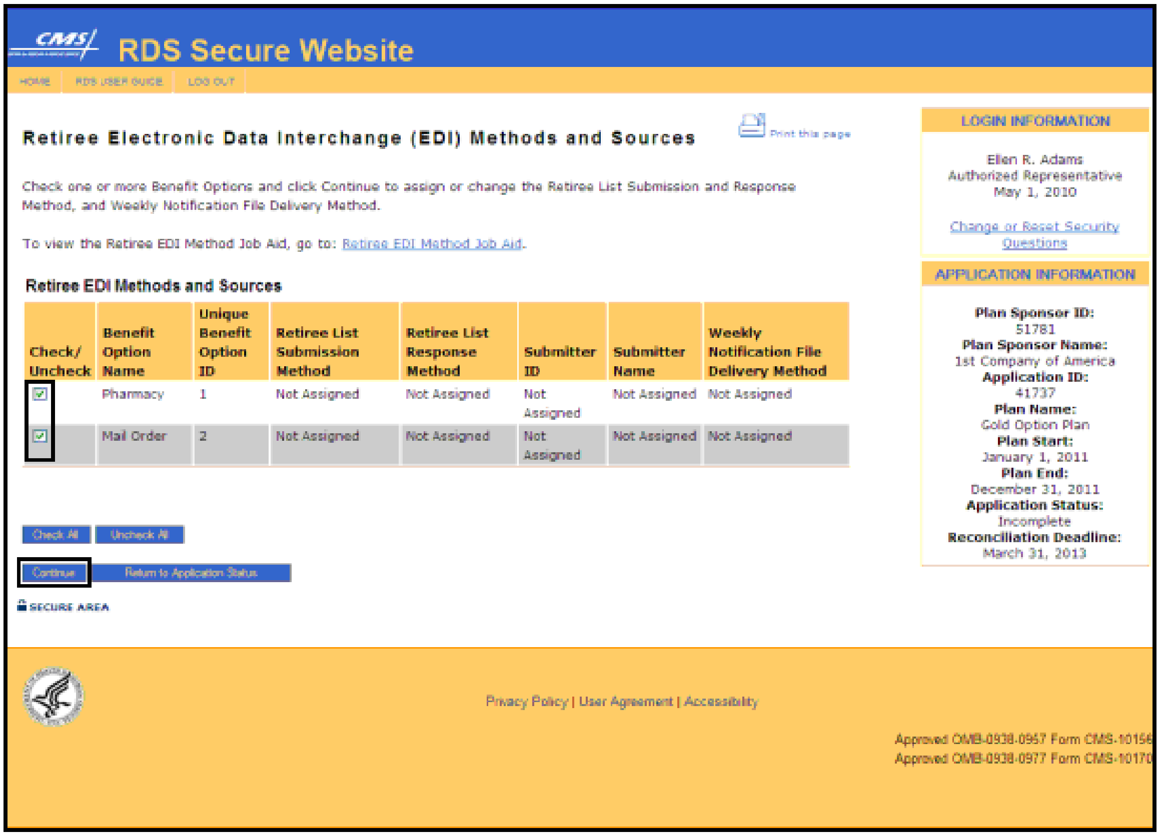
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** Button.

On the Application Status page:

2. Select **Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources**.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources page:

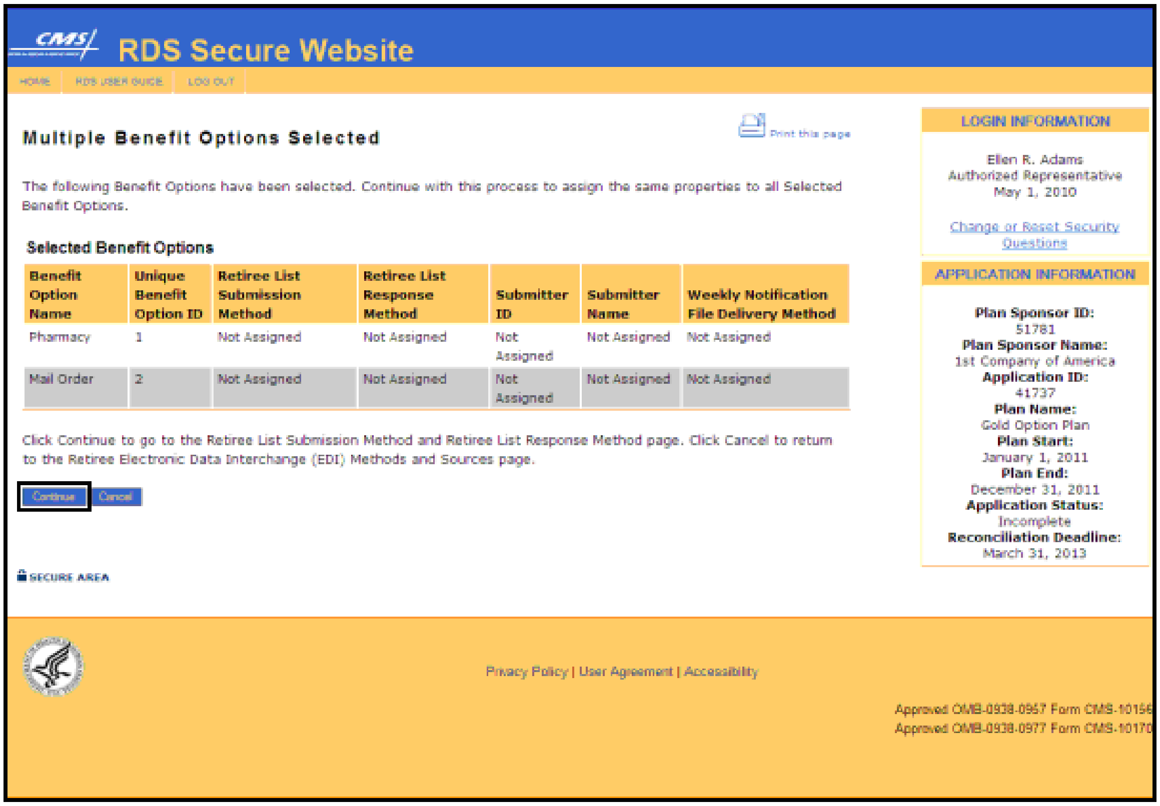
3. Select one or more Benefit Options.
4. Select **Continue** to assign or change the Retiree List Submission and Retiree List Response Method, and Weekly Notification File Delivery Method or select **Return to Application Status** page.



If multiple Benefit Options were selected, the Multiple Benefit Options Selected page displays. If a single Benefit Option was selected, the Retiree List Submission Method and Retiree List Response Method page displays.

On the Multiple Benefit Options Selected page:

5. The selected Benefit Options display. Continuing with this process assigns the same properties to all selected Benefit Options.
6. Select **Continue** to proceed to the Retiree List Submission Method and Retiree List Response Method page or select **Cancel** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



CMS RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Print this page

Multiple Benefit Options Selected

The following Benefit Options have been selected. Continue with this process to assign the same properties to all Selected Benefit Options.

Selected Benefit Options

Benefit Option Name	Unique Benefit Option ID	Retiree List Submission Method	Retiree List Response Method	Submitter ID	Submitter Name	Weekly Notification File Delivery Method
Pharmacy	1	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned
Mail Order	2	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned

Click Continue to go to the Retiree List Submission Method and Retiree List Response Method page. Click Cancel to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.

Continue | Cancel

SECURE AREA

LOGIN INFORMATION

Ellen R. Adams
Authorized Representative
May 1, 2010

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 51781
Plan Sponsor Name: 1st Company of America
Application ID: 41737
Plan Name: Gold Option Plan
Plan Start: January 1, 2011
Plan End: December 31, 2011
Application Status: Incomplete
Reconciliation Deadline: March 31, 2013

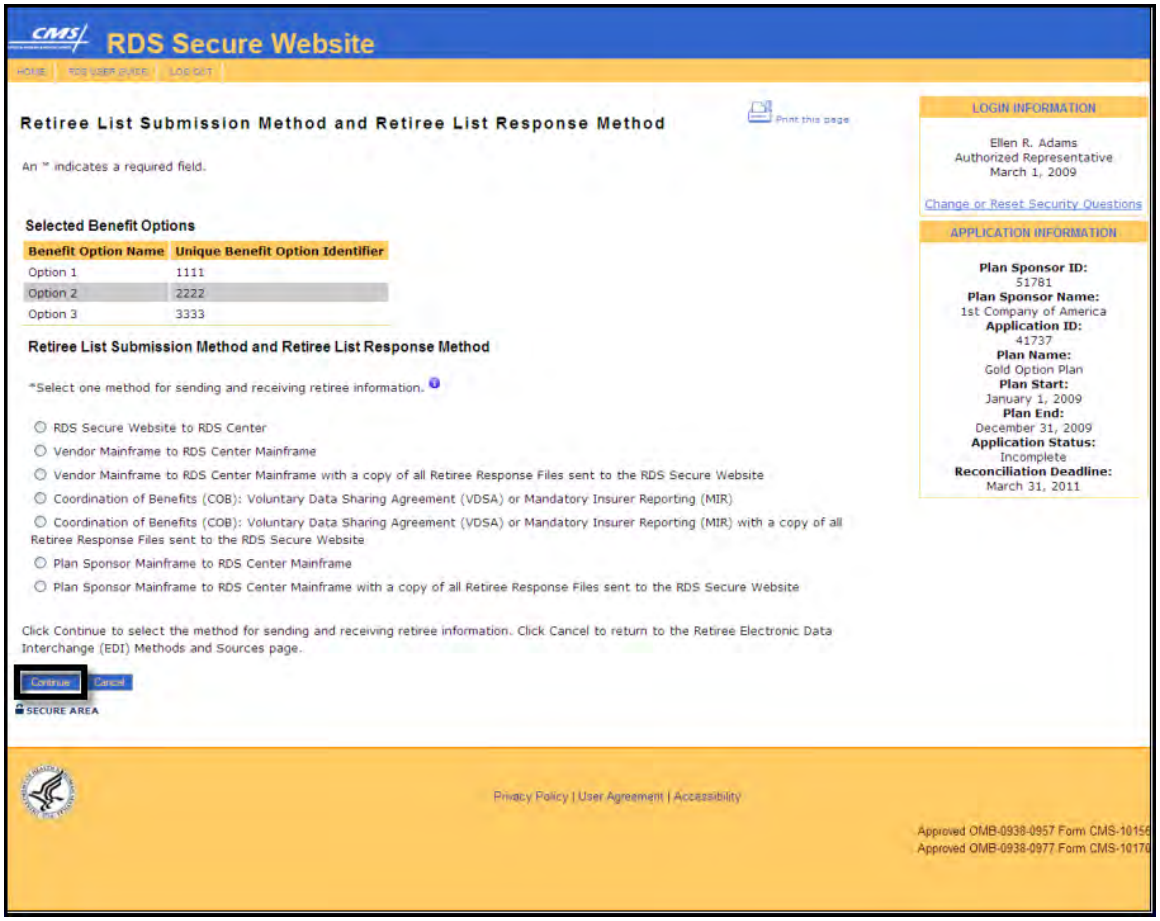
Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Retiree List Submission Method and Retiree List Response Method page:

An * indicates a required field.

7. *Select one method for sending and receiving retiree information.
8. Select **Continue** to select the method for sending and receiving retiree information or select **Cancel** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



Selection: RDS Secure Website to RDS Center

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

1. Select **Confirm** to accept the selections or select **Cancel** to return to the Retiree List Submission Method and Retiree List Response Method page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

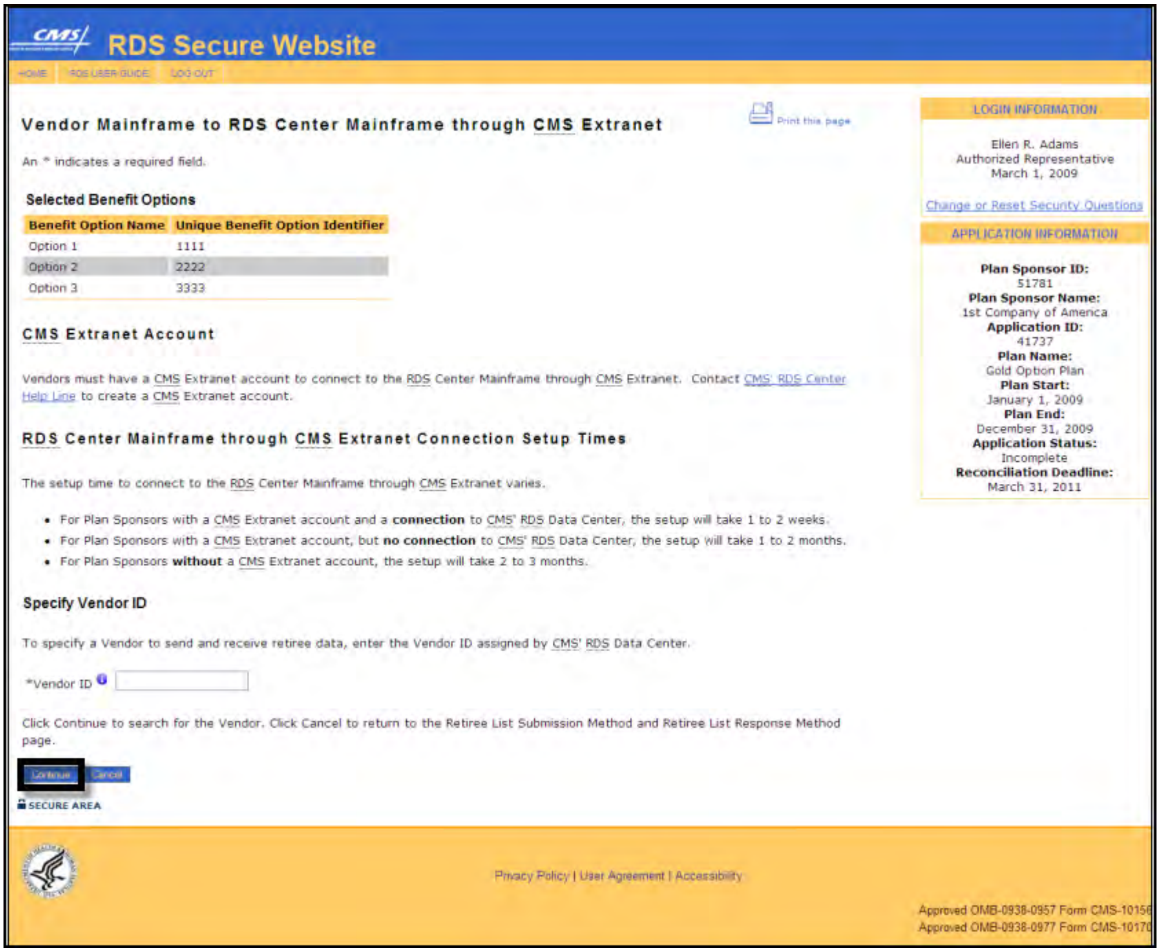
2. Select **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.

Selection: Vendor Mainframe to RDS Center Mainframe or Vendor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website

On the Vendor Mainframe to RDS Center Mainframe through CMS Extranet page:

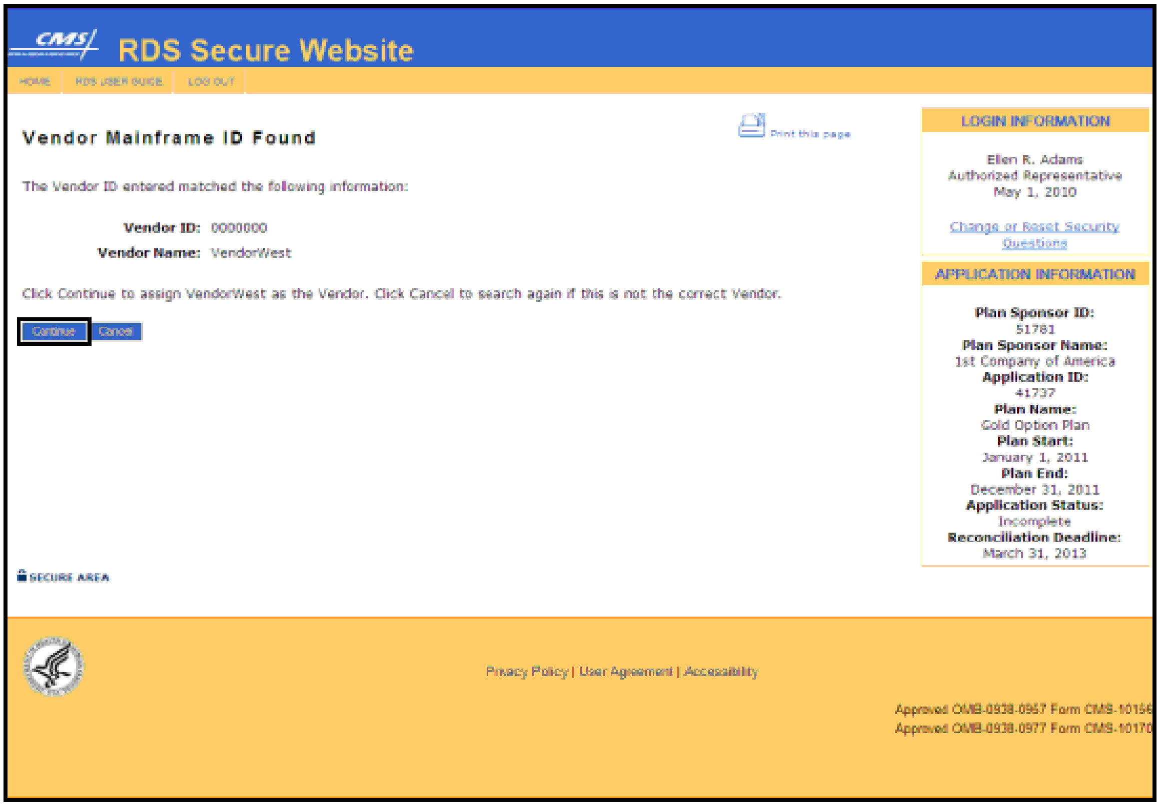
An * indicates a required field.

1. Note the setup times for CMS Extranet.
    - For Plan Sponsors with a CMS Extranet account and a connection to CMS' RDS Center, the setup takes 1 to 2 weeks.
    - For Plan Sponsors with a CMS Extranet account, but no connection to CMS' RDS Center, the setup takes 1 to 2 months.
    - For Plan Sponsors without a CMS Extranet account, the setup takes 2 to 3 months.
2. *Enter the Vendor ID assigned by CMS' RDS Center.
3. Select **Continue** to search for the Vendor or select **Cancel** to return to the Retiree List Submission Method and Retiree List Response Method page.



On the Vendor Mainframe ID Found page:

4. Select **Continue** to assign the Mainframe Vendor or select **Cancel** to search again if this is not the correct Mainframe Vendor.



On the Weekly Notification File Delivery Method page:

An * indicates a required field.

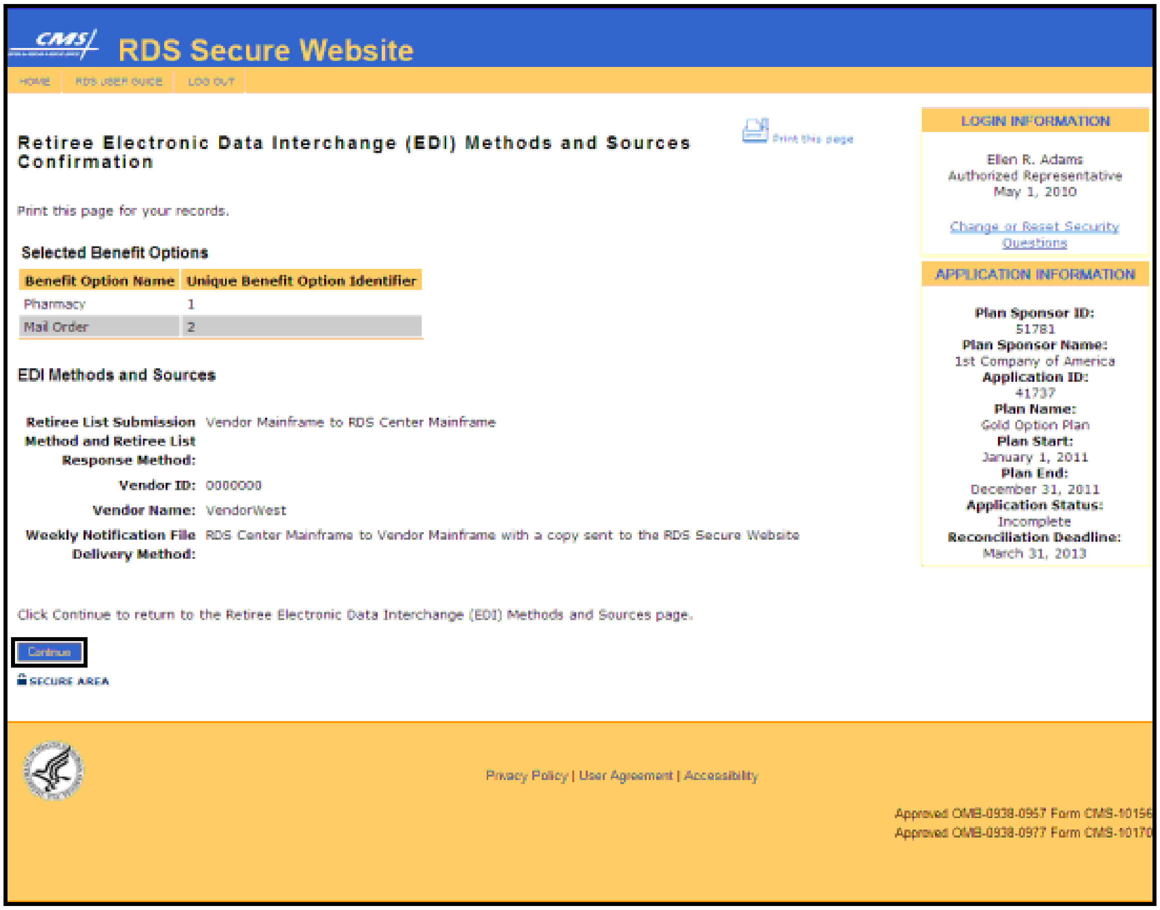
5. *Select a Weekly Notification File Delivery Method.
6. Select **Continue** to assign the Weekly Notification File Delivery Method or select **Cancel** to return to the Vendor Mainframe to RDS Center Mainframe through CMS Extranet page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

7. Select **Confirm** to accept the selections or select **Cancel** to return to the Weekly Notification File Delivery Method page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

8. Select **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



Note: For more information about submitting a Valid Initial Retiree List using the Mainframe, go to: [Covered Retiree Lists (CRL)](#).

Selection: Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR), or Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) with a copy of all Retiree Response Files sent to the RDS Secure Website

On the Coordination of Benefits (COB) through VDSA or MIR page:

An * indicates a required field.

1. Note the setup times for VDSA or MIR:
    - Contact the CMS Coordination of Benefits (COB) Contractor at cobva@ghimedicare.com. The usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements.
2. *Enter the VDSA Plan Number or MIR Reporter ID.
3. Select **Continue** to search for the VDSA Plan Number or MIR Reporter ID or select **Cancel** to return to the Retiree List Submission Method and Retiree List Response Method page.

CMS RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Coordination of Benefits (COB) through VDSA or MIR

Print this page

An * indicates a required field.

Selected Benefit Options

Benefit Option Name	Unique Benefit Option Identifier
Pharmacy	1
Mail Order	2

VDSA or MIR Setup

If you do not currently have VDSA or MIR and would like to get additional information, contact the CMS Coordination of Benefits (COB) Contractor at cobva@ghimedicare.com. The usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements.

Specify VDSA Plan Number or MIR Reporter ID

To specify a VDSA Plan or MIR Reporter to send and receive retiree data, enter the VDSA Plan Number or MIR Reporter ID.

*VDSA Plan Number or MIR Reporter ID 0000000000

Click Continue to search for the VDSA Plan Number or MIR Reporter ID. Click Cancel to return to the Retiree List Submission Method and Retiree List Response Method page.

Continue | Cancel

SECURE AREA

LOGIN INFORMATION

Ellen R. Adams
Authorized Representative
May 1, 2010

Change or Reset Security Questions

APPLICATION INFORMATION

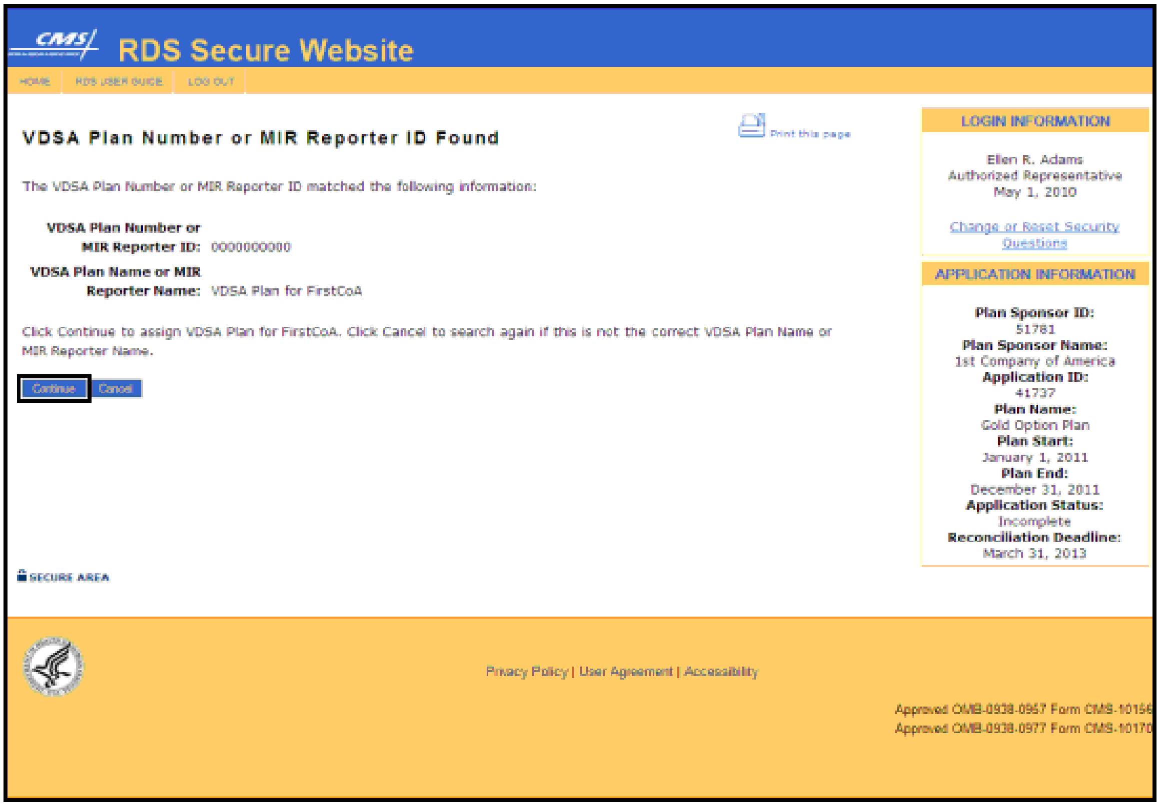
Plan Sponsor ID: 51781
Plan Sponsor Name: 1st Company of America
Application ID: 41737
Plan Name: Gold Option Plan
Plan Start: January 1, 2011
Plan End: December 31, 2011
Application Status: Incomplete
Reconciliation Deadline: March 31, 2013

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the VDSA Plan Number or MIR Reporter ID Found page:

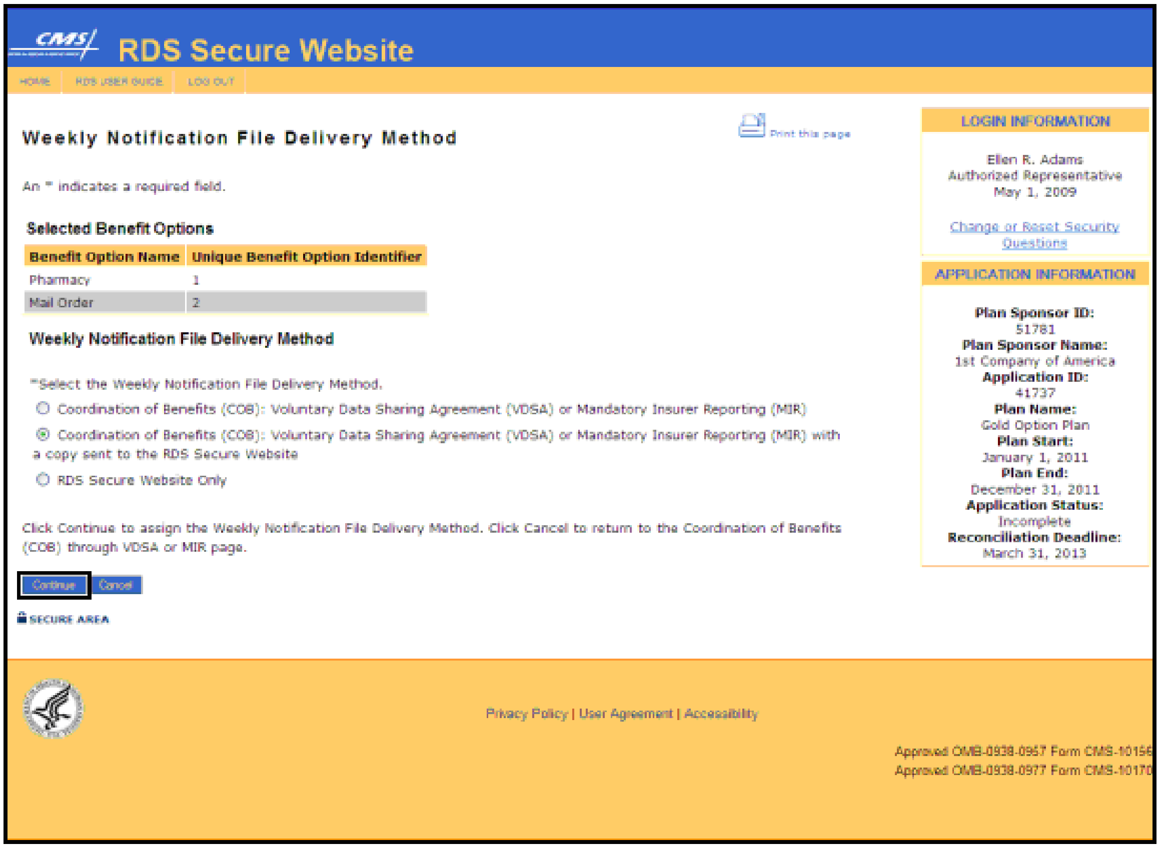
4. Select **Continue** to assign the VDSA Plan Number or MIR Reporter ID or select **Cancel** to search again if this is not the correct VDSA Plan Number or MIR Reporter ID.



On the Weekly Notification File Delivery Method page:

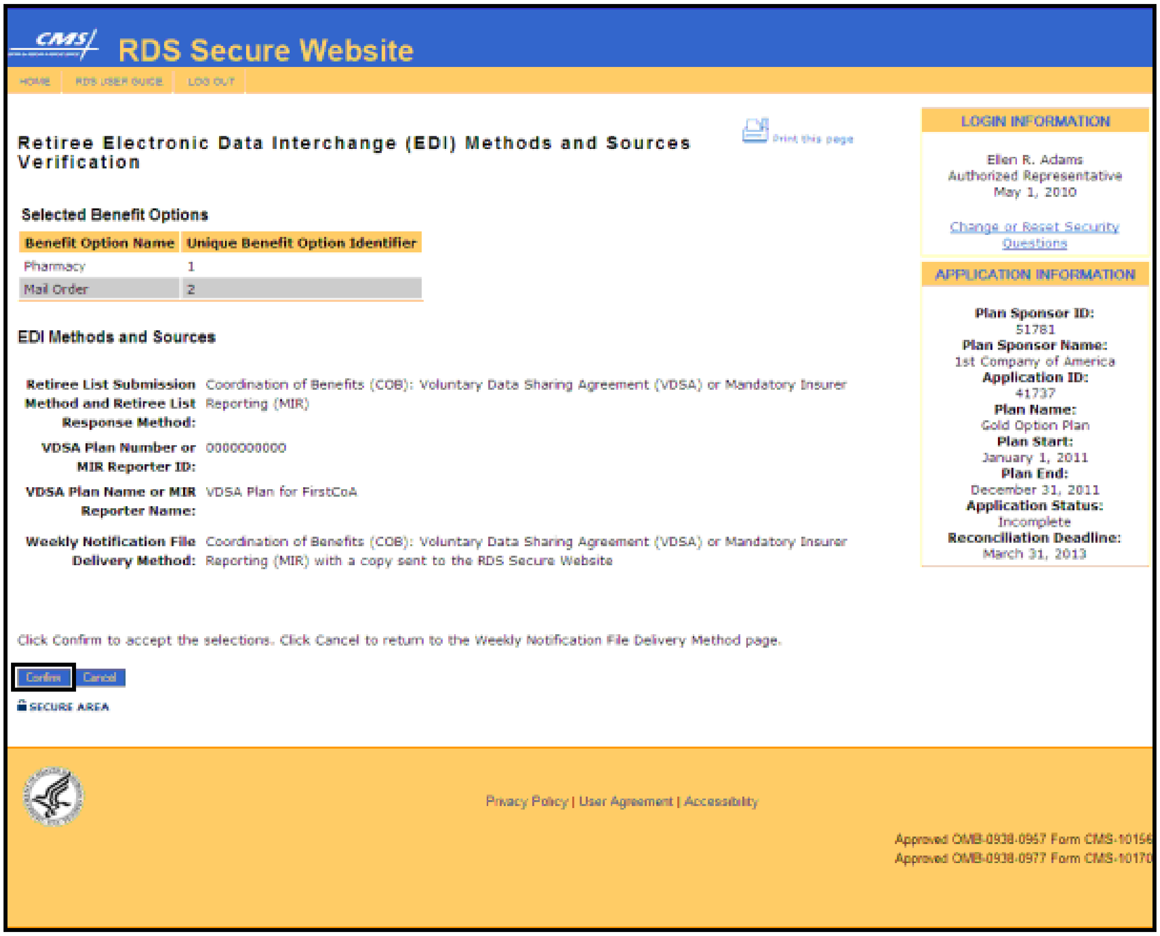
An * indicates a required field.

5. *Select the Weekly Notification File Delivery Method.
6. Select **Continue** to assign the Weekly Notification File Delivery Method or select **Cancel** to return to the Coordination of Benefits (COB) through VDSA or MIR page.



On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

7. Select **Confirm** to accept these selections or select **Cancel** to return to the Weekly Notification File Delivery Method page.



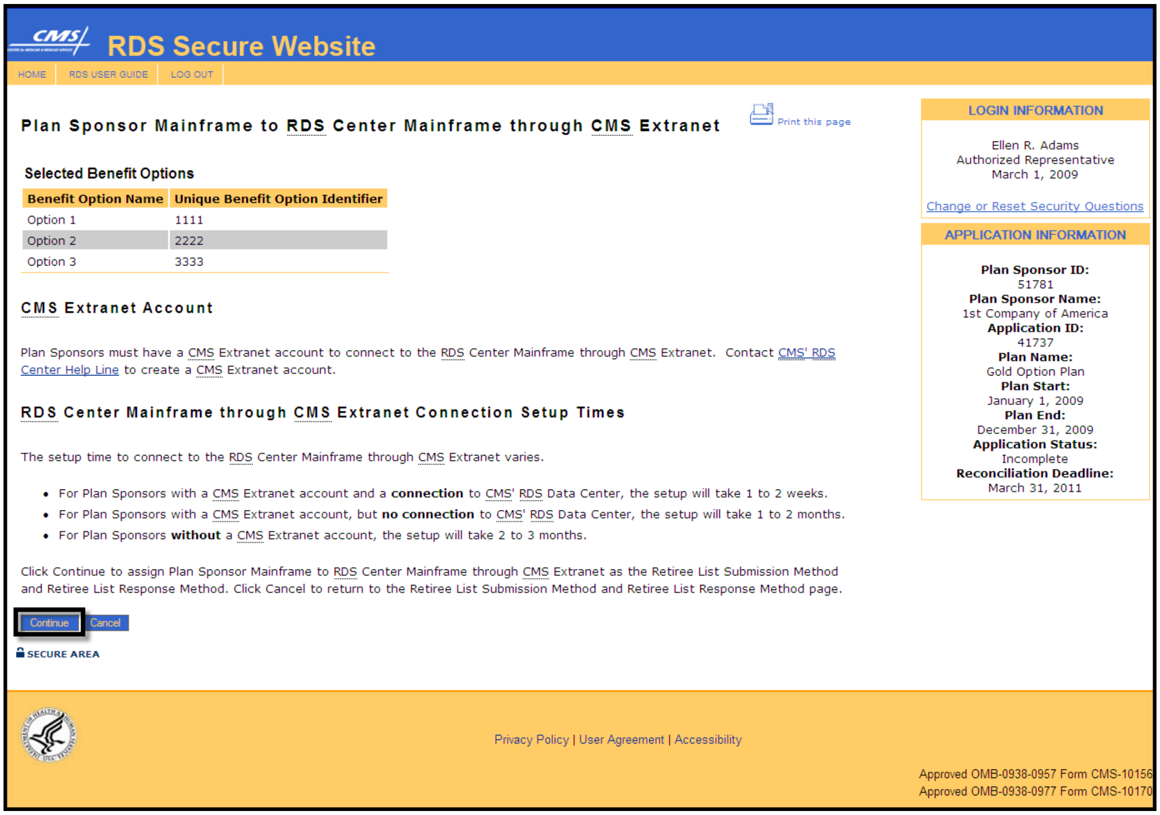
On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

8. Select **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.

Selection: Plan Sponsor Mainframe to RDS Center Mainframe or Plan Sponsor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website

On the Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet page:

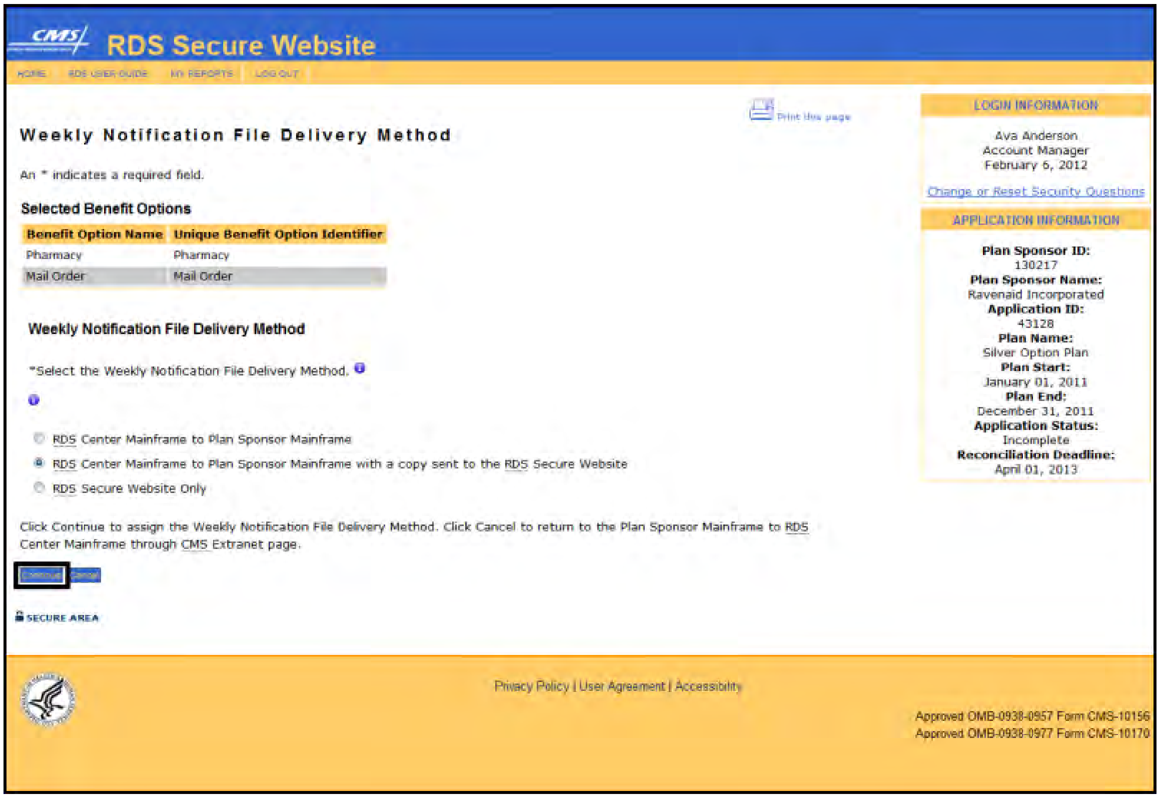
1. Note the setup times for CMS Extranet.
   - For Plan Sponsors with a CMS Extranet account and a **connection** to CMS' RDS Center, the setup takes 1 to 2 weeks.
   - For Plan Sponsors with a CMS Extranet account, but **no connection** to CMS' RDS Center, the setup takes 1 to 2 months.
   - For Plan Sponsors **without** a CMS Extranet account, the setup takes 2 to 3 months.
2. Select **Continue** to assign Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet as the Retiree List Submission Method and Retiree List Response Method. Select **Cancel** to return to the Retiree List Submission Method and Retiree List Response Method page.



On the Weekly Notification File Delivery Method page:

An * indicates a required field.

3. *Select the Weekly Notification File Delivery Method.
4. Select **Continue** to assign the Weekly Notification File Delivery Method or select **Cancel** to return to the Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet page.

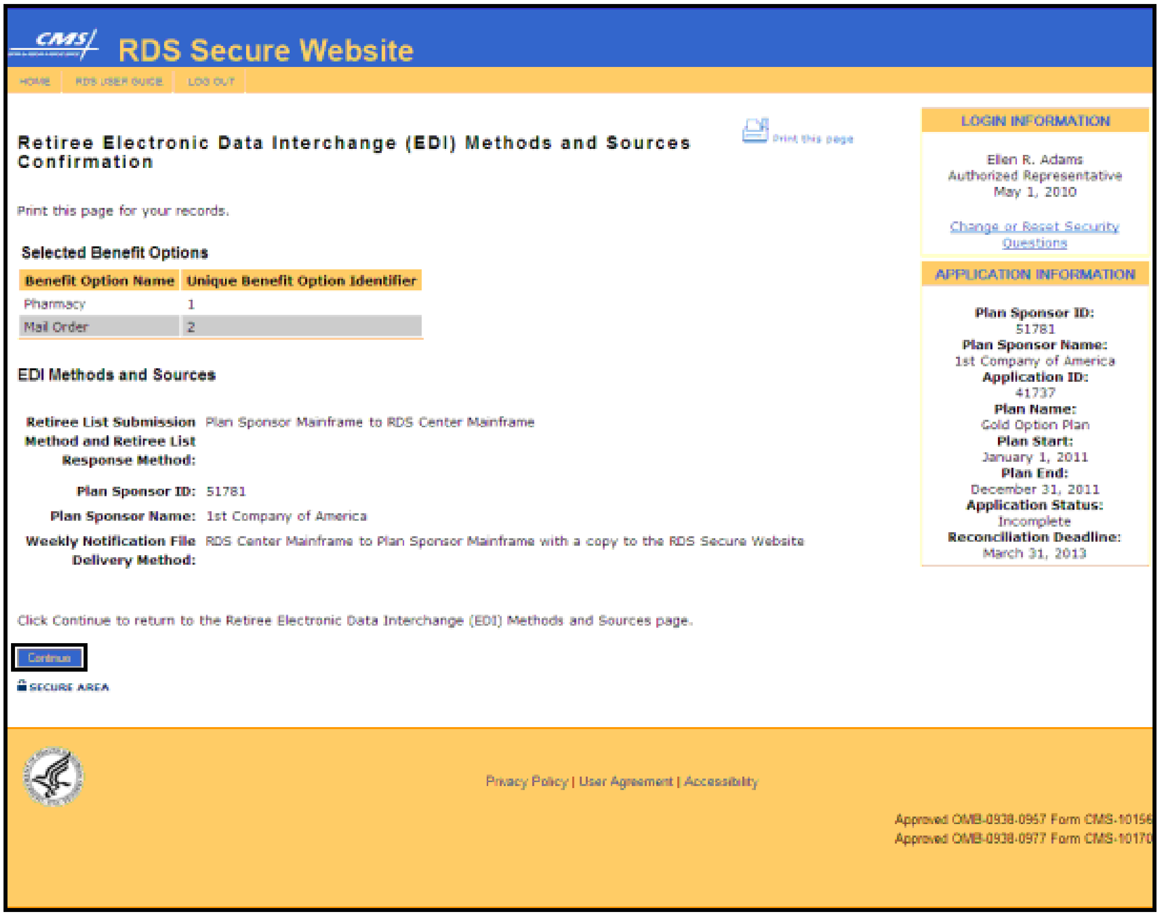


On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

5. Select **Confirm** to accept the selections or select **Cancel** to return to the Weekly Notification File Delivery Method page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

6. Select **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



Note: For more information about submitting a Valid Initial Retiree List using the Mainframe, go to: Covered Retiree List (CRL).

Complete Step 8: Plan Sponsor Agreement

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

Note: Only the Authorized Representative may complete this step.

On the Application List page:

1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 8: Plan Sponsor Agreement**.

On the Plan Sponsor Agreement page:

An * indicates a required field.

3. *Read the Plan Sponsor Agreement.
4. *Select the checkbox to confirm that you have reviewed and agreed to each clause of the Plan Sponsor Agreement.
5. Select **Continue** to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application or select **Cancel** to return to the Application Status page.

Note: The Continue button is activated after successfully completing all of the required steps in the Application Submission Process.

RDS Secure Website

HOME | RDS USER GUIDE | MY REPORTS | LOG OUT

Plan Sponsor Agreement

Print this page

The Authorized Representative must read each clause of the Plan Sponsor Agreement.

1. **Compliance:** In order to receive subsidy payment(s), Plan Sponsor agrees to comply with all of the terms and conditions of 42 C.F.R. 423 Subpart R and in other guidance issued by CMS, including, but not limited to, the conditions for submission of data for obtaining payment and the record retention requirements.
2. **Notice of Creditable Coverage:** Plan Sponsor certifies that it will provide prior to the beginning of the plan year referenced in this RDS application, Creditable Coverage notices in accordance with 42 C.F.R. 423.56 to Part D eligible individuals covered under the Plan Sponsor's plan.
3. **Written Agreement:** Plan Sponsor certifies that it has executed a written agreement with its health insurance issuer or group health plan regarding disclosure of information to CMS, and the issuer or plan agrees to disclose to CMS, on behalf of the Sponsor, the information necessary for the Sponsor to comply with the requirements of the RDS Program. (For year one of the RDS Program Sponsor certifies that it will execute the written agreement prior to January 1, 2006.)
4. **Use of Records:** Sponsor understands and agrees that officers, employees and contractors of the Department of Health and Human Services, including the Office of Inspector General (OIG), may use information collected under the RDS Program only for the purposes of, and to the extent necessary in, carrying out their responsibilities under 42 C.F.R. 423 Subpart R including, but not limited to, determination of payments and payment-related oversight and program integrity activities, or as otherwise required by law. This restriction does not limit OIG authority to conduct audits and evaluations necessary for purposes of 42 C.F.R. 423 Subpart R or other authority. Sponsors further acknowledge that CMS will release Retiree Drug Subsidy payment data in accordance with §423.884(c).
5. **Obtaining Federal Funds:** Plan Sponsor acknowledges that the information furnished in its Plan Sponsor Application is being provided to obtain Federal funds. Plan Sponsor certifies that it requires all subcontractors, including plan administrators, to acknowledge that information provided in connection with the Plan Sponsor's Application is used for purposes of obtaining Federal funds. Plan Sponsor acknowledges that payment of a subsidy is conditioned on the submission of accurate information. Plan Sponsor agrees that it will not knowingly present or cause to be presented a false or fraudulent claim. Plan Sponsor acknowledges that any overpayment made to the Plan Sponsor under the RDS Program may be recouped by CMS. Plan Sponsor will promptly update any changes to the information submitted in its Plan Sponsor Application.
6. **Data Security:** Plan Sponsor agrees to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged under this Plan Sponsor Application. Plan Sponsor recognizes that the use and disclosure of protected health information (PHI) is governed by the Health Insurance Portability and Accountability Act (HIPAA) and accompanying regulations. Plan Sponsor certifies that it has established and implemented appropriate safeguards in compliance with 45 C.F.R. Parts 160, 162 and 164 (HIPAA administrative simplification, privacy and security rule) in order to prevent unauthorized disclosure of such information or data. Any and all Plan Sponsor personnel interacting with PHI shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.
7. **Depository Information:** Plan Sponsor hereby authorizes CMS to initiate payment, credit entries and other adjustments, including offsets and requests for payment, in accordance with the provisions of 42 C.F.R. 423 Subpart R and applicable provisions of 45 C.F.R. Part 30 to the account at the financial institution (hereinafter the "Depository") indicated under the Electronic Funds Transfer (EFT) section of the Plan Sponsor Application. When Plan Sponsor know of, and agrees to, an overpayment it must pay that amount back to CMS. Plan Sponsor agrees to promptly update any changes in its Depository information.
8. **Change of Ownership:** The Plan Sponsor shall provide written notice to CMS at least 60 days prior to a change in ownership, as defined in 42 C.F.R. 423.892(a). When a change of ownership results in a transfer of the liability for prescription drug costs, this Plan Sponsor Agreement is automatically assigned to the new owner, who shall be subject to the terms and conditions of this Plan Sponsor Agreement.

I, the undersigned Authorized Representative of Plan Sponsor, declare that I have examined this Plan Sponsor Application and Plan Sponsor Agreement. My signature legally and financially binds the Plan Sponsor to the laws, regulations, and other guidance applicable to the RDS Program (including, but not limited to 42 C.F.R. 423 Subpart R) and all other applicable laws and regulations. I certify that the information contained in this Plan Sponsor Application and Plan Sponsor Agreement is true, accurate and complete to the best of my knowledge and belief, and I authorize CMS to verify this information. I understand that, because payment of a subsidy will be made from Federal funds, any false statements, documents, or concealment of a material fact is subject to prosecution under applicable Federal and/or State law. If I become aware that information in this application is not (or is no longer) true, accurate and complete, I agree to notify CMS promptly of this fact.

Signature of Plan Sponsor Authorized Representative

An * indicates a required field.

☑ *Click the checkbox to confirm that you have reviewed and agree to each clause of the Plan Sponsor Agreement.

Click Continue to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application. Click Cancel to return to the Application Status page.

Continue | Cancel

SECURE AREA

LOGIN INFORMATION

Ellen R. Adams
Authorized Representative
March 1, 2009

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 51781
Plan Sponsor Name: 1st Company of America
Application ID: 41737
Plan Name: Gold Option Plan
Plan Start: January 1, 2009
Plan End: December 31, 2009
Application Status: Incomplete
Reconciliation Deadline: March 31, 2007

Privacy Policy | User Agreement | Accessibility

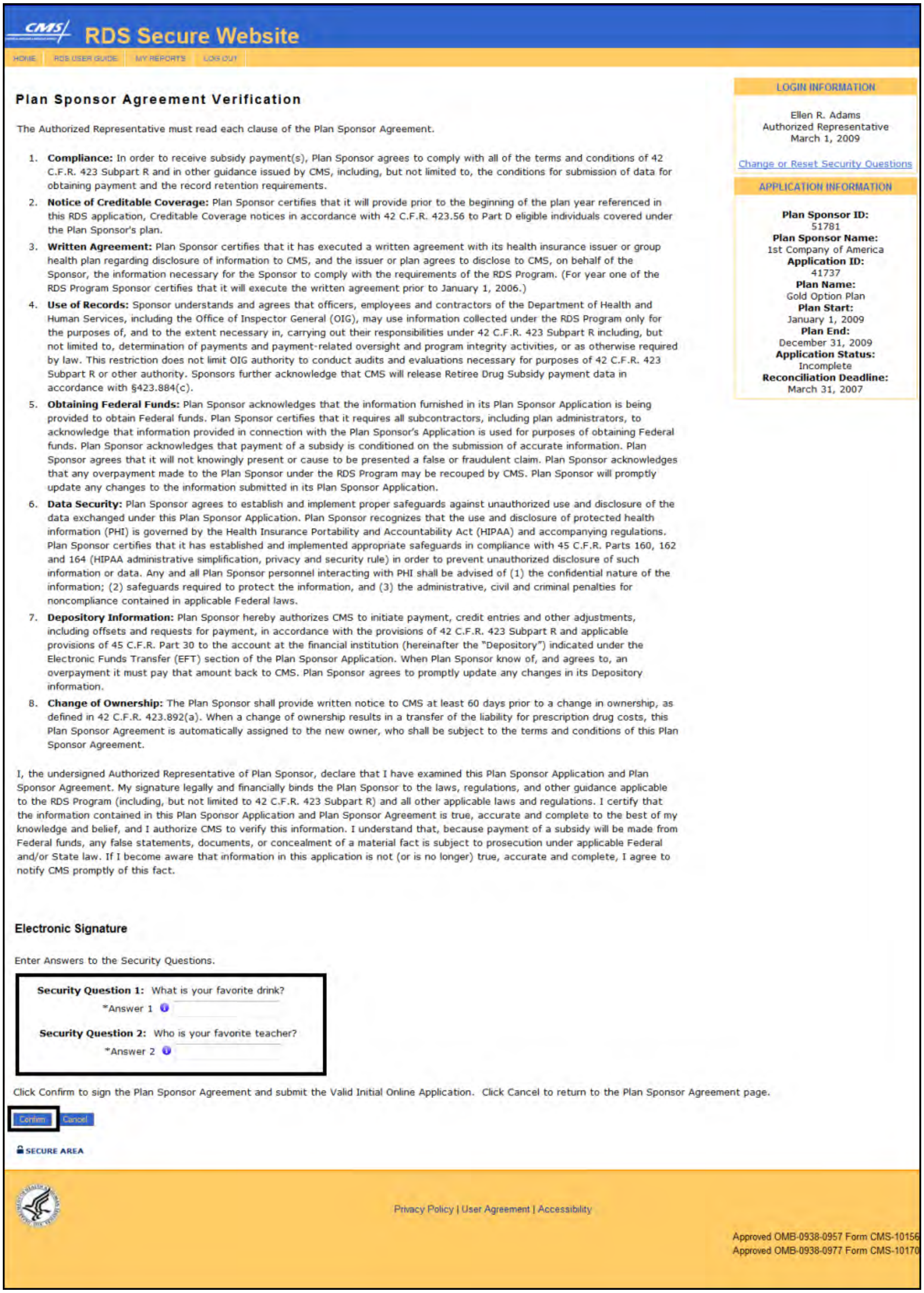
Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Plan Sponsor Agreement Verification page:

6. *Enter answers to the two Security Questions.

7. Select **Confirm** to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application or select **Cancel** to return to the Plan Sponsor Agreement page.

Note: Once the Authorized Representative signs the Plan Sponsor Agreement, a page displays that confirms the Plan Sponsor Agreement has been signed and the Valid Initial Online Application has been submitted. CMS' RDS Center strongly recommends that you print that page for your records.


RDS Secure Website
HOME
RDS USER GUIDE
MY REPORTS
LOG OUT
LOGIN INFORMATION
Ellen R. Adams
Authorized Representative
March 1, 2009
Change or Reset Security Questions
APPLICATION INFORMATION
Plan Sponsor ID: 51781
Plan Sponsor Name: 1st Company of America
Application ID: 41737
Plan Name: Gold Option Plan
Plan Start: January 1, 2009
Plan End: December 31, 2009
Application Status: Incomplete
Reconciliation Deadline: March 31, 2007
Plan Sponsor Agreement Verification
The Authorized Representative must read each clause of the Plan Sponsor Agreement.
1. Compliance: In order to receive subsidy payment(s), Plan Sponsor agrees to comply with all of the terms and conditions of 42 C.F.R. 423 Subpart R and in other guidance issued by CMS, including, but not limited to, the conditions for submission of data for obtaining payment and the record retention requirements.
2. Notice of Creditable Coverage: Plan Sponsor certifies that it will provide prior to the beginning of the plan year referenced in this RDS application, Creditable Coverage notices in accordance with 42 C.F.R. 423.56 to Part D eligible individuals covered under the Plan Sponsor's plan.
3. Written Agreement: Plan Sponsor certifies that it has executed a written agreement with its health insurance issuer or group health plan regarding disclosure of information to CMS, and the issuer or plan agrees to disclose to CMS, on behalf of the Sponsor, the information necessary for the Sponsor to comply with the requirements of the RDS Program. (For year one of the RDS Program Sponsor certifies that it will execute the written agreement prior to January 1, 2006.)
4. Use of Records: Sponsor understands and agrees that officers, employees and contractors of the Department of Health and Human Services, including the Office of Inspector General (OIG), may use information collected under the RDS Program only for the purposes of, and to the extent necessary in, carrying out their responsibilities under 42 C.F.R. 423 Subpart R including, but not limited to, determination of payments and payment-related oversight and program integrity activities, or as otherwise required by law. This restriction does not limit OIG authority to conduct audits and evaluations necessary for purposes of 42 C.F.R. 423 Subpart R or other authority. Sponsors further acknowledge that CMS will release Retiree Drug Subsidy payment data in accordance with §423.884(c).
5. Obtaining Federal Funds: Plan Sponsor acknowledges that the information furnished in its Plan Sponsor Application is being provided to obtain Federal funds. Plan Sponsor certifies that it requires all subcontractors, including plan administrators, to acknowledge that information provided in connection with the Plan Sponsor's Application is used for purposes of obtaining Federal funds. Plan Sponsor acknowledges that payment of a subsidy is conditioned on the submission of accurate information. Plan Sponsor agrees that it will not knowingly present or cause to be presented a false or fraudulent claim. Plan Sponsor acknowledges that any overpayment made to the Plan Sponsor under the RDS Program may be recouped by CMS. Plan Sponsor will promptly update any changes to the information submitted in its Plan Sponsor Application.
6. Data Security: Plan Sponsor agrees to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged under this Plan Sponsor Application. Plan Sponsor recognizes that the use and disclosure of protected health information (PHI) is governed by the Health Insurance Portability and Accountability Act (HIPAA) and accompanying regulations. Plan Sponsor certifies that it has established and implemented appropriate safeguards in compliance with 45 C.F.R. Parts 160, 162 and 164 (HIPAA administrative simplification, privacy and security rule) in order to prevent unauthorized disclosure of such information or data. Any and all Plan Sponsor personnel interacting with PHI shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.
7. Depository Information: Plan Sponsor hereby authorizes CMS to initiate payment, credit entries and other adjustments, including offsets and requests for payment, in accordance with the provisions of 42 C.F.R. 423 Subpart R and applicable provisions of 45 C.F.R. Part 30 to the account at the financial institution (hereinafter the "Depository") indicated under the Electronic Funds Transfer (EFT) section of the Plan Sponsor Application. When Plan Sponsor know of, and agrees to, an overpayment it must pay that amount back to CMS. Plan Sponsor agrees to promptly update any changes in its Depository information.
8. Change of Ownership: The Plan Sponsor shall provide written notice to CMS at least 60 days prior to a change in ownership, as defined in 42 C.F.R. 423.892(a). When a change of ownership results in a transfer of the liability for prescription drug costs, this Plan Sponsor Agreement is automatically assigned to the new owner, who shall be subject to the terms and conditions of this Plan Sponsor Agreement.
I, the undersigned Authorized Representative of Plan Sponsor, declare that I have examined this Plan Sponsor Application and Plan Sponsor Agreement. My signature legally and financially binds the Plan Sponsor to the laws, regulations, and other guidance applicable to the RDS Program (including, but not limited to 42 C.F.R. 423 Subpart R) and all other applicable laws and regulations. I certify that the information contained in this Plan Sponsor Application and Plan Sponsor Agreement is true, accurate and complete to the best of my knowledge and belief, and I authorize CMS to verify this information. I understand that, because payment of a subsidy will be made from Federal funds, any false statements, documents, or concealment of a material fact is subject to prosecution under applicable Federal and/or State law. If I become aware that information in this application is not (or is no longer) true, accurate and complete, I agree to notify CMS promptly of this fact.
Electronic Signature
Enter Answers to the Security Questions.
Security Question 1: What is your favorite drink?
*Answer 1
Security Question 2: Who is your favorite teacher?
*Answer 2
Click Confirm to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application. Click Cancel to return to the Plan Sponsor Agreement page.
Confirm
Cancel
SECURE AREA
Privacy Policy | User Agreement | Accessibility
Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Plan Sponsor Agreement Confirmation page:

8. CMS' RDS Center strongly recommends that you print this page for your records.
9. Select **Continue** to return to the Application Status page.

Note: The Valid Initial Retiree List must also be submitted by the Application Deadline. For information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Plan Sponsor Agreement Confirmation

Print this page

You have signed the Plan Sponsor Agreement and submitted the Valid Initial Online Application.

Print this page for your records.

A Retiree Drug Subsidy (RDS) Application consists of both a Valid Initial Online Application and a Valid Initial Retiree List. To submit a timely RDS Application for a given Plan Year, a Plan Sponsor must submit a Valid Initial Online Application AND a Valid Initial Retiree List by no later than 90 days prior to the beginning of the Plan Year, unless a 30-day Application Deadline Extension has been requested and approved by the Centers for Medicare & Medicaid Services (CMS) prior to the expiration of the Application Deadline. If a 30-day Application Deadline Extension is approved, a Plan Sponsor must submit a Valid Initial Online Application AND a Valid Initial Retiree List no later than 30 days after the previously mentioned Application Deadline. A Plan Sponsor Application that fails to meet these requirements is not timely and the Plan Sponsor will receive a notification that its Application has been denied.

Click Continue to return to the Application Status page.

Continue

SECURE AREA

LOGIN INFORMATION

Brian Hill
Authorized Representative
October 30, 2009

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 130217
Plan Sponsor Name: Ravenaid Incorporated
Application ID: 43128
Plan Name: Silver Option Plan
Plan Start: January 1, 2011
Plan End: December 31, 2011
Application Status: Incomplete
Reconciliation Deadline: March 31, 2013

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-1015
Approved OMB-0938-0977 Form CMS-1017

Complete Step 9: Valid Initial Retiree List

A Plan Sponsor must submit a Valid Initial Retiree List to CMS' RDS Center as part of the Application Submission Process. A Valid Initial Retiree List can be submitted to CMS' RDS Center after the following is complete:

- Application has been started;
- Application Number has been assigned in Step 1;
- Benefit Options have been established in Step 2;
- Retiree Electronic Data Interchange (EDI) Methods and Sources in Step 7 have been selected.

For more information about when a Valid Initial Retiree List is due, go to: Important Application Deadline Information.

For more information about submitting a retiree list, go to: Monthly Retiree List.

When the Valid Initial Retiree List is submitted and the format is validated, the Valid Initial Retiree List Received Date displays in the Details box on the Application Status page. In the Application Submission Process, Step 9 is marked with a green check and the status is marked "Received" to indicate that the Valid Initial Retiree List has been received by CMS' RDS Center.

The status of Step 9 changes to “Verified” when Qualifying Covered Retirees and subsidy periods are verified with the Medicare Beneficiary Database (MBD).

Note: Retiree lists are not processed until the Valid Initial Online Application is submitted. For the retiree list to be processed, the data exchange method and source must match the selections chosen for the Benefit Option in Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources. Retiree lists sent by any other method or source are not processed and a Response File is sent back to the source with the appropriate Reason Code.

Submit An Application

After Step 1 through Step 7 have been completed, the Application may be submitted by the Authorized Representative signing the Plan Sponsor Agreement in Step 8 of the Application. For information about signing the Plan Sponsor Agreement and submitting the Application, go to: Step 8: Plan Sponsor Agreement.

If the Authorized Representative has not completed the RDS Secure Website registration process, go to: RDS Secure Website User Roles And Other Program Stakeholders.

Note: The Authorized Representative is the ONLY individual who can sign the Plan Sponsor Agreement and submit the completed Application to CMS' RDS Center.

Making Changes To An Application After Submission

Overview

This section explains what Application information must be maintained after an Application has been submitted and approved, how information should be maintained, and what Application information cannot be changed.

Information That Must Be Maintained

Certain critical Application information must be kept current throughout the Application Lifecycle, while other information may be modified at the Plan Sponsor's discretion.

Information regarding Qualifying Covered Retirees (QCRs) is critical to determining accurate subsidy payment and must be maintained by both the Plan Sponsor and CMS' RDS Center on a regular basis.

Verifiable banking information must be maintained on the Application for CMS' RDS Center to render subsidy payments to the Plan Sponsor. If the Electronic Funds Transfer (EFT) information provided on the Application fails to be verified by the Plan Sponsor's bank, the Plan Sponsor must correct the banking information and re-submit the Application.

The role of Account Manager and Authorized Representative must always be active with a current valid user assigned.

Who Can Change Application Information?

Application information is maintained by the Account Manager, Authorized Representative or a Designee granted the appropriate privilege. Retiree data may also be supplied by a Vendor contracted by the Plan Sponsor or a Coordination of Benefits (COB) contractor.

Notifying The Plan Sponsor When Changes Occur

In the case of critical data such as Qualifying Covered Retirees (QCRs), corresponding Subsidy Periods, and associated Benefit Options, CMS' RDS Center provides a Retiree Response File to the Plan Sponsor whenever a retiree file is received. CMS' RDS Center also provides a notification file to the Plan Sponsor whenever Medicare notifies CMS' RDS Center of an event that could impact a Plan Sponsor's ability to receive subsidy for a beneficiary.

If CMS' RDS Center is unable to verify the banking information provided on the Application, CMS' RDS Center notifies the Plan Sponsor by email that the data must be updated. CMS' RDS Center also notifies the Plan Sponsor when role reassignments occur, Designee privileges are updated, and Electronic Funds Transfer (EFT) information is changed.

Managing Retirees Through The Application Lifecycle

Retiree information must be continually managed through the Application Lifecycle so that the Plan Sponsor's records and CMS' RDS Center records accurately reflect QCRs, the corresponding Subsidy Periods, and the associated Benefit Options. The Retiree Electronic Data Interchange (EDI) Methods and Sources may be changed after an Application is in a “Submitted” status, the Plan Sponsor can return to Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources and update or change the EDI information.

Removing Retirees From A Benefit Option

Benefit Option may not be changed or removed once the Application has been submitted to CMS' RDS Center.

If you need to remove a Benefit Option from your approved Application, it is necessary only to remove the retirees from that Benefit Option; the Benefit Option itself can stay within the Application. To remove the retirees associated with the Benefit Option, the Plan Sponsor needs to send a Monthly Retiree List with delete transactions for only those associated retirees. If necessary, the Plan Sponsor can assign those retirees to other UBOI(s) as applicable. For more information on sending retiree files go to: Covered Retiree List (CRL).

Changing Retiree Electronic Data Interchange (EDI) Methods and Sources

The Retiree Electronic Data Interchange (EDI) Methods and Sources may be changed after an Application is in “Submitted” status, the Plan Sponsor can return to Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources and update or change the EDI information. However, if the Plan Sponsor is changing the Retiree List Submission Method to Mainframe, VDSA (Voluntary Data Sharing Agreement), or Mandatory Insurer Reporting (MIR), it is imperative that the Plan Sponsor does not change the Retiree List Submission Method until the appropriate connections to CMS' RDS Center are established and tested. Changing the Retiree List Submission Method before the new connection is established jeopardizes the Weekly Notification File process. If the Plan Sponsor selects Mainframe, VDSA, or MIR as the Weekly Notification File Delivery Method before the connection is successfully established, CMS' RDS Center will be unable to send the Weekly Notification File until the connectivity is established.

The Plan Sponsor should consider the retirees that were submitted prior to the EDI Method or Source change and ensure that the Qualifying Covered Retirees’ (QCR’s) information matches the method or Plan Sponsor partner that is now assigned responsibility. The Plan Sponsor should then download the Covered Retiree List (CRL) for verification. Retirees that were submitted from a source that is no longer current should be removed using a delete transaction and added using the new Retiree List Submission method, or modified using an Update/Add transaction using the new Retiree List Submission method, for the Plan Sponsor or Vendor to properly receive Notification Files. For information about downloading the CRL, go to: Covered Retiree List (CRL).

The Retiree EDI Methods and Sources may be changed using the same process in which they were initially set. For information about how to change Retiree EDI Methods and Sources, go to: Complete Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources.

CMS Extranet Connection Setup Times:

- For Plan Sponsors or Vendors with a CMS Extranet account and a connection to CMS' RDS Center, the setup takes 1 to 2 weeks.

- For Plan Sponsors or Vendors with a CMS Extranet account but have no connection to CMS' RDS Center, the setup takes 1 to 2 months.
- For Plan Sponsors or Vendors without a CMS Extranet account, the setup takes 2 to 3 months.
- For Plan Sponsors using Coordination of Benefits (COB) with VDSA or MIR, the usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements.

Managing The Actuary Role

The Plan Sponsor may change or unassign an Actuary, or may switch from having a single Actuary assigned to all Benefit Options to assigning multiple Actuaries to specific Benefit Options. The Actuary may only be changed prior to the Application submission. If the Application has already been attested, the newly assigned Actuary must attest the Application prior to completion of the Application.

Switching From Single Actuary To Multiple Actuaries

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

On the Application List page:

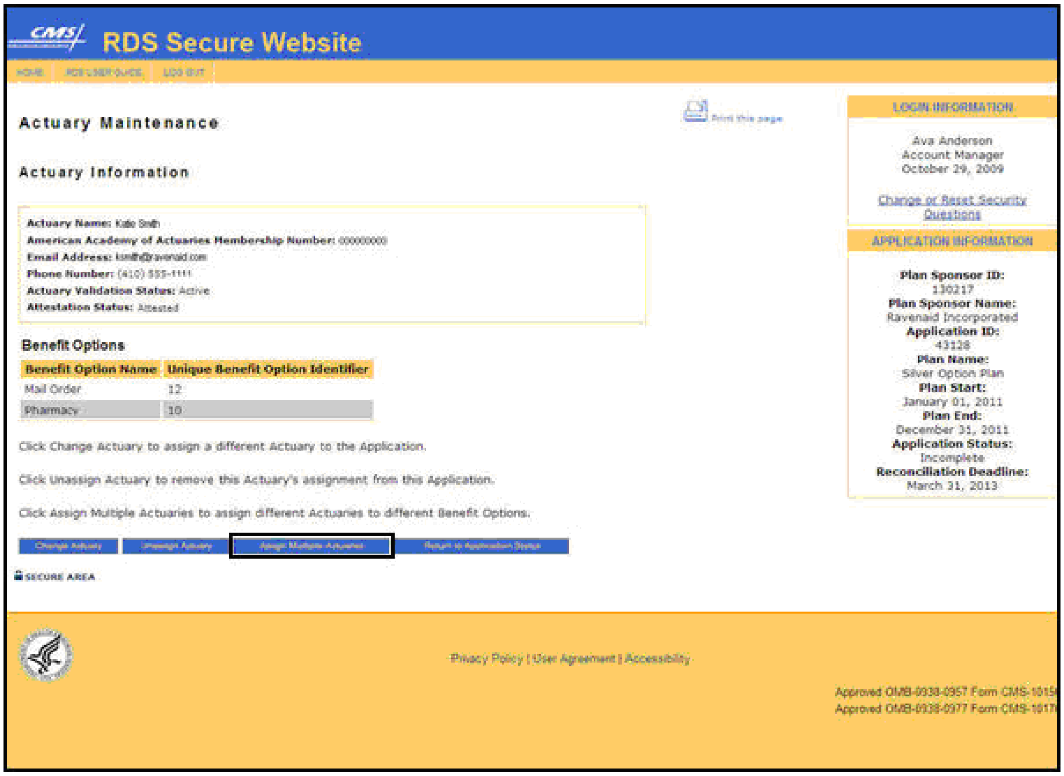
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 3: Assign Actuary**.

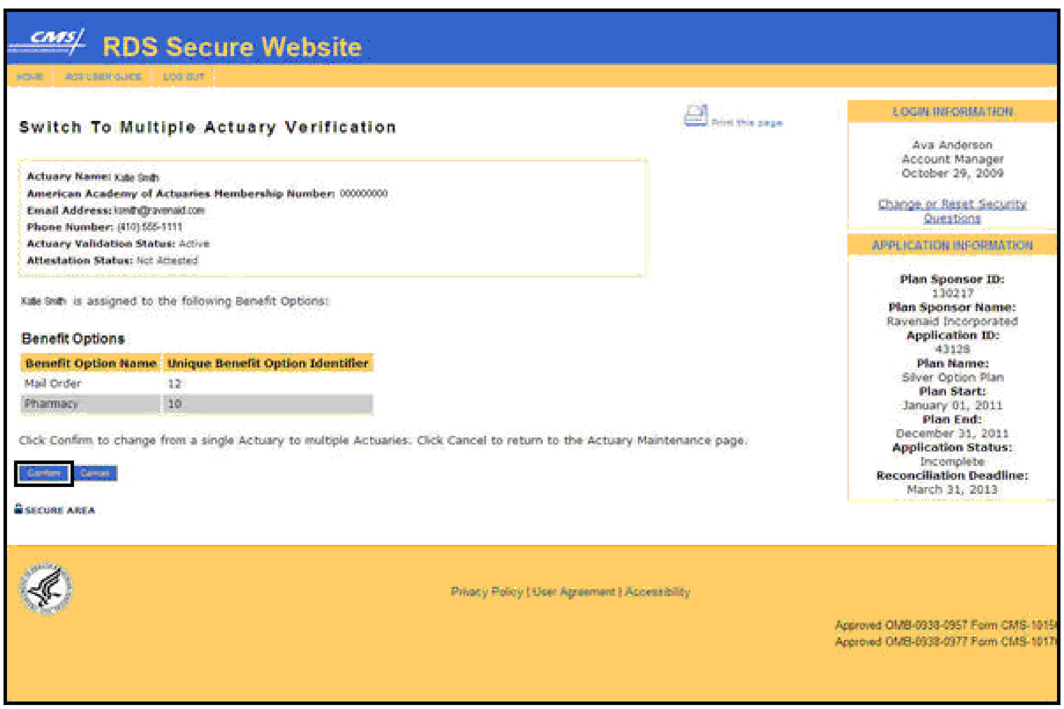
On the Actuary Maintenance page:

3. Select **Assign Multiple Actuaries**.



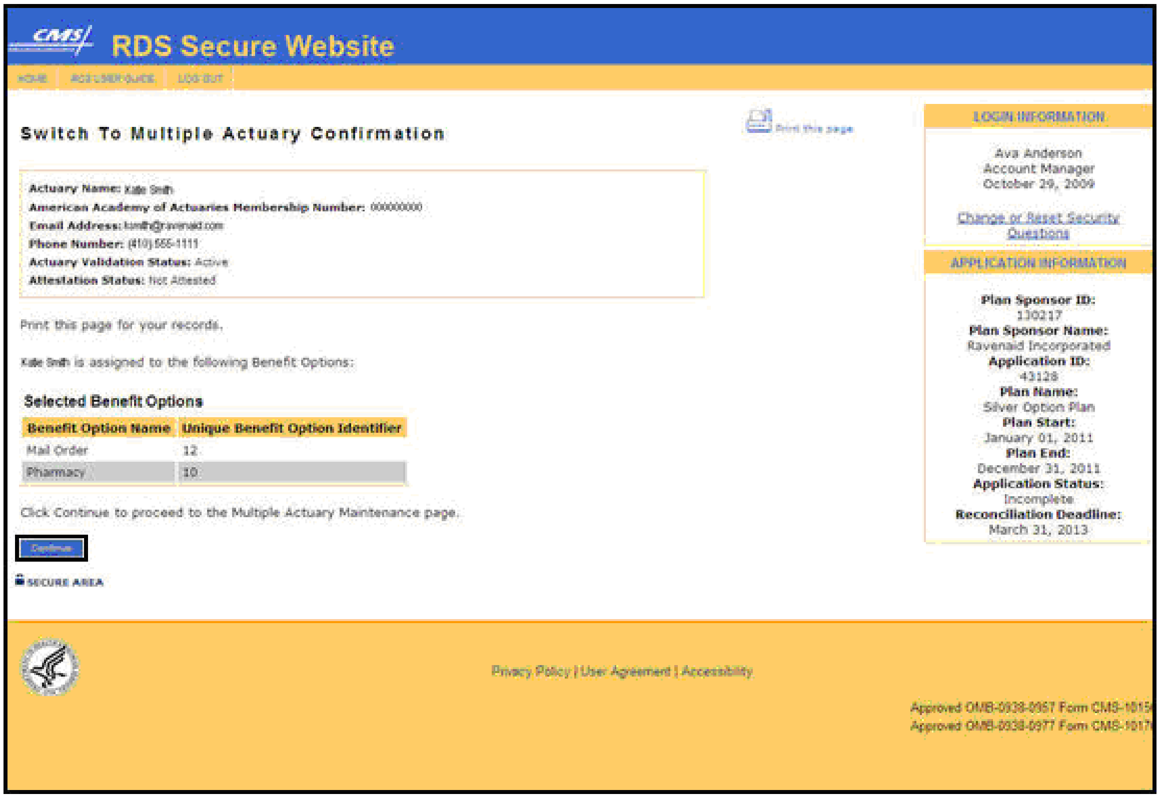
On the Switch To Multiple Actuary Verification page:

4. Select **Confirm** to proceed with switching to assign multiple Actuaries or select **Cancel** to return to the Actuary Maintenance page.



On the Switch To Multiple Actuary Confirmation page:

5. Select **Continue** to proceed to the Multiple Actuaries Maintenance page.



Note: For detailed instructions on how to assign multiple Actuaries, go to: Step 3: Assign Actuary: Assign Multiple Actuaries.

Changing An Actuary When A Single Actuary Is Assigned

On the Application List page:

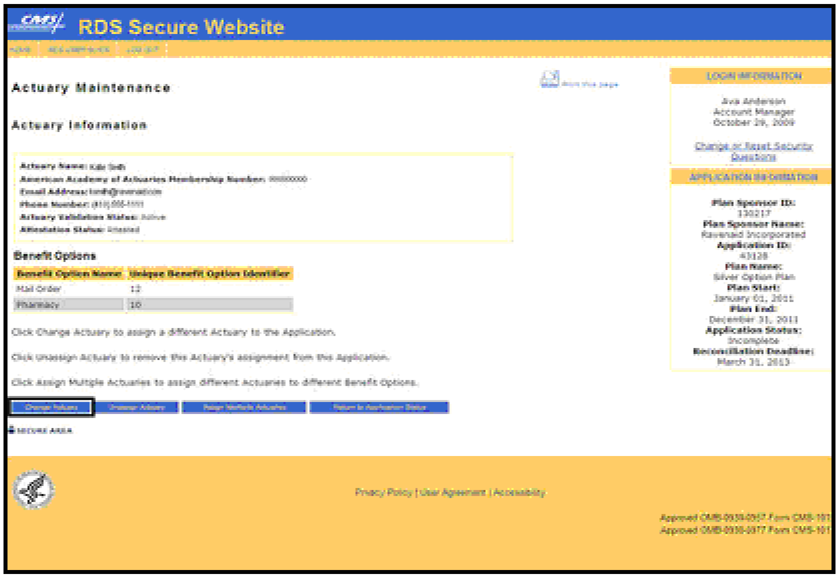
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** Button.

On the Application Status page:

2. Select **Step 3: Assign Actuary**.

On the Actuary Maintenance page:

3. Select **Change Actuary** to proceed with changing the Actuary or select **Return to Application Status** to return to the Application Status page.



On the Change Actuary page:

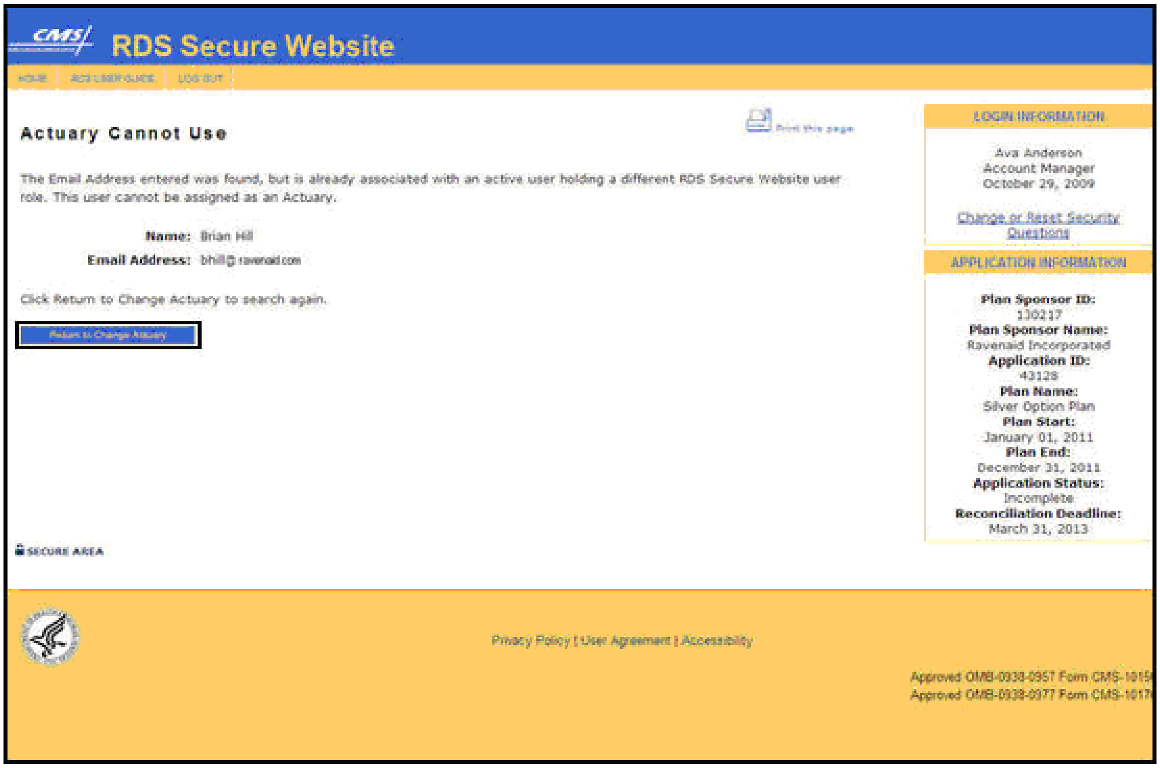
An * indicates a required field.

4. *Enter the Email Address.
5. *If the Application is already attested, select the checkbox to confirm that you understand that assigning a new Actuary invalidates the attestation and that the newly assigned Actuary must attest the Application.
6. Select **Continue** to proceed or select **Cancel** to return to the Actuary Maintenance page.

If the Actuary is found:

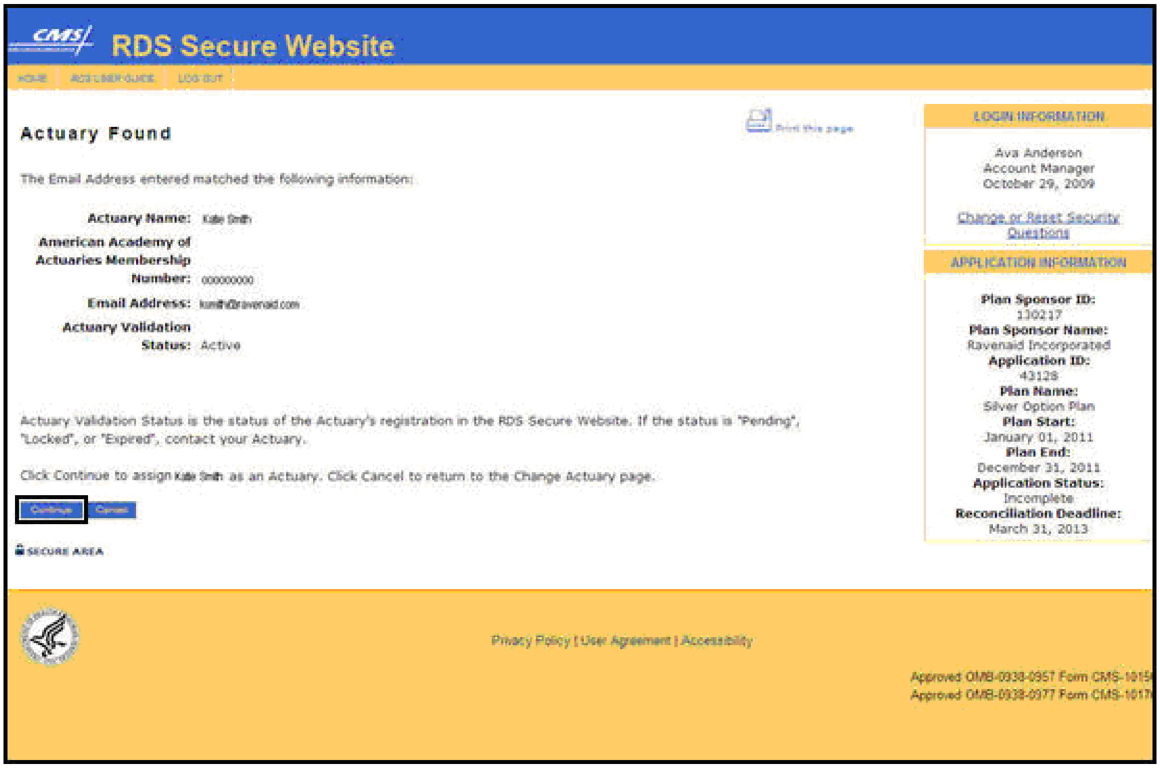
On the Actuary Cannot Use page:

1. Select **Return to Change Actuary** to search again for a different Actuary.



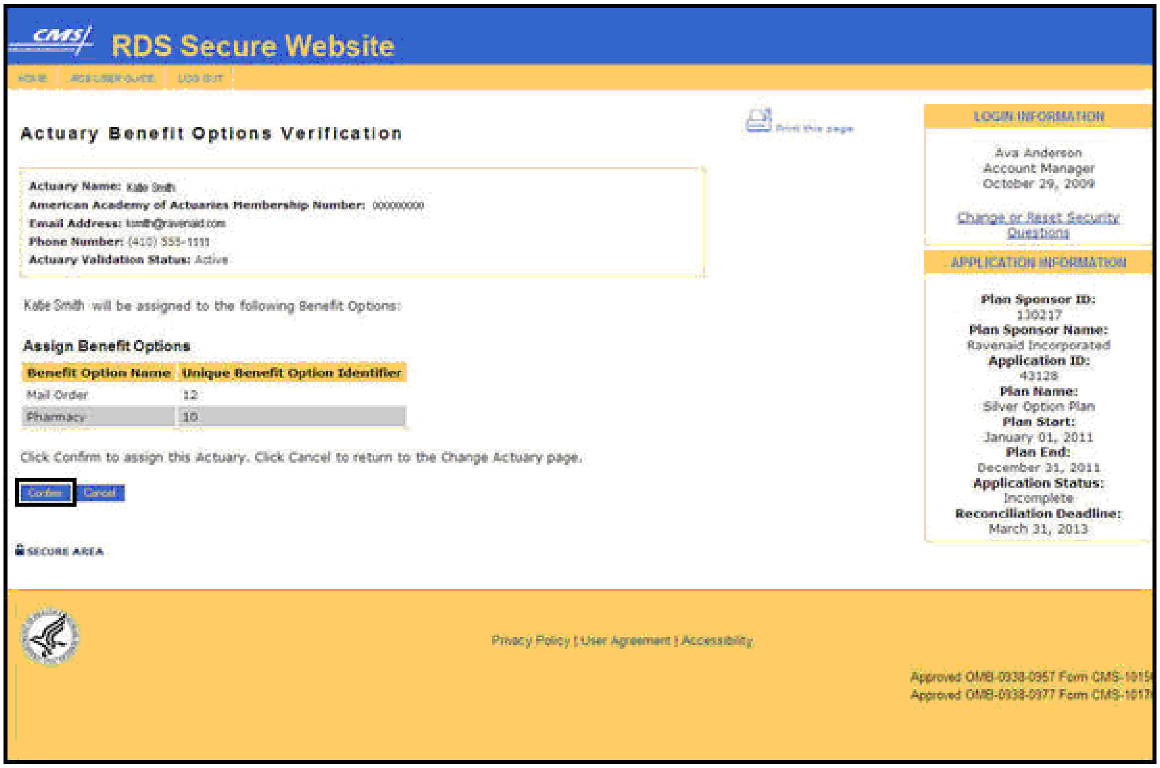
On the Actuary Found page:

1. Select **Continue** to assign the user as an Actuary or select **Cancel** to return to the Change Actuary page to search again for a different Actuary.



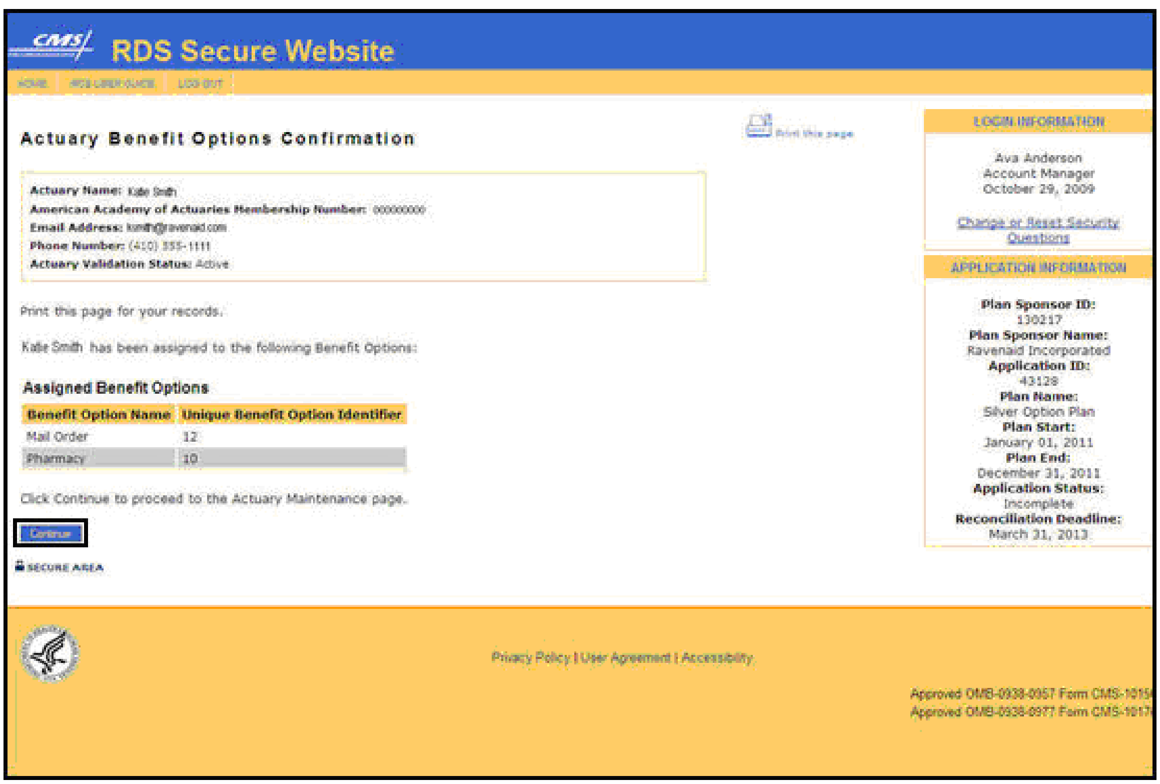
On the Actuary Benefit Options Verification page:

2. Select **Confirm** to proceed with assigning this user as an Actuary or select **Cancel** to return to the Change Actuary page to search again for a different Actuary.



On the Actuary Benefit Options Confirmation page:

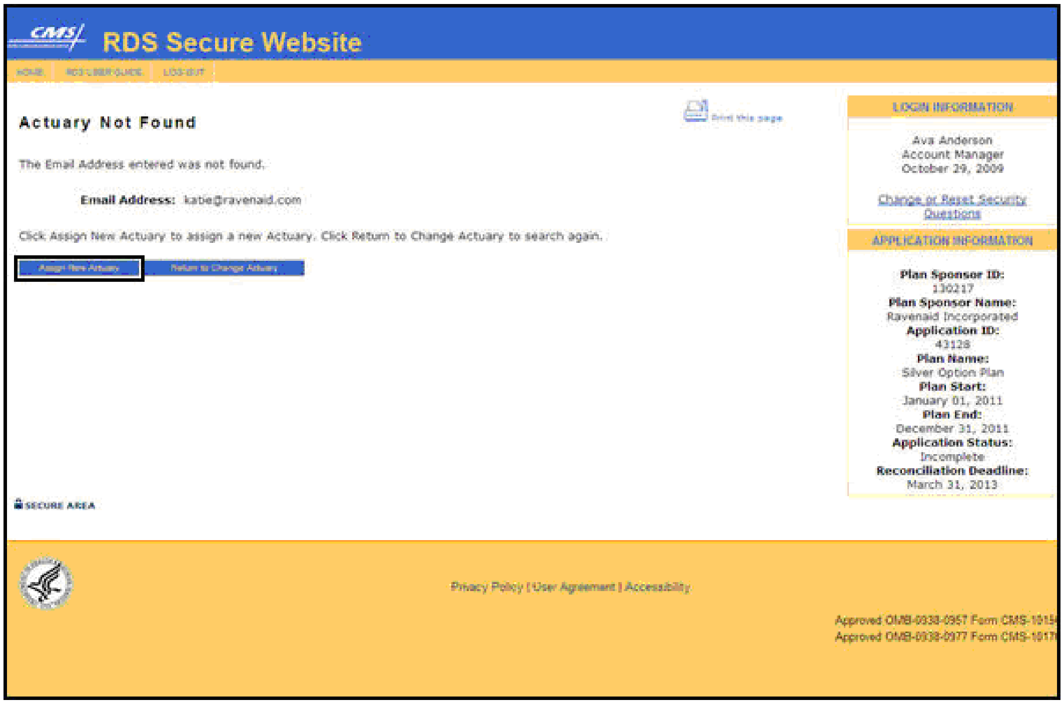
3. Select **Continue** to proceed to the Actuary Maintenance page.



If the Actuary is not found:

On the Actuary Not Found page:

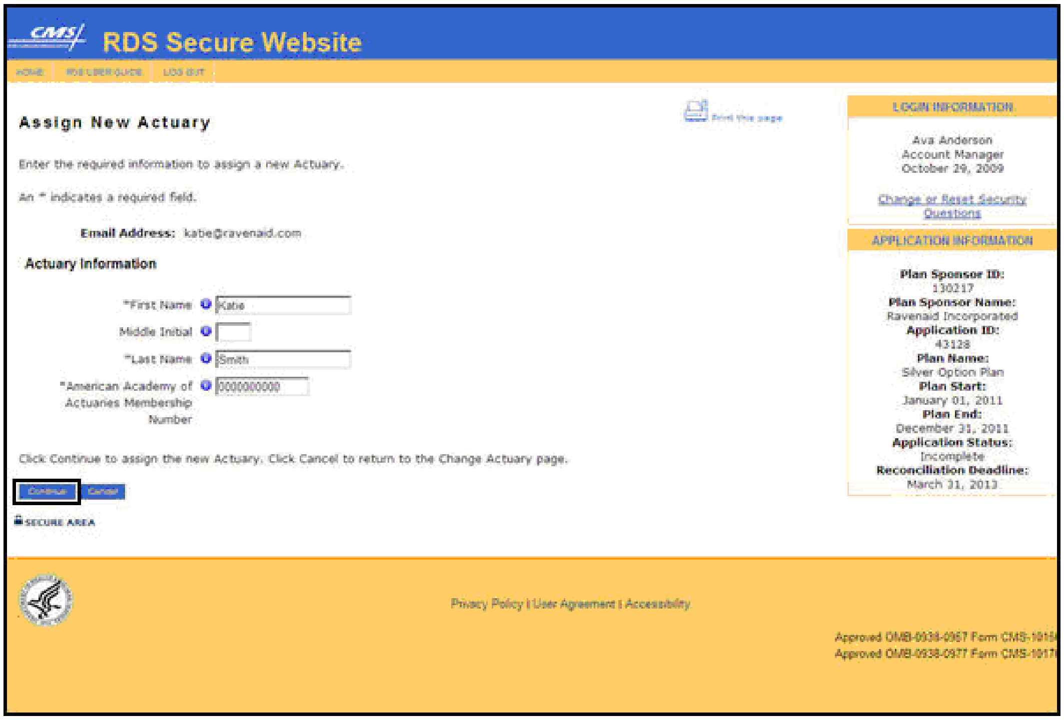
1. Select **Assign New Actuary** to proceed with assigning this person as an Actuary or select **Return to Change Actuary** to search again for a different Actuary.



On the Assign New Actuary page:

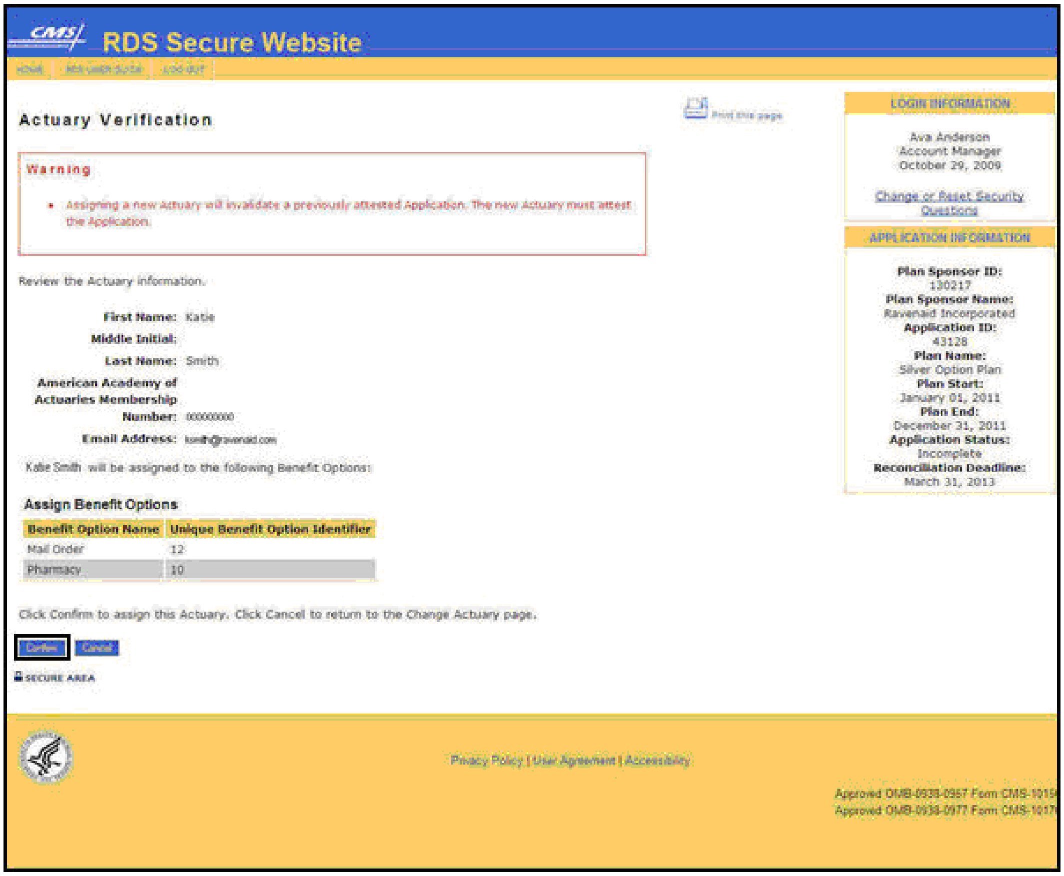
An * indicates a required field.

2. *Enter the First Name.
3. Enter the Middle Initial.
4. *Enter the Last Name.
5. *Enter the American Academy of Actuaries Membership Number.
6. Select **Continue** to proceed or select **Cancel** to return to the Change Actuary page to search again for a different Actuary.



On the Actuary Verification page:

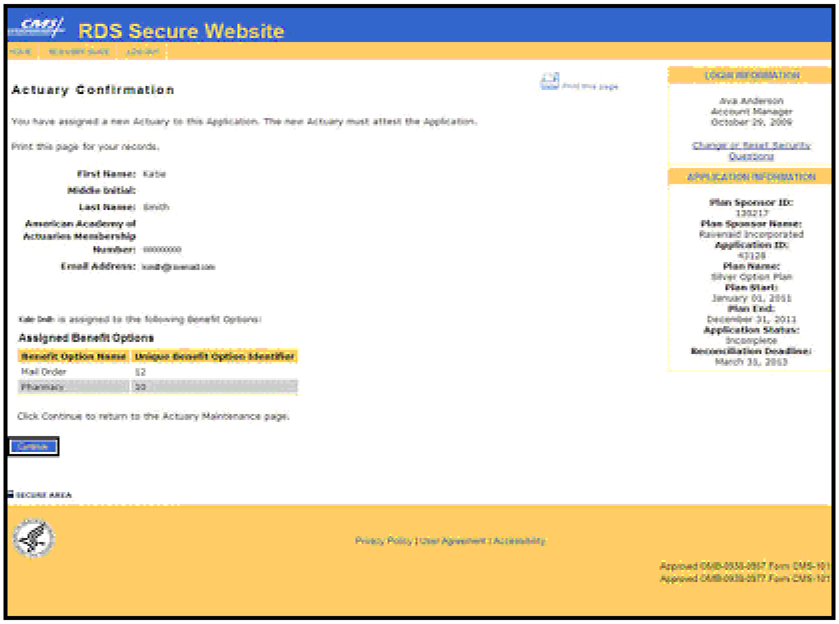
7. Select **Confirm** to confirm the assignment of the Actuary to all listed Benefit Options or select **Cancel** to return to the Change Actuary page.



On the Actuary Confirmation page:

8. Select **Continue** to return to the Actuary Maintenance page.

Note: When the Actuary is assigned, an email is sent to the Actuary indicating assignment to the Application and instructing that they must attest to the Medicare Part D equivalence of the plan.



Changing An Actuary When Multiple Actuaries Are Assigned

On the Application List page:

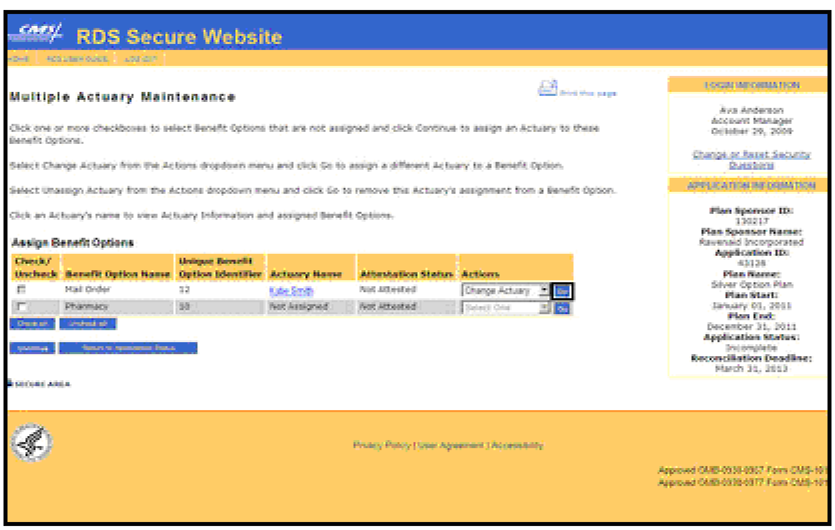
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 3: Assign Actuary**.

On the Multiple Actuary Maintenance page:

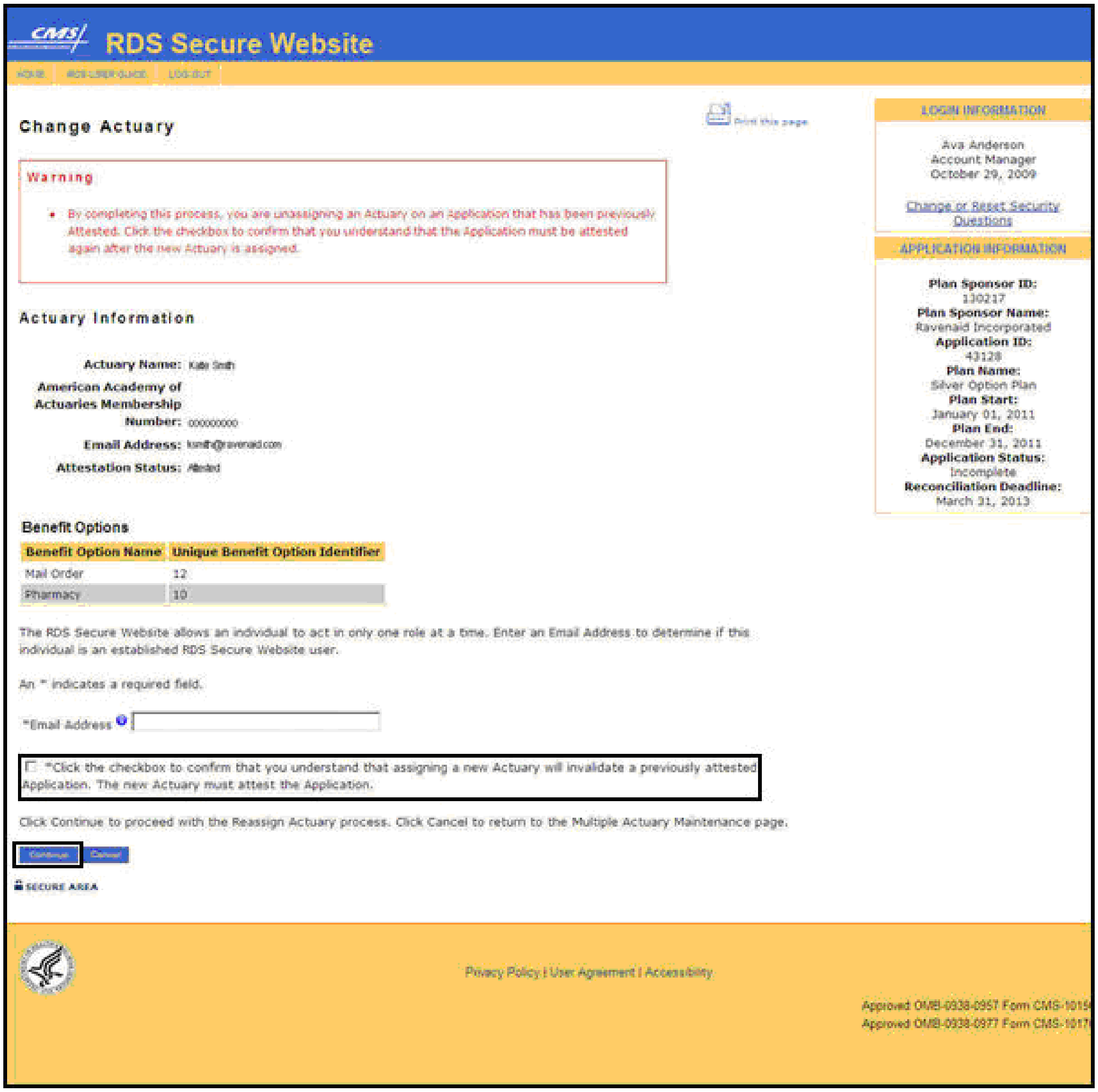
3. Select **Change Actuary** from the Actions dropdown for the Benefit Option to be unassigned then select the **Go** Button.



On the Change Actuary page:

An * indicates a required field.

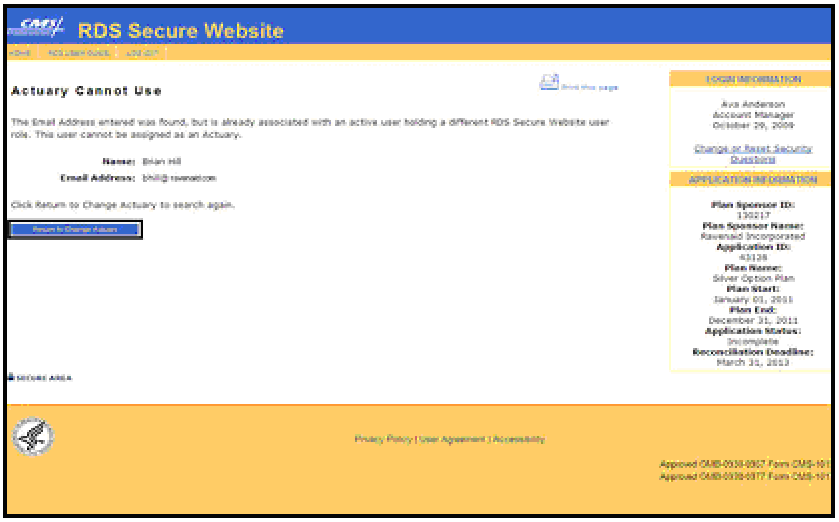
4. *Enter the Email Address.
5. *If the Application is already attested, select the checkbox to confirm that you understand that assigning a new Actuary invalidates the attestation and that the newly assigned Actuary must attest the Application.
6. Select **Continue** to proceed or select **Cancel** to return to the Multiple Actuary Maintenance page.



If the Actuary is found:

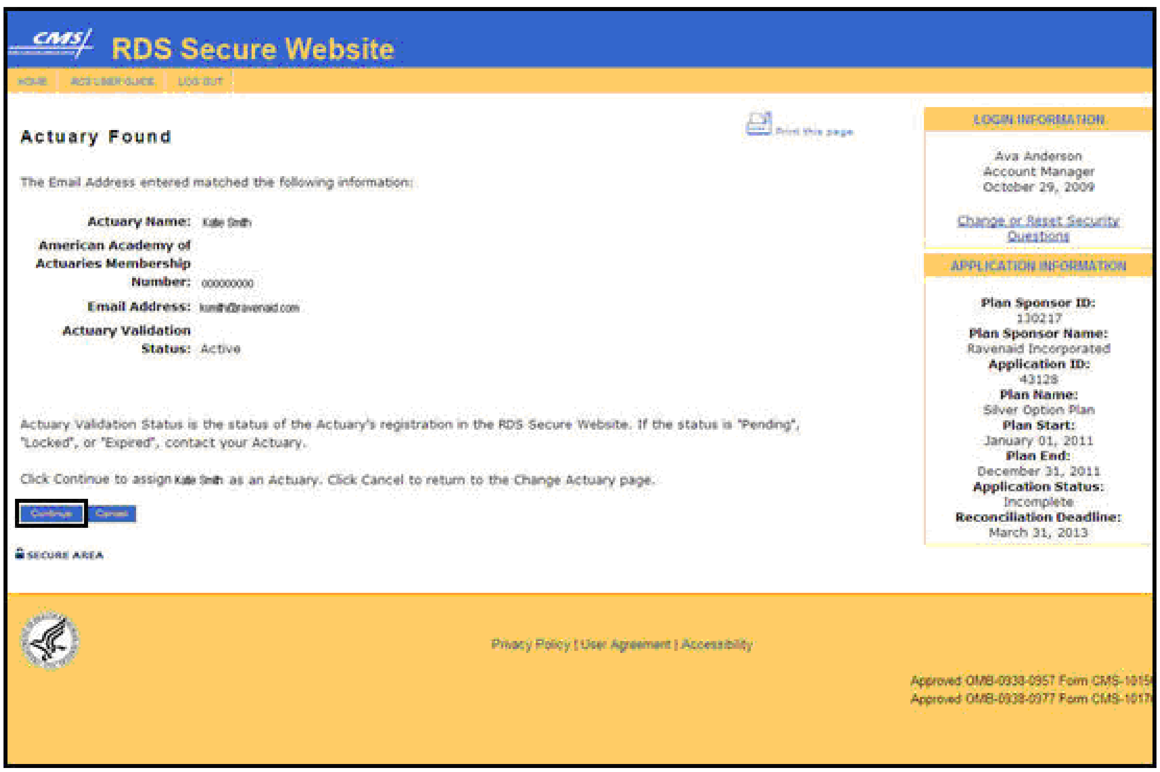
On the Actuary Cannot Use page:

1. Select **Return to Change Actuary** to search again for a different Actuary.



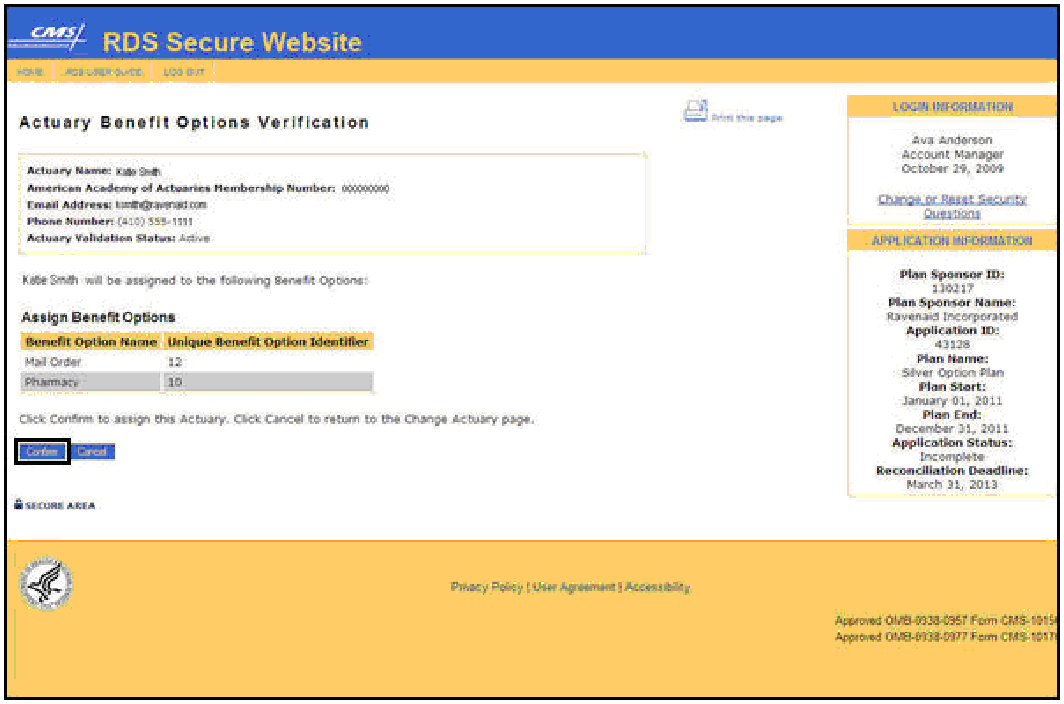
On the Actuary Found page:

1. Select **Continue** to proceed with assigning this user as an Actuary or select **Cancel** to return to the Change Actuary page to search again for a different Actuary.



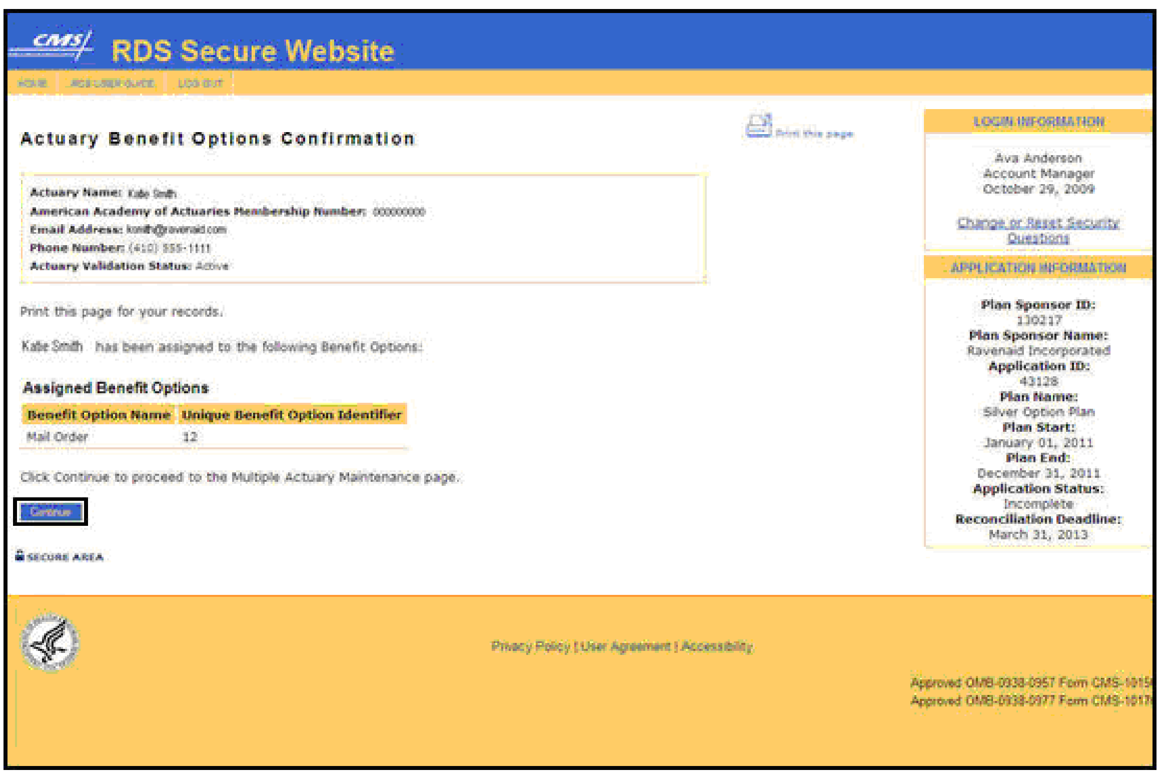
On the Actuary Benefit Options Verification page:

2. Select **Confirm** to proceed with assigning this user as an Actuary or select **Cancel** to return to the Change Actuary page to search again for a different Actuary.



On the Actuary Benefit Options Confirmation page:

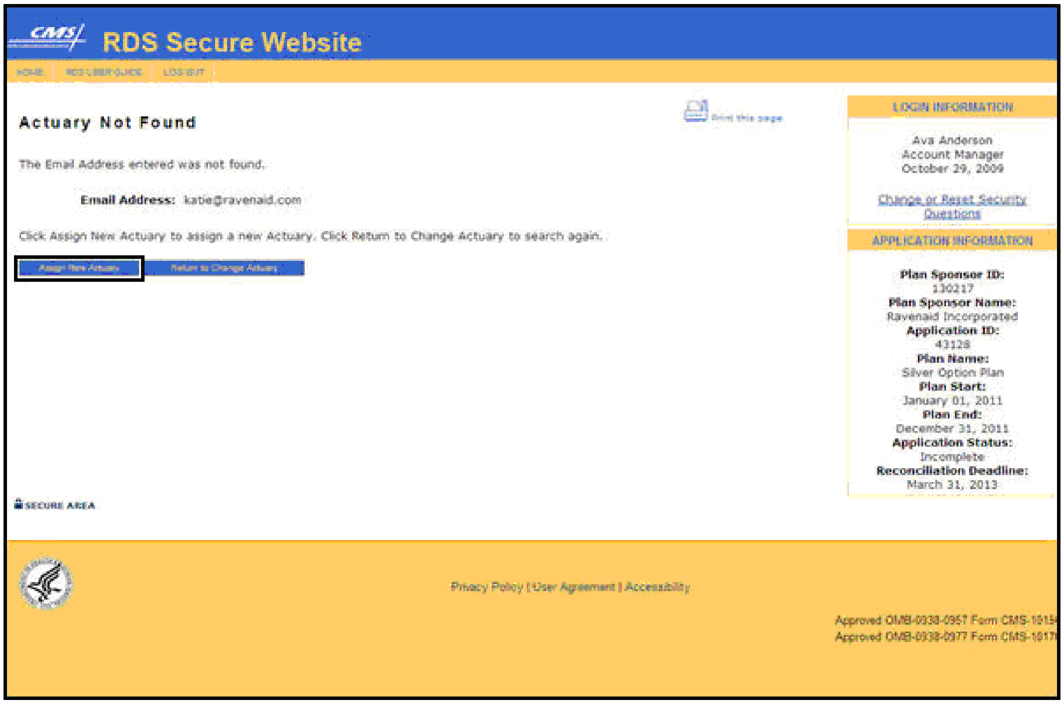
3. Select **Continue** to proceed to the Multiple Actuary Maintenance page.



If the Actuary is not found:

On the Actuary Not Found page:

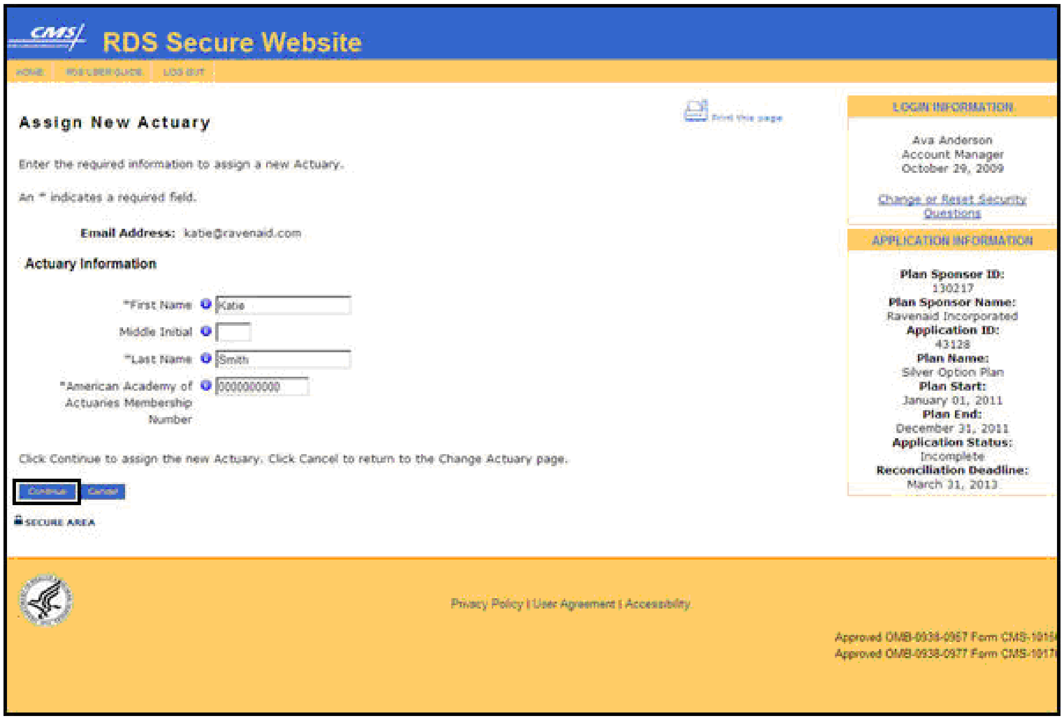
1. Select **Assign New Actuary** to proceed with assigning this person as an Actuary or select **Return to Change Actuary** to search again for a different Actuary.



On the Assign New Actuary page:

An * indicates a required field.

2. *Enter the First Name.
3. Enter the Middle Initial.
4. *Enter the Last Name.
5. *Enter the American Academy of Actuaries Membership Number.
6. Select **Continue** to proceed or select **Cancel** to return to the Change Actuary page to search again for a different Actuary.



On the Actuary Verification page:

7. Select **Confirm** to confirm the assignment of the Actuary or select **Cancel** to return to the Assign Actuary to Selected Benefit Options page.

On the Actuary Confirmation page:

8. Select **Continue** to proceed to the Multiple Actuary Maintenance page.

Note: When the Actuary is assigned, an email is sent to the Actuary indicating assignment to the Application and instructing that they must attest to the Medicare Part D equivalence of the plan.

Unassigning An Actuary When A Single Actuary Is Assigned

On the Application List page:

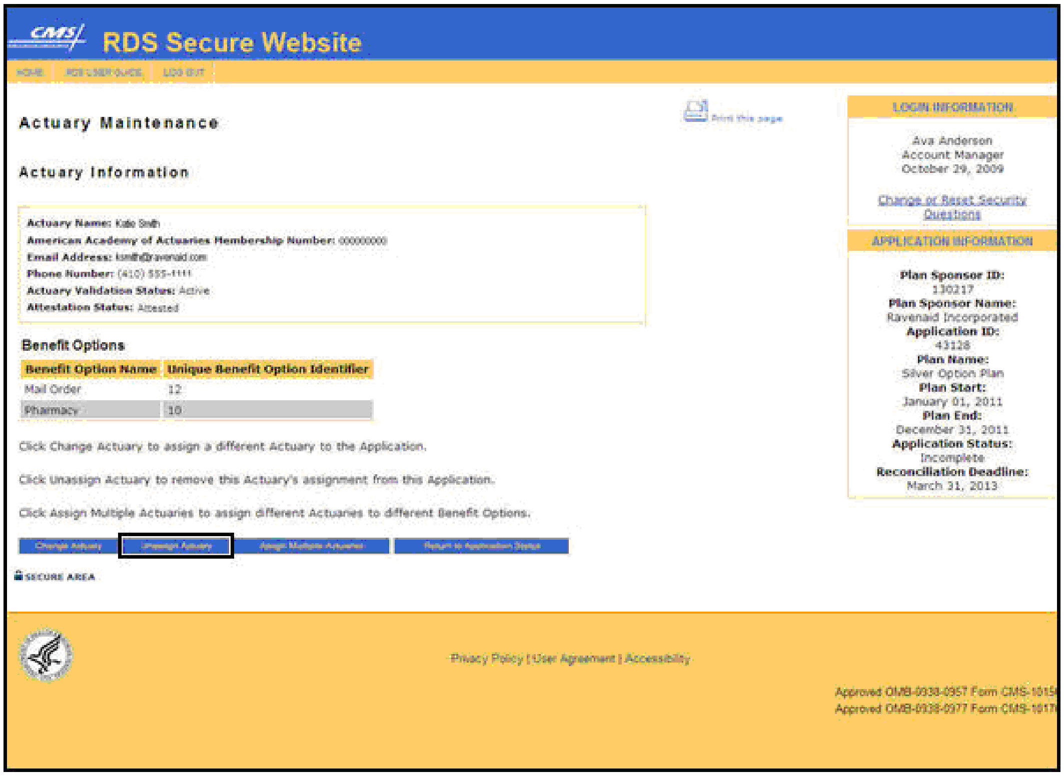
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 3: Assign Actuary**.

On the Actuary Maintenance page:

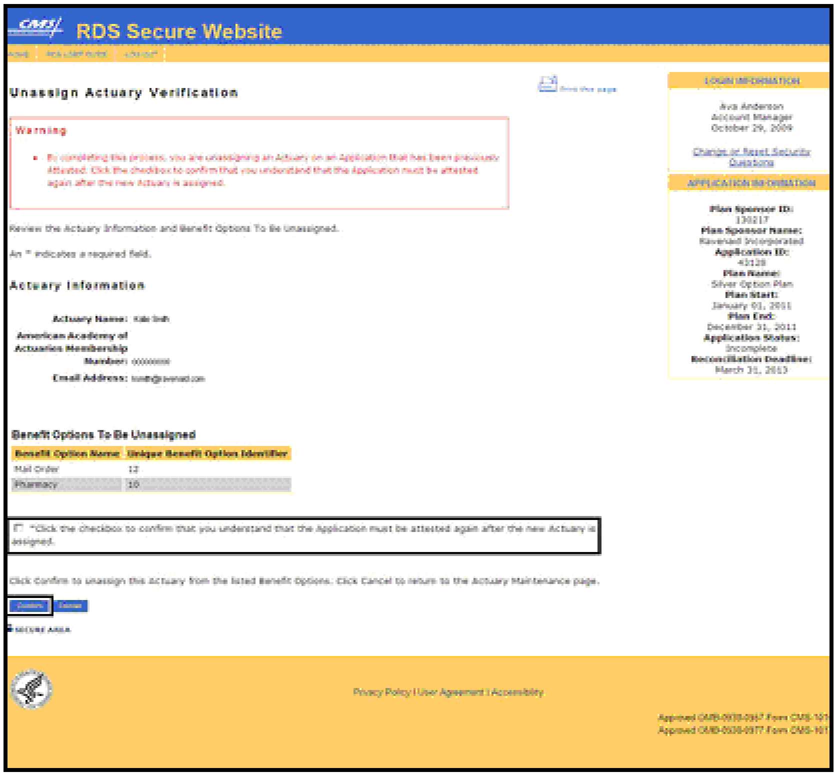
3. Select **Unassign Actuary** or select **Return to Application Status** to return to the Application Status page.



On the Unassign Actuary Verification page:

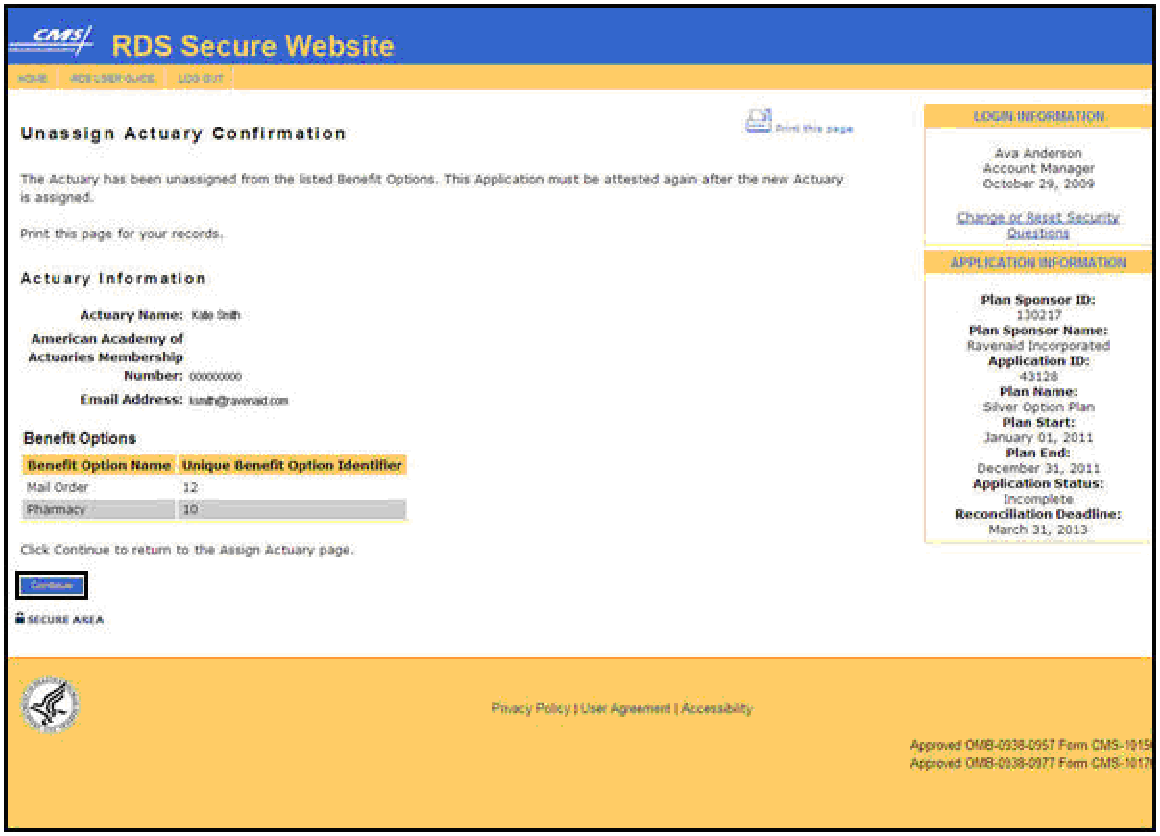
An * indicates a required field.

4. *If the Application is already attested, select the checkbox to confirm that you understand that assigning a new Actuary invalidates the attestation and that the newly assigned Actuary must attest the Application.
5. Select **Confirm** to proceed or select **Cancel** to return to the Actuary Maintenance page.



On the Unassign Actuary Confirmation page:

6. Select **Continue** to return to the Assign Actuary page.



Unassigning An Actuary When Multiple Actuaries Are Assigned

On the Application List page:

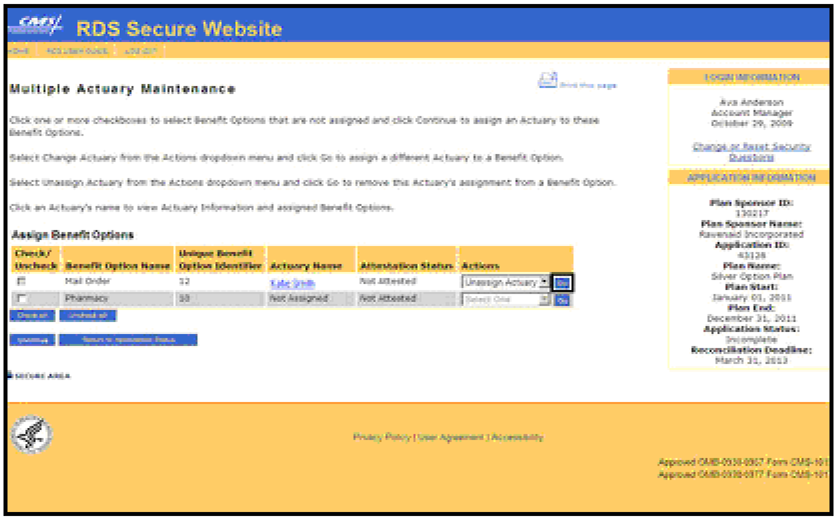
1. Select an **Application ID** or select **View Application** from the Actions dropdown menu then select the **Go** button.

On the Application Status page:

2. Select **Step 3: Assign Actuary**.

On the Multiple Actuary Maintenance page:

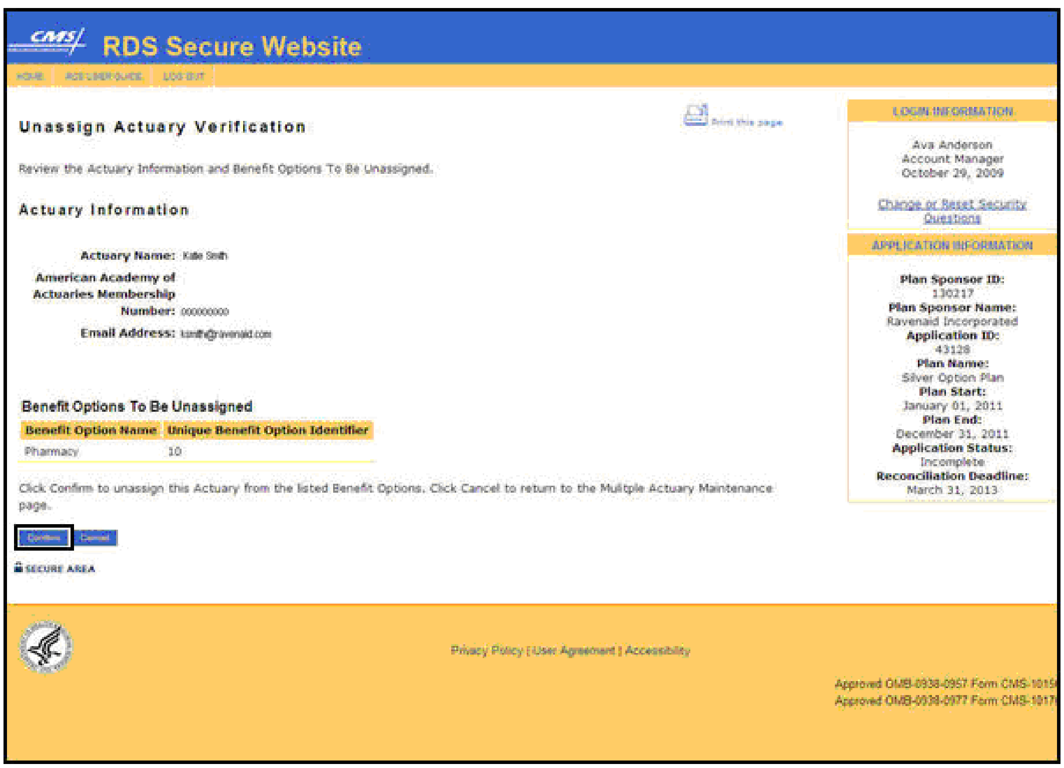
3. Select **Unassign Actuary** from the Actions dropdown for the Benefit Option to be unassigned then select the **Go** button.



On the Unassign Actuary Verification page:

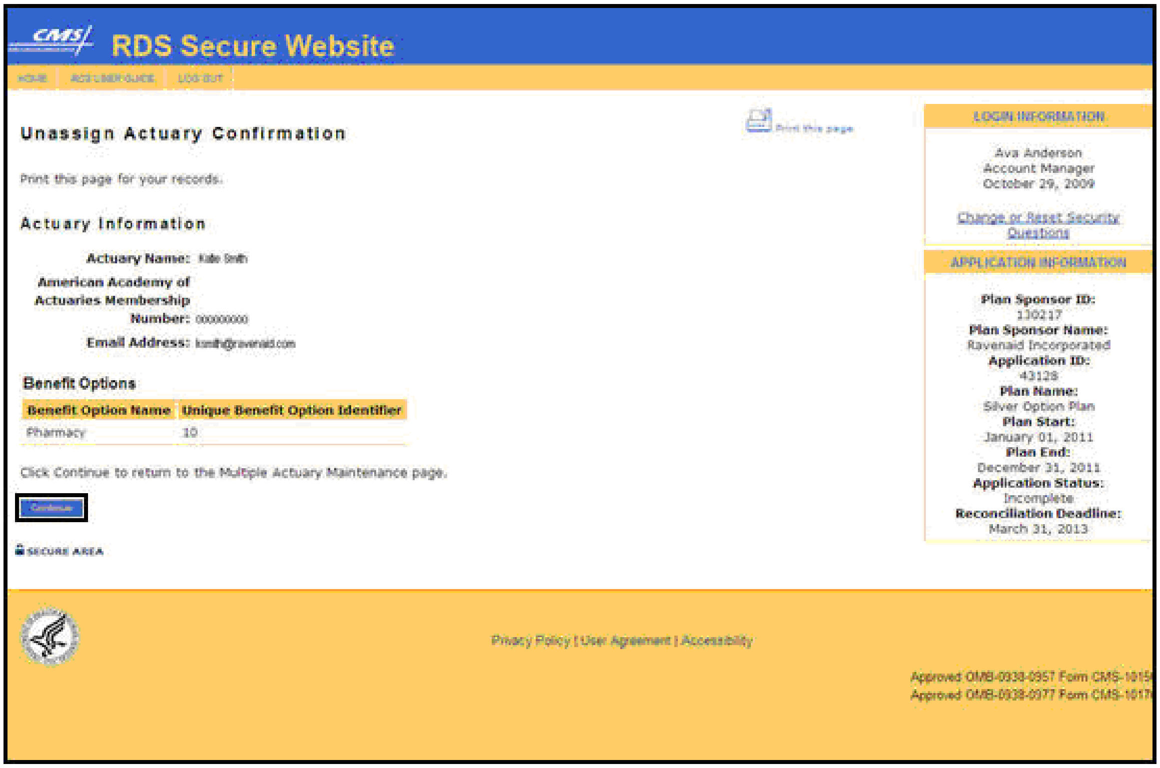
An * indicates a required field.

4. *If the Application is already attested, select the checkbox to confirm that you understand that unassigning the Actuary invalidates the attestation and the new Actuary must attest the Application after being assigned.
5. Select **Confirm** to proceed or select **Cancel** to return to the Multiple Actuary Maintenance page.



On the Unassign Actuary Confirmation page:

6. Select **Continue** to return to the Multiple Actuary Maintenance page.



Managing Electronic Funds Transfer (EFT) Information

EFT Information must be maintained on the Application for CMS' RDS Center to send subsidy payments to the Plan Sponsor's bank. The Plan Sponsor may change EFT Information at their discretion or after CMS' RDS Center sends an email notification of payment or pre-note failure due to invalid or missing banking information. CMS' RDS Center validates certain information including Account Type, Account Number, and Bank Routing Number. If CMS' RDS Center is unable to validate certain banking information, the Application is marked "Application Error" and the EFT section of the Application is marked "Error - Needs Attention" and the Plan Sponsor is notified by email.

Notes:

- **If the Account Type, Account Number, or Bank Routing Number is changed, the Authorized Representative must re-sign the Plan Sponsor Agreement.** Changing this information impacts CMS' RDS Center's ability to process the EFT Information and may cause the pre-note to fail.
- If information other than the Account Type, Account Number or Bank Routing Number is changed the Plan Sponsor Agreement does not need to be re-signed and the terms and conditions of the original Plan Sponsor Agreement remain unchanged.

Some helpful hints when changing EFT Information are:

- Verify with your internal finance department that the bank has not merged or been purchased by another bank. If so, the Bank Routing Number may have changed.

- Verify with your internal finance department that the Bank Routing Number is for ACH (Automated Clearing House), not Wire Transfers.
- Verify with your internal finance department that the account is active.

Change Electronic Funds Transfer (EFT) Information On An Application After Submission

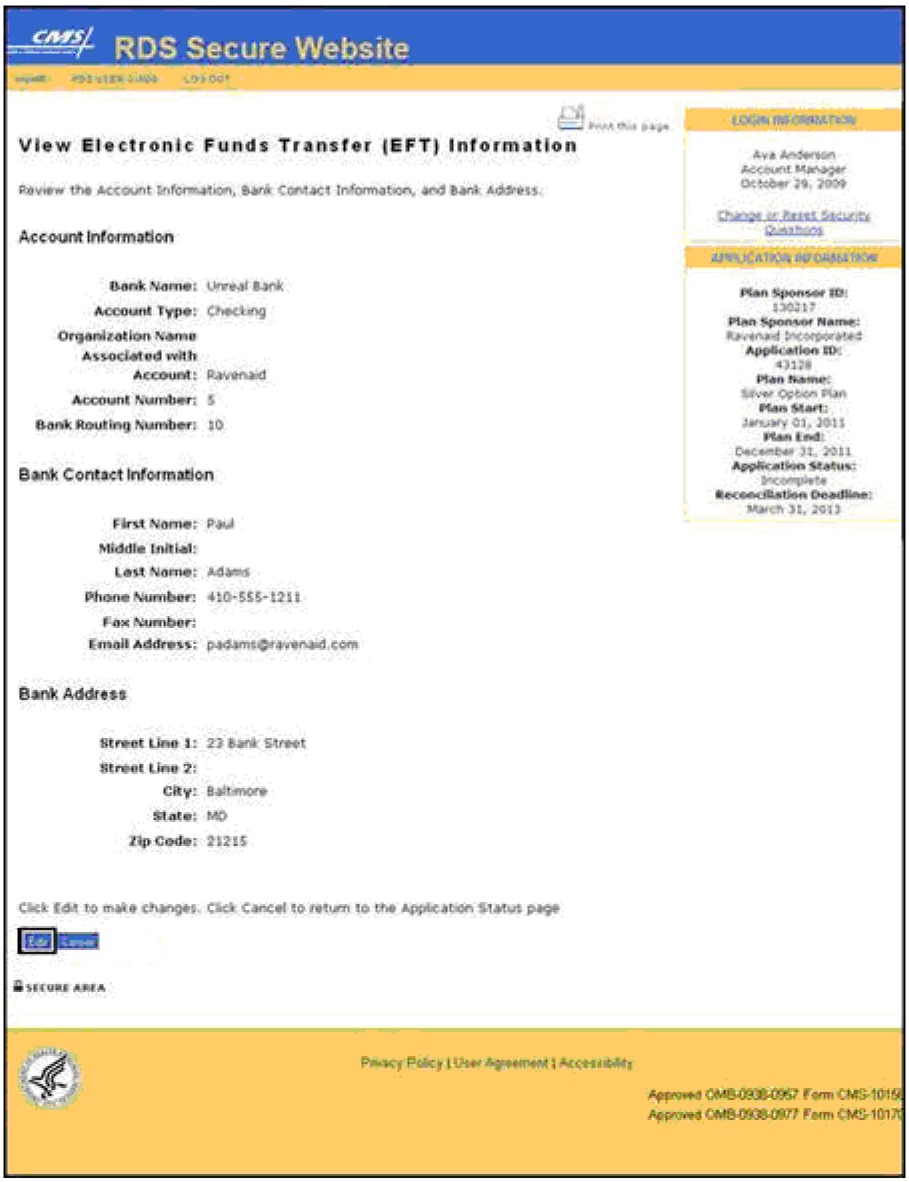
EFT Information may be changed on submitted Applications in any of the following statuses: "Approved", "Application Error", and "EFT Re-sign Application".

On the Application Status page:

1. Select **Step 5: Electronic Funds Transfer (EFT) Information**.

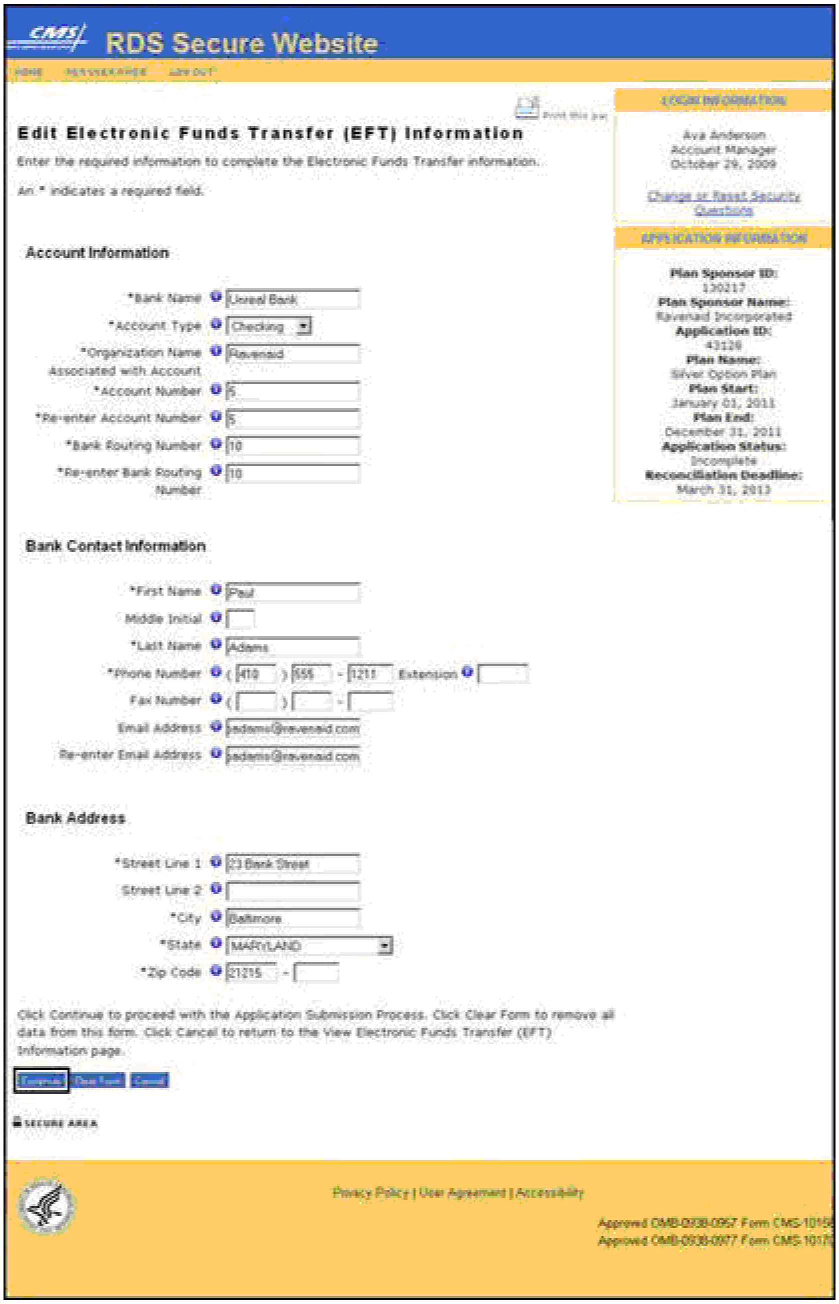
On the View Electronic Funds Transfer (EFT) Information page:

2. Select **Edit** to make changes or select **Cancel** to return to the Application Status page.



On the Edit Electronic Funds Transfer (EFT) Information page:

3. Enter the updated information.
4. Select **Continue** to proceed and return to the Application Status page. Select **Clear Form** to remove all data from this form. Select **Cancel** to return to the Application Status page.



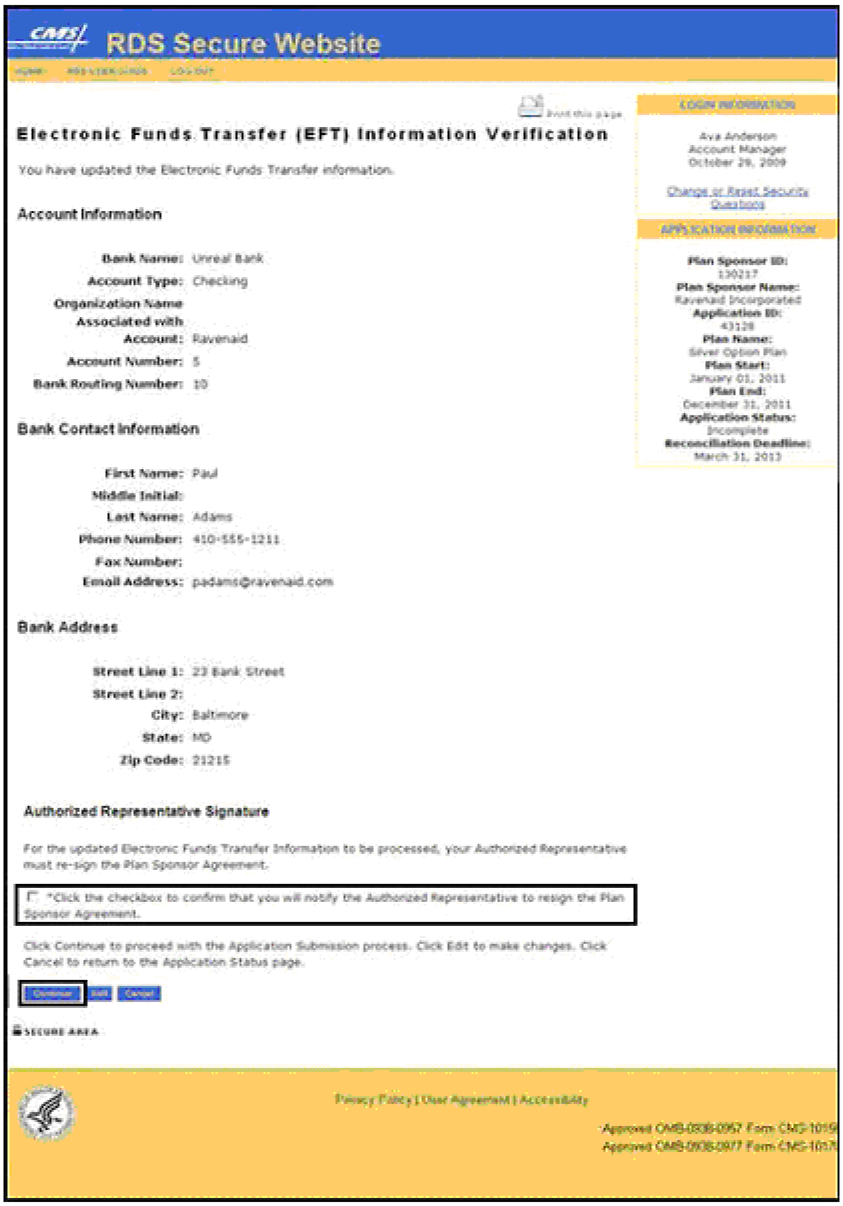
Note: Verify with your internal finance department that the EFT banking information is correct before you submit the information to the RDS Secure Website. After confirming the EFT banking information internally, exercise care when entering it to ensure prompt verification of the EFT Information and avoid rework on your Application.

On the Electronic Funds Transfer (EFT) Information Verification page:

5. Review the information.
6. Select the checkbox to confirm that you notified the Authorized Representative to re-sign the Plan Sponsor Agreement.

Note: The checkbox is enabled only if the Account Type, Account Number, or Bank Routing Number is changed. If information other than the Account Type, Account Number or Bank Routing Number is changed the Plan Sponsor Agreement does not need to be re-signed and the terms and conditions of the original Plan Sponsor Agreement remain unchanged.

7. Select **Continue** to proceed, select **Edit** to make changes or select **Cancel** to return to the Application Status page.



Impact To The Application When EFT Information Is Changed

EFT Information may be changed on submitted Applications in any of the following statuses: "Approved", "Application Error", and "EFT Re-sign Application".

The following 3 scenarios outline how an Application is processed after EFT Information on an Application is changed and sent to CMS' RDS Center for processing:

Scenario 1: Plan Sponsor changes Account Type, Account Number, or Bank Routing Number

When the Account Type, Account Number or the Bank Routing Number is changed, an email notification is sent to the Authorized Representative stating that changes have been made to EFT Information. The Authorized Representative must view, re-sign, and re-submit the Application in order for the EFT validation to be performed. The Application status changes to “EFT Re-sign Application” until the Authorized Representative validates this information by re-signing the Plan Sponsor Agreement. After the Application is re-submitted with the new EFT Information, the Application is placed back into the "Submitted" status until the this revised EFT Information can be verified by CMS' RDS Center.

Scenario 2: Plan Sponsor changes EFT Information other than Account Type, Account Number, or Bank Routing Number or does not change EFT Information while the Application is currently in “Approved” status and the EFT section is in “Verified” status.

If any information on the Edit Electronic Funds Transfer (EFT) Information page not including the Account Type, Account Number or Bank Routing Number is changed, the information is submitted and does not require the Authorized Representative to re-sign the Application. After the EFT Information Verification page is confirmed, the Application section and EFT section statuses do not change. The information is re-saved and the Application is then placed in an "Approved' status.

Scenario 3: Plans Sponsor changes EFT Information other than Account Type, Account Number, or Bank Routing Number or does not change EFT Information while the Application is currently in “Application Error” status and the EFT section is in “Error – Needs Attention” status.

This scenario results after the pre-note fails because of a bank processing error. The Plan Sponsor should select the Account Type, re-enter the Account Number and re-enter the Bank Routing Number on the Edit EFT Information page. The Application is then set to an “Approved” status if the Application was previously “Approved” or set to “Submitted” if pending approval. The EFT section is set to “Verification Pending”. The pre-note is generated and sent to the Plan Sponsor’s bank. After the pre-note is successful, the EFT section is set to “Verified” status.

Communication Of EFT Information Changes To The Plan Sponsor

- An email confirmation of Application changes is sent to the Authorized Representative, Account Manager, and Designee with Complete Electronic Funds Transfer Information privilege only when EFT Information including Account Type, Account Number, or Bank Routing Number is modified.
- An email notification regarding EFT failures are sent to the Authorized Representative, Account Manager, and Designee with Complete Electronic Funds Transfer Information privilege.
- CMS' RDS Center recommends that the Plan Sponsor notify their bank prior to CMS' RDS Center sending a $0 pre-note for approval.

Managing The Account Manager And Authorized Representative Roles

The Plan Sponsor must maintain an active and current Account Manager and Authorized Representative on the Plan Sponsor account to participate in CMS' RDS Program. These roles may be reassigned to other individuals by the existing Account Manager and Authorized Representative. The new Account Manager or Authorized Representative have responsibilities for all Applications. For more information on reassigning roles go to: Reassigning Or Terminating RDS Secure Website User Roles.

Note: An Authorized Representative Verification Form for the new Authorized Representative must be submitted.

Managing Designees Through The Application Lifecycle

Designee assignments and privileges should be reviewed throughout the Application Lifecycle. After submission of the initial Application, Designee(s) may be necessary to manage retiree information, banking information, or an Appeal. As the Plan Sponsor moves toward subsequent steps in the Application Lifecycle, Designee(s) should be considered for reporting costs, requesting interim payments, and preparation of the Final Reconciliation Request. For more information on managing Designees go to: Designee Maintenance.

Deleting An Application

At this time, the feature to delete an Application is not available. CMS' RDS Center eventually deletes abandoned Applications from the RDS Secure Website, but until that time, CMS' RDS Center recommends that you determine which of the following scenarios apply to your Application and follow the provided suggestion.

Scenario 1: Submitted an Application and a retiree list, and received a Retiree Response File from CMS' RDS Center, but have not and will not submit a subsidy Payment Request.

It is imperative that Plan Sponsors who submitted an Application, a Valid Initial Retiree List, and received a Retiree Response File from CMS' RDS Center, but have not and will not submit a subsidy Payment Request, send a Monthly Retiree List with a delete transaction for all the retirees associated with that Application. This ensures that each retiree's Subsidy Period is deleted in the Medicare Beneficiary Database (MBD). Once the retiree list is sent with the delete transactions for all the associated retirees, the Plan Sponsor may abandon the Application. Contact CMS' RDS Center Help Line to notify them that no subsidy payment will be requested.

Scenario 2: Submitted an Application, but never submitted a Valid Initial Retiree List.

Plan Sponsors who had their Authorized Representative submit an Application, but never submitted a retiree list may abandon the Application. Contact CMS' RDS Center Help Line to notify them that no subsidy payment will be requested.

Scenario 3: Started an Application, but was never submitted.

Plan Sponsors who started an Application, but never had their Authorized Representative submit it to CMS' RDS Center may abandon the Application. Contact CMS' RDS Center Help Line to notify them that no subsidy payment will be requested.

Scenario 4: Already been paid, but want to withdraw.

Plan Sponsors should remit payment to CMS' RDS Center immediately upon withdrawing. This is considered an overpayment, meaning monies are owed to CMS' RDS Center, and CMS initiates proceedings to recover the funds. For more information, go to: Reconciliation User Guide Chapter 9: Satisfying An Overpayment.

Information That May Not Be Changed

The following information may not be changed after submitting an Application:

Plan Information (including Plan Year Start/End Date and Plan Description)

- The Plan Description is not relevant to CMS' RDS Center and is not used for any reason other than to provide a reference to the Application ID that is generated by the Plan Name and Plan Start/End Dates as defined in the Application. Consequently, a Plan Sponsor cannot change the Plan Name in its Application once it is defined and submitted to CMS' RDS Center.

- If the Plan Year Start/End Dates on the submitted Application are incorrect, the Plan Sponsor must contact CMS' RDS Center Help Line.

Benefit Option - It is not possible to add, delete, rename, or change the Benefit Option once the Application has been submitted to CMS' RDS Center, except for changing the Benefit Option Type.

- If you need to remove a Benefit Option from your approved Application, it is necessary only to remove the retirees from that Benefit Options. For more information on removing retirees go to: Managing Retiree Information.

- When determining if it is necessary to ignore a Benefit Option previously defined in the Application, remember to consider any impact to the actuarial attestation previously provided to CMS' RDS Center for that Application. The Application still needs to pass the actuarial equivalence test. If a Benefit Option needs to be added to an approved Application, contact CMS' RDS Center Help Line for assistance.

Assign Actuary - Once the Actuary completes and submits the online actuarial equivalence test and the Application is submitted, the Plan Sponsor may not change the Actuary assigned to the Application.

Attestation Summary - Once the Actuary completes and submits the online actuarial equivalence test and the Application is submitted, the actuarial attestation may not be changed. However, if it is later determined that the plan and/or a Benefit Option do not pass the actuarial equivalence test, the Plan Sponsor must contact CMS' RDS Center Help Line.

Payment Frequency - Once the Application is submitted, the payment frequency cannot be changed. The chosen payment frequency applies to the Application for the entire plan year, and the Plan Sponsor may select a different payment frequency when applying for the next plan year.

Plan Sponsor Agreement - Once the Authorized Representative signs and submits the Plan Sponsor Agreement, the Plan Sponsor Agreement may not be withdrawn.

If the Account Type, Account Number or the Bank Routing Number is changed on the EFT Information page, the Authorized Representative must view, re-sign, and re-submit the Plan Sponsor Agreement to CMS' RDS Center. If a new Authorized Representative is assigned to the Application, the Plan Sponsor Agreement does not need to be re-signed - the terms and conditions of the original Plan Sponsor Agreement remain unchanged.

Re-apply For A New Plan Year With An Existing Plan Sponsor ID

Introduction To Re-applying For A New Plan Year With An Existing Plan Sponsor ID

Plan Sponsors who have previously participated in the Retiree Drug Subsidy (RDS) Program and wish to continue to participate must submit a timely RDS Application prior to the expiration of the Application Deadline. For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Did You Know?

- Plan Sponsors do not have to register a new Plan Sponsor ID every plan year. Plan Sponsors should start each new Application using their existing Plan Sponsor ID.
- Existing RDS Secure Website users (Authorized Representative, Account Manager, Designee, and Actuary) do not have to re-register their user roles each plan year, as long as the users remain in the same role as the previous year. For more information about changing user roles, go to: Reassigning Or Terminating RDS Secure Website User Roles.

Business Advice

When re-applying to the RDS Program, the Plan Sponsor needs to re-examine the Application information that was provided the previous year.

Some items to consider when re-applying are:

- No previous Application information automatically carries over to the new Application Plan Year.
- Has the Plan Sponsor information changed? (For example: Plan Sponsor Address, Phone Number, Fax Number, Organization Type, or Website)
- Has personal information changed about the current Account Manager or Authorized Representative? (For example: Email Address, Phone Number, First Name, Last Name, or Job Title)
- Will a new person be serving as the Authorized Representative or Account Manager for the Plan Sponsor?
- Are there existing Designees who are RDS Secure Website users or new Designees who participate in the Application Submission Process? If the Designee is already registered, the Plan Sponsor requires the Designee's email address.
- What Benefit Options are to be included in the new Application Plan Year?
    - Benefit Option Name
    - Unique Benefit Option Identifier (UBOI) (For example: Rx Group Number)
    - Benefit Option Type (Self-Funded or Fully-Insured)
- Is this the Actuary who attests to the Actuarial Equivalence of the Benefit Option specified in the Application? If the Actuary is already registered, the Plan Sponsor requires the Actuary's email address.
- What bank account receives the subsidy payments?
- What is the payment frequency: Monthly, Quarterly, Interim Annual, or Annual?
- Who submits the retiree information and how does it get submitted?
    - If you are uploading using the RDS Secure Website, the Plan Sponsor may choose to assign Designees.

- If you are submitting using Vendor Mainframe to RDS Center Mainframe, The Vendor needs to inform CMS' RDS Center, establish a Technical Contact, and obtain a Vendor ID. The Vendor ID must be communicated to the Plan Sponsor.
  - For Vendors with a CMS Extranet account and a connection to CMS' RDS Center, the setup takes 1 to 2 weeks.
  - For Vendors with a CMS Extranet account, but no connection to CMS' RDS Center, the setup takes 1 to 2 months.
  - For Vendors without a CMS Extranet account, the setup takes 2 to 3 months.
- If you are submitting a Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) using a Coordination of Benefits (COB) Contractor, the Plan Sponsor needs to contact the CMS COB Contractor at COBVA@ghimedicare.com to get additional VDSA or MIR information.
  - The usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements.
  - The CMS COB contractor provides the Plan Sponsor with the VDSA information or MIR ID number.
- If you are submitting using Plan Sponsor Mainframe to RDS Center Mainframe, the Plan Sponsor needs to inform CMS' RDS Center and establish a Technical Contact.
  - For Plan Sponsors with a CMS Extranet account and a **connection** to CMS' RDS Center, the setup takes 1 to 2 weeks.
  - For Plan Sponsors with a CMS Extranet account, but **no connection** to CMS' RDS Center, the setup takes 1 to 2 months.
  - For Plan Sponsors **without** a CMS Extranet account, the setup takes 2 to 3 months.

For more information about starting a new Application, go to: Start A New Application.

For more information about the definition of a Benefit Option, go to: Application And Benefit Options Defined.

Designee Maintenance

Overview

A Designee is an authorized user of the RDS Secure Website that may perform tasks to assist the Account Manager and/or Authorized Representative in RDS Program participation and compliance. The Designee may be assigned multiple privileges to enable specific tasks to be performed. For more information about Designee privileges, go to: Designee.

The Designee role is optional, therefore the Plan Sponsor is not required to assign a Designee to the Application.

Managing Designees consists of the following:

- Assigning a Designee
- Changing a Designee's Privileges
- Deleting a Designee

User Roles - Who May Assign, Delete And Change Privileges?

- Account Manager
- Authorized Representative

Information Required Before Assigning A Designee

- Designee email address
- Designee name
- Pass Phrase
  - A Pass Phrase must be created if the Designee does not currently exist in the RDS Secure Website and the Plan Sponsor needs to add the Designee as a new user. This may be a word, short phrase, and/or numbers containing 4-30 characters.
  - This Pass Phrase must be provided to the Designee before registration, and it must be communicated to the Designee outside the RDS Secure Website. The Designee uses this Pass Phrase to complete the RDS Secure Website registration process.

Special Considerations

- The RDS Secure Website allows an individual to act in only one role at a time. RDS Secure Website Roles are Account Manager, Authorized Representative, Actuary, and Designee. The Designee can be assigned to multiple Plan Sponsors.
- Designee privileges are defined by the Application. Designees may be assigned different privileges on different Applications. Report Costs and Request Payment privileges may not be assigned to the same Designee.

After an individual is identified in the RDS Secure Website as a Designee, the Designee is only eligible to be reassigned to a different role if the Designee is first deleted from all Applications. Once deleted from all Applications, the Designee is terminated as an RDS Secure Website user. The individual may then be reassigned to a different role and re-invited to the RDS Secure Website. Allow one day after deleting the Designee before assigning the individual a new role. For more information about reassigning roles, go to: Reassigning Or Terminating RDS Secure Website User Roles.

Assign a Designee

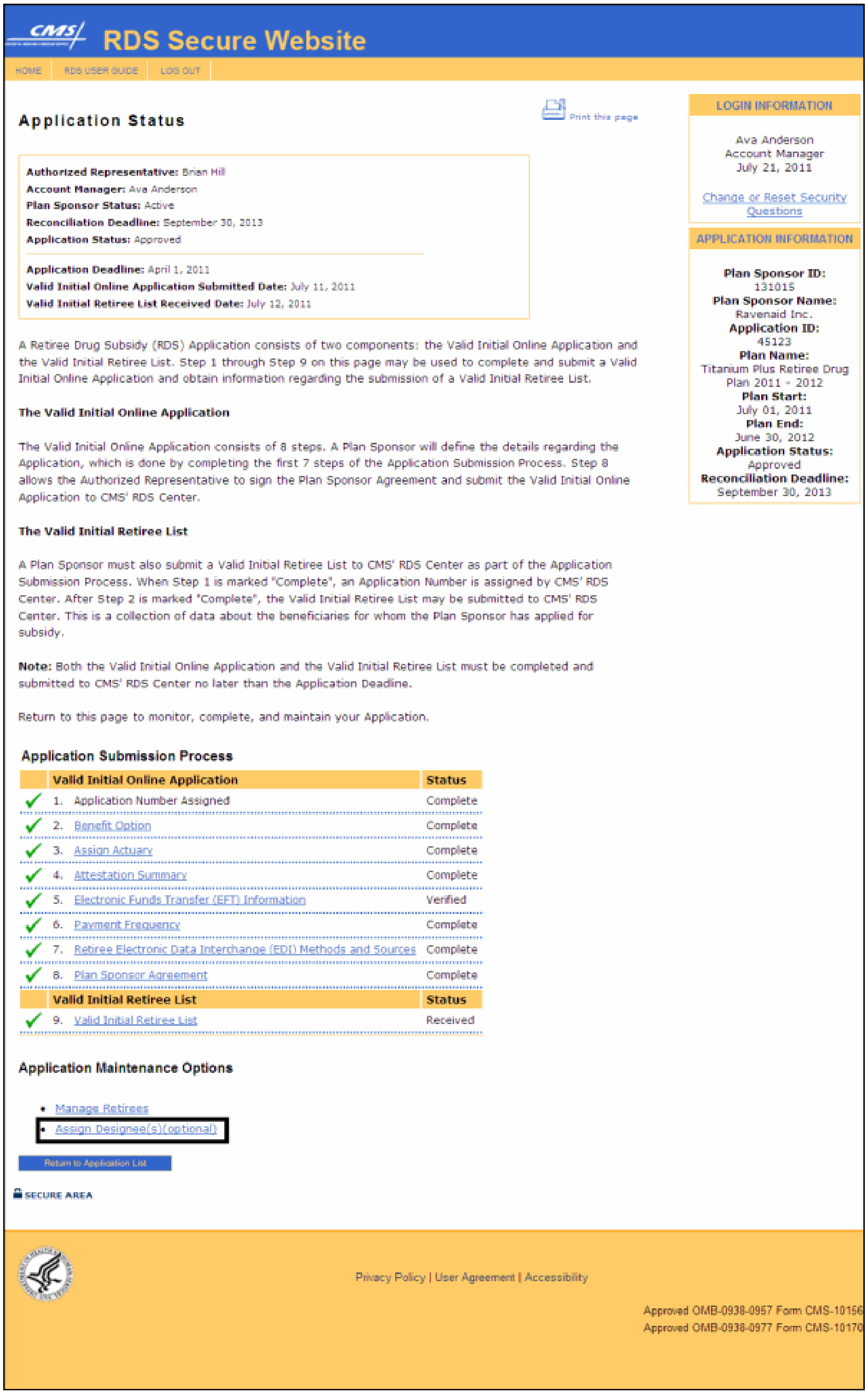
To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

On the Application List page:

1. Select the appropriate Application ID.

On the Application Status page:

2. Select **Assign Designee(s) (optional)** link in the Application Maintenance Options section.



RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Application Status

Print this page

Authorized Representative: Brian Hill
Account Manager: Ava Anderson
Plan Sponsor Status: Active
Reconciliation Deadline: September 30, 2013
Application Status: Approved

Application Deadline: April 1, 2011
Valid Initial Online Application Submitted Date: July 11, 2011
Valid Initial Retiree List Received Date: July 12, 2011

A Retiree Drug Subsidy (RDS) Application consists of two components: the Valid Initial Online Application and the Valid Initial Retiree List. Step 1 through Step 9 on this page may be used to complete and submit a Valid Initial Online Application and obtain information regarding the submission of a Valid Initial Retiree List.

The Valid Initial Online Application

The Valid Initial Online Application consists of 8 steps. A Plan Sponsor will define the details regarding the Application, which is done by completing the first 7 steps of the Application Submission Process. Step 8 allows the Authorized Representative to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application to CMS' RDS Center.

The Valid Initial Retiree List

A Plan Sponsor must also submit a Valid Initial Retiree List to CMS' RDS Center as part of the Application Submission Process. When Step 1 is marked "Complete", an Application Number is assigned by CMS' RDS Center. After Step 2 is marked "Complete", the Valid Initial Retiree List may be submitted to CMS' RDS Center. This is a collection of data about the beneficiaries for whom the Plan Sponsor has applied for subsidy.

Note: Both the Valid Initial Online Application and the Valid Initial Retiree List must be completed and submitted to CMS' RDS Center no later than the Application Deadline.

Return to this page to monitor, complete, and maintain your Application.

Application Submission Process

	Valid Initial Online Application	Status
✓	1. Application Number Assigned	Complete
✓	2. Benefit Option	Complete
✓	3. Assign Actuary	Complete
✓	4. Attestation Summary	Complete
✓	5. Electronic Funds Transfer (EFT) Information	Verified
✓	6. Payment Frequency	Complete
✓	7. Retiree Electronic Data Interchange (EDI) Methods and Sources	Complete
✓	8. Plan Sponsor Agreement	Complete
	Valid Initial Retiree List	**Status**
✓	9. Valid Initial Retiree List	Received

Application Maintenance Options

- Manage Retirees
- Assign Designee(s)(optional)

Return to Application List

SECURE AREA

LOGIN INFORMATION

Ava Anderson
Account Manager
July 21, 2011

Change or Reset Security Questions

APPLICATION INFORMATION

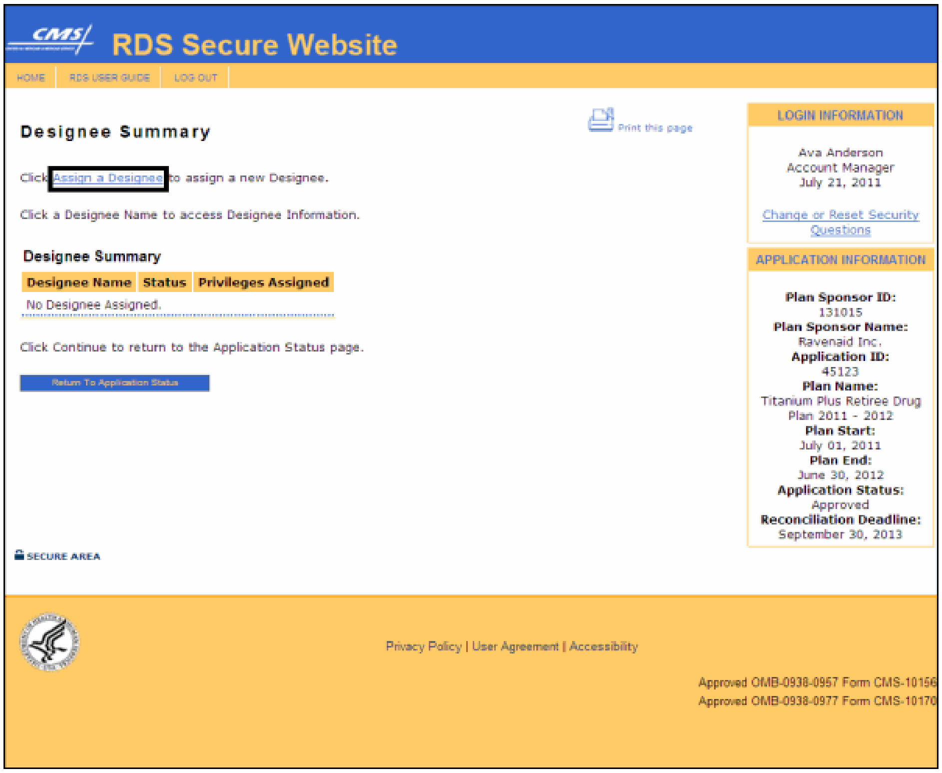
Plan Sponsor ID: 131015
Plan Sponsor Name: Ravenaid Inc.
Application ID: 45123
Plan Name: Titanium Plus Retiree Drug Plan 2011 - 2012
Plan Start: July 01, 2011
Plan End: June 30, 2012
Application Status: Approved
Reconciliation Deadline: September 30, 2013

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Designee Summary page:

3. Select **Assign a Designee** link.



On the Assign Designee page:

An * indicates a required field.

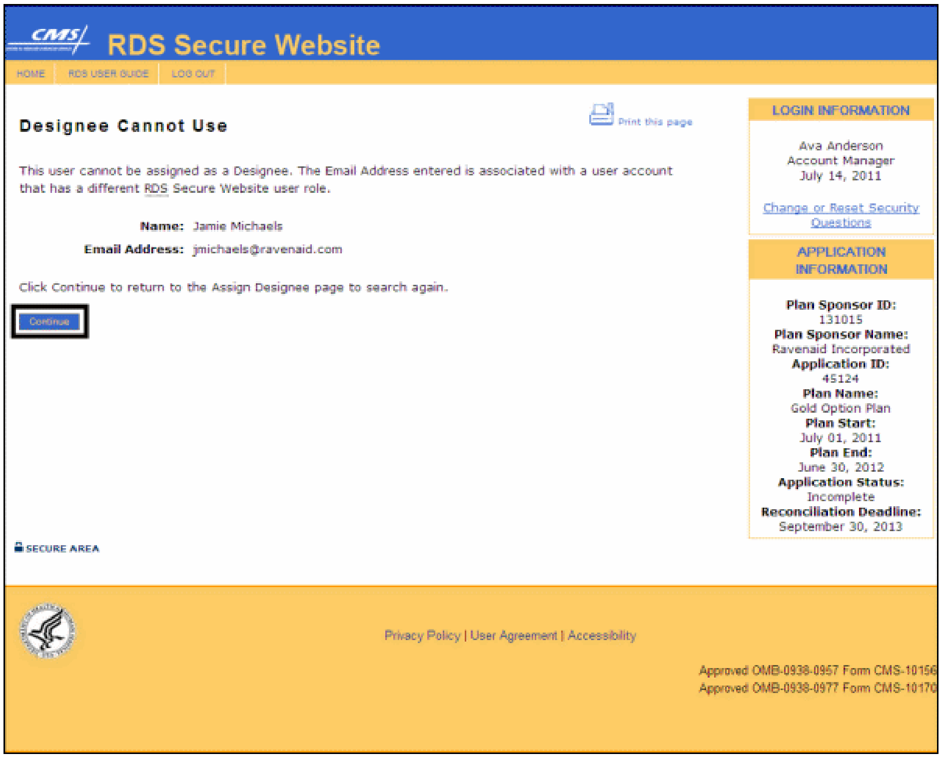
4. *Enter the Email Address.
5. Select **Continue** to search for the email address or select **Cancel** to return to the Designee Summary page.

Scenario #1: Email address is found but cannot be used to assign a Designee

Reasons for this include if the email address entered is associated with a user account that already has a different RDS Secure Website user role, or if a user's RDS account is inactive.

On the Designee Cannot Use page:

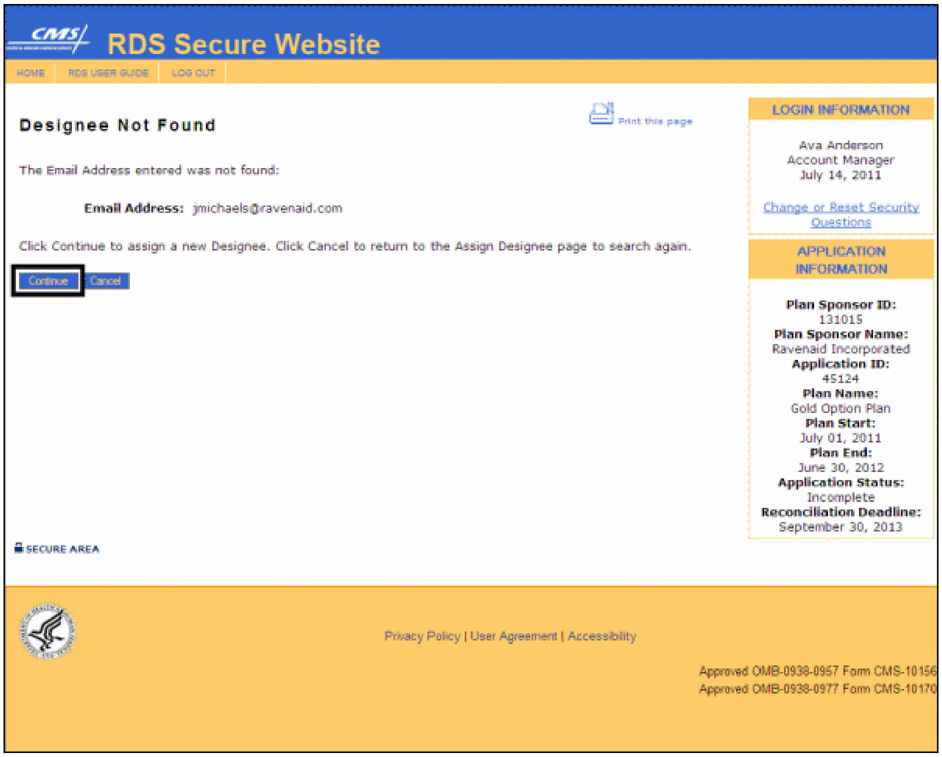
6. Select **Continue** to return to the Assign Designee page to search again.



Scenario #2: Email address is not found and can be used to assign a Designee

On the Designee Not Found page:

6. Select **Continue** to proceed or select **Cancel** to return to the Assign Designee page to search again.



On the Assign New Designee page:

An * indicates a required field.

7. *Enter the First Name.
8. Enter the Middle Initial.
9. *Enter the Last Name.
10. *Enter a Pass Phrase.
11. *Re-enter the Pass Phrase.
12. Select **Continue** to proceed to the Assign Designee Privileges page or select **Cancel** to return to the Assign Designee page.

Scenario #3: Email address is found and can be used to assign a Designee

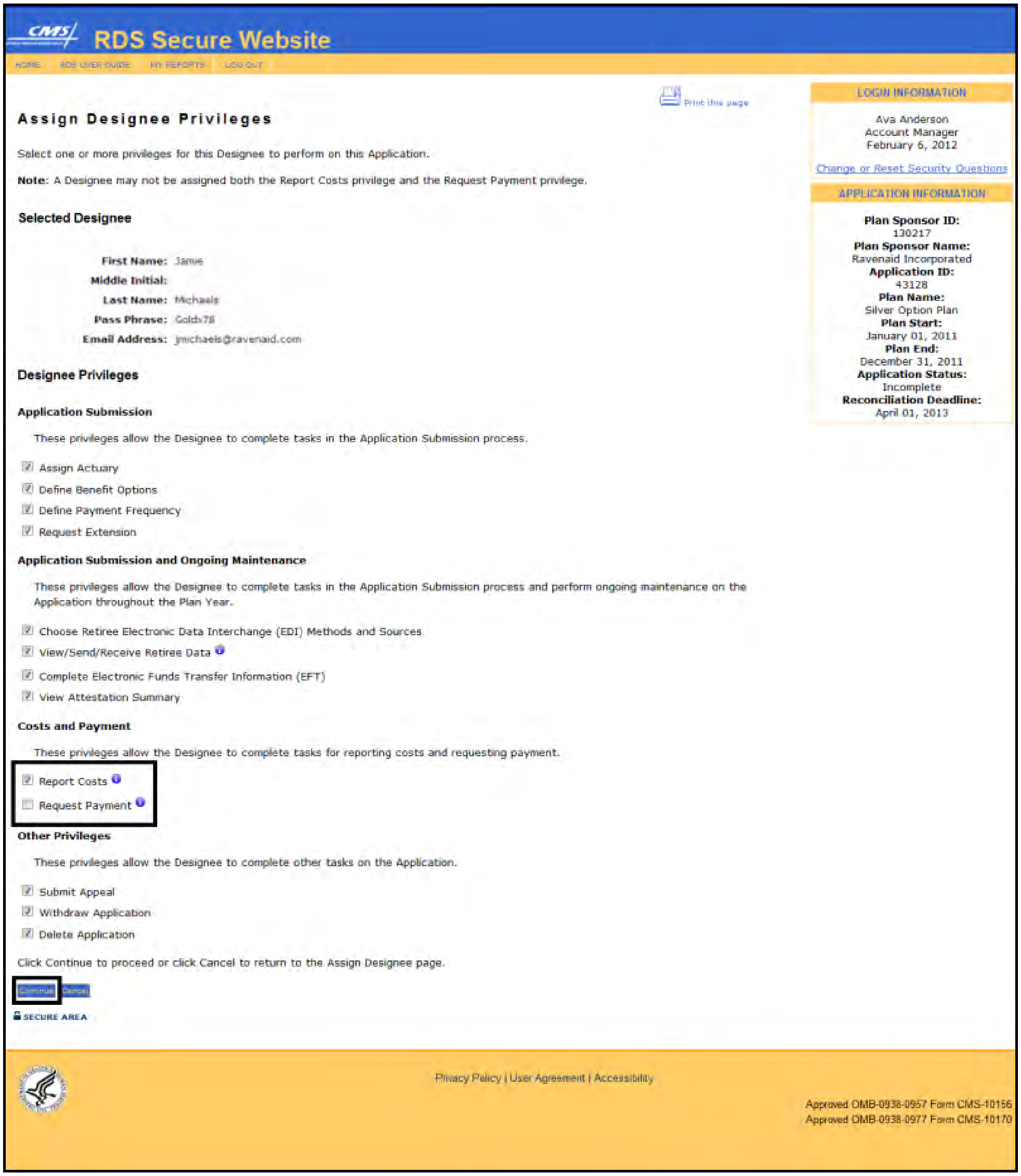
On the Designee Found page:

6. Select **Continue** to assign this Designee and proceed to the Assign Designee Privileges page or select **Cancel** to return to the Assign Designee page to search again.

On the Assign Designee Privileges page:

7. Select the checkbox next to privilege(s) you want to assign to the Designee. Select **Continue** to proceed or select **Cancel** to return to the Assign Designee page.

Note: If Report Costs, Request Payment, or View/Send/Receive Retiree Data are selected, the E-PHI Agreement page displays after selecting **Continue**. If other privileges are selected, the Assign Designee Verification page displays after selecting **Continue**.



CMS RDS Secure Website

HOME | RDS USER GUIDE | MY REPORTS | LOG OUT

Print this page

Assign Designee Privileges

Select one or more privileges for this Designee to perform on this Application.

Note: A Designee may not be assigned both the Report Costs privilege and the Request Payment privilege.

Selected Designee

First Name: Jamie
Middle Initial:
Last Name: Michaels
Pass Phrase: Goldx76
Email Address: jmichaels@ravenaid.com

Designee Privileges

Application Submission

These privileges allow the Designee to complete tasks in the Application Submission process.

- [x] Assign Actuary
- [x] Define Benefit Options
- [x] Define Payment Frequency
- [x] Request Extension

Application Submission and Ongoing Maintenance

These privileges allow the Designee to complete tasks in the Application Submission process and perform ongoing maintenance on the Application throughout the Plan Year.

- [x] Choose Retiree Electronic Data Interchange (EDI) Methods and Sources
- [x] View/Send/Receive Retiree Data
- [x] Complete Electronic Funds Transfer Information (EFT)
- [x] View Attestation Summary

Costs and Payment

These privileges allow the Designee to complete tasks for reporting costs and requesting payment.

- [x] Report Costs
- [ ] Request Payment

Other Privileges

These privileges allow the Designee to complete other tasks on the Application.

- [x] Submit Appeal
- [x] Withdraw Application
- [x] Delete Application

Click Continue to proceed or click Cancel to return to the Assign Designee page.

Continue | Cancel

SECURE AREA

LOGIN INFORMATION

Ava Anderson
Account Manager
February 6, 2012

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 130217
Plan Sponsor Name: Ravenaid Incorporated
Application ID: 43128
Plan Name: Silver Option Plan
Plan Start: January 01, 2011
Plan End: December 31, 2011
Application Status: Incomplete
Reconciliation Deadline: April 01, 2013

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

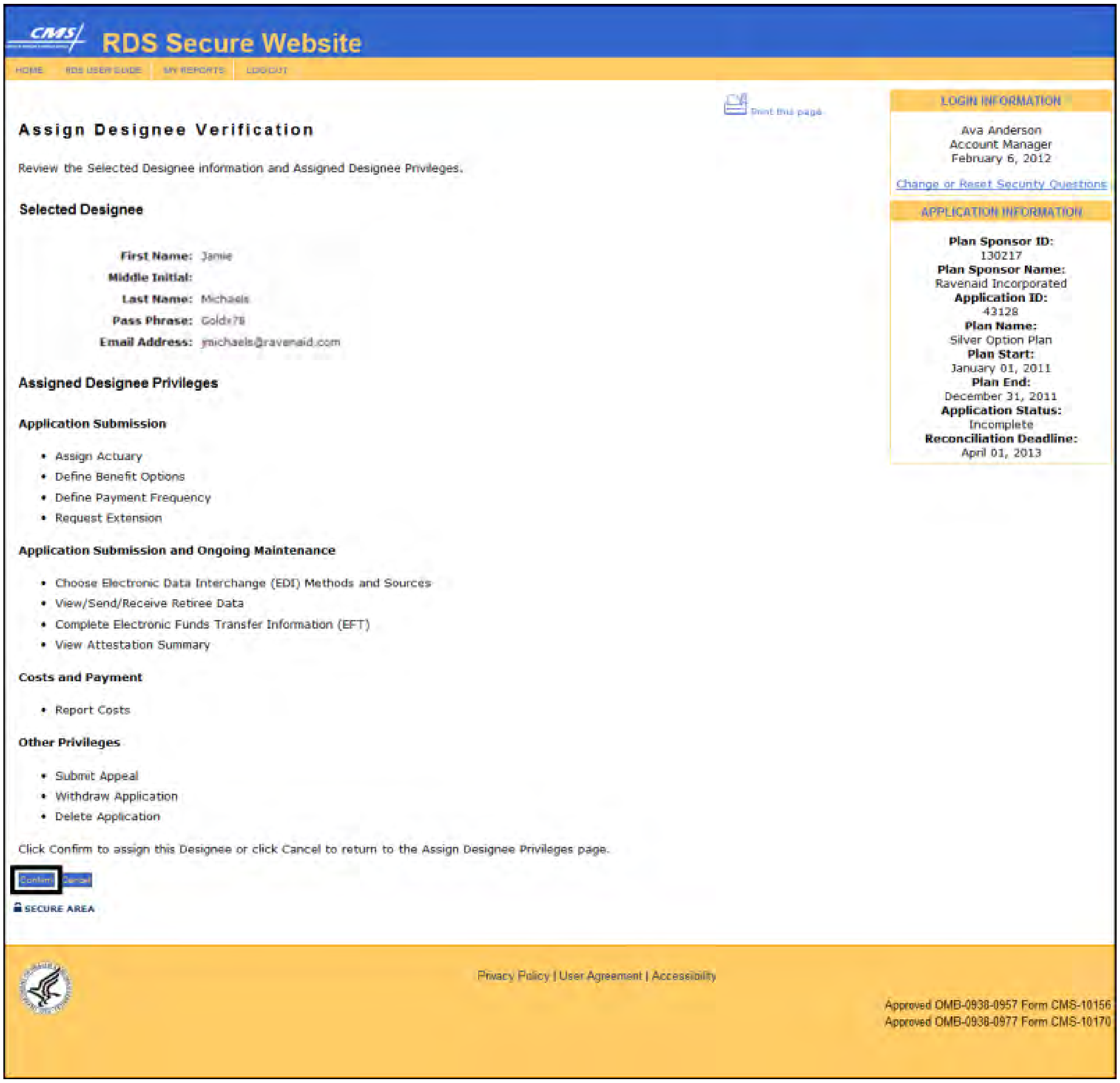
On the E-PHI Agreement page:

8. Read the E-PHI Agreement. Select **Accept** to authorize the Designee to access or use E-PHI associated with their Plan Sponsor's RDS Application. Select **Decline** to return to the Assign Designee Privileges page.

Note: To read the E-PHI Agreement, go to: Appendix D: E-PHI Agreement.

On the Assign Designee Verification page:

9. Select **Confirm** to assign the Designee or select **Cancel** to return to the Assign Designee Privileges page.



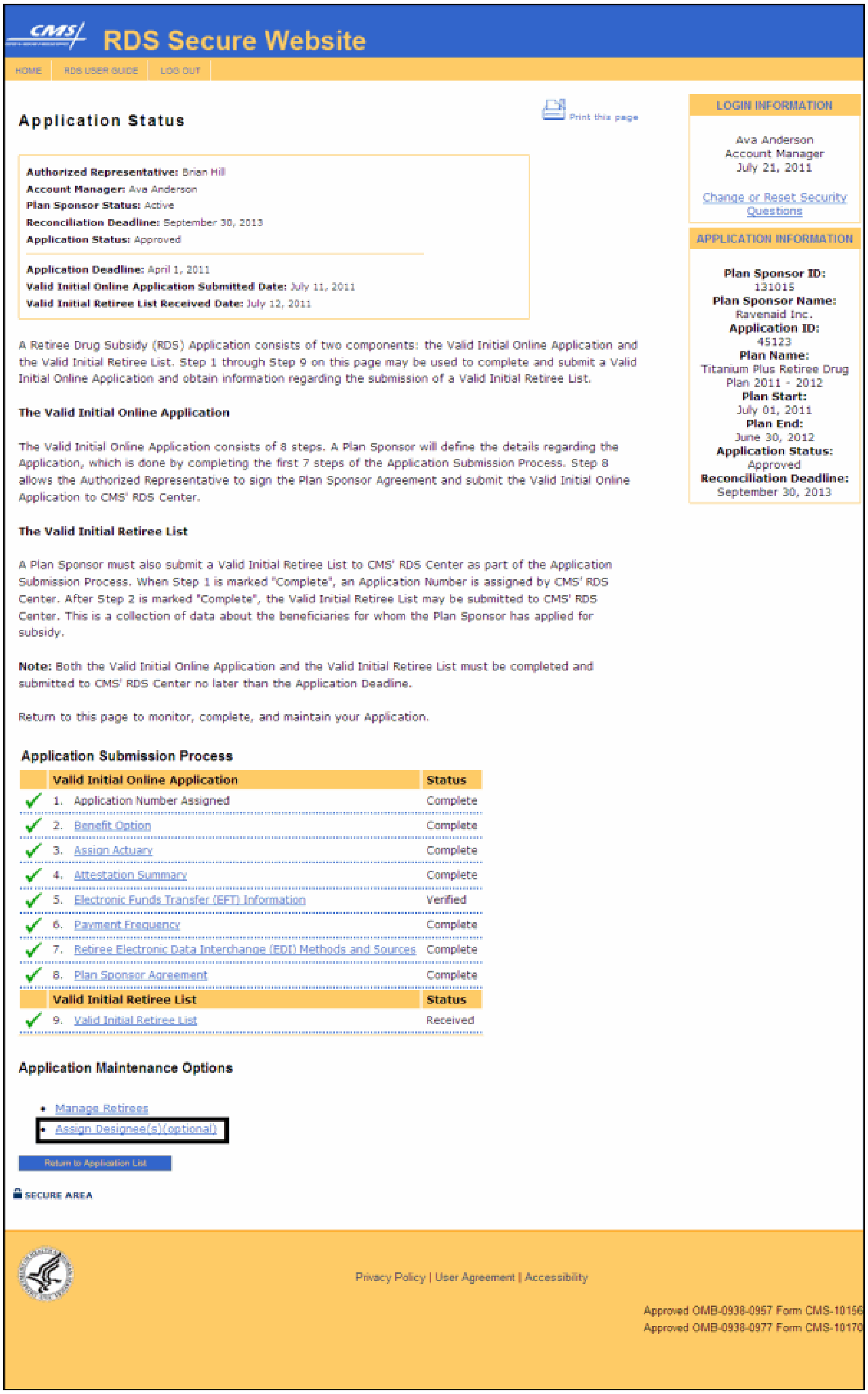
On the Assign Designee Confirmation page:

10. Select **Continue** to return to the Designee Summary page.

Changing Designee Privileges

On the Application Status page:

1. Select the **Assign Designee(s) (optional)** link.



RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Application Status

Print this page

Authorized Representative: Brian Hill
Account Manager: Ava Anderson
Plan Sponsor Status: Active
Reconciliation Deadline: September 30, 2013
Application Status: Approved

Application Deadline: April 1, 2011
Valid Initial Online Application Submitted Date: July 11, 2011
Valid Initial Retiree List Received Date: July 12, 2011

A Retiree Drug Subsidy (RDS) Application consists of two components: the Valid Initial Online Application and the Valid Initial Retiree List. Step 1 through Step 9 on this page may be used to complete and submit a Valid Initial Online Application and obtain information regarding the submission of a Valid Initial Retiree List.

The Valid Initial Online Application

The Valid Initial Online Application consists of 8 steps. A Plan Sponsor will define the details regarding the Application, which is done by completing the first 7 steps of the Application Submission Process. Step 8 allows the Authorized Representative to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application to CMS' RDS Center.

The Valid Initial Retiree List

A Plan Sponsor must also submit a Valid Initial Retiree List to CMS' RDS Center as part of the Application Submission Process. When Step 1 is marked "Complete", an Application Number is assigned by CMS' RDS Center. After Step 2 is marked "Complete", the Valid Initial Retiree List may be submitted to CMS' RDS Center. This is a collection of data about the beneficiaries for whom the Plan Sponsor has applied for subsidy.

Note: Both the Valid Initial Online Application and the Valid Initial Retiree List must be completed and submitted to CMS' RDS Center no later than the Application Deadline.

Return to this page to monitor, complete, and maintain your Application.

Application Submission Process

	Valid Initial Online Application	Status
✓	1. Application Number Assigned	Complete
✓	2. Benefit Option	Complete
✓	3. Assign Actuary	Complete
✓	4. Attestation Summary	Complete
✓	5. Electronic Funds Transfer (EFT) Information	Verified
✓	6. Payment Frequency	Complete
✓	7. Retiree Electronic Data Interchange (EDI) Methods and Sources	Complete
✓	8. Plan Sponsor Agreement	Complete
	Valid Initial Retiree List	**Status**
✓	9. Valid Initial Retiree List	Received

Application Maintenance Options

- Manage Retirees
- Assign Designee(s)(optional)

Return to Application List

SECURE AREA

LOGIN INFORMATION

Ava Anderson
Account Manager
July 21, 2011

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 131015
Plan Sponsor Name: Ravenaid Inc.
Application ID: 45123
Plan Name: Titanium Plus Retiree Drug Plan 2011 - 2012
Plan Start: July 01, 2011
Plan End: June 30, 2012
Application Status: Approved
Reconciliation Deadline: September 30, 2013

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Designee Summary page:

2. Select the link with the name of the Designee whose privileges are changing.

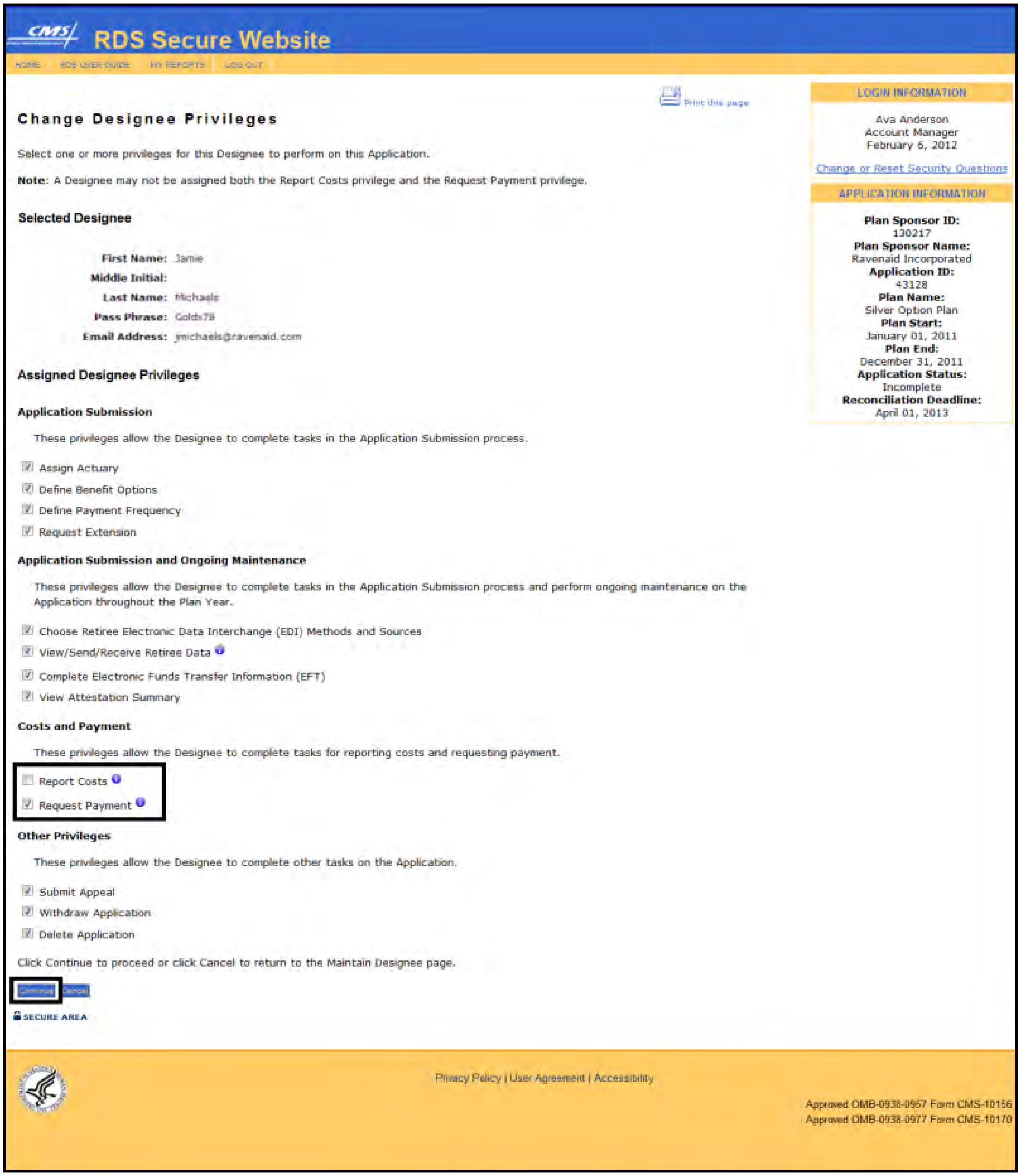
On the Maintain Designee page:

3. Select **Change Privileges** to change a Designee's privileges or select **Cancel** to return to the Designee Summary page.

On the Change Designee Privileges page:

4. Select or unselect the checkboxes next to the privilege(s) you want to assign or unassign to the Designee. Select **Continue** to proceed or select **Cancel** to return to the Maintain Designee page.

Note: If Report Costs, Request Payment, or View/Send/Receive Retiree Data are selected, the E-PHI Agreement page displays after selecting **Continue**. If other privileges are selected, the Assign Designee Verification page displays after selecting **Continue**.



On the E-PHI Agreement page:

5. Read the E-PHI Agreement. Select **Accept** to authorize the Designee to access or use E-PHI associated with their Plan Sponsor's RDS Application. Select **Decline** to return to the Change Designee Privileges page.

Note: To read the E-PHI Agreement, go to: Appendix D: E-PHI Agreement.

On the Change Designee Privileges Verification page:

6. Select **Confirm** to assign these privileges to the Designee or select **Cancel** to return to the Change Designee Privileges page.

On the Change Designee Privileges Confirmation page:

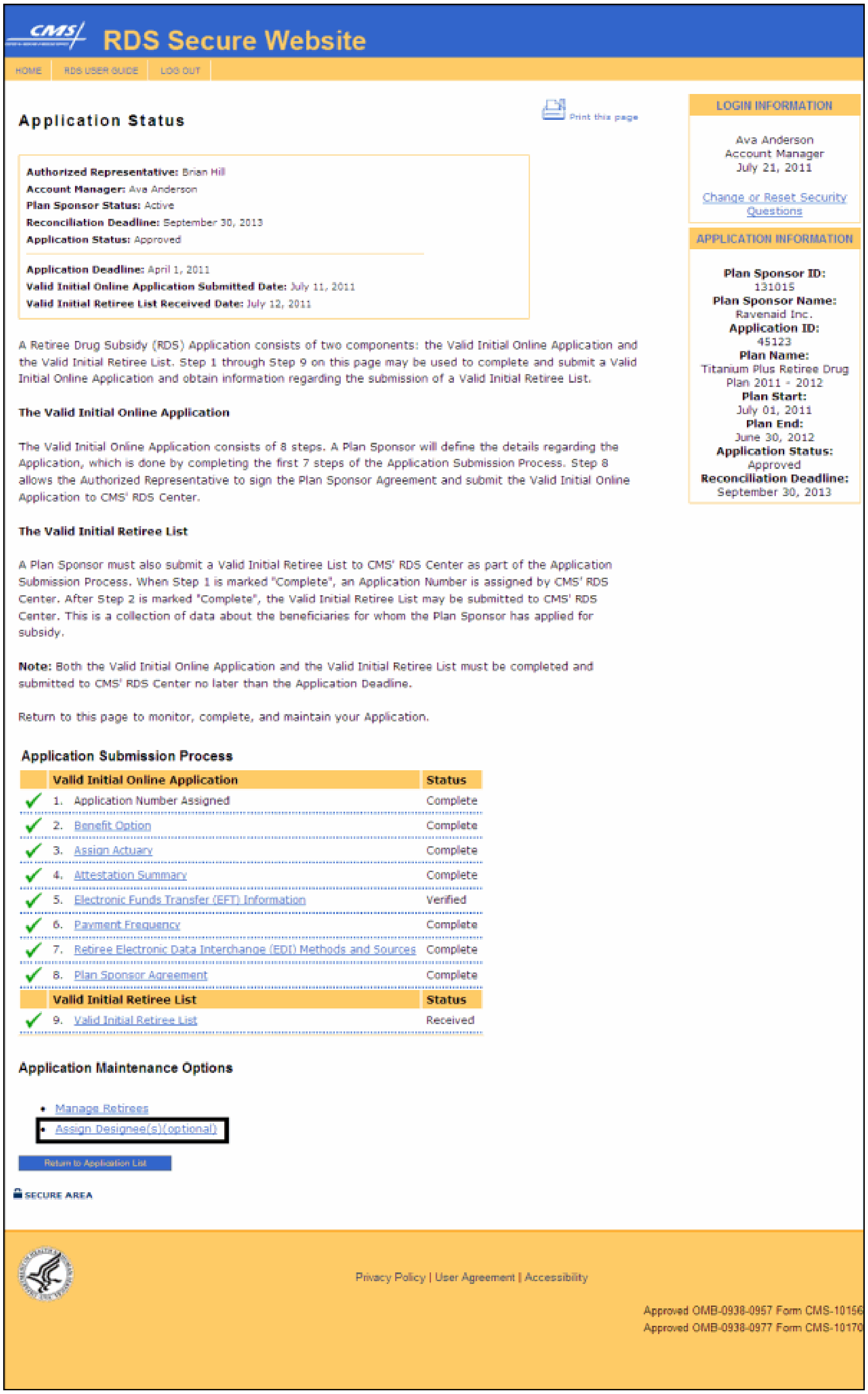
7. Select **Continue** to return to the Designee Summary page.

Deleting a Designee

Note: If the Designee is assigned to the Vendor, the Vendor assignment must first be removed before deleting the Designee. If the Designee is assigned to one or more Benefit Options but has not reported costs, the assignments must be removed before deleting the Designee. If the Designee has reported costs, the Designee can be deleted without removing the assignments.

On the Application Status page:

8. Select the **Assign Designee(s) (optional)** link.



On the Designee Summary page:

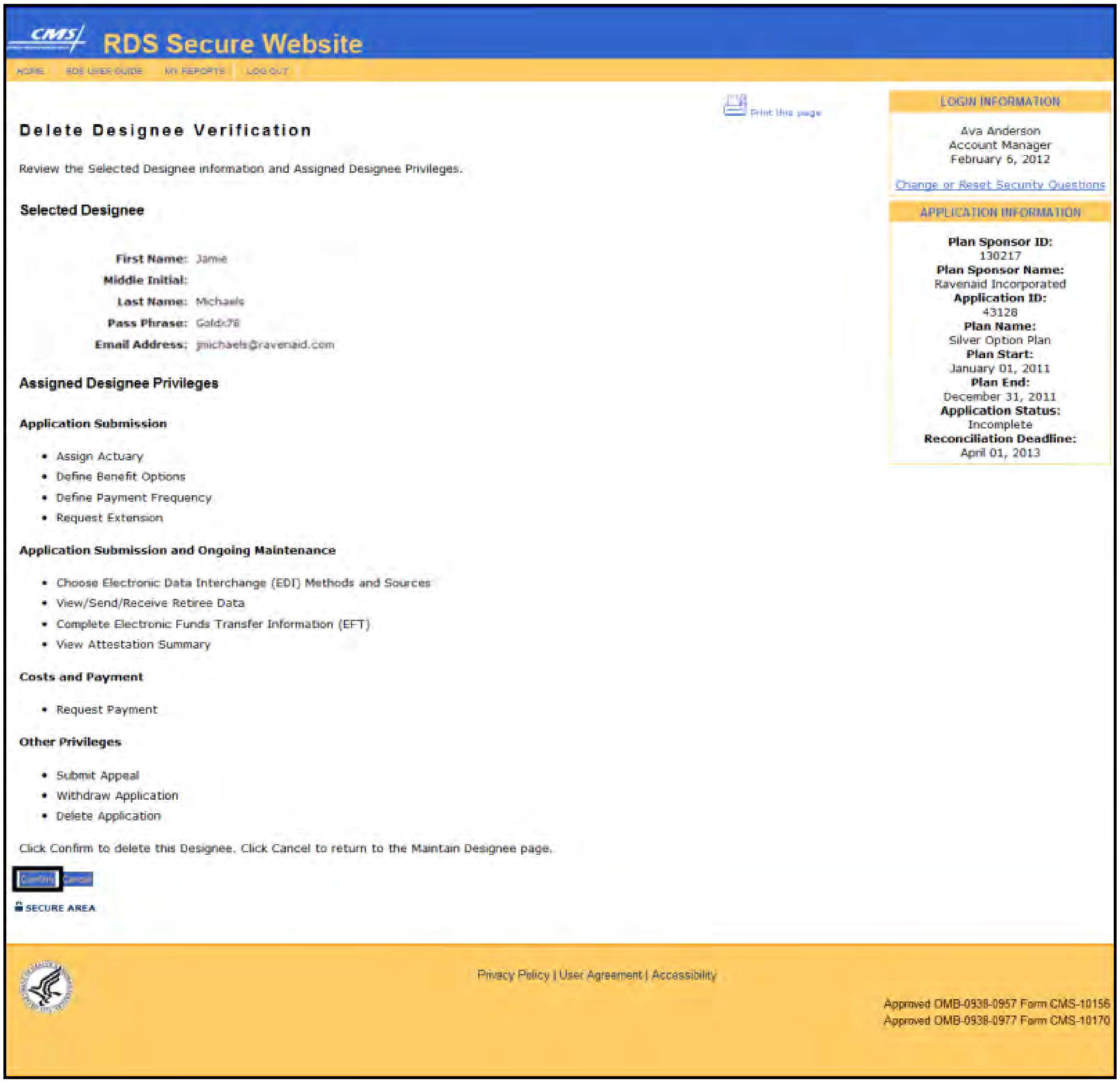
9. Select the link with the name of the Designee to be deleted.

On the Maintain Designee page:

10. Select **Delete Designee** to delete a Designee or select **Cancel** to return to the Designee Summary page.

On the Delete Designee Verification page:

11. Select **Confirm** to delete this Designee or select **Cancel** to return to the Maintain Designee page.



RDS Secure Website

HOME | RDS USER GUIDE | MY REPORTS | LOG OUT

Print this page

Delete Designee Verification

Review the Selected Designee information and Assigned Designee Privileges.

Selected Designee

First Name: Jamie
Middle Initial:
Last Name: Michaels
Pass Phrase: Goldc78
Email Address: jmichaels@ravenaid.com

Assigned Designee Privileges

Application Submission

- Assign Actuary
- Define Benefit Options
- Define Payment Frequency
- Request Extension

Application Submission and Ongoing Maintenance

- Choose Electronic Data Interchange (EDI) Methods and Sources
- View/Send/Receive Retiree Data
- Complete Electronic Funds Transfer Information (EFT)
- View Attestation Summary

Costs and Payment

- Request Payment

Other Privileges

- Submit Appeal
- Withdraw Application
- Delete Application

Click Confirm to delete this Designee. Click Cancel to return to the Maintain Designee page.

Confirm Cancel

SECURE AREA

LOGIN INFORMATION

Ava Anderson
Account Manager
February 6, 2012

Change or Reset Security Questions

APPLICATION INFORMATION

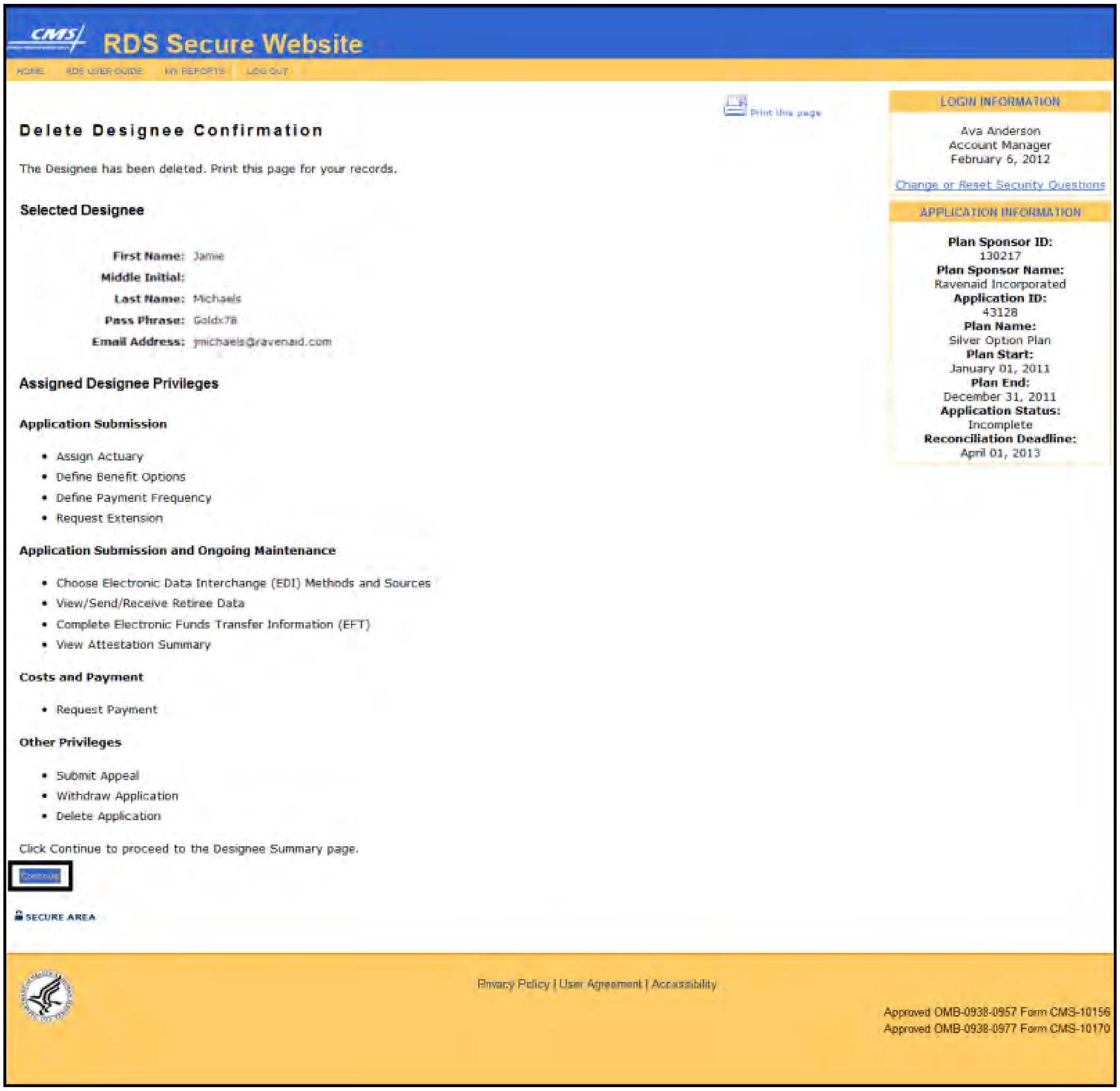
Plan Sponsor ID: 130217
Plan Sponsor Name: Ravenaid Incorporated
Application ID: 43128
Plan Name: Silver Option Plan
Plan Start: January 01, 2011
Plan End: December 31, 2011
Application Status: Incomplete
Reconciliation Deadline: April 01, 2013

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Delete Designee Confirmation page:

12. Select **Continue** to return to the Designee Summary page.


RDS Secure Website
HOME
RDS USER GUIDE
MY REPORTS
LOG OUT
Print this page
Delete Designee Confirmation
The Designee has been deleted. Print this page for your records.
Selected Designee
First Name: Jamie
Middle Initial:
Last Name: Michaels
Pass Phrase: Goldx78
Email Address: jmichaels@ravenaid.com
Assigned Designee Privileges
Application Submission
Assign Actuary
Define Benefit Options
Define Payment Frequency
Request Extension
Application Submission and Ongoing Maintenance
Choose Electronic Data Interchange (EDI) Methods and Sources
View/Send/Receive Retiree Data
Complete Electronic Funds Transfer Information (EFT)
View Attestation Summary
Costs and Payment
Request Payment
Other Privileges
Submit Appeal
Withdraw Application
Delete Application
Click Continue to proceed to the Designee Summary page.
SECURE AREA
LOGIN INFORMATION
Ava Anderson
Account Manager
February 6, 2012
Change or Reset Security Questions
APPLICATION INFORMATION
Plan Sponsor ID:
130217
Plan Sponsor Name:
Ravenaid Incorporated
Application ID:
43128
Plan Name:
Silver Option Plan
Plan Start:
January 01, 2011
Plan End:
December 31, 2011
Application Status:
Incomplete
Reconciliation Deadline:
April 01, 2013
Privacy Policy | User Agreement | Accessibility
Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

7 Electronic Data Interchange (EDI): Exchanging Beneficiary Information With CMS' RDS Center

Introduction To Electronic Data Interchange (EDI)

Electronic Data Interchange (EDI) is the electronic transmission of data between computer systems.

All participants in the RDS Program must use EDI to exchange retiree files with CMS' RDS Center throughout the Application Lifecycle.

Information is exchanged using a Comma Separated Value (CSV) file or Mainframe file where each line represents one beneficiary, Benefit Option, and Subsidy Period.

Examples of EDI include:

Pharmacy prescriptions: Data is exchanged between the Pharmacy and the Pharmacy Benefit Manager (PBM) at the point of sale when a prescription is presented. The patient's eligibility and cost information is verified and sent back to the Pharmacy.

Auto Loans: When applying for an automobile loan, several dealerships electronically request an applicant's credit history from a credit bureau. The information is electronically communicated to the dealership's computer for analysis and scoring without human intervention.

Merchants and Suppliers: EDI is utilized between merchants and suppliers to electronically communicate purchase orders, shipping invoices, shipping notices, etc.

Introduction To Retiree Processing

The Plan Sponsor provides demographic and benefit enrollment information about the beneficiaries for whom they are seeking subsidy. CMS' RDS Center evaluates program eligibility and provides the Plan Sponsor with approved Subsidy Periods for each Qualifying Covered Retiree (QCR).

The main components of Retiree Processing include:

- Selecting the Retiree Electronic Data Interchange (EDI) Methods and Sources on the RDS Secure Website during the Application Submission Process
- Sending a Valid Initial Retiree List to CMS' RDS Center as part of a timely and complete RDS Application prior to the expiration of the Application Deadline
- Sending Monthly Retiree Lists that only include detail records of individuals for whom there is a change of information from the Valid Initial Retiree List
- Processing Retiree Response Files so internal records reflect the correct Qualifying Covered Retiree (QCR) information and associated Subsidy Periods
- Processing Weekly Notification Files so internal records reflect the correct Qualifying Covered Retiree (QCR) information and associated Subsidy Periods
- Requesting, downloading, and reviewing Covered Retiree Lists (CRL) for comparison against the Plan Sponsor's internal records with those of CMS' RDS Center
- Reviewing Qualified Covered Retiree Counts for the most recent retiree data derived from the Retiree Response File and Weekly Notification Files

Retiree Files Sent To CMS' RDS Center: Overview

Retiree files must be sent to CMS' RDS Center throughout the Application Lifecycle to establish and maintain Qualifying Covered Retirees (QCRs) for an Application. Several methods of submission are available for exchanging retiree information with CMS' RDS Center, with options to send copies of the files to the RDS Secure Website.

Retiree List Submission Methods And Retiree List Response Methods

The Retiree Electronic Data Interchange (EDI) Methods and Sources are selected in Step 7 of the Application Submission Process.

Note: After an Application is in “Submitted” status, the Plan Sponsor can return to Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources and update or change the EDI information.

Retiree List Submission Methods and Retiree List Response Methods:

- RDS Secure Website to RDS Center
- Vendor Mainframe to RDS Center Mainframe
- Vendor Mainframe to RDS Center Mainframe with a copy of the response file sent to the RDS Secure Website
- Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR)
- Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) with a copy of the response file sent to the RDS Secure Website
- Plan Sponsor Mainframe to RDS Center Mainframe
- Plan Sponsor Mainframe to RDS Center Mainframe with a copy of the response file sent to the RDS Secure Website

Exchanging And Protecting Retiree Information

CMS' RDS Center uses the current Retiree Electronic Data Interchange (EDI) Methods and Sources to determine which file transfer method to use to send the Weekly Notification File to the Plan Sponsor. If the retiree information does not match the source and data exchange method chosen by the Plan Sponsor for each Benefit Option, it is not processed.

If the RDS Secure Website to RDS Center submission method is specified by the Plan Sponsor, only the Authorized Representative, the Account Manager, and Designees with the View/Send/Receive Retiree Data privilege may upload retiree data on the RDS Secure Website and view response files sent to the RDS Secure Website. Retiree data sent by any other method is not processed and a response file is sent back to the source with the appropriate reason code.

If a method of submission other than RDS Secure Website is specified by the Plan Sponsor, the RDS Secure Website prevents the upload of retiree data. Retiree data sent by any other source (Plan Sponsor, Vendor or COB contractor) is not processed and a response file is sent back to the source with the appropriate reason code.

Weekly Notifications are sent to the RDS Secure Website if the Plan Sponsor specifies the RDS Secure Website as the Weekly Notification File Delivery Method or chooses to copy the RDS Secure Website for Weekly Notifications. Weekly Notifications are only sent to Vendors, COB contractors, or the Plan Sponsor’s Mainframe if the most current retiree data was received and processed from that source and the Plan Sponsor’s current EDI method election specifies that source and data exchange method.

Valid Initial Retiree List

The Valid Initial Retiree List is the first transfer of retiree information from the Plan Sponsor to CMS' RDS Center. The Valid Initial Retiree List is a collection of data about the beneficiaries for whom the Plan Sponsor is seeking subsidy.

A Valid Initial Retiree List can be submitted to CMS' RDS Center after an Application has been started and an Application Number has been assigned in Step 1, Benefit Options have been established in Step 2, and the Retiree Electronic Data Interchange (EDI) Methods and Sources in Step 7 have been selected.

A Valid Initial Retiree List and subsequent retiree files are exchanged using the selected Retiree EDI Method chosen for the Benefit Option. In the Valid Initial Retiree List, each beneficiary (retiree, spouse, or dependant) should have at least one detail record or row in this file. If a beneficiary has more than one coverage period or Benefit Option within the Plan Sponsor's drug plan, a record must be sent for each Benefit Option and coverage period combination.

The Valid Initial Retiree List should include the retiree information available to date. If there is outstanding retiree information that prohibits sending a beneficiary with the Valid Initial Retiree List, the beneficiary's information can be sent at a later time in a Monthly Retiree List.

A Retiree Response File is sent by CMS' RDS Center in response to the Valid Initial Retiree List submitted by the Plan Sponsor.

Monthly Retiree List

Changes to retiree information throughout the Plan Year for a given Application should be included in Monthly Retiree Lists. The Monthly Retiree List is submitted by a Plan Sponsor or Vendor for a given Application to maintain accurate beneficiary data.

The first Monthly Retiree List should be sent to CMS' RDS Center approximately 30 days from the date the initial Retiree Response File was received and processed by the Plan Sponsor or Vendor. This list must be in the same format as the Valid Initial Retiree List, with only detail records of beneficiaries having a change of information.

A Monthly Retiree List is not required if no information has changed for a given month.

A Retiree Response File is sent for each Monthly Retiree List received by CMS' RDS Center.

Upload Retiree Files On The RDS Secure Website

The Valid Initial Retiree List and Monthly Retiree Lists may be uploaded to CMS' RDS Center using the Upload Retiree File page on the RDS Secure Website. If any Benefit Option contained in the retiree file is set to a submission method other than the RDS Secure Website, the RDS Secure Website will prohibit upload of the entire file.

Display List Of Uploaded Retiree Files

Use the Display List of Uploaded Retiree Files link located on the RDS Secure Website to display the successfully uploaded Valid Initial Retiree List and Monthly Retiree List files.

A retiree file does not appear in the list if:

- Retiree files were submitted to CMS' RDS Center by Mainframe transfer, VDSA, or MIR
- Retiree files were uploaded prior to February 1, 2006
- Retiree files had errors during the upload

Send Retiree Files By Mainframe Or COB

The Valid Initial Retiree List and Monthly Retiree List files may be sent to CMS' RDS Center using a Vendor Mainframe connection to the RDS Center Mainframe, or a Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR), or using a Plan Sponsor Mainframe connection to the RDS Center Mainframe.

If a retiree file is submitted using Vendor Mainframe to RDS Center Mainframe or Plan Sponsor Mainframe to RDS Center Mainframe and contains records with a Benefit Option that is not set to Vendor Mainframe or Plan Sponsor Mainframe then the retiree file is not processed. Any records containing a Benefit Option that does not match the Mainframe method or source is returned with a Reason Code 29: **File Rejected – No Authority.**

If a retiree file is submitted using Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) and contains records with a Benefit Option that is not set to Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) then the retiree file is processed. Any records containing a Benefit Option that does not match the Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) method or source is returned with a Reason Codes 29: **File Rejected – No Authority.**

Retiree Processing And Reconciliation

When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application, the Plan Sponsor is unable to upload retiree files through the RDS Secure Website. CMS' RDS Center no longer processes any retiree list submitted through the Mainframe, VDSA, or MIR when Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application. CMS' RDS Center no longer sends Retiree Response Files or Weekly Notification Files.

Retiree Information Created By CMS’ RDS Center: Overview

Retiree Response Files are created whenever CMS' RDS Center receives and processes a retiree file on behalf of the Plan Sponsor.

Weekly Notification Files are sent by CMS’ RDS Center after the Valid Initial Online Application is completed and submitted.

Weekly Notification Files are created when beneficiaries approved for subsidy under the Application have a notification event. Events that may affect a Plan Sponsor's ability to receive subsidy payments for a beneficiary include, but are not limited to: a change in Medicare entitlement, the death of a beneficiary, disenrollment, enrollment, or attempted enrollment into a Medicare Part D plan.

Retiree Response Files and Weekly Notification Files MUST be processed by Plan Sponsors and its agents so internal records reflect the correct Qualifying Covered Retiree (QCR) information, Benefit Options and associated Subsidy Periods. Cost data can only be reported for the QCRs, corresponding Subsidy Periods, and the Benefit Option in which each QCR is enrolled.

Retiree Response Files

When a Plan Sponsor submits a Valid Initial Retiree List or Monthly Retiree List for an RDS Application, CMS' RDS Center verifies the Medicare entitlement for each beneficiary by checking the Medicare Beneficiary Database (MBD) system of record for this information. CMS' RDS Center sends a Retiree Response File that includes a record for each Qualifying Covered Retiree (QCR) indicating the period of time during the Plan Year that the Plan Sponsor may claim subsidy.

The Retiree Response File records contain all the original fields sent by the Plan Sponsor, plus the Determination Indicator, Subsidy Dates, and Reason Codes. The Retiree Response File may contain multiple responses (records) for a single beneficiary in the event that there is a gap in subsidy based on Medicare entitlement.

Retiree response records should be reviewed and processed as soon as possible to assure accurate cost reporting. Response records containing Reason Codes may require research.

Reason Codes are identification numbers that correspond to a specific message about a record in a response file or a notification file. The reason code provided is from the last Retiree Response file record or Weekly Notification file record for a QCR.

Weekly Notification Files

When there is an event that may impact a Plan Sponsor's ability to receive subsidy for a beneficiary, CMS' RDS Center is notified by Medicare. When CMS' RDS Center receives notifications from Medicare, the system re-evaluates the beneficiary's eligibility for subsidy. Events that may affect a Plan Sponsor's ability to receive subsidy payments for a beneficiary include, but are not limited to: a change in Medicare entitlement, the death of a beneficiary, disenrollment, enrollment, or attempted enrollment into a Medicare Part D plan.

CMS' RDS Center conveys notifications and any resulting changes in approved subsidy periods to Plan Sponsors using Weekly Notification Files that are sent once a week when beneficiaries covered under the Application have a notification event.

CMS' RDS Center only sends a notification for retirees who have ever qualified for an RDS Subsidy Period. A notification record is not generated if the retiree never qualified for the RDS subsidy (regardless of the reason).

If the elected notification method is Mainframe to Mainframe, VDSA, or MIR, Weekly Notification Files do not appear on the RDS Secure Website unless the elected notification method specified a copy to the RDS Secure Website. If the elected notification method is RDS Secure Website to RDS Center and no Weekly Notification Files are available to download, there are no notification events.

Covered Retiree List

A Covered Retiree List (CRL) may be requested and downloaded using the RDS Secure Website. The purpose of requesting and downloading the CRL is for comparison of the Plan Sponsor's internal records with those of CMS' RDS Center. Plan Sponsors should request, download, and review the CRL on a regular basis to make sure that the Qualifying Covered Retirees (QCRs), Benefit Options, and Subsidy Periods correspond to the Plan Sponsor's internal records.

The CRL file includes the same fields contained in Retiree Response Files plus two additional fields that identify the source that last submitted each QCR. The CRL includes all Qualifying Covered Retirees (QCRs) having at least one Benefit Option where at least one Subsidy Period exists. A separate record is created for each unique QCR, Benefit Option, and Subsidy Period combination. Retiree records rejected by CMS' RDS Center will not be reflected in this list.

During Reconciliation, the Plan Sponsor is required to review and agree to the CRL. Plan Sponsors may only submit costs for the QCRs, Benefit Options, and corresponding Subsidy Periods listed in the CRL that has been downloaded from CMS' RDS Center.

Medicare Part D Enrollment Rejection Notifications

A Medicare Part D Enrollment Rejection Notification File is information provided by CMS' RDS Center advising the Plan Sponsor that a beneficiary, for whom they are requesting subsidy, has attempted to enroll in Medicare Part D. CMS' RDS Center sends a notification with the existing

Subsidy Period(s) and appropriate Reason Code 20: **Beneficiary attempted to enroll in Medicare Part D and received an initial rejection** to the Plan Sponsor.

Medicare Part D Enrollment Rejection Notifications can be viewed at any time using the View Medicare Part D Enrollment Rejection Notifications link on the RDS Secure Website. There is no need to wait for the weekly file.

The Medicare Part D Enrollment Rejection Notification means that the beneficiary has been initially rejected for Medicare Part D. The notification is the Plan Sponsor's cue to contact the beneficiary who applied for Medicare Part D. If the beneficiary overrides the rejection and enrolls in Medicare Part D, the Plan Sponsor's subsidy period for that beneficiary is terminated and CMS' RDS Center notifies the Plan Sponsor as such in the Weekly Notification File.

Plan Sponsors may not receive subsidy for beneficiaries enrolled in Medicare Part D.

Current Covered Retiree Counts

Qualifying Covered Retiree (QCR) counts are available on the RDS Secure Website after the RDS Application is approved by CMS' RDS Center. The retiree counts are calculated from the approved retiree Subsidy Periods. The retiree counts are refreshed on a daily basis and reflect the most recent retiree data derived from the Retiree Response File and Weekly Notification Files. When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete", the retiree counts are frozen and are no longer recalculated.

Retiree counts are displayed by Application, Benefit Option, and plan month within the Benefit Option. The unique retiree count is the total number of individual QCRs for the entire Application. The Benefit Option unique retiree count is the number of individual QCRs for the Benefit Option. The Application retiree count does not match the sum of the retiree counts for the Benefit Option if a retiree is covered under more than one Benefit Option. The monthly retiree count by Benefit Option displays the number of unique QCRs for a given plan month within a Benefit Option.

User Roles In Retiree Processing: Overview

Specific user roles may access and complete Retiree Processing tasks.

Individuals must be authorized to view Protected Health Information (PHI) to display and download retiree data. If a Vendor is managing retirees on behalf of the Plan Sponsor, a Designee who is an employee of the Vendor may be assigned by the Authorized Representative or Account Manager to utilize these resources.

Tasks/Duties/Privileges	Authorized Representative	Account Manager	Designee with View/Send/Receive Retiree Data privilege	Designee with the Choose Retiree List Submission Method privilege
Select the Retiree Electronic Data Interchange (EDI) Methods and Sources	x	x		x
Upload a Retiree File to the RDS Secure Website	x	x	x	

Tasks/Duties/Privileges	Authorized Representative	Account Manager	Designee with View/Send/Receive Retiree Data privilege	Designee with the Choose Retiree List Submission Method privilege
View the List of Uploaded Retiree Files	x	x	x	
Request a Covered Retiree List	x	x	x	
Download the Covered Retiree List	x	x	x	
Download Retiree Response Files on the RDS Secure Website	x	x	x	
Download the Weekly Notification Files	x	x	x	
View the Current Covered Retiree Counts	x	x	x	
Access Part D Enrollment Rejection Notifications	x	x	x	

Valid Initial Retiree List and Monthly Retiree List

Important Information

Timing

It takes CMS' RDS Center approximately five to seven days to process the Valid Initial Retiree List. If more than seven days pass without receiving the Retiree Response File, contact CMS' RDS Center Help Line for more information.

Approximately one business day after the Valid Initial Retiree List or a Monthly Retiree List has been successfully uploaded to the RDS Secure Website the list of uploaded retiree files is displayed.

The first Monthly Retiree List should be sent approximately 30 days from the date the Valid Initial Retiree Response File was received and processed.

Retiree Enrollment Changes

Plan Sponsors should utilize the Monthly Retiree List to add, update, or delete Subsidy Periods as applicable.

If the Plan Sponsor believes the beneficiary is now eligible for the subsidy, send an ADD record to CMS' RDS Center with the Subsidy Period requested.

If the Plan Sponsor's coverage of a Qualifying Covered Retirees (QCRs) or their demographic information has changed from what was previously reported, send an UPD record to CMS' RDS Center with the new data.

If the QCR is no longer eligible for the subsidy, send a DEL record to CMS' RDS Center. All coverage for this QCR for this Benefit Option is removed.

User Roles

The Authorized Representative, Account Manager, and Designee(s) with the View/Send/Receive Retiree Data privilege can submit the Valid Initial Retiree List and Monthly Retiree Lists using the RDS Secure Website.

Vendors and Plan Sponsors with pre-existing Mainframe connections can submit the Valid Initial Retiree List and Monthly Retiree Lists to CMS' RDS Center.

VDSA partners submitting non-Medicare Secondary Payer (MSP) records and Mandatory Insurer Reporting (MIR) participants using the expanded implementation model can submit the Valid Initial Retiree List and Monthly Retiree Lists to CMS' RDS Center.

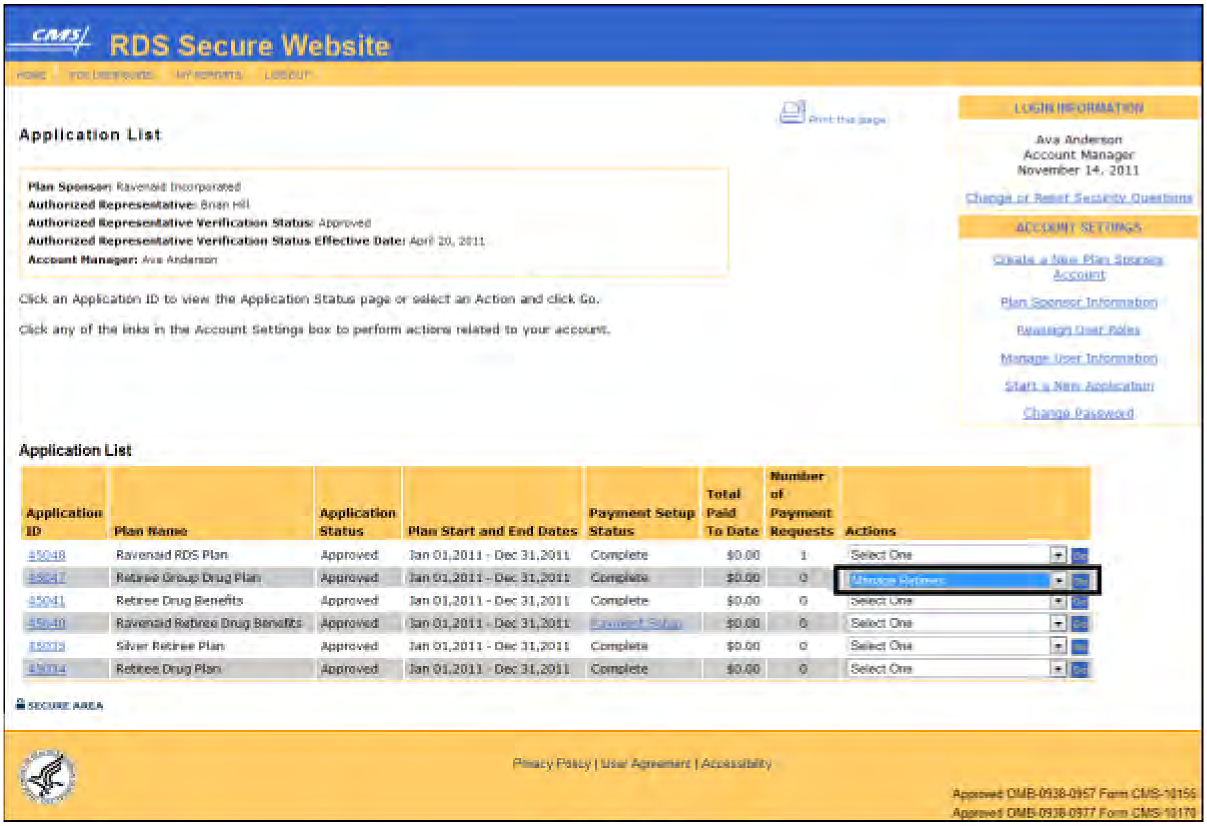
Instructions To Upload A Retiree File Using The RDS Secure Website

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

You may choose one of the following methods for accessing the Manage Retirees page:

From the Application List page:

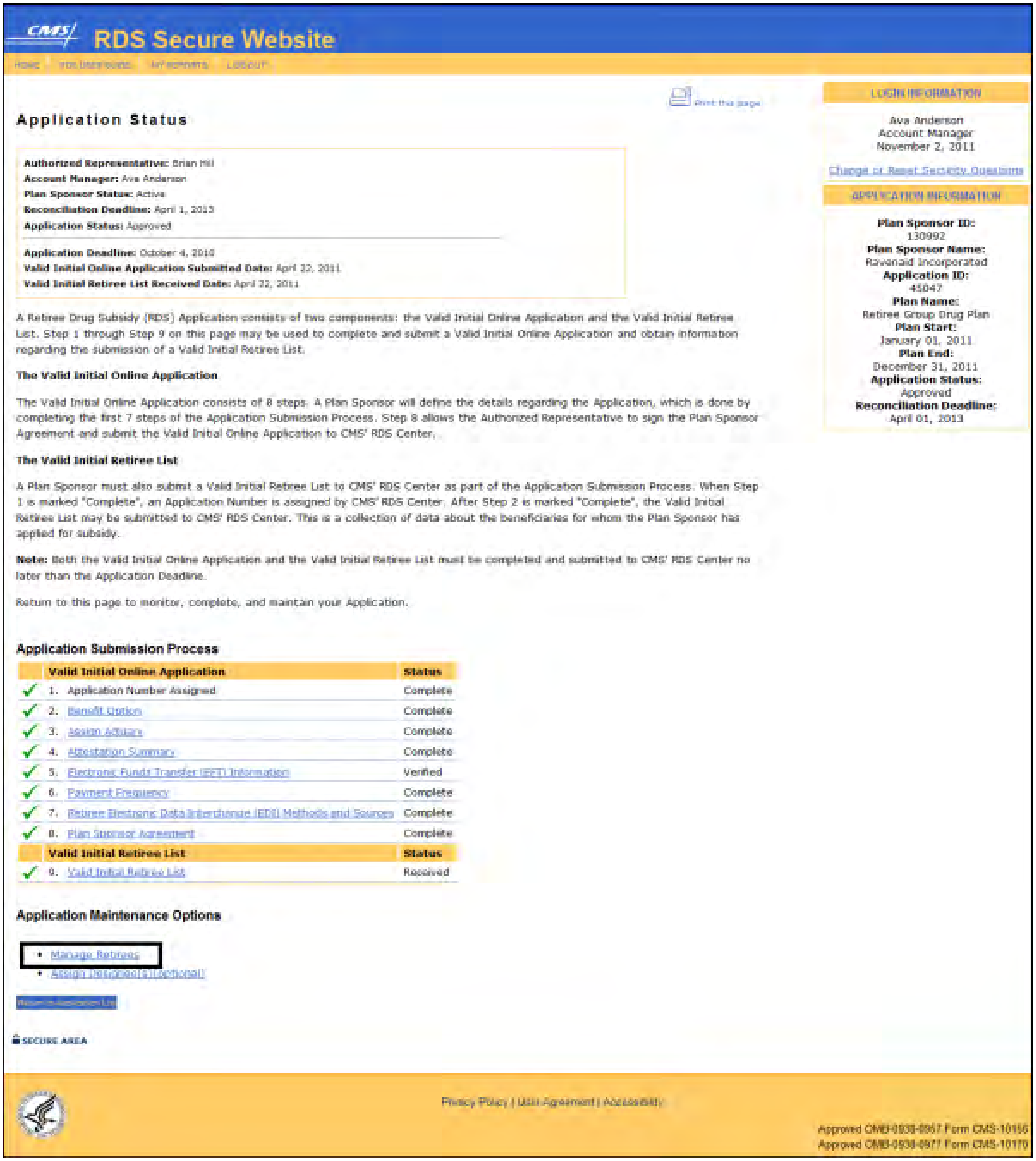
1. Find the appropriate Application Number.
2. Select **Manage Retirees** from the Actions dropdown menu then select the **Go** button.


RDS Secure Website
Application List
Plan Sponsor: Ravenaid Incorporated
Authorized Representative: Brian Hill
Authorized Representative Verification Status: Approved
Authorized Representative Verification Status Effective Date: April 20, 2011
Account Manager: Ava Anderson
Click an Application ID to view the Application Status page or select an Action and click Go.
Click any of the links in the Account Settings box to perform actions related to your account.
LOGIN INFORMATION
Ava Anderson
Account Manager
November 14, 2011
ACCOUNT SETTINGS
Application List
Application ID
Plan Name
Application Status
Plan Start and End Dates
Payment Setup Status
Total Paid To Date
Number of Payment Requests
Actions
45048 Ravenaid RDS Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 1 Select One
45047 Retiree Group Drug Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0
45041 Retiree Drug Benefits Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0
45040 Ravenaid Retiree Drug Benefits Approved Jan 01,2011 - Dec 31,2011 $0.00 0 Select One
45035 Silver Retiree Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0 Select One
45034 Retiree Drug Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0 Select One
SECURE AREA
Privacy Policy | User Agreement | Accessibility

OR

From the Application Status page:

1. Go to the Application Maintenance Options section at the bottom of the Application Status page.
2. Select the **Manage Retirees** link.



From the Manage Retirees page:

3. Select the **Upload Retiree File** link.

   This link is used to upload both the Valid Initial Retiree List and subsequent Monthly Retiree List.

You may choose one of the following methods to upload a retiree file:

On the Upload Retiree File page:

4. Provide the full path name of the file you would like to upload or select **Browse** to find the file on your computer. After you locate the file, double click on the File Name to select it. (This process is similar to attaching a document to an email message.)
5. Select **Continue** to start the upload.

6. The following message appears at the bottom of the page while the file uploads: "This process may take a while depending on the file size. Do not close your browser."

   If CMS' RDS Center has problems reading the file or the format is incorrect, the Upload Errors page displays. For more information on errors received while uploading a file, go to: Appendix N: Retiree File Upload Errors.

   If the file passes the initial validation and is formatted correctly, the **Upload Successful page** displays.

7. Select **Continue** to return to the Manage Retirees page.

Retiree File RDS Secure Website CSV File Layout

If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree, make sure the information provided in this record is that of the spouse or dependant, not the retiree.

If a beneficiary's SSN has a leading zero and the field is numeric, leading zeros are truncated. Reformat the SSN field to "text" before creating the CSV file.

Note: An asterisk (*) indicates a required field.

Data Element	Max Size	Notes
*Application Number	10	RDS Application Number under which you are submitting this beneficiary for subsidy. This Application Number must match the Application Number EXACTLY as it appears on the RDS Secure Website and must correspond to the coverage periods you are submitting.

Data Element	Max Size	Notes
*SSN	09	Social Security Number (SSN) of the beneficiary for whom you are seeking subsidy. This field may contain spaces if the Health Insurance Claim Number (HICN) was provided.
*HICN	12	Medicare Health Insurance Claim Number (HICN) of the beneficiary for whom you are seeking subsidy. This field may contain spaces if the SSN was provided.
*First Name	30	First Name of the beneficiary for whom you are seeking subsidy.
Middle Initial	01	Optional field. Middle Initial of the beneficiary for whom you are seeking subsidy.
*Last Name	40	Last Name of the beneficiary for whom you are seeking subsidy.
*Date of Birth	08	Date of Birth of the beneficiary for whom you are seeking subsidy. Format: CCYYMMDD
*Gender	01	Gender of the beneficiary for whom you are seeking subsidy. Value '0' = Gender Unknown Value '1' = Male Value '2' = Female
*Coverage Effective Date	08	The date the beneficiary's (retiree, spouse, or dependant) coverage under the Plan Sponsor's Prescription Drug Benefit Option begins. Format: CCYYMMDD
*Coverage Termination Date	08	The date the beneficiary's (retiree, spouse, or dependant) coverage under the Plan Sponsor's Prescription Drug Benefit Option ends. Format: CCYYMMDD
Unique Benefit Option Identifier	20	Unique Benefit Option Identifier (UBOI) corresponding to the benefit under which you are submitting this beneficiary for subsidy. You MUST reference the UBOI in this field exactly as it was entered on the RDS Application, including any leading or trailing zeroes, spaces, punctuation, etc. Reference the Benefit Option Summary page in the RDS Secure Website if you are unsure what should be entered in this field.

Data Element	Max Size	Notes
*Relationship to Retiree	02	Relationship to the retiree of the beneficiary for whom you are seeking subsidy. Value '01' = Self Value '02' = Spouse Value '03' = Other
Transaction Type	03	Value 'ADD' = The beneficiary has either never been submitted for the corresponding RDS Application Number, or was submitted but never accepted for a Subsidy Period. Value 'UPD' = The beneficiary and the corresponding UBOI have been previously accepted for a Subsidy Period for the corresponding RDS Application and updated information is being sent. Value 'DEL' = The beneficiary has been previously approved for subsidy for the corresponding RDS Application and Benefit Option. All coverage under this Benefit Option for this Qualifying Covered Retiree (QCR) should be removed.

Retiree File Mainframe Record Layout

Header Record

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'H' = Header Record
Application Number	PIC X(10)	The number assigned to the Application by CMS' RDS Center. Includes leading zeroes as needed to completely fill field.
Creation Date	PIC X(08)	Date the file was created. Format: CCYYMMDD
Creation Time	PIC X(06)	Time the file was created. Format: HHMMSS
Filler	PIC X(175)	Spaces

Retiree File Submissions Record Layout

Note: If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree (QCR), make sure the information provided in this record is that of the spouse or dependant, not the retiree.

Note: An asterisk (*) indicates a required field.

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'D' = Detail Record
*SSN	PIC X(09)	Social Security Number (SSN) of the beneficiary for whom you are seeking subsidy. This field may contain spaces if the HICN was provided.
*HICN	PIC X(12)	Medicare Health Insurance Claim Number (HICN) of the beneficiary for whom you are seeking subsidy. This field may contain spaces if the SSN was provided.
*First Name	PIC X(30)	First Name of the beneficiary for whom you are seeking subsidy.
Middle Initial	PIC X(01)	Optional field. Middle Initial of the beneficiary for whom you are seeking subsidy.

Data Element	Field Description	Notes
*Last Name	PIC X(40)	Last Name of the beneficiary for whom you are seeking subsidy.
*Date of Birth	PIC X(08)	Date of Birth of the beneficiary for whom you are seeking subsidy. Format: CCYYMMDD
*Gender	PIC X(01)	Gender of the beneficiary for whom you are seeking subsidy. Value '0' = Gender Unknown Value '1' = Male Value '2' = Female
*Coverage Effective Date	PIC X(08)	The date the beneficiary's (retiree, spouse, or dependant) coverage under the Plan Sponsor's Prescription Drug Benefit Option begins. Format: CCYYMMDD
*Coverage Termination Date	PIC X(08)	The date the beneficiary's (retiree, spouse, or dependant) coverage under the Plan Sponsor's Prescription Drug Benefit Option ends. Format: CCYYMMDD
*Unique Benefit Option Identifier	PIC X(20)	Unique Benefit Option Identifier (UBOI) (for example, Rx Group number) corresponding to the benefit under which you are submitting this beneficiary for subsidy. You MUST reference the UBOI in this field exactly as it was entered on the RDS Application, including any leading or trailing zeroes, spaces, punctuation, etc. Reference the Benefit Option Summary page in the RDS Secure Website if you are unsure what should be entered in this field.
*Relationship to Retiree	PIC X(02)	Relationship to the retiree of the beneficiary for whom you are seeking subsidy. Value '01' = Self Value '02' = Spouse Value '03' = Other

Data Element	Field Description	Notes
Transaction Type	PIC X(03)	Value 'ADD' = The beneficiary has either never been submitted for the corresponding RDS Application Number, or was submitted but never accepted for a Subsidy Period. Value 'UPD' =The beneficiary and the corresponding UBOI have been previously accepted for a Subsidy Period for the corresponding RDS Application and updated information is being sent. Value 'DEL' = The beneficiary has been previously accepted for a Subsidy Period for the corresponding RDS Application and all coverage under this Application should be removed.

Trailer Record

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'T' = Trailer Record
Application Number	PIC X(10)	The number assigned to the Application by CMS' RDS Center. Includes leading zeroes as needed to completely fill field.
Creation Date	PIC X(08)	Date the file was created. Format: CCYYMMDD
Creation Time	PIC X(06)	Time the file was created. Format: HHMMSS
Number of Detail Records	PIC X(07)	Right justified and zero filled.
Filler	PIC X(168)	Spaces

Best Practices For CSV File Layout

1. Download the Sample Retiree File Spreadsheet or create your own spreadsheet or comma separated value (CSV) file.
2. Populate the retiree information for each beneficiary.
3. Confirm that the file is saved in CSV format.

- If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree (QCR), make sure the information provided in this record is that of the spouse or dependant, not the retiree.

For instructions to upload a file to CMS' RDS Center, go to: Instructions To Upload A Retiree File Using The RDS Secure Website.

Best Practices For Mainframe Record Layout

For more information, go to: Appendix F: Mainframe Retiree List Copybook.

While submitting retiree files through the Mainframe, consider the following required format and information:

- One header record, one or more detail retiree records, and one trailer record.
- Fixed length file/records.
- Fixed field lengths.
- Unless otherwise stated, all fields are defined as alpha numeric (Cobol PIC X) and left justified.
- If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree (QCR), make sure the information provided in this record is that of the spouse or dependant, not the retiree.

Processing Retiree Response Files

Important Information About Processing Retiree Response Files

RDS users can download Retiree Response Files from the RDS Secure Website if they have selected the RDS Secure Website Response Method for one or more Benefit Options on the Application and have submitted Qualifying Covered Retirees (QCRs) through this method. Additionally, RDS users that have selected Mainframe with a copy of all response files sent to the RDS Secure Website Response Method or Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) through CMS' Coordination of Benefits (COB) Contractor with a copy of all response files sent to the RDS Secure Website Response Method may download Retiree Response Files from the RDS Secure Website.

When you receive a Retiree Response File, consider the following:

- CMS' RDS Center requests that you review and process the information in the Retiree Response Files as soon as possible.
- Plan Sponsors must process Retiree Response Files and post Subsidy Periods in their internal systems so that the appropriate cost calculations may be performed. Federal law requires that the Plan Sponsor submit cost data only for the Qualifying Covered Retirees (QCR), corresponding Subsidy Periods, and the Benefit Option in which the QCR is enrolled.
- If you receive a Retiree Response File and a retiree record has a Reason Code, it is an indicator that the beneficiary was not approved for the entire Subsidy Period you requested. Check the Determination Indicator and the Subsidy Period Begin and End Dates in addition to the Reason Code.
- Use all the information available to you on the RDS Program Website and in the RDS User Guide about the Reason Codes and their specific interpretations when applying the response data to your internal databases.
- If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree (QCR) make sure the information provided in this record is the spouses or dependants, and not that of the retiree.

- When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application, CMS' RDS Center no longer processes any retiree list submitted through the Mainframe, VDSA, MIR, or the RDS Secure Website. As a result, Retiree Response Files are no longer sent. A Reason Code 28: File Rejected – Closed Application is sent in the Retiree Response File indicating that the file was not processed by CMS' RDS Center.

Timing: Processing Retiree Response Files

It takes CMS' RDS Center approximately five to seven days to process the Valid Initial Retiree List and approximately three to five days to process a Monthly Retiree List. Therefore, if more than seven days pass without receiving the Retiree Response File, contact CMS' RDS Center Help Line.

Note: CMS' RDS Center does not process a retiree file and sends a response file with the appropriate reason for rejection if the Application status is marked 'Denied', 'Deleted', 'Withdrawn', 'Abandoned', 'Reconsideration Requested', 'Reopening Requested' or 'Appeal Under Review'.

Emails About Retiree Response Files

The Account Manager and Designee with the View/Send/Receive Retiree Data privilege receives an email indicating that the monthly Retiree Response Files are available for download on the RDS Secure Website if this is the selected Retiree Electronic Data Interchange (EDI) Method.

This Email Notification Process is effective as of December 15, 2005. Any Retiree Response Files delivered by CMS' RDS Center prior to December 15, 2005 will not have an associated email.

Download Retiree Response Files From The RDS Secure Website

User Roles To Download Retiree Response Files

The Account Manager and Designee with View/Send/Receive Retiree Data privilege may download Retiree Response Files on the RDS Secure Website.

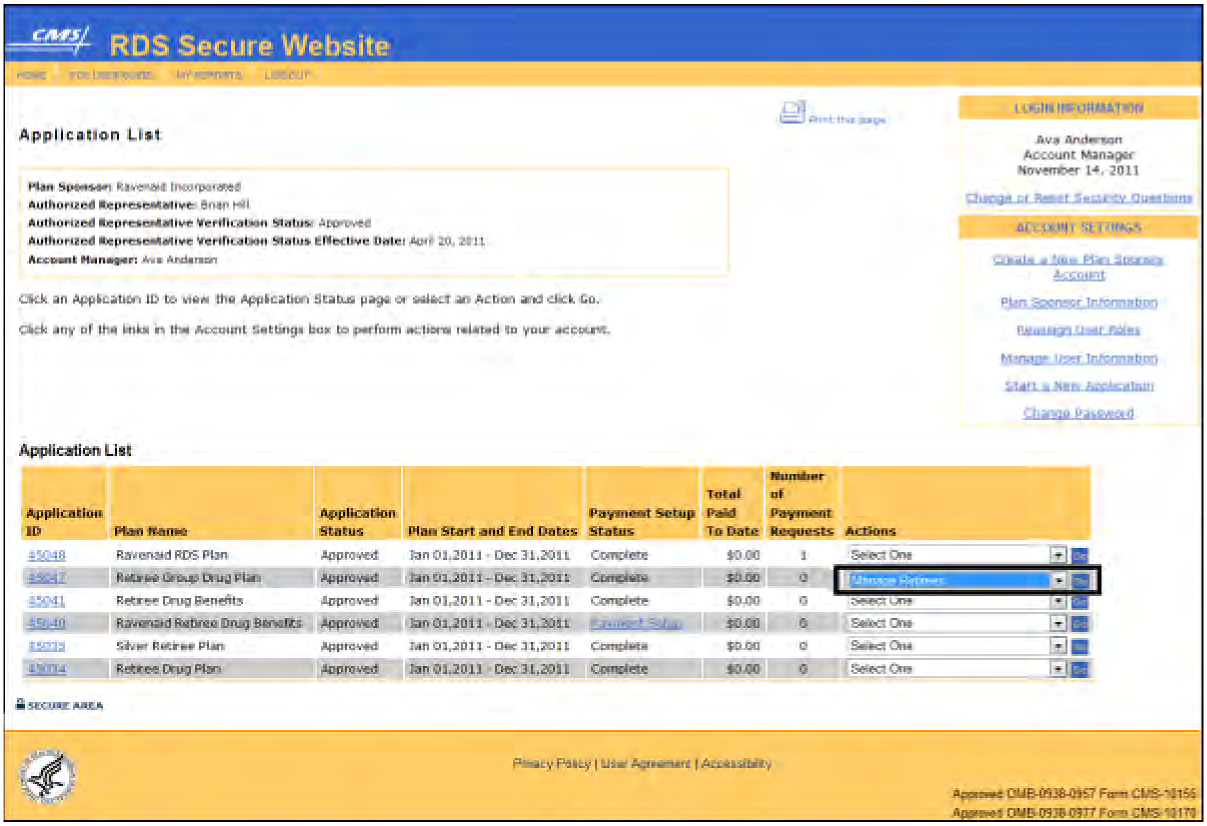
Instructions to Downloading Retiree Response Files from the RDS Secure Website

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

You may choose one of the following methods for accessing the Manage Retirees page:

From the Application List page:

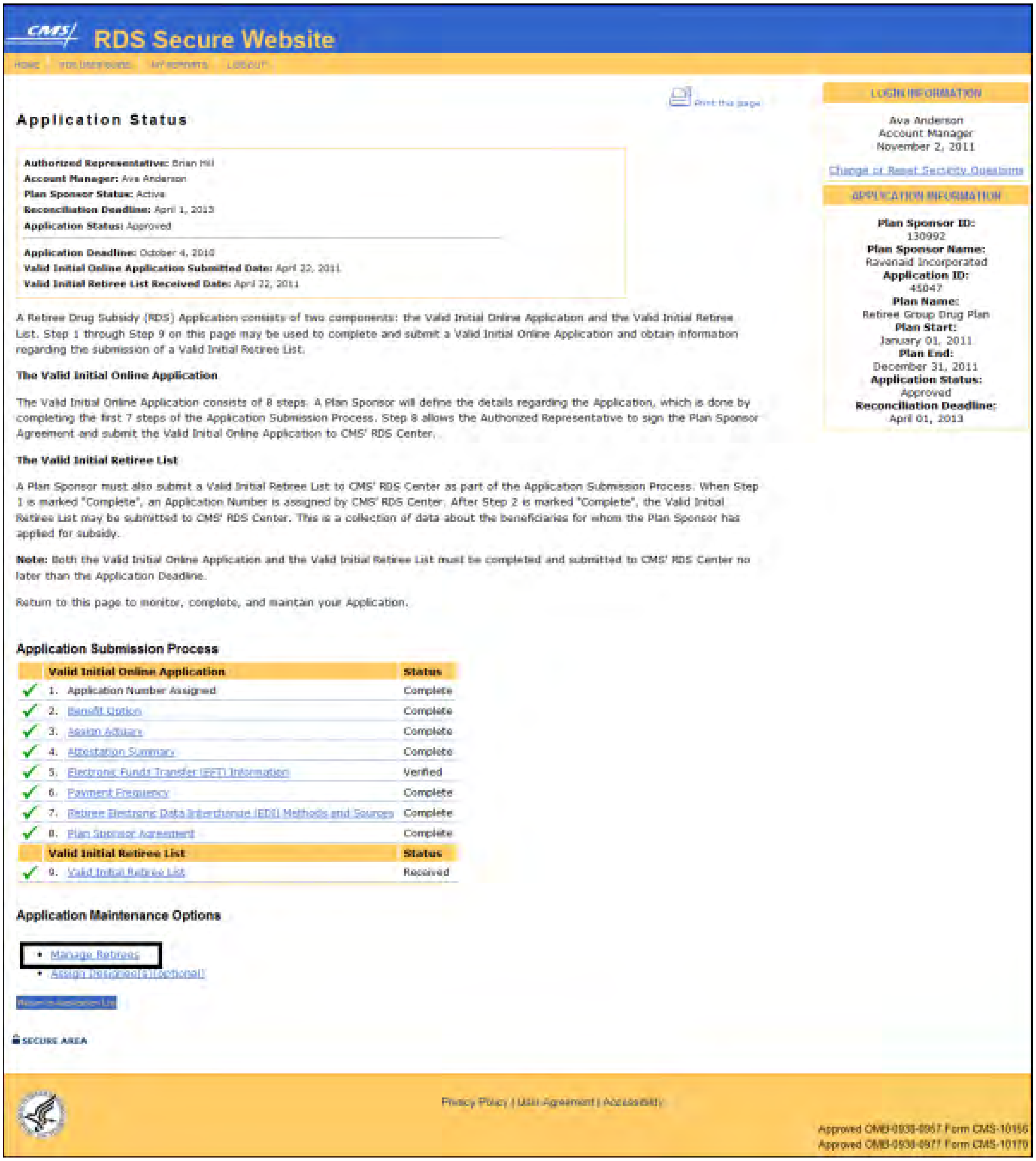
1. Find the appropriate Application Number.
2. Select **Manage Retirees** from the Actions dropdown menu then select the **Go** button.


RDS Secure Website
Application List
Print this page
LOGIN INFORMATION
Ava Anderson
Account Manager
November 14, 2011
Change or Reset Security Questions
ACCOUNT SETTINGS
Create a New Plan Sponsor Account
Plan Sponsor Information
Reassign User Roles
Manage User Information
Start a New Application
Change Password
Plan Sponsor: Ravenaid Incorporated
Authorized Representative: Brian Hill
Authorized Representative Verification Status: Approved
Authorized Representative Verification Status Effective Date: April 20, 2011
Account Manager: Ava Anderson
Click an Application ID to view the Application Status page or select an Action and click Go.
Click any of the links in the Account Settings box to perform actions related to your account.
Application List
Application ID
Plan Name
Application Status
Plan Start and End Dates
Payment Setup Status
Total Paid To Date
Number of Payment Requests
Actions
45048 Ravenaid RDS Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 1 Select One
45047 Retiree Group Drug Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0 Manage Retirees
45041 Retiree Drug Benefits Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0 Select One
45040 Ravenaid Retiree Drug Benefits Approved Jan 01,2011 - Dec 31,2011 Payment Setup $0.00 0 Select One
45035 Silver Retiree Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0 Select One
45034 Retiree Drug Plan Approved Jan 01,2011 - Dec 31,2011 Complete $0.00 0 Select One
SECURE AREA
Privacy Policy | User Agreement | Accessibility
Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

OR

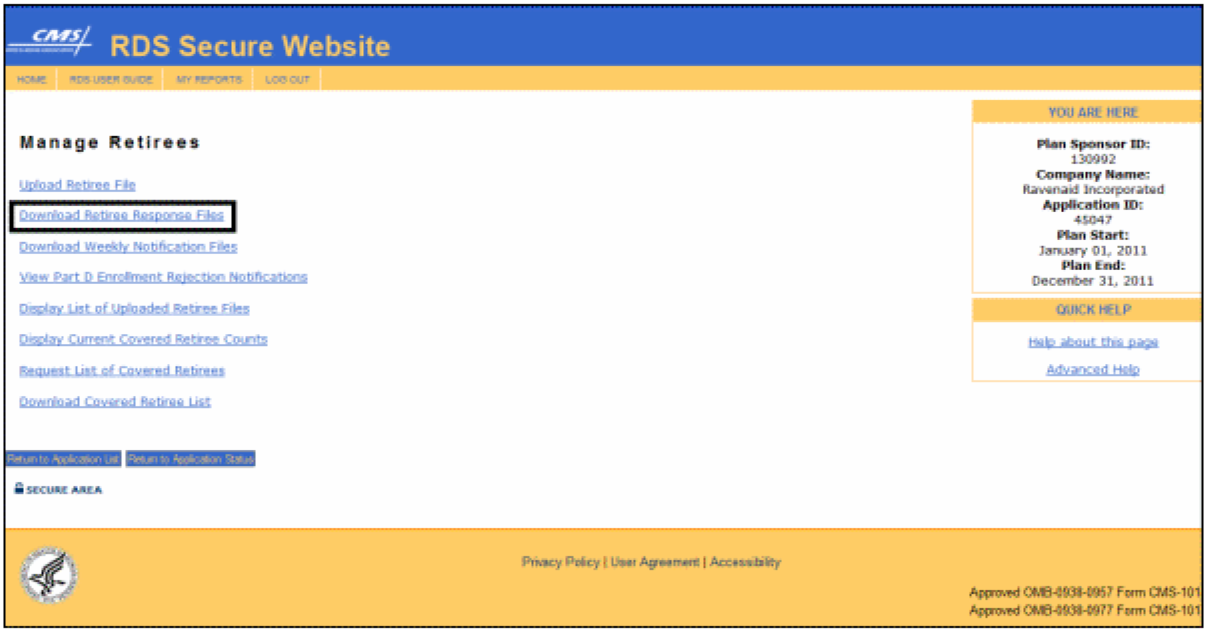
From the Application Status page:

1. Go to the Application Maintenance Options section at the bottom of the Application Status page.
2. Select the **Manage Retirees** link.



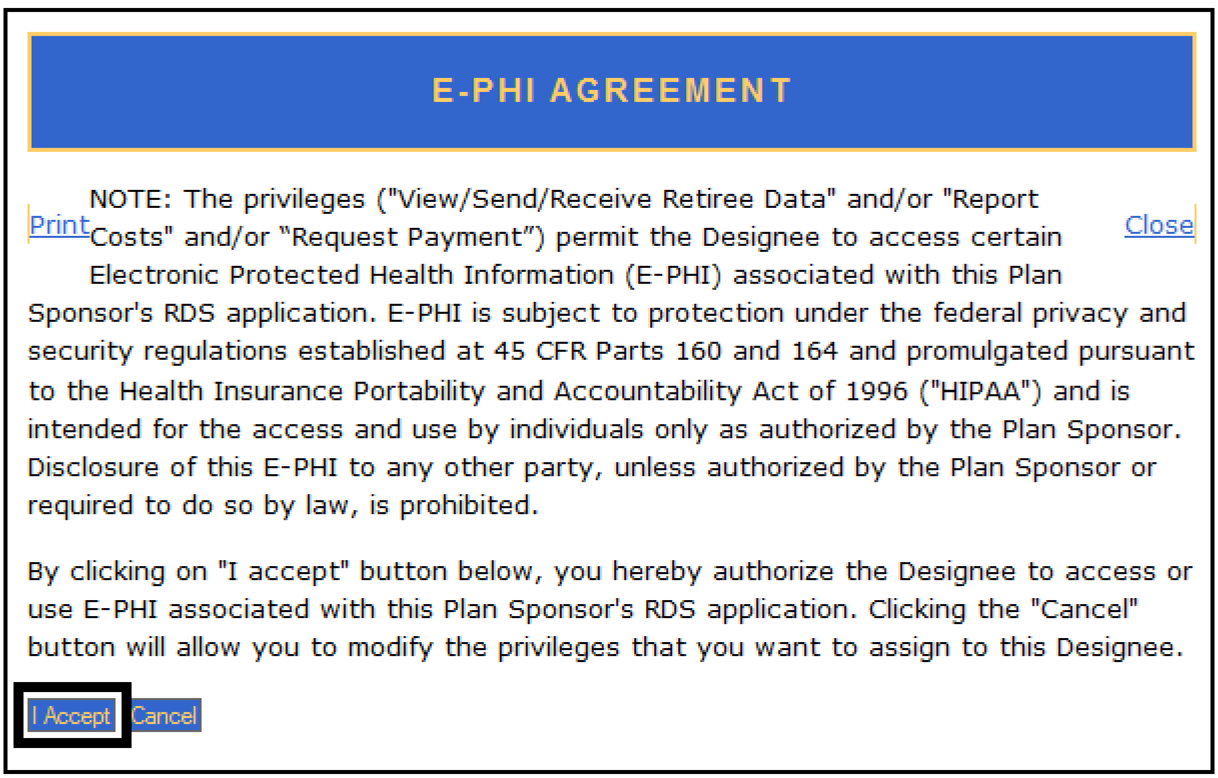
On the Manage Retirees page:

3. Select the **Download Retiree Response Files** link.



The Electronic Protected Health Agreement opens in a new window.

4. Select the **I Accept** button to proceed to the Download Covered Retiree List page or select the **Cancel** button to return to the Manage Retirees page.



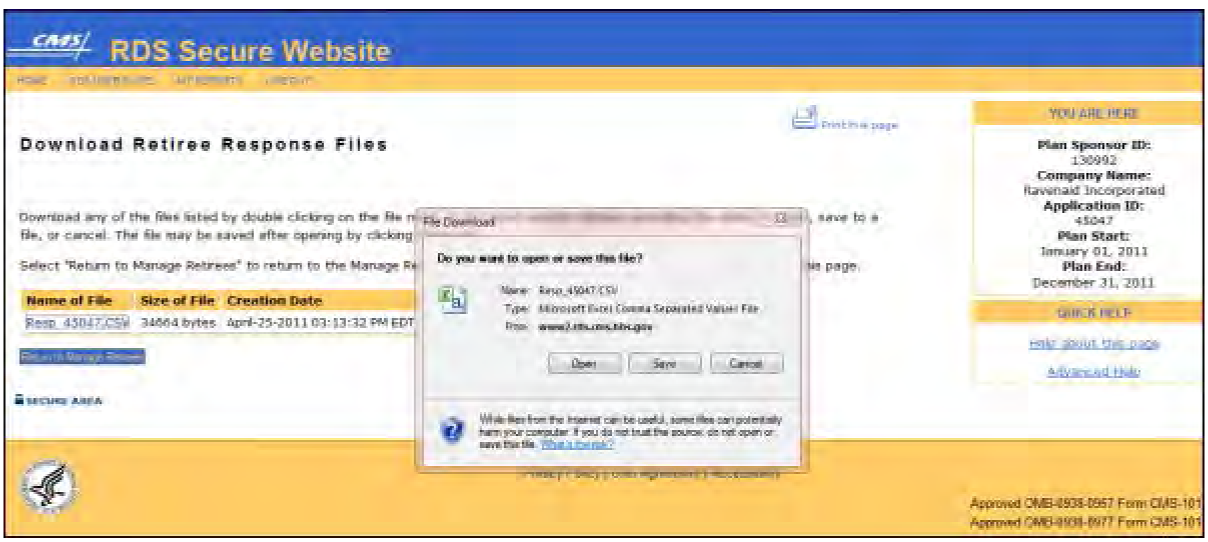
On the Download Retiree Response Files page:

5. Select a file name to download.

The **File Download** window displays showing the progress of the download.

Depending on the browser settings, the file download window may close automatically when the download is complete or you may need to close it manually.

6. You may now download another file or select the Return to Manage Retirees button.



CSV File Layout Of Retiree Response Files On The RDS Secure Website

Note: Fields with a caret (^) are filled based on the information the Plan Sponsor has sent to CMS' RDS Center.

Data Element	Max Size	Notes

Data Element	Max Size	Notes
^Application Number	10	The RDS Application Number that was submitted in the retiree file correlating to this Retiree Response File.
^SSN	09	Social Security Number (SSN) that was submitted for this beneficiary. This field may contain spaces if the HICN was provided.
^HICN	12	Medicare Health Insurance Claim Number (HICN) that was submitted for this beneficiary. This field may contain spaces if the SSN was provided.
^First Name	30	First Name that was submitted for this beneficiary.
^Middle Initial	01	Optional field. Middle Initial that was submitted for this beneficiary.
^Last Name	40	Last Name that was submitted for this beneficiary.
^Date of Birth	08	Date of Birth that was submitted for this beneficiary. Format: CCYYMMDD
^Gender	01	Gender that was submitted for this beneficiary. Value '0' = Gender Unknown Value '1' = Male Value '2' = Female
^Coverage Effective Date	08	The date that was submitted for this beneficiary's (retiree, spouse, or dependant) coverage to begin under the Plan Sponsor's prescription drug Benefit Option. Format: CCYYMMDD
^Coverage Termination Date	08	The date that was submitted for this beneficiary's (retiree, spouse, or dependant) coverage to end under the Plan Sponsor's prescription drug Benefit Option. Format: CCYYMMDD
^Unique Benefit Option Identifier	20	Unique Benefit Option Identifier (UBOI) (for example, Rx Group Number) corresponding to the benefit under which you submitted this beneficiary for subsidy.
^Relationship to Retiree	02	Relationship to retiree that was submitted for this beneficiary. Value '01' = Self Value '02' = Spouse Value '03' = Other

Data Element	Max Size	Notes
^Transaction Type	03	Transaction type that was submitted for this beneficiary. Value 'ADD' = Add Value 'UPD' = Update Value 'DEL' = Delete
Determination Indicator	01	Value 'Y' = Yes, the retiree qualifies for all or some portion of Subsidy Period for which you applied. Value 'N' = No, the retiree does not qualify for subsidy for the entire period for which you applied.
Reason Code	02	The Reason Code provides a reason that this beneficiary was not approved or only partially approved for subsidy for which you applied. For more information, go to: Appendix M: RDS Reason Codes.
Subsidy Period Effective Date	08	The effective date that the Subsidy Period for which this Qualifying Covered Retiree (QCR) has been approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD
Subsidy Period Termination Date	08	The termination date that the Subsidy Period for which this Qualifying Covered Retiree (QCR) has been approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD

Retiree Response Files Mainframe Record Layout

The retiree response records contains all the original fields (marked with a caret (^)) sent by the Plan Sponsor in the retiree file, plus the Determination Indicator, Subsidy Dates, and Reason Code. The Plan Sponsor may receive multiple responses (records) for a single beneficiary in the event that there is a gap in RDS Coverage Periods based on Medicare entitlement or multiple records have been submitted for the beneficiary.

For more information, go to: Appendix G: Mainframe Retiree Response File Copybook.

Header Record

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'H' = Header Record

Data Element	Field Description	Notes
Application Number	PIC X(10)	The RDS Application Number that was submitted in the retiree file correlating to this Retiree Response File. Includes leading zeroes as needed to completely fill field.
Creation Date	PIC X(08)	Date the file was created. Format: CCYYMMDD
Creation Time	PIC X(06)	Time the file was created. Format: HHMMSS
Filler	PIC X(175)	Spaces

Retiree Response Files Record Layout

Note: Fields with a caret (^) are filled based on the information the Plan Sponsor has sent to CMS' RDS Center.

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'D' = Detail Record
^SSN	PIC X(09)	Social Security Number (SSN) that was submitted for this beneficiary. This field may contain spaces if the HICN was provided.
^HICN	PIC X(12)	Medicare Health Insurance Claim Number (HICN) that was submitted for this beneficiary. This field may contain spaces if the SSN was provided.
^First Name	PIC X(30)	First Name that was submitted for this beneficiary.
^Middle Initial	PIC X(01)	Optional field. Middle Initial that was submitted for this beneficiary.
^Last Name	PIC X(40)	Last Name that was submitted for this beneficiary.
^Date of Birth	PIC X(08)	Date of Birth that was submitted for this beneficiary. Format: CCYYMMDD
^Gender	PIC X(01)	Gender that was submitted for this beneficiary. Value '0' = Gender Unknown Value '1' = Male Value '2' = Female

Data Element	Field Description	Notes
^Coverage Effective Date	PIC X(08)	The date that was submitted for this beneficiary's (retiree, spouse, or dependant) coverage to begin under the Plan Sponsor's Prescription Drug Benefit Option. Format: CCYYMMDD
^Coverage Termination Date	PIC X(08)	The date that was submitted for this beneficiary's (retiree, spouse, or dependant) coverage to end under the Plan Sponsor's Prescription Drug Benefit Option. Format: CCYYMMDD
^Unique Benefit Option Identifier	PIC X(20)	Unique Benefit Option Identifier (UBOI) (for example, Rx group number) corresponding to the benefit under which you submitted this beneficiary for subsidy.
^Relationship to Retiree	PIC X(02)	Relationship to retiree that was submitted for this beneficiary. Value '01' = Self Value '02' = Spouse Value '03' = 0ther
^Transaction Type	PIC X(03)	Transaction type that was submitted for this beneficiary. Value 'ADD' = Add Value 'UPD' = Update Value 'DEL' = Delete
Determination Indicator	PIC X(01)	Value 'Y' = Yes, the retiree qualifies for all or some portion of Subsidy Period for which you applied. Value 'N ' = No, the retiree does not qualify for all or some portion of subsidy for which you applied.
Reason Code	PIC X(02)	The Reason Code provides a reason that this beneficiary was not approved or only partially approved for subsidy for which you applied. For more information, go to: Appendix M: RDS Reason Codes.
Subsidy Period Effective Date	PIC X(08)	The effective date that the Subsidy Period for which this Qualifying Covered Retiree (QCR) has been approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD

Data Element	Field Description	Notes
Subsidy Period Termination Date	PIC X(08)	The termination date that the Subsidy Period for which this Qualifying Covered Retiree (QCR) has been approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD
Filler	PIC X(38)	Spaces

Trailer Record

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'T' = Trailer Record
Application Number	PIC X(10)	The RDS Application Number that was submitted in the retiree file correlating to this Retiree Response File. Includes leading zeroes as needed to completely fill field.
Creation Date	PIC X(08)	Date the file was created. Format: CCYYMMDD
Creation Time	PIC X(06)	Time the file was created. Format: HHMMSS
Number of Detail Records	PIC X(07)	Right justified and zero filled.
Filler	PIC X(168)	Spaces

Mainframe Response File Copybook

For more information, go to: Appendix G: Mainframe Retiree Response File Copybook.

Evaluating Retiree Response Files

The retiree response records contain all original fields (marked with a caret (^)) sent by the Plan Sponsor in the Retiree File, plus the Determination Indicator, Subsidy Period Effective Date and Subsidy Period Termination Date, and Reason Code. The Plan Sponsor may receive multiple responses (records) for a single beneficiary if there is a gap in the beneficiary's coverage or if the beneficiary is enrolled in multiple Benefit Options.

While evaluating Retiree Response Files, consider the following requirements:

- If Subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree make sure the information provided in this record is the spouses or dependants and not that of the retiree.
- The Retiree Response File has the same name as the retiree file to which it corresponds with the prefix of "Resp_". For example, if the file you uploaded was named **2010RetireeList.csv**, the Retiree Response File will be named **Resp_2010RetireeList.csv**.

Response File Reason Codes

To review the possible Reason Codes for Retiree Response Files, go to: Appendix M: RDS Reason Codes.

Disclaimer: Due to the sensitive nature of this information, CMS' RDS Center is not at liberty to discuss specific entitlements with Plan Sponsors.

Processing Weekly Notification Files

Important Information About Processing Weekly Notification Files

The Plan Sponsor must process Weekly Notification Files and update Subsidy Period information in their internal systems so that the appropriate cost calculations may be performed. The Plan Sponsor may receive multiple notification records for a single Qualifying Covered Retiree (QCR) in the event that there is a gap in Subsidy Coverage Periods or the beneficiary is enrolled in multiple Benefit Options.

The Weekly Notification Files contain all the original data elements that you sent in the most recent retiree file, plus the Determination Indicator, Reason Codes, Subsidy Period Effective Date, and the Subsidy Period Termination Date as described below. The transaction type data element will be left blank.

For more information about how coverage dates are populated with regard to Reason Codes, go to: Appendix M: RDS Reason Codes.

Processing Notification Files

The Plan Sponsor must process Weekly Notification Files and update Subsidy Period information in their internal systems so that the appropriate cost calculations may be performed. The Plan Sponsor may receive multiple notification records for a single beneficiary in the event that there is a gap in Subsidy Coverage Periods.

If you receive a Reason Code 21: New Medicare Information, re-submit this beneficiary in the next Monthly Retiree List. The Determination Indicator is blank and the subsidy dates are zero. The new Medicare information may result in increased subsidy coverage.

If the notification event results in a change to the Subsidy Period, new dates are reported in the file.

If the notification event is regarding the beneficiary's initial Application for Medicare Part D or is a change that may result in an increased Subsidy Period, the original Subsidy Period Effective and Termination Dates will be reported in the file.

Timing: Processing Weekly Notification Files

Plan Sponsors should expect to receive a Weekly Notification File as frequently as once a week, on Fridays. If no Weekly Notification File is received, none of the Qualifying Covered Retirees (QCRs) covered under that Application had notification events for that week.

Emails About Weekly Notification Files

The Account Manager and Designee with View/Send/Receive Retiree Data privilege receives an email indicating that Weekly Notification Files are available for download. This email process is effective as of December 15, 2005. Any Weekly Notification Files delivered by CMS' RDS Center prior to December 15, 2005 will not have an associated email.

Note: When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application, CMS' RDS Center no longer creates or sends Weekly Notification Files**.**

Download Weekly Notification Files From The RDS Secure Website

User Roles to Download Weekly Notification Files

The Authorized Representative and the Account Manager may download the Weekly Notification Files. Designees with View/Send/Receive Retiree Data privilege may access the Download Weekly Notification Files page using the Manage Retirees page.

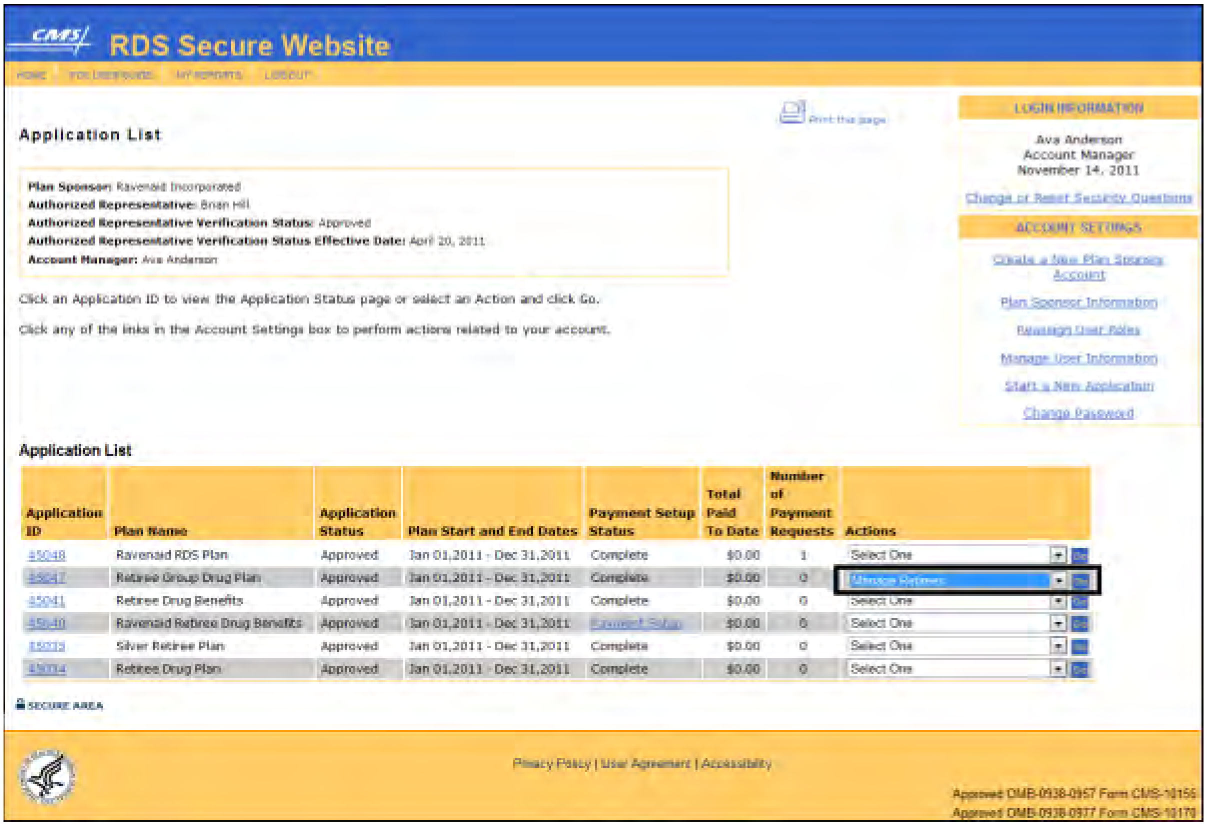
Instructions To Download Weekly Notification Files

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

You may choose one of the following methods to access the Manage Retirees page:

From the Application List page:

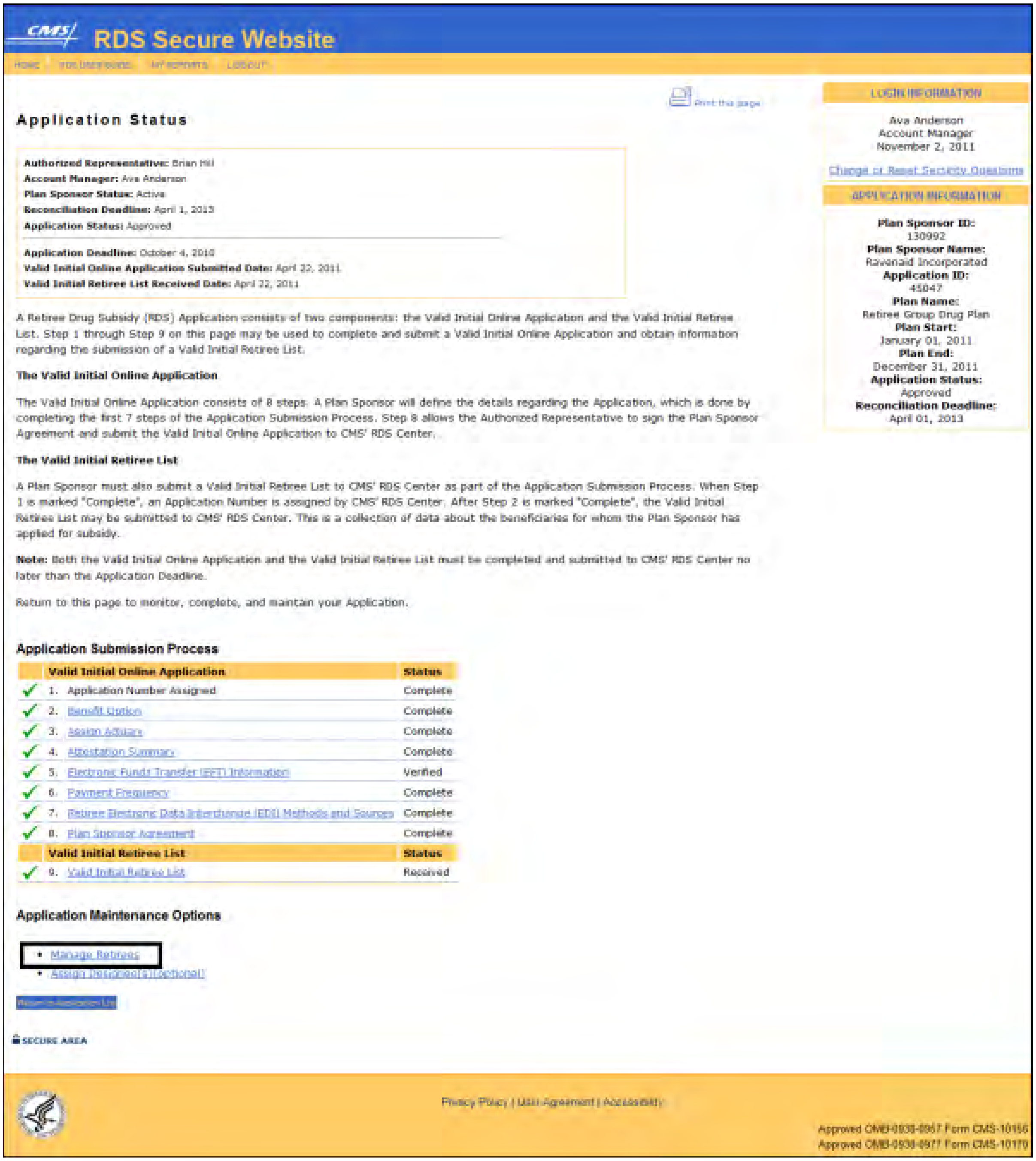
1. Find the appropriate Application Number.
2. Select **Manage Retirees** from the Actions dropdown menu then select the **Go** button.


RDS Secure Website
Print the page
Application List
LOGIN INFORMATION
Ava Anderson
Account Manager
November 14, 2011
Change or Reset Security Questions
ACCOUNT SETTINGS
Plan Sponsor: Ravenaid Incorporated
Authorized Representative: Brian Hill
Authorized Representative Verification Status: Approved
Authorized Representative Verification Status Effective Date: April 20, 2011
Account Manager: Ava Anderson
Click an Application ID to view the Application Status page or select an Action and click Go.
Click any of the links in the Account Settings box to perform actions related to your account.
Plan Sponsor Information
Manage User Information
Change Password
Application List
Application ID
Plan Name
Application Status
Plan Start and End Dates
Payment Setup Status
Total Paid To Date
Number of Payment Requests
Actions
45048
Ravenaid RDS Plan
Approved
Jan 01,2011 - Dec 31,2011
Complete
$0.00
1
Select One
Retiree Group Drug Plan
45041
Retiree Drug Benefits
Ravenaid Retiree Drug Benefits
Silver Retiree Plan
Retiree Drug Plan
SECURE AREA
Privacy Policy | User Agreement | Accessibility
Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

OR

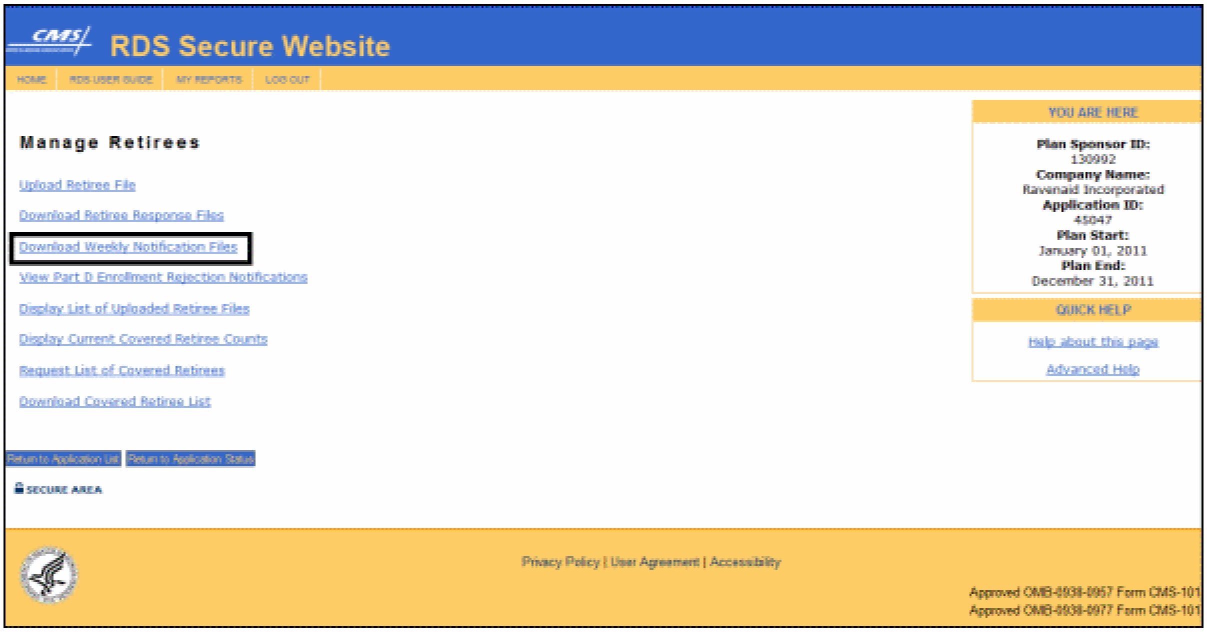
From the Application Status page:

1. Go to the Application Maintenance Options section at the bottom of the Application Status page.
2. Select the **Manage Retirees** link.



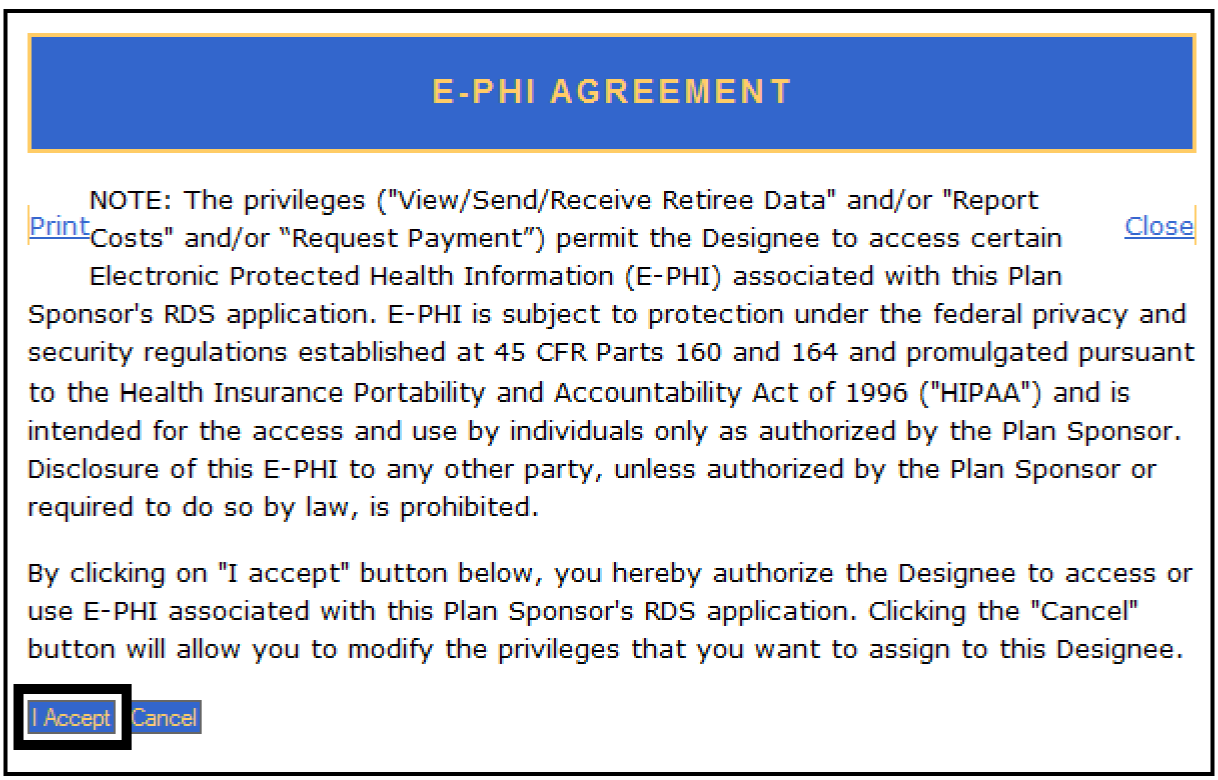
On the Manage Retirees page:

3. Select the **Download Weekly Notification Files** link.



The Electronic Protected Health Agreement opens in a new window.

4. Select the **I Accept** button to proceed to the Download Covered Retiree List page or select the **Cancel** button to return to the Manage Retirees page.



On the Download Weekly Notification Files page:

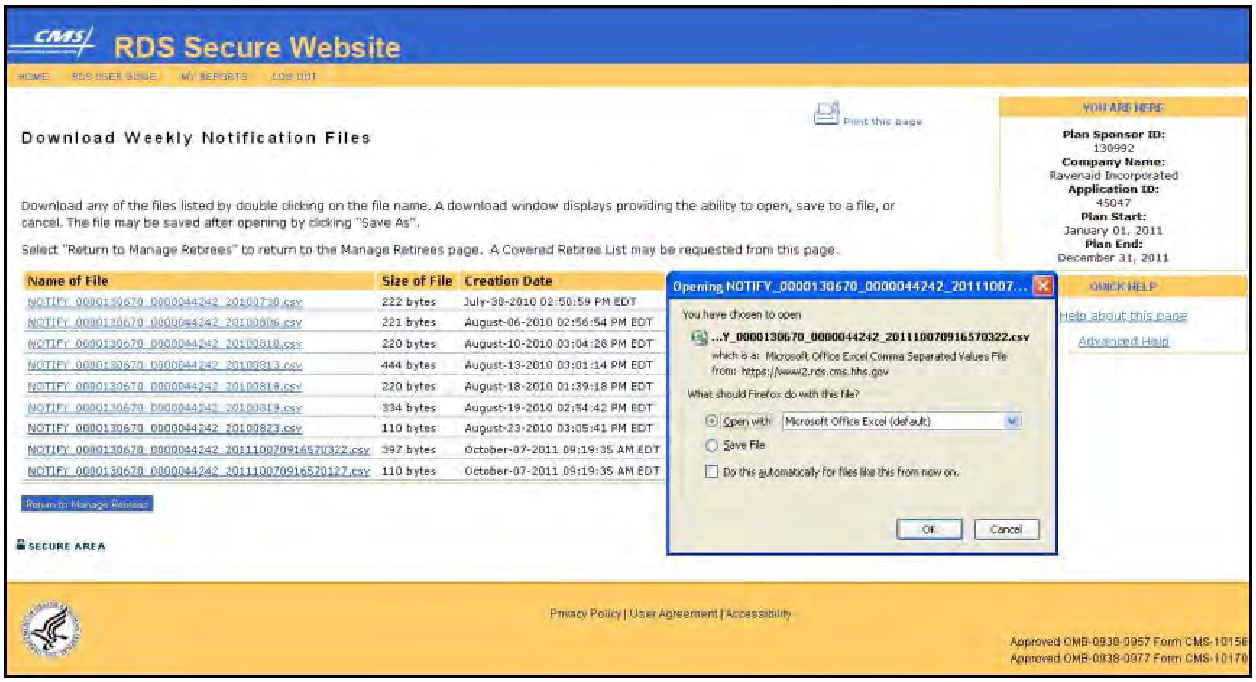
5. Select **a file name to download**.

   Note: Notification files received for the same Application on the same day display a timestamp to denote separate files for processing by a Plan Sponsor.

   The **File Download** window displays. You may select **Open with** and choose a software program from the dropdown then select **OK** or you may select **Save File** then select **OK**.

   Depending on the browser settings, the file download window may close automatically when the download is complete or you may need to close it manually.

6. You may now download another file or select the Return to Manage Retirees button.



Weekly Notification Files RDS Secure Website CSV File Layout

Note: Fields with a caret (^) are filled based on the information the Plan Sponsor has sent to CMS' RDS Center.

Data Element	Max Size	Notes
^Application Number	10	The RDS Application Number related to the notifications in this file. Includes leading zeroes as needed to completely fill field.
^SSN	09	Social Security Number (SSN) that was last submitted for this beneficiary. This field may contain spaces if the HICN was provided.
^HICN	12	Medicare Health Insurance Claim Number (HICN) that was last submitted for this beneficiary.

Data Element	Max Size	Notes
		This field may contain spaces if the SSN was provided.
^First Name	30	First Name that was last submitted for this beneficiary.
^Middle Initial	01	Optional field. Middle Initial that was last submitted for this beneficiary.
^Last Name	40	Last Name that was last submitted for this beneficiary.
^Date of Birth	08	Date of Birth that was last submitted for this beneficiary. Format: CCYYMMDD
^Gender	01	Gender that was last submitted for this beneficiary. Value '0' = Gender Unknown Value '1' = Male Value '2' = Female
^Coverage Effective Date	08	The date that was last submitted for this beneficiary's (retiree, spouse, or dependant) coverage to begin under the Plan Sponsor's prescription drug Benefit Option. Format: CCYYMMDD
^Coverage Termination Date	08	The date that was last submitted for this beneficiary's (retiree, spouse, or dependant) coverage to end under the Plan Sponsor's prescription drug Benefit Option. Format: CCYYMMDD
^Unique Benefit Option Identifier	20	Unique Benefit Option Identifier (UBOI) (for example, Rx group number under which this beneficiary was submitted for subsidy.)
^Relationship to Retiree	02	Relationship to retiree that was last submitted for this beneficiary. Value '01' = Self Value '02' = Spouse Value '03' = Other
^Transaction Type	03	Blank = No transaction types are listed in Weekly Notification Files.
Determination Indicator	01	Value 'Y' = Yes, the retiree qualifies for all or some portion of subsidy previously approved. Value 'N' = No, the retiree does not qualify for subsidy. Blank = The subsidy Determination Indicator is unchanged since the last Retiree Response File.
Reason Code	02	For more information, go to: Appendix M: RDS Reason Codes.

Data Element	Max Size	Notes
Subsidy Period Effective Date	08	The effective date of the Subsidy Period for which this Qualifying Covered Retiree (QCR) is approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD
Subsidy Period Termination Date	08	The termination date of the Subsidy Period for which this Qualifying Covered Retiree (QCR) is approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD

CMS' RDS Center only sends a notification for retirees who have ever qualified for a Subsidy Period. If the retiree never qualified for subsidy, regardless of the reason, a notification is not generated.

Weekly Notification File Mainframe Record Layout

Header Record

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'H' = Header Record
Application Number	PIC X(10)	The number assigned to the Application by CMS' RDS Center. Includes leading zeroes as needed to completely fill field.
Creation Date	PIC X(08)	Date the file was created. Format: CCYYMMDD
Creation Time	PIC X(06)	Time the file was created. Format: HHMMSS
Filler	PIC X(175)	Spaces

Weekly Notification Record Layout

Note: Fields with a caret (^) are filled based on the information the Plan Sponsor has sent to CMS' RDS Center.

Data Element	Field Description	Notes
Record type	PIC X(01)	Value 'D' = Detail Record

Data Element	Field Description	Notes
^SSN	PIC X(09)	Social Security Number (SSN) that was last submitted for this beneficiary. This field may contain spaces if the Health Insurance Claim Number (HICN) was provided.
^HICN	PIC X(12)	Medicare Health Insurance Claim Number (HICN) that was last submitted for this beneficiary. This field may contain spaces if the SSN was provided.
^First Name	PIC X(30)	First Name that was last submitted for this beneficiary.
^Middle Initial	PIC X(01)	Optional field. Middle Initial that was last submitted for this beneficiary.
^Last Name	PIC X(40)	Last Name that was last submitted for this beneficiary.
^Date of Birth	PIC X(08)	Date of Birth that was last submitted for this beneficiary. Format: CCYYMMDD
^Gender	PIC X(01)	Gender that was last submitted for this beneficiary. Value '0' = Gender Unknown Value '1' = Male Value '2' = Female
^Coverage Effective Date	PIC X(08)	The date that was last submitted for this beneficiary's (retiree, spouse, or dependant) coverage to begin under the Plan Sponsor's Prescription Drug Benefit Option. Format: CCYYMMDD
^Coverage Termination Date	PIC X(08)	The date that was last submitted for this beneficiary's (retiree, spouse, or dependant) coverage to end under the Plan Sponsor's Prescription Drug Benefit Option. Format: CCYYMMDD
^Unique Benefit Option Identifier (UBOI)	PIC X(20)	Unique Benefit Option Identifier (UBOI) (for example, Rx group number under which this beneficiary was submitted for subsidy.)
^Relationship to Retiree	PIC X(02)	Relationship to retiree that was last submitted for this beneficiary. Value '01' = Self Value '02' = Spouse Value '03' = Other

Data Element	Field Description	Notes
Transaction Type	PIC X(03)	Blank: No transaction types are listed in Weekly Notification Files.
Determination Indicator	PIC X(01)	Value 'Y' = Yes, the retiree qualifies for all or some portion of subsidy. Value 'N '= No, the retiree does not qualify for all or some portion of subsidy. Blank = The subsidy Determination Indicator is unchanged since the last Retiree Response File.
Reason Code	PIC X(02)	For more information, go to: Appendix M: RDS Reason Codes.
Subsidy Period Effective Date	PIC X(08)	The effective date of the Subsidy Period for which this Qualifying Covered Retiree (QCR) has been approved. For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD
Subsidy Period Termination Date	PIC X(08)	The termination date of the Subsidy Period for which this Qualifying Covered Retiree (QCR) has been approved For a description of how these dates are filled in combination with specific scenarios, go to: Appendix M: RDS Reason Codes. Format: CCYYMMDD

Trailer Record

Data Element	Field Description	Notes
Record Type	PIC X(01)	Value 'T' = Trailer Record
Application Number	PIC X(10)	The Application Number pertaining to the notifications in this file. Includes leading zeroes as needed to completely fill field.
Creation Date	PIC X(08)	Date the file was created. Format: CCYYMMDD
Creation Time	PIC X(06)	Time the file was created. Format: HHMMSS
Number of	PIC X(07)	Right justified and zero filled.

Detail Records		
Filler	PIC X(168)	Spaces

Note: CMS' RDS Center only sends a notification for retirees who have ever qualified for a Subsidy Period. If the retiree never qualified for subsidy, regardless of the reason, a notification is not generated.

Evaluating Weekly Notification Files

When CMS' RDS Center receives notifications from the Medicare Beneficiary Database (MBD) about beneficiaries, the system re-evaluates the beneficiary's eligibility for subsidy. While reviewing Weekly Notification Files and making updates to the Plan Sponsor's internal records, consider the following:

- Each notification that affects the ability to claim subsidy for a beneficiary is reported in the Weekly Notification File. Factors that affect the beneficiary's eligibility include their Medicare Part D enrollment status, date of death, and other factors.
- Plan Sponsors must process Weekly Notification Files and update Subsidy Period information in their internal systems so that the appropriate cost calculations may be performed. The Plan Sponsor may receive multiple notification records for a single beneficiary in the event that there is a gap in subsidy or enrollment in more than one Benefit Option.
- If the notification event results in a change to the Subsidy Period, new dates are reported in the file.
- If the notification event is regarding the beneficiary's initial Application for Medicare Part D or is a change that may result in an increased Subsidy Period, the original Subsidy Period Effective and Termination Dates are populated based on the Reason Code. For more information, go to: Appendix M: RDS Reason Codes.
- The Weekly Notification Files contains all the original data elements that were sent in the retiree file, plus the Determination Indicator, Reason Codes, Subsidy Period Effective Date, and the Subsidy Period Termination Date as described below. However, the Transaction Type data element is left blank.
- The Weekly Notification File name includes the Plan Sponsor ID, Application ID, and Creation Date. For example:
  - Plan Sponsor 12345, Application 6789, created on October 7, 2011 (20111007).
  - The Weekly Notification File would be: NOTIFY_12345_6789_201110070916570322.csv.

Note: **Plan Sponsors must process Weekly Notification Files and update Subsidy Period information in their internal systems so that the appropriate cost calculations may be performed.**

Weekly Notification File Reason Codes

To review the possible Reason Codes for Weekly Notification Files, go to: Appendix M: RDS Reason Codes.

Covered Retiree List (CRL)

Important Information About Covered Retiree Lists

The purpose of requesting and downloading the Covered Retiree List (CRL) is for comparison of the Plan Sponsor's internal records with those of CMS' RDS Center. Plan Sponsors should request, download, and review the CRL on a regular basis for a detailed comparison of the Plan Sponsor's internal records of beneficiaries, Benefit Options, and Subsidy Periods with CMS' RDS Center records.

The CRL file includes the same fields contained in Retiree Response Files plus two additional fields that give reporting source information. The CRL includes all Qualifying Covered Retirees (QCRs) having at least one Benefit Option where at least one Subsidy Period exists. A separate record is created for each unique QCR, Benefit Option, and Subsidy Period combination. There may be more than one record per QCR due to gaps in coverage dates or enrollment in multiple Benefit Options.

Retiree records rejected by CMS' RDS Center will not be reflected in this list.

During Reconciliation, the Plan Sponsor is required to review and agree to the CRL in Step 4: Finalize Covered Retirees.

Plan Sponsors may only submit interim or final costs for the QCRs, Benefit Options, and Subsidy Periods listed in the CRL that has been downloaded from CMS' RDS Center.

For more information on requesting a CRL, go to: Instructions to Request a Covered Retiree List.

Timing: Covered Retiree List Availability

The CRL is not available until the Application is approved and retirees are approved for subsidy. A CRL may be requested multiple times throughout the Plan Year and during Reconciliation until Reconciliation Step 4: Finalize Covered Retirees has been completed.

The CRL may be requested once per day. The file should be available within two business days from the time of the request.

User Roles

The Authorized Representative, Account Manager, and Designees with View/Send/Receive Retiree Data privilege may request a CRL.

The Authorized Representative and the Account Manager may download the CRL. Designees with View/Send/Receive Retiree Data privilege may access the Download Covered Retiree List page using the Manage Retirees page.

For more information about who can request a CRL during Reconciliation, go to: Reconciliation User Guide Chapter 5: Finalizing Retirees For Reconciliation.

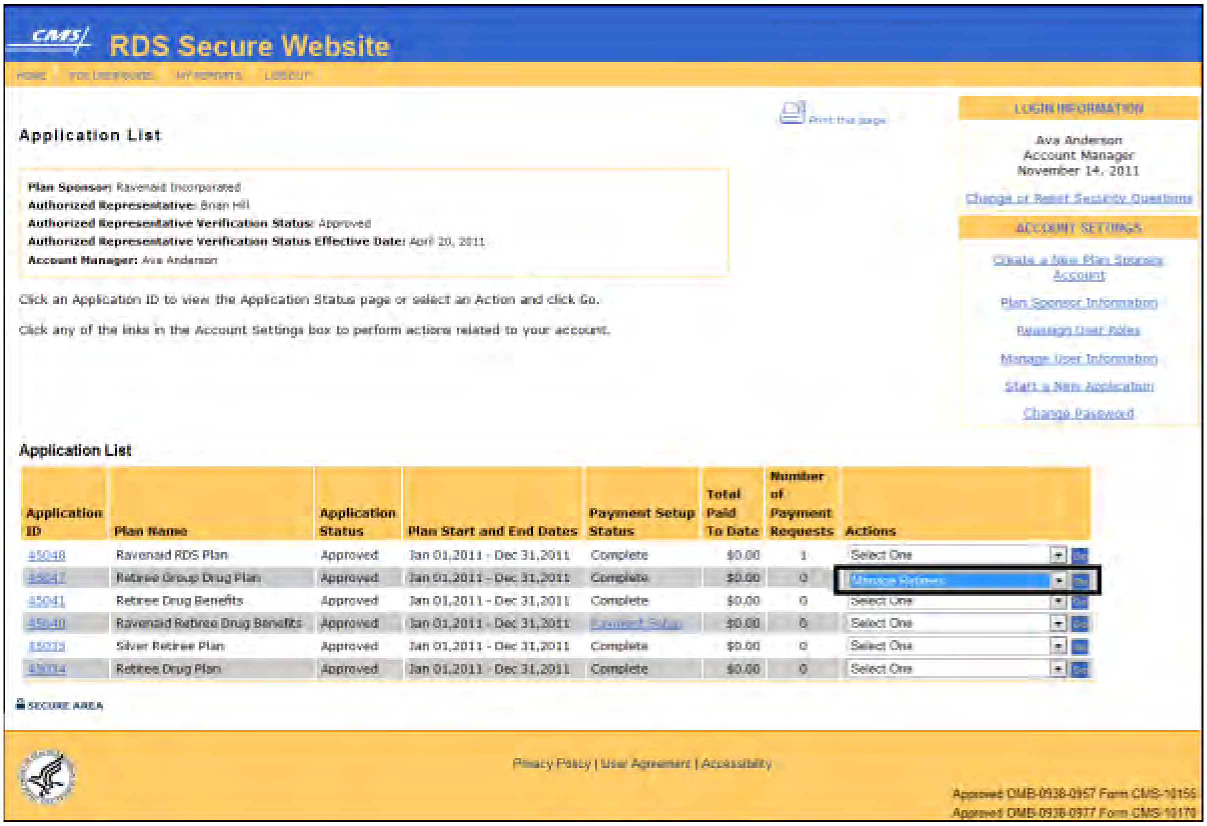
Instructions to Request a Covered Retiree List

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

You may choose one of the following methods for accessing the Manage Retirees page:

From the Application List page:

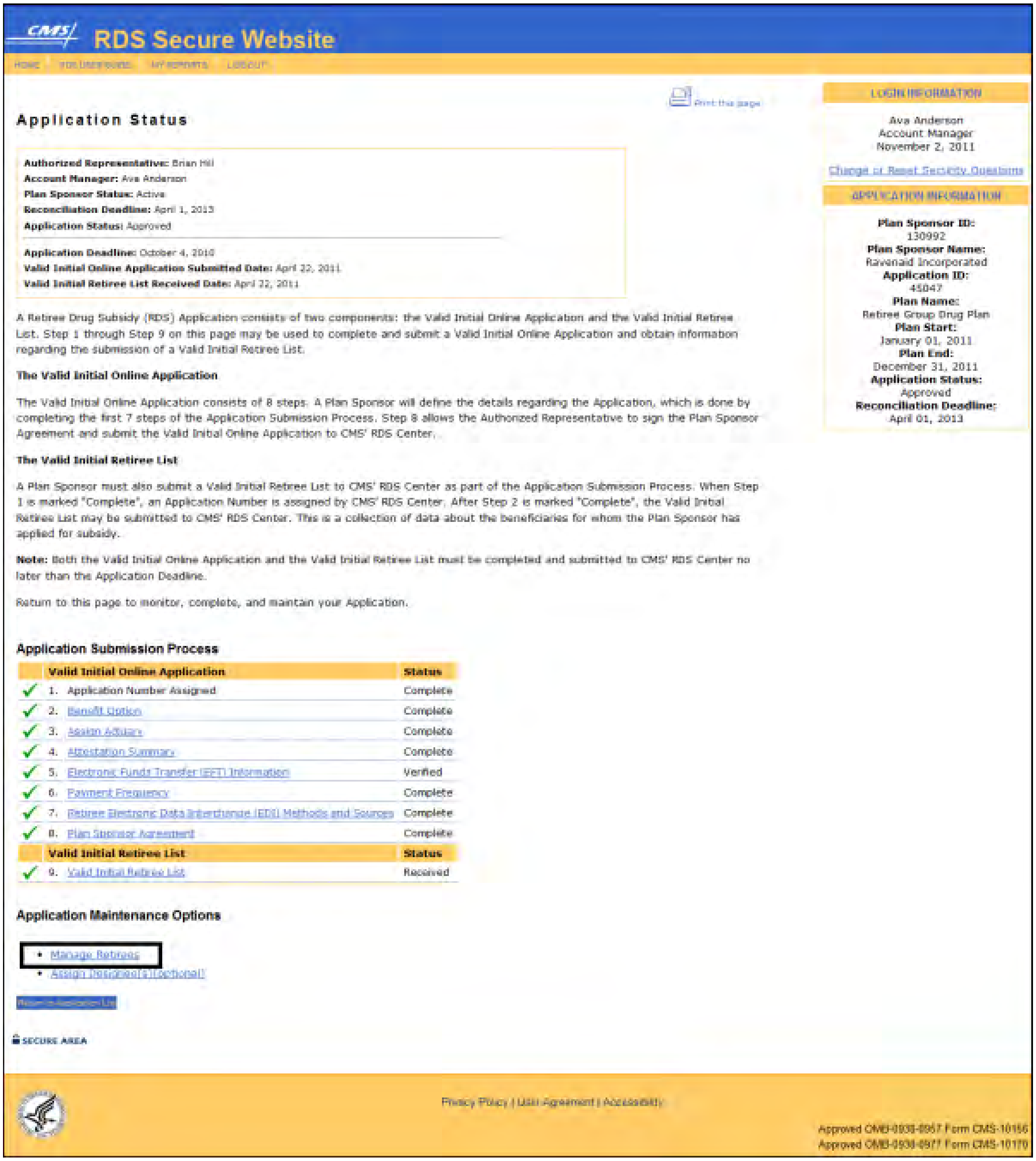
1. Find the appropriate Application Number.
2. Select **Manage Retirees** from the Actions dropdown menu then select the **Go** button.



OR

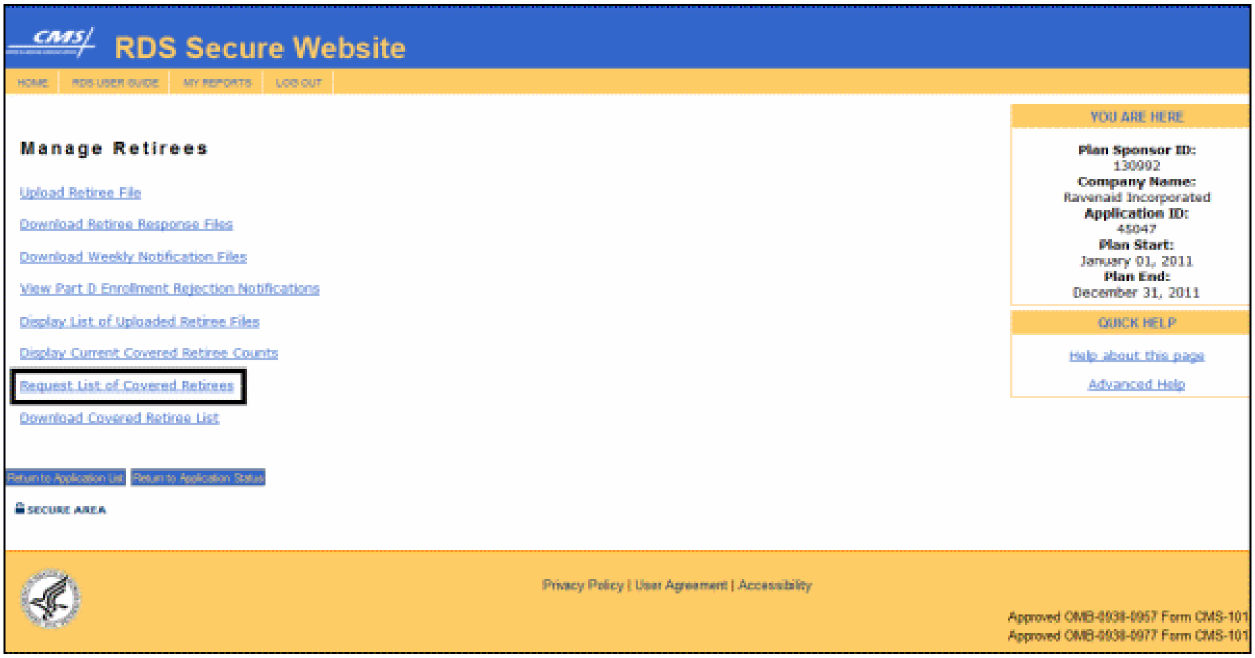
From the Application Status page:

1. Go to the Application Maintenance Options section at the bottom of the Application Status page.
2. Select the **Manage Retirees** link.



On the Manage Retirees page:

3. Select the **Request List of Covered Retirees** link.



On the Request Covered Retirees List page:

4. Select the **Request Covered Retiree List** button to request a CRL or select the **Return to Manage Retirees** button to return to Manage Retirees without requesting the CRL.

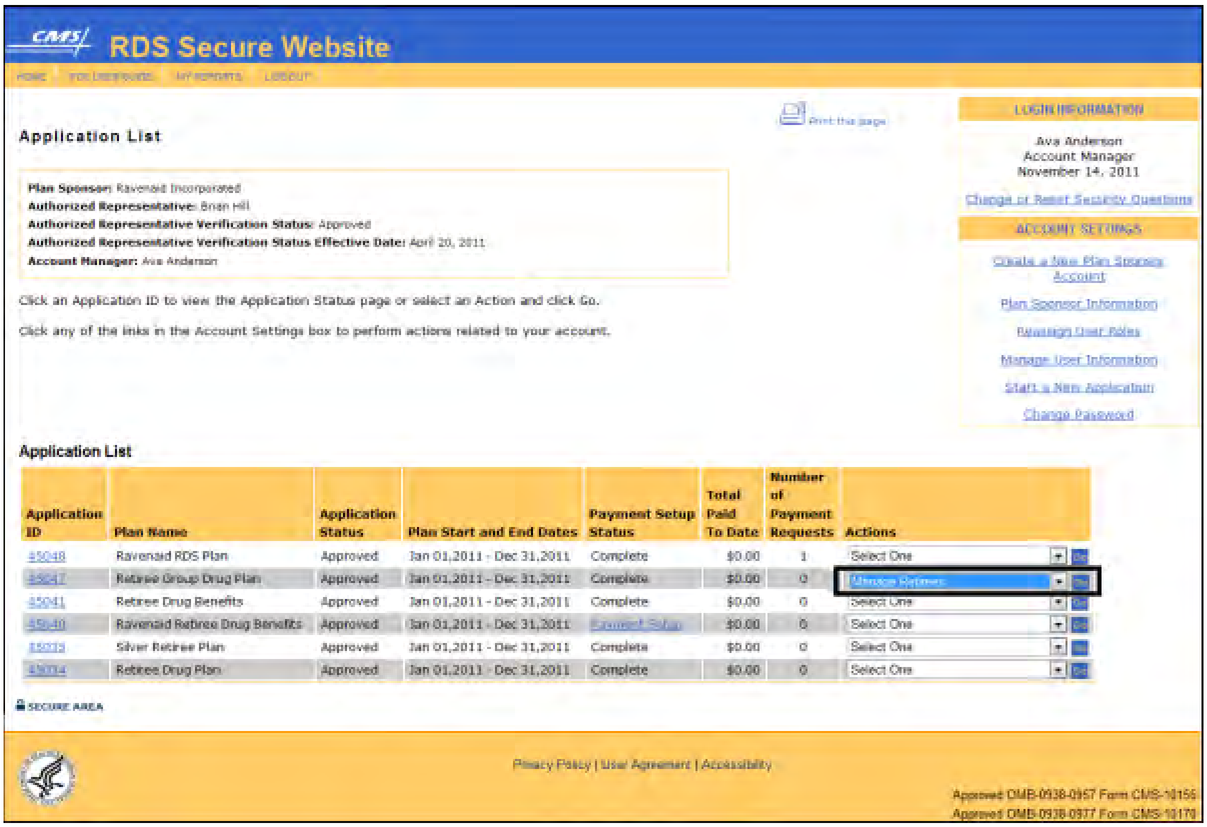
Instructions for Downloading a Covered Retiree List

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

You may choose one of the following methods for accessing the Manage Retirees page:

On the Application List page:

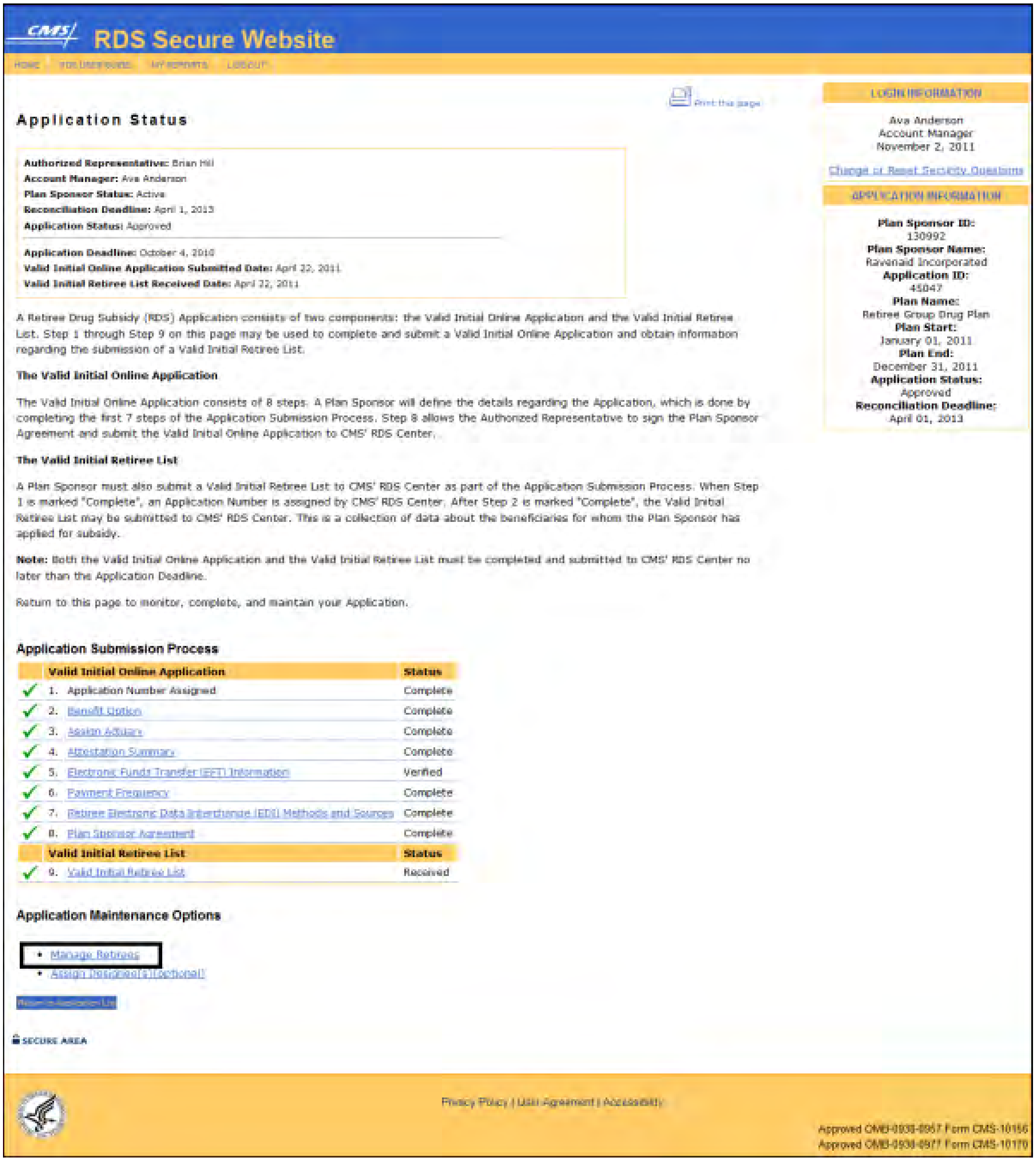
1. Find the appropriate Application Number.
2. Select **Manage Retirees** from the Actions dropdown menu then select the **Go** button.



OR

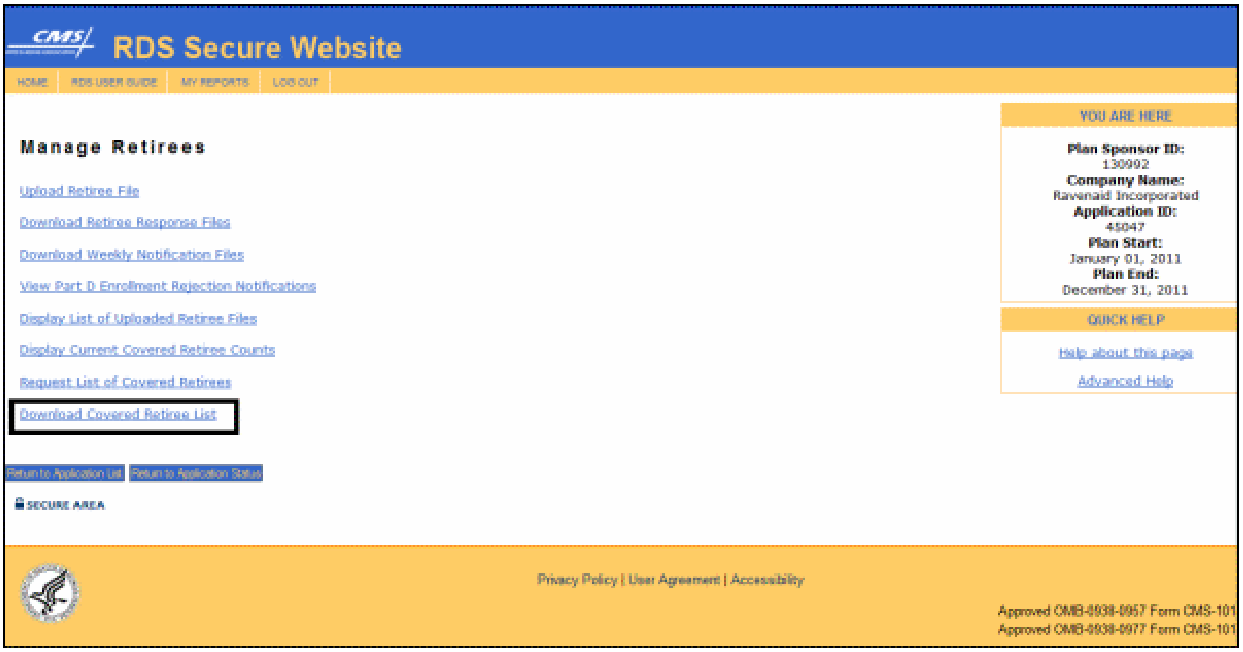
On the Application Status page:

3. Go to the Application Maintenance Options section at the bottom of the Application Status page.
4. Select the **Manage Retirees** link



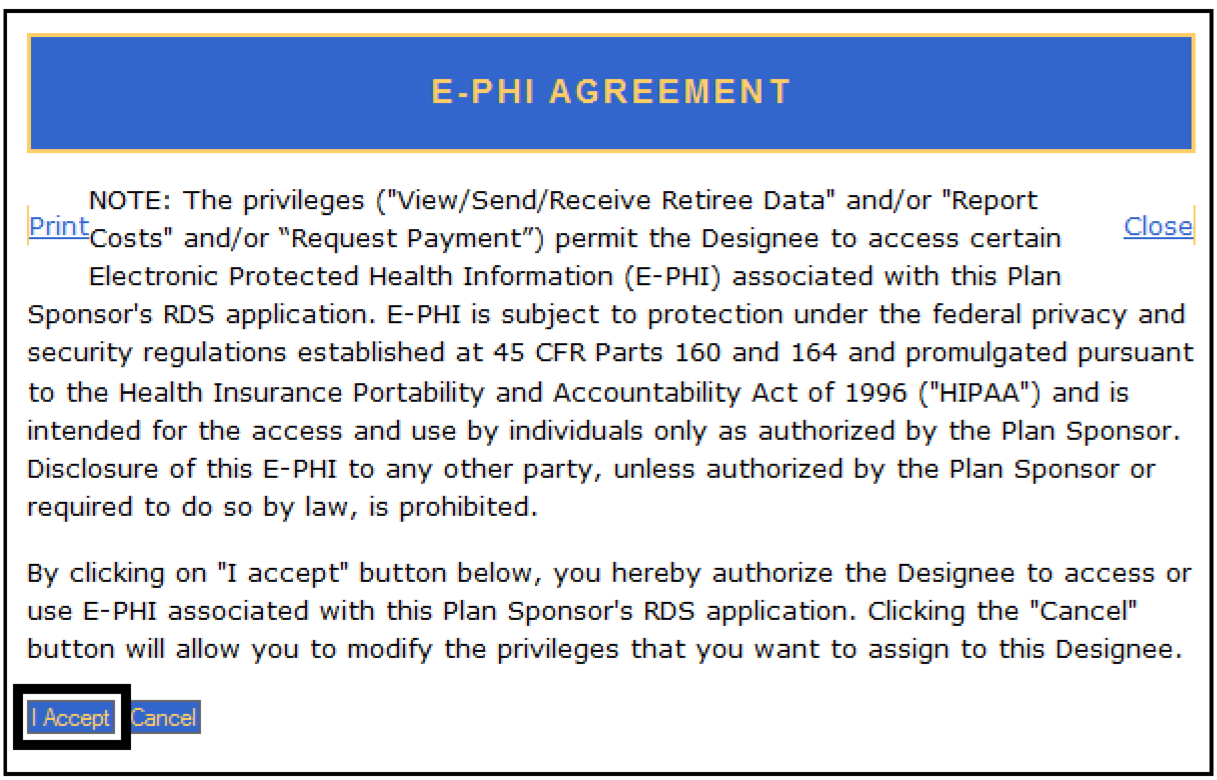
On the Manage Retirees page:

5. Select the **Download Covered Retiree List link**.



The Electronic Protected Health Agreement opens in a new window.

6. Select the **I Accept** button to proceed to the Download Covered Retiree List page or select the **Cancel** button to return to the Manage Retirees page.



On the Download Covered Retiree List Files page:

7. View the Covered Retiree Lists (CRLs) that are available for download for this Application.
8. Locate and select the file to download. The File Download window displays showing the progress of the download.

   Depending on your browser settings, the file download window may close automatically when the download is complete or you may need to close it manually.

9. You may download another file or select the **Return to Manage Retirees** button.

File Layout

The Covered Retiree List (CRL) is in a Comma Separated Value (CSV) format:

- A CSV file, or plain text file, is also referred to as a "flat file" or "comma delimited file."
- Computer systems use CSV files to pass information back and forth between databases.
- Each line in a CSV file includes one entry or record and a comma to separate each data element within a record.
- A separate record is created for each unique beneficiary, Benefit Option, and Subsidy Period combination.

File Format

The following table shows the data elements that are included in each record in the Covered Retiree List (CRL):

Note: Fields with a caret (^) are filled with the most recent beneficiary data sent to CMS' RDS Center.

Data Element	Max Size	Notes
Application ID	10	The RDS Application Number under which the Qualifying Covered Retiree (QCR) was approved for subsidy.
^SSN	09	The Social Security Number (SSN) for the Qualifying Covered Retiree (QCR) that was approved for RDS. This field may be blank if the Medicare Health Insurance Claim Number (HICN) was provided instead during Retiree List submission.
^HICN	12	The Medicare Health Insurance Claim Number (HICN) for the Qualifying Covered Retiree (QCR) that was approved for RDS. This field may contain spaces if the SSN was provided instead during Retiree List submission.
^First Name	30	Qualifying Covered Retiree’s (QCR's) First Name.
Middle Initial	01	Optional field. Qualifying Covered Retiree’s (QCR's) Middle Initial.
^Last Name	40	Qualifying Covered Retiree’s (QCR's) Last Name.
^Date of Birth	08	Qualifying Covered Retiree’s (QCR's) Date of Birth. Format: CCYYMMDD
^Gender	01	Qualifying Covered Retirees (QCR's) Gender: Value '0' = Gender Unknown Value '1' = Male Value '2' = Female
^Effective Date	08	The beginning date of the Qualifying Covered Retiree’s (QCR's) (retiree, spouse, or dependant) coverage under this Prescription Drug Benefit Option. Format: CCYYMMDD
^Termination Date	08	The ending date of the Qualifying Covered Retiree’s (QCR's) (retiree, spouse, or dependant) coverage under this Prescription Drug Benefit Option. Format: CCYYMMDD
^Unique Benefit Option Identifier (UBOI)	20	The unique identifier assigned to this Prescription Drug Benefit Option under which this Qualifying Covered Retiree (QCR) was approved for subsidy.

Data Element	Max Size	Notes
^Relationship to Retiree	02	Qualifying Covered Retiree's (QCR's) Relationship to the retiree: Value '01' = Self Value '02' = Spouse Value '03' = Other
^Type of Record	03	'ADD' or 'UPD'. Will be the same as the last record type submitted for this beneficiary in a retiree file.
Determination Indicator	01	Value 'Y' = Yes. All records in the Covered Retiree List are approved for subsidy.
Reason Code	02	The reason code provided is from the last Retiree Response file record or Weekly Notification file records for this Qualifying Covered Retiree (QCR). For more information, go to: Appendix M: RDS Reason Codes.
Subsidy Period Effective Date	08	The effective date of the beneficiary's (retiree, spouse, or dependant) approved Subsidy Period. Format: CCYYMMDD
Subsidy Period Termination Date	08	The termination date of the beneficiary's (retiree, spouse, or dependant) approved Subsidy Period. Format: CCYYMMDD
Submitter Type	01	The last method by which the Qualifying Covered Retiree (QCR) was submitted to CMS' RDS Center: Value 'P' = Plan Sponsor Value 'V' = Vendor Value 'C' = VDSA/COB: VDSA/MIR
Submitter Name	50	Plan Sponsor, Vendor, or COB Contractor: VDSA/MIR name that last submitted this Qualifying Covered Retiree (QCR) to CMS' RDS Center.

Covered Retiree List and Reconciliation

To learn more about the Covered Retiree List as it applies to Reconciliation, go to: Reconciliation User Guide Chapter 5 Finalizing Retirees For Reconciliation.

Stop Retiree Processing

Federal law requires that the Plan Sponsor submit cost data only for the Qualifying Covered Retirees (QCR), corresponding Subsidy Periods, and the Benefit Option in which the QCR is enrolled. By completing Reconciliation Step 4: Finalize Covered Retirees, the Plan Sponsor is agreeing to the accuracy of the Covered Retiree List. When the Covered Retiree List is finalized, the Centers for Medicare & Medicaid Services' (CMS') Retiree Drug Subsidy (RDS) Center stops all Retiree processing for that Application.

When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application:

- The Plan Sponsor is unable to upload retiree files through the RDS Secure Website
- Any retiree list submitted through the Mainframe, VDSA, or MIR is not processed by CMS' RDS Center
- Retiree files are rejected for the Application and response files are sent with Reason Code 28: File Rejected – Closed Application indicating the rejection
- CMS' RDS Center no longer creates or sends Weekly Notification Files
- Part D Enrollment Rejection Notifications no longer are posted to the RDS Secure Website
- An email is sent to the Authorized Representative, Account Manager, and Designees with View/Send/Receive Retiree Data privilege informing them that retiree processing has stopped

Note: Retiree files should continue to be sent to CMS' RDS Center until the Covered Retire List is validated and finalized during Reconciliation.

View Part D Enrollment Rejection Notifications

Introduction To Part D Enrollment Rejection Notifications

A Medicare Part D Enrollment Rejection Notification is information provided by the Centers for Medicare & Medicaid Services' (CMS') Retiree Drug Subsidy (RDS) Center advising the Plan Sponsor that a Qualifying Covered Retiree (QCR), for whom they are requesting Subsidy Payments, has attempted to enroll in Medicare Part D.

Authorized Representatives, Account Managers, and Designees with the View/Send/Receive Retiree Data privilege may view Part D Enrollment Rejection Notifications on the RDS Secure Website. In addition, CMS' RDS Center sends a notification in the Weekly Notification File with a Reason Code 20 - Beneficiary attempted to enroll in Medicare Part D and received initial rejection.

Any beneficiary that is eligible for Medicare Part D may sign up for that benefit during Medicare open enrollment. When a Plan Sponsor is requesting subsidy for a QCR that attempts to enroll in Medicare Part D, the QCR receives an initial enrollment rejection from Medicare***. Plan Sponsors may not receive subsidy for any beneficiaries that are enrolled in Medicare Part D***.

After the initial Medicare Part D Enrollment Rejection, a QCR may choose to override the rejection and enroll in Medicare Part D, regardless of their subsidy status. If the QCR chooses to override the rejection, the Plan Sponsor's subsidy for that QCR is terminated and CMS' RDS Center notifies the Plan Sponsor. Only the initial Part D Rejection Notification is available to view online using the RDS Secure Website. CMS' RDS Center sends a notification in the Weekly Notification File with a new Subsidy Period and a Reason Code 10: **Enrolled in Medicare Part D**.

What To Do About Part D Enrollment Rejection Notifications

The Part D Enrollment Rejection Notification is your cue to contact the Qualifying Covered Retiree (QCR) who applied for Medicare Part D. Explain to the QCR that your plan has equivalent or better drug coverage, the QCR does not need Medicare Part D, and they cannot have both. If the QCR persists and enrolls in Medicare Part D, you are no longer allowed to receive subsidy for that individual.

Medicare informs CMS' RDS Center if the QCR enrolls in Medicare Part D. CMS' RDS Center recalculates the eligibility for that QCR and sends a Weekly Notification File with the update.

There is no need to inform CMS' RDS Center of the contact with the QCR.

Timing: Weekly Notification File

A file is created when beneficiaries covered under this Application have a notification event such as attempting to enroll in Medicare Part D.

Check the RDS Secure Website regularly. Notifications are processed daily, but email notifications are not sent to Plan Sponsors when information is added to the display screen.

CMS' RDS Center automatically generates a Weekly Notification File for each Application. The file includes the Part D Enrollment Rejection Notifications, in addition to other notifications about beneficiaries with Subsidy Periods for that Application.

When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application, CMS' RDS Center no longer creates or sends Weekly Notification Files.

Troubleshooting Part D Enrollment Rejection Notifications

No Notifications will be displayed if:

- No beneficiaries are attempting to enroll in Medicare Part D
- The last notification is older than 30 days

Accessing Part D Enrollment Rejection Notifications

The information contained in the Beneficiary Notifications are classified as Protected Health Information (PHI) and fall under the jurisdiction of Title II, Subtitle F, of the Health Insurance Portability and Accountability Act Of 1996 (HIPAA). As such, this information is protected and transmission and maintenance of it is closely regulated. The methods that CMS' RDS Center uses to disseminate retiree notifications have been selected to best comply with these regulations.

User Roles To Access Part D Enrollment Rejection Notifications

The Authorized Representative, Account Manager, and Designees with View/Send/Receive Retiree Data privilege may access Part D Enrollment Rejection Notifications.

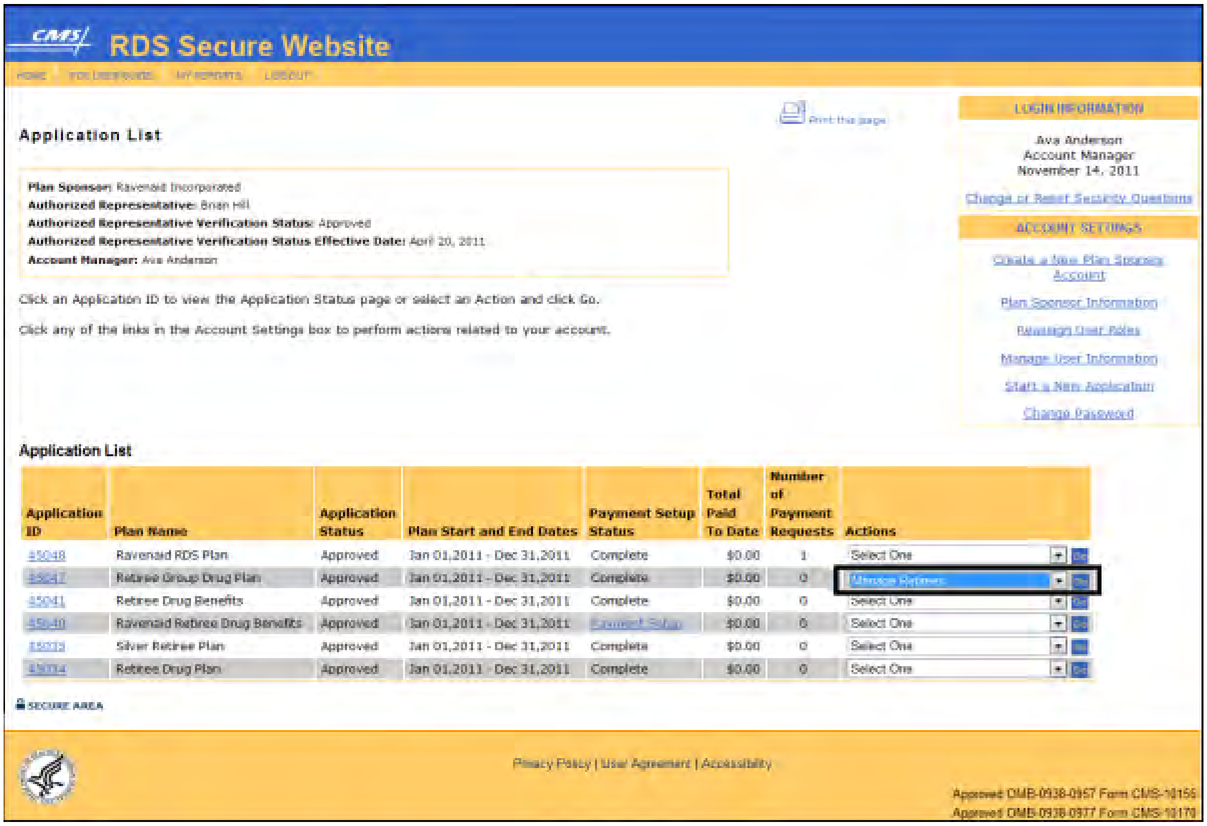
Instructions to Access Part D Enrollment Rejection Notifications

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

You may choose one of the following methods for accessing the Manage Retirees page:

From the Application List page:

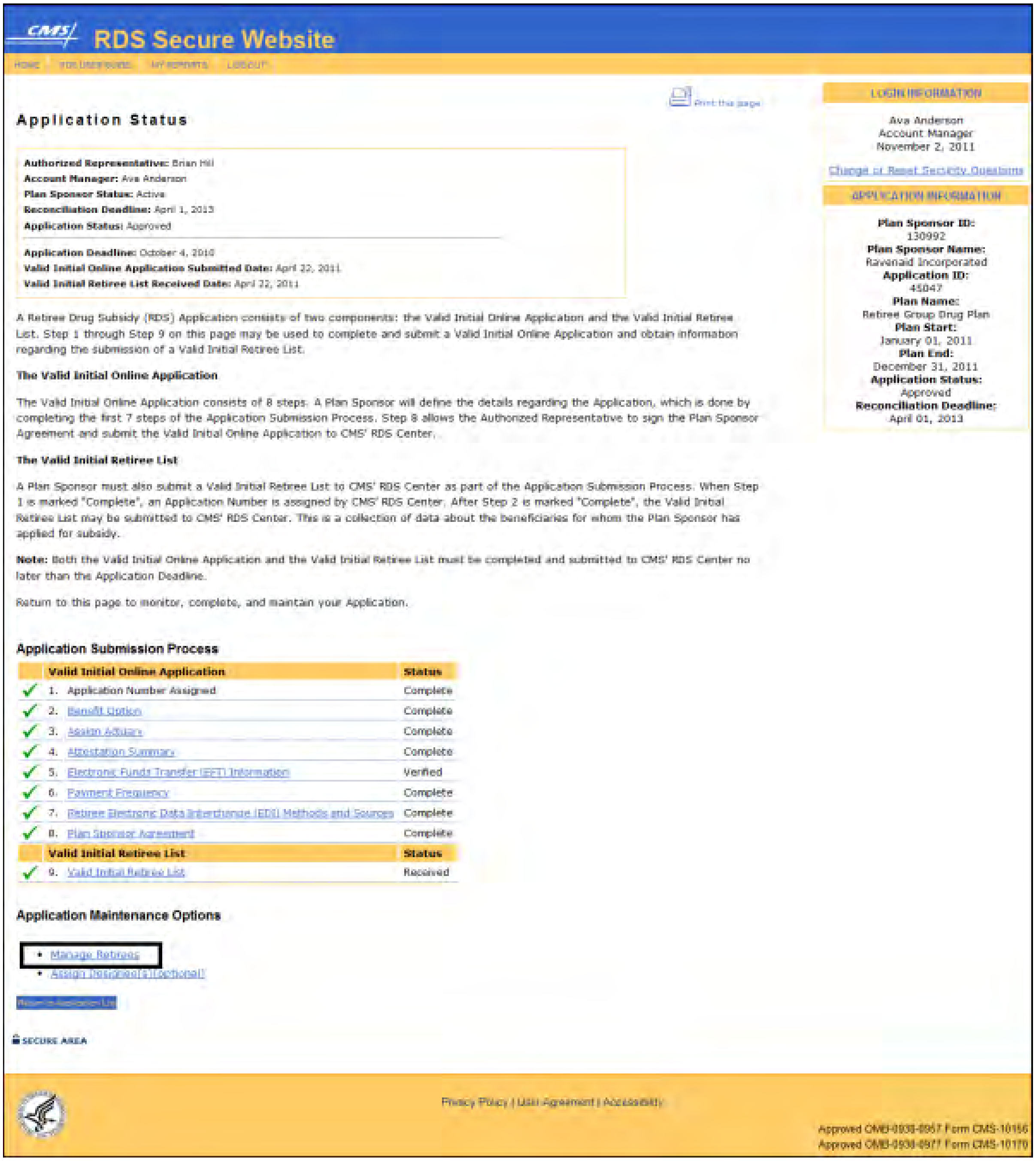
1. Find the appropriate Application Number.
2. Select **Manage Retirees** from the Actions dropdown menu then select the **Go** button.



OR

From the Application Status page:

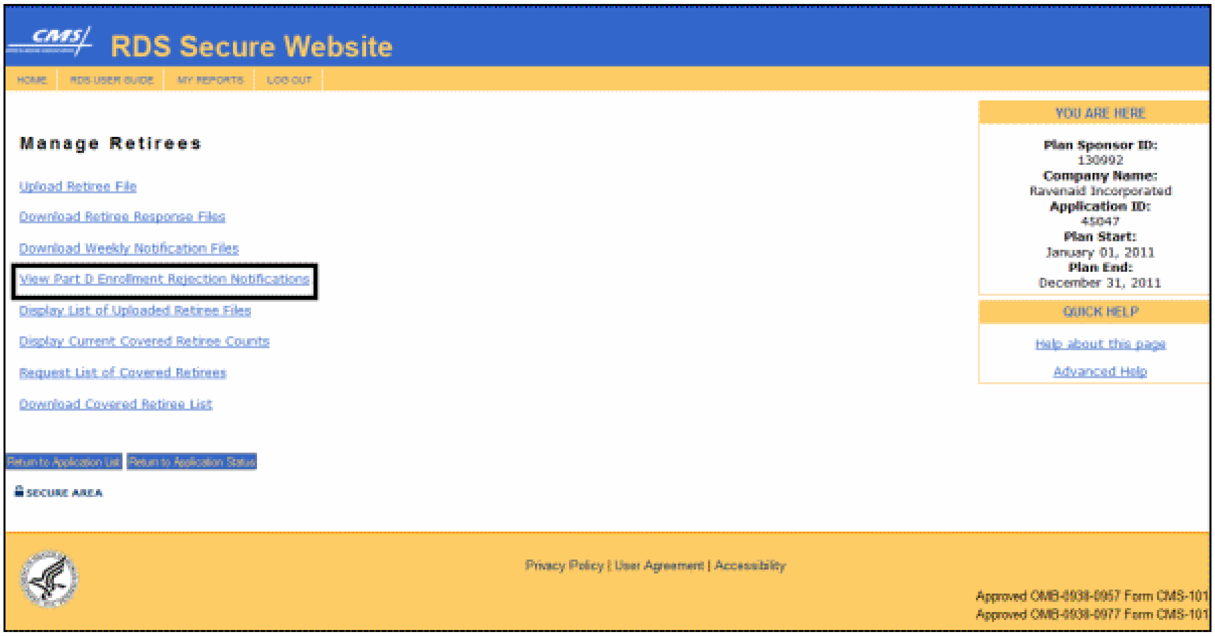
1. Go to the Application Maintenance Options section at the bottom of the Application Status page.
2. Select the **Manage Retirees** link.



On the Manage Retirees page:

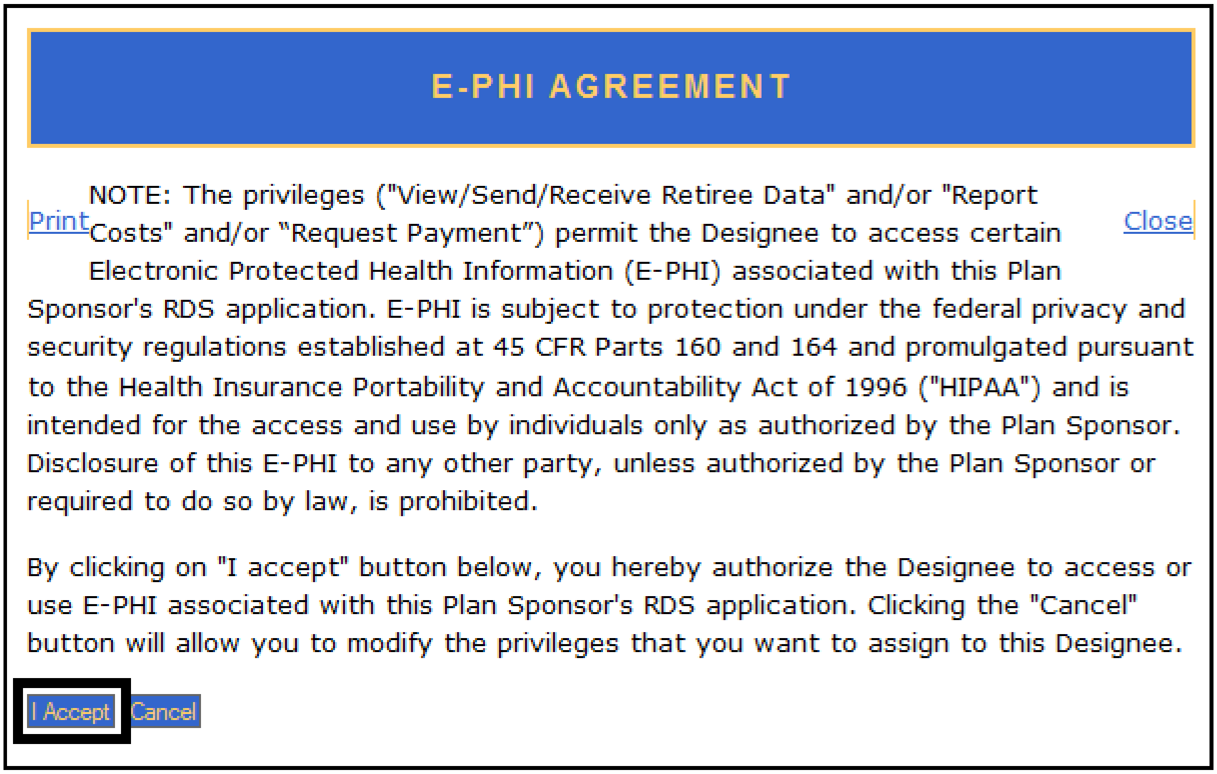
3. Select the **View Part D Enrollment Rejection Notifications** link.

Note: When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application, CMS' RDS Center no longer posts Part D Enrollment Rejection Notifications to the RDS' Secure Website.



The Electronic Protected Health Agreement opens in a new window.

4. Select the **I Accept** button to proceed to the Download Covered Retiree List page or select the **Cancel** button to return to the Manage Retirees page.



E-PHI AGREEMENT

Print Close

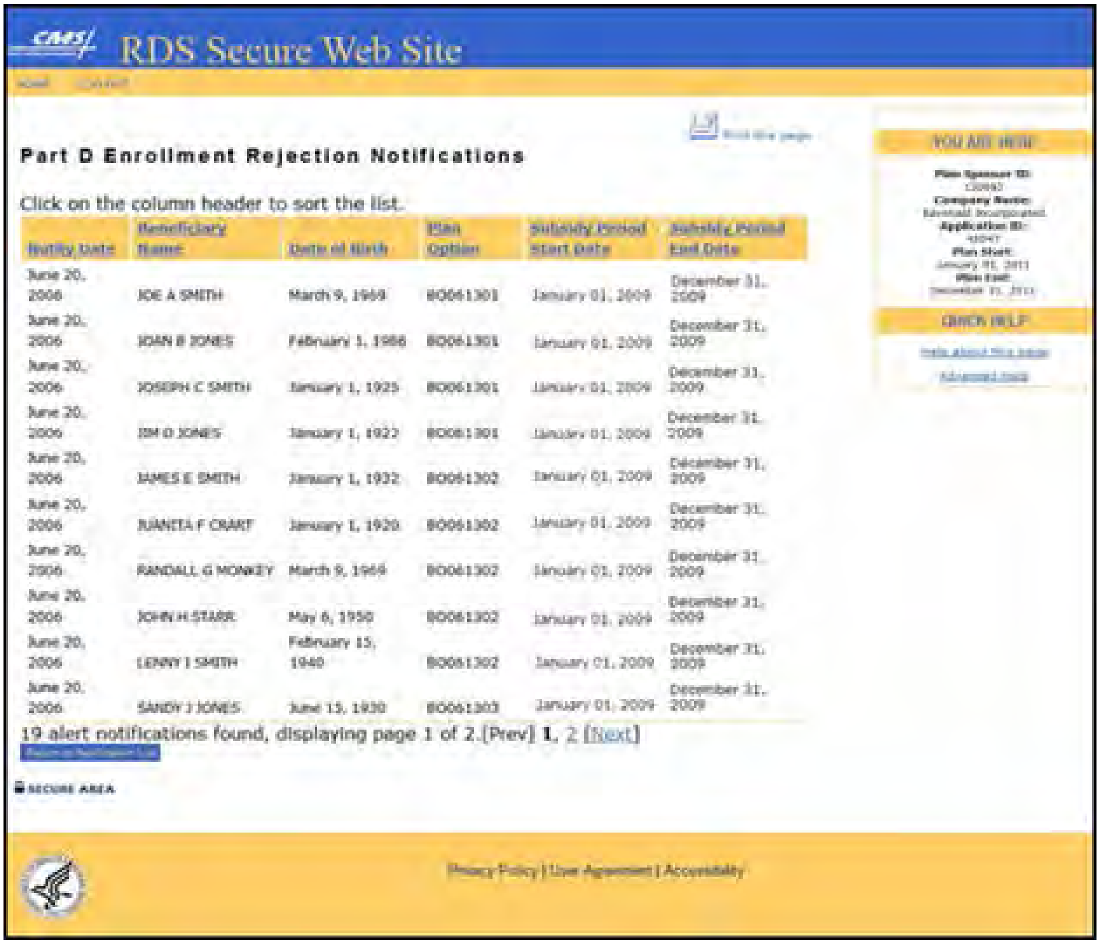
NOTE: The privileges ("View/Send/Receive Retiree Data" and/or "Report Costs" and/or "Request Payment") permit the Designee to access certain Electronic Protected Health Information (E-PHI) associated with this Plan Sponsor's RDS application. E-PHI is subject to protection under the federal privacy and security regulations established at 45 CFR Parts 160 and 164 and promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and is intended for the access and use by individuals only as authorized by the Plan Sponsor. Disclosure of this E-PHI to any other party, unless authorized by the Plan Sponsor or required to do so by law, is prohibited.

By clicking on "I accept" button below, you hereby authorize the Designee to access or use E-PHI associated with this Plan Sponsor's RDS application. Clicking the "Cancel" button will allow you to modify the privileges that you want to assign to this Designee.

I Accept Cancel

On the Part D Enrollment Rejection Notifications page:

5. Review the Part D Enrollment Rejection Notifications.



6. Select the **Return to Application List** button to return to the **Application List** page.

Format Of Part D Enrollment Rejection Notifications

On the Part D Enrollment Rejection Notification page, there is at least one row per Qualifying Covered Retiree (QCR) who has applied for Medicare Part D and been initially rejected. There may be more than one row per QCR due to gaps in coverage dates or enrollment in multiple plan options.

The **Part D Enrollment Rejection Notifications** page displays the following details about each Notification:

- **Notify Date** - The date the notification was posted to the RDS Secure Website. It is posted a few days after the QCR attempted to enroll in Medicare Part D. The notification is removed from the RDS Secure Website 30 days after this date.
- **Beneficiary Name** - The name of the individual who attempted to enroll in Medicare Part D.
- **Date of Birth** - The date the QCR was born.
- **Plan Option** - The Benefit Option, within the selected Application, for which the QCR currently has subsidy.

- **Subsidy Period Start Date** - The date related to a specific Benefit Option, which indicates when a QCR's current subsidy begins.
- **Subsidy Period End Date** - The date related to a specific Benefit Option, which indicates when a QCR's current subsidy ends.

Tip: Select the column header to sort the list of notifications.

8 Reassigning Or Terminating RDS Secure Website User Roles

Things To Consider When Reassigning The Account Manager Role

- The role of Account Manager must always be active with a current valid user assigned.
- A replacement for the Account Manager must be selected when reassigning the Account Manager user role.
- An Account Manager is required to be a registered RDS Secure Website User and maintain an active Login ID and Password.
- The Account Manager or Authorized Representative may reassign the Account Manager user role if necessary.
- An existing Account Manager may be reassigned to the Account Manager role, or a new user that meets the qualifications of an Account Manager may be invited to register with the RDS Secure Website.
- The RDS Secure Website allows an individual to act in only one role at a time. An individual may have only one user account in the RDS Secure Website. CMS' RDS Center validates an individual's Date of Birth and Social Security Number to ensure that each individual has only one user account at a time.
- RDS Secure Website users may only function in one user role in the RDS Secure Website, so an individual must be assigned the same user role for each Plan Sponsor they are associated with.

Things To Consider When Reassigning The Authorized Representative Role

- The role of Authorized Representative must always be active with a current valid user assigned.
- A replacement for the Authorized Representative must be selected when reassigning the Authorized Representative user role.
- An Authorized Representative is required to be a registered RDS Secure Website User and maintain an active Login ID and Password.
- The Account Manager or Authorized Representative may reassign the Authorized Representative user role if necessary.
- An existing Authorized Representative may be reassigned to the Authorized Representative role, or a new user that meets the qualifications of an Authorized Representative may be invited to register with the RDS Secure Website.
- The RDS Secure Website allows an individual to act in only one role at a time. An individual may have only one user account in the RDS Secure Website. CMS' RDS Center validates an individual's Date of Birth and Social Security Number to ensure that each individual has only one user account at a time.
- An Authorized Representative Verification Form must be submitted for a new or existing Authorized Representative.
- RDS Secure Website users may only function in one user role in the RDS Secure Website, so an individual must be assigned the same user role for each Plan Sponsor they are associated with.

- The newly assigned Authorized Representative must be verified prior to requesting an interim payment or completing Reconciliation.

Timing Of User Role Reassignment

- Changes to the Account Manager and Authorized Representative user roles cannot be made until the Account Manager and the Plan Sponsor have passed initial validation in the RDS Secure Website.
- When user roles are reassigned, the terminated user will be valid until 11:59PM Eastern Time of the termination date. The new user is effective at 12:00AM Eastern Time on the day immediately following the terminated user's termination date.
- A user terminated from a previous role may be reassigned as the Account Manager or Authorized Representative, as long as that user’s previous user role has been terminated from all Plan Sponsors that they are associated with. Allow one day after the user's termination date before assigning the user the new role.
- Both the Account Manager and Authorized Representative roles may be pending reassignment at the same time.
- The Account Manager and the Authorized Representative may be reassigned on the same day, but the termination date must be a different date.
- A pending reassignment may be cancelled prior to the time the reassignment takes effect.
- A new Authorized Representative Verification Form must be submitted when the Authorized Representative user role is reassigned. After a new form is received, CMS' RDS Center will take up to 5 business days after a valid form is received to process and approve the form.

Email Notification About Reassignment Of Account Manager Or Authorized Representative User Role

When either the Account Manager or Authorized Representative user roles are reassigned, or when a pending user role reassignment is cancelled, both the Account Manager and the Authorized Representative, as well as the newly reassigned user, will receive email notifications of the changes.

The following table lists the emails that will be sent:

Email Subject Line	**Recipient**	**Email Description**
RDS Program Account Manager Invitation	To: Pending New Account Manager	A new Account Manager Reassignment has been initiated. A new Account Manager assigned to an existing Plan Sponsor will receive this invitation email to begin Registration, even if they are already a registered RDS Secure Website user.
RDS Program Account Manager Invitation – CC	To: Authorized Representative	The Authorized Representative will receive a copy of the Account Manager Invitation email.
RDS Program Account Manager Reassignment	To: Current Account Manager CC: Authorized Representative	After the Account Manager user role is reassigned, the current Account Manager will receive this email notifying them that their user role will be terminated by the effective date.
RDS Program Account Manager Invitation Cancellation	To: Pending New Account Manager CC: Authorized Representative	The individual who was to be assigned as the new Account Manager will receive this email when their assignment is cancelled. They will not be the new Account Manager.
RDS Program Account Manager Reassignment Cancellation	To: Current Account Manager CC: Authorized Representative	The current Account Manager, who was previously notified that their user role is terminated by the effective date, will receive this email when the termination is cancelled. They will remain the Account Manager.
RDS Program Authorized Representative Invitation	To: Pending New Authorized Representative	A new Authorized Representative Reassignment has been initiated. A new Authorized Representative assigned to a new or existing Plan Sponsor will receive this invitation email to begin Registration, even if they are already a registered RDS Secure Website user.

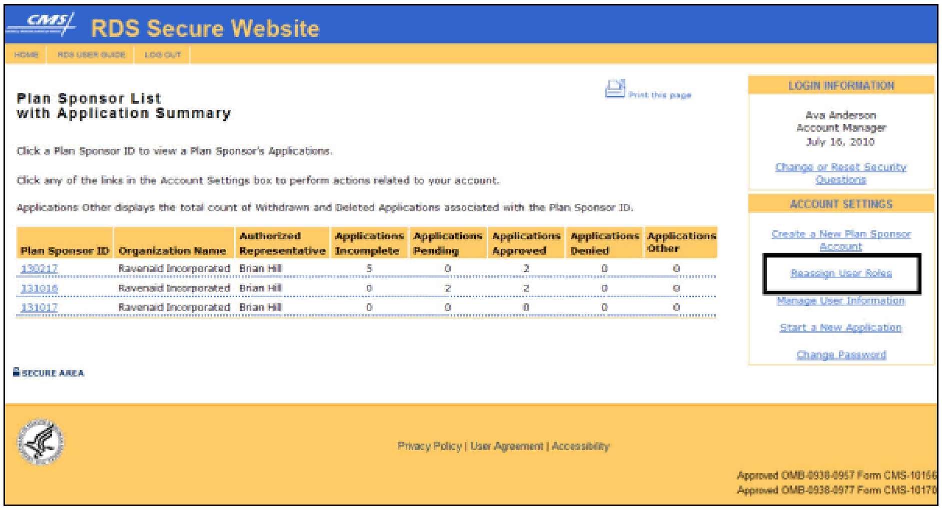
Email Subject Line	Recipient	Email Description
RDS Program Authorized Representative Invitation – CC	To: Account Manager	The Account Manager will receive a copy of the Authorized Representative Invitation email.
RDS Program Authorized Representative Reassignment	To: Authorized Representative CC: Account Manager	After the Authorized Representative user role is reassigned, the current Authorized Representative will receive this email notifying them that their user role will be terminated by the effective date.
RDS Program Authorized Representative Invitation Cancellation	To: Pending New Authorized Representative CC: Account Manager	The individual who was to be assigned as the new Authorized Representative will receive this email when their assignment is cancelled. They will not be the new Authorized Representative.
RDS Program Authorized Representative Reassignment Cancellation	To: Authorized Representative CC: Account Manager	The current Authorized Representative, who was previously notified that their user role is terminated by the effective date, will receive this email when the termination is cancelled. They will remain the Authorized Representative.

Reassign The Account Manager Or Authorized Representative User Role

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access the RDS Secure Website.

From the Plan Sponsor List With Application Summary page:

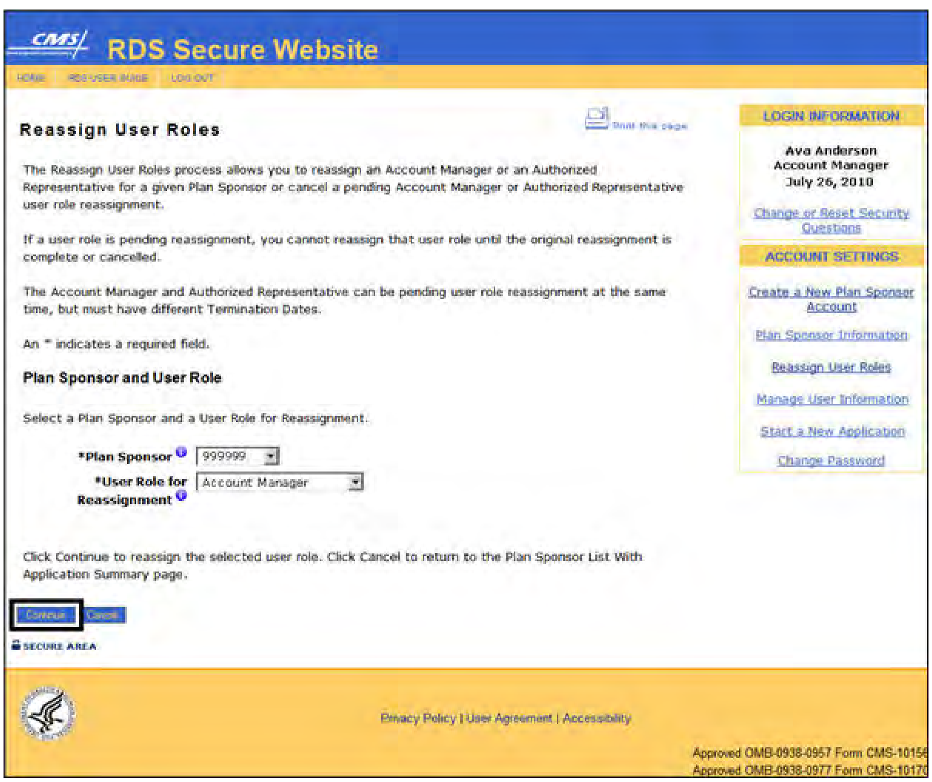
1. Click **Reassign User Roles** in the Account Settings box.



On the Reassign User Roles page:

An * indicates a required field.

2. Select the Plan Sponsor ID associated with the user role to be reassigned from the dropdown menu if there is more than one Plan Sponsor*.
3. Select Account Manager or Authorized Representative from the User Role for Reassignment dropdown menu*.
4. Click **Continue** to reassign the selected user role or click **Cancel** to return to the Plan Sponsor List With Application Summary page.



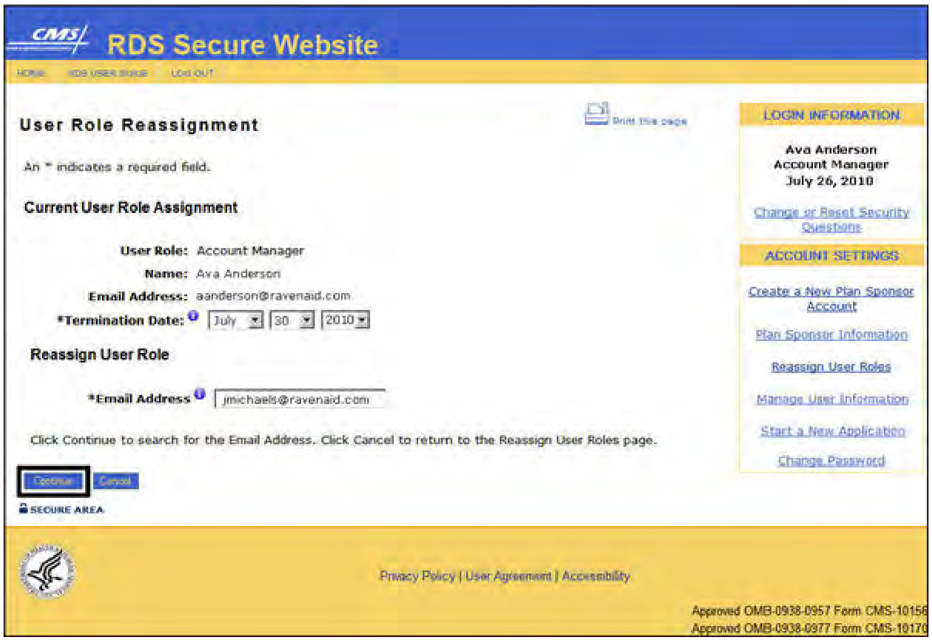
On the User Role Reassignment page:

An * indicates a required field.

5. Select the Termination Date: Month, Day, and Year for the existing Account Manager or Authorized Representative*.

    - The date must be today's date or a future date.
    - The current user in the role will be valid until 11:59PM Eastern Time on the day selected.

6. Enter the Email Address for the new Account Manager or Authorized Representative*.
7. Click **Continue** to search for the Email Address or click Cancel to return to the Reassign User Roles page.



You navigate to one of three pages:

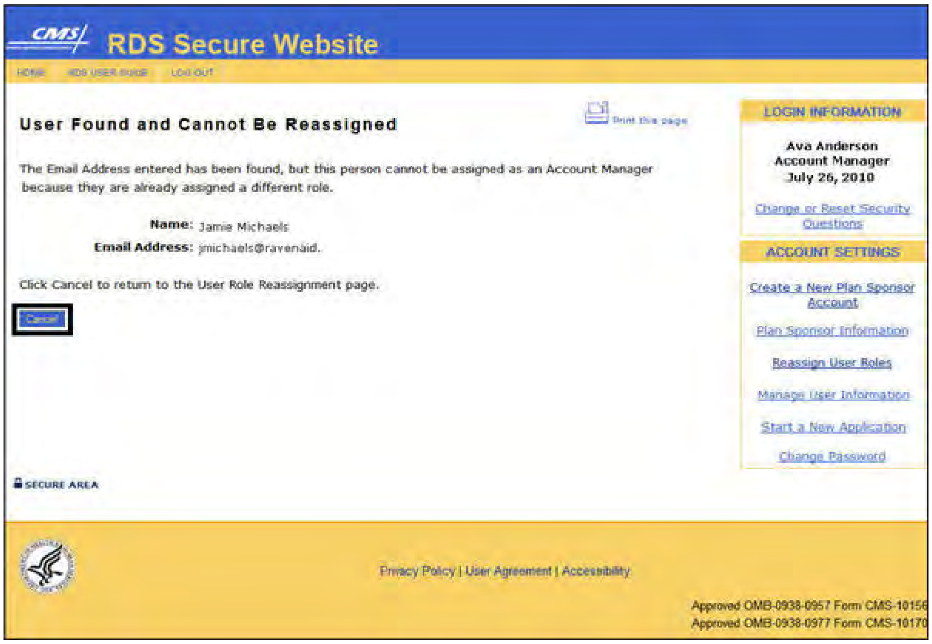
- **User Found and Cannot Be Reassigned page**: The Email Address entered has been found, but this person cannot be assigned as an Account Manager or Authorized Representative because they are already assigned a different role.

- **User Found and Can Be Reassigned page**: The Email Address entered has been found and this person can be assigned as the Account Manager or Authorized Representative.

- **User Not Found page**: The Email Address entered was not found and this person can be assigned as the Account Manager or Authorized Representative.

On the User Found and Cannot Be Reassigned page:

8. Click **Cancel** to return to the User Role Reassignment page.

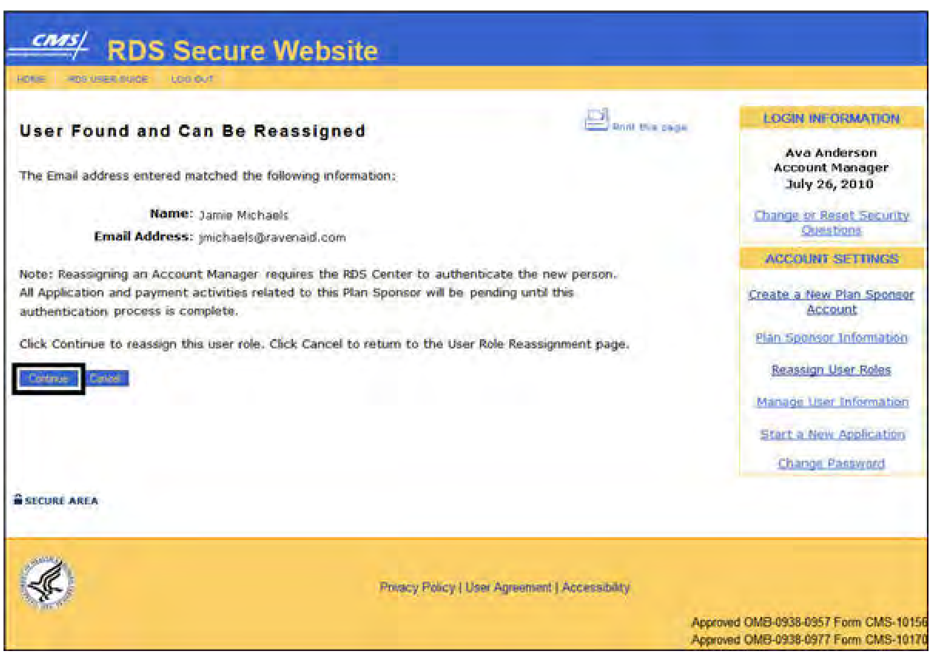


Note: A user cannot be reassigned as an Authorized Representative or an Account Manager when:

- Their RDS Secure Website user account is "inactive". The user must contact [CMS' RDS Center Help Line] to resolve their inactive account before they can be reassigned.
- Their Email Address is associated with a user account that has a different RDS Secure Website user role.

On the User Found and Can Be Reassigned page:

8. Click **Continue** to proceed or click **Cancel** to return to the User Role Reassignment page.



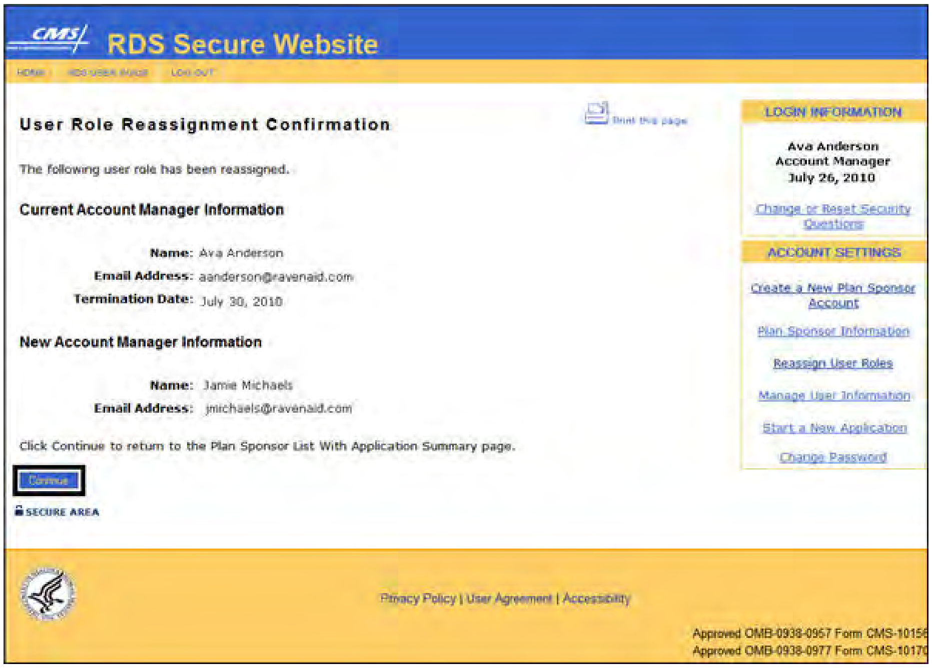
On the User Role Reassignment Verification page:

An * indicates a required field.

9. Enter Answers to Security Questions*.
10. Click **Confirm** to reassign this user role or click **Cancel** to return to the User Role Reassignment page.

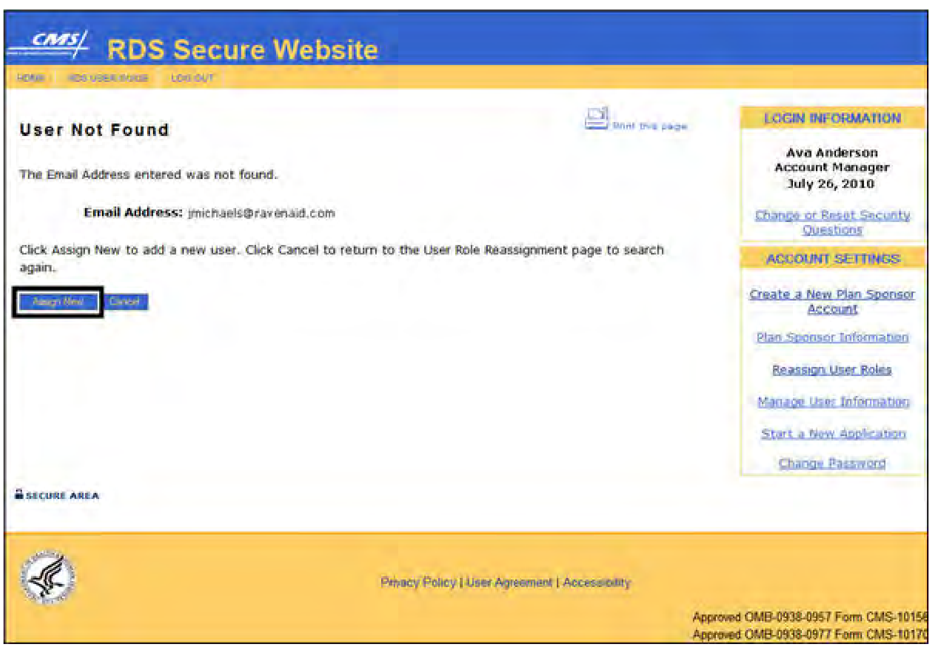
On the User Role Reassignment Confirmation page:

11. Click **Continue** to return to the Plan Sponsor List With Application Summary page.



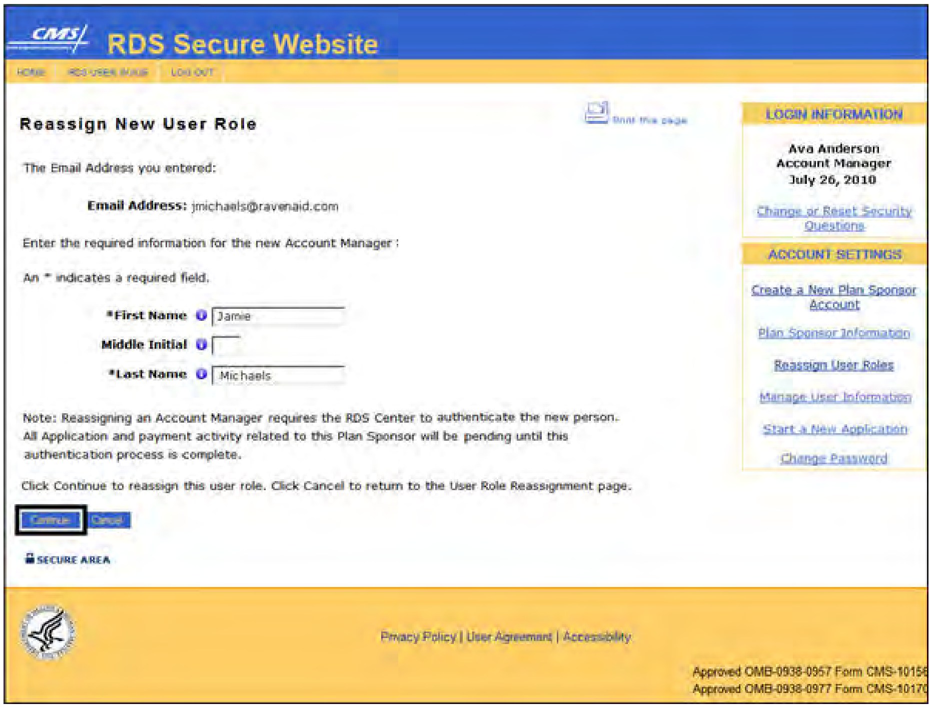
On the User Not Found page:

8. Click **Assign New** to add a new user or click **Cancel** to return to the User Role Reassignment page.



On the Reassign New User Role page:

9. Enter the required information. An * indicates a required field.
10. Click **Continue** to proceed or click **Cancel** to return to the User Role Reassignment page.



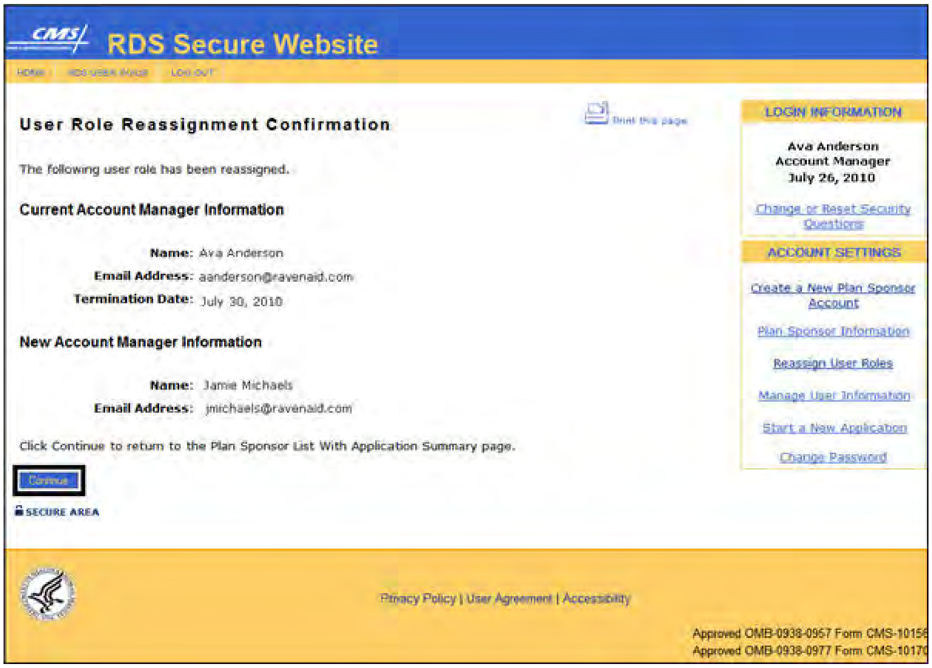
On the User Role Reassignment Verification page:

An * indicates a required field.

11. Enter Answers to Security Questions*.
12. Click **Confirm** to reassign this user role or click **Cancel** to return to the Reassign New User Role page.

On the User Role Reassignment Confirmation page:

13. Click **Continue** to return to the Plan Sponsor List With Application Summary page.



Cancelling A Pending User Role Reassignment

A user role reassignment can be cancelled while it is still pending.

Reasons to cancel a pending user role reassignment can include:

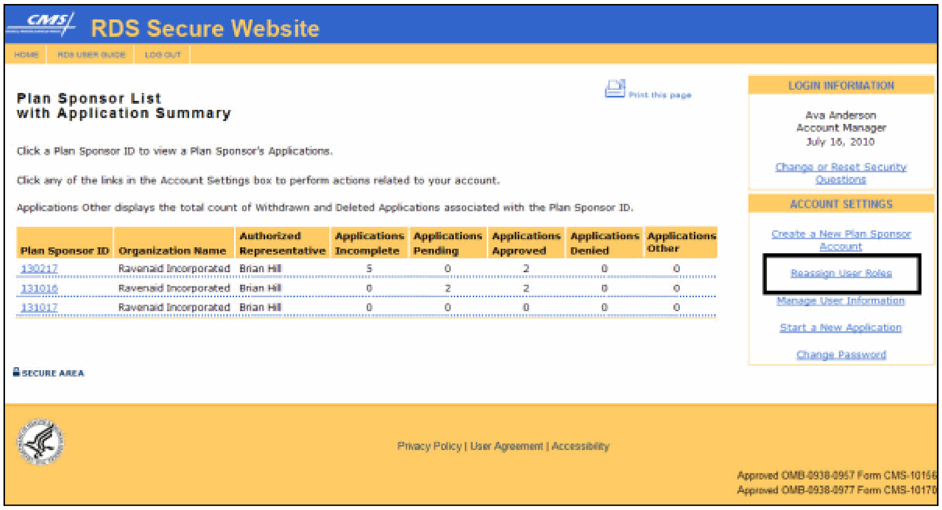
- An incorrect termination date can be cancelled and reassigned.
- An incorrect user role reassignment can be cancelled and reassigned.
- A future dated user role reassignment can be cancelled and reassigned.

Cancel A Pending User Role Reassignment

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access the RDS Secure Website.

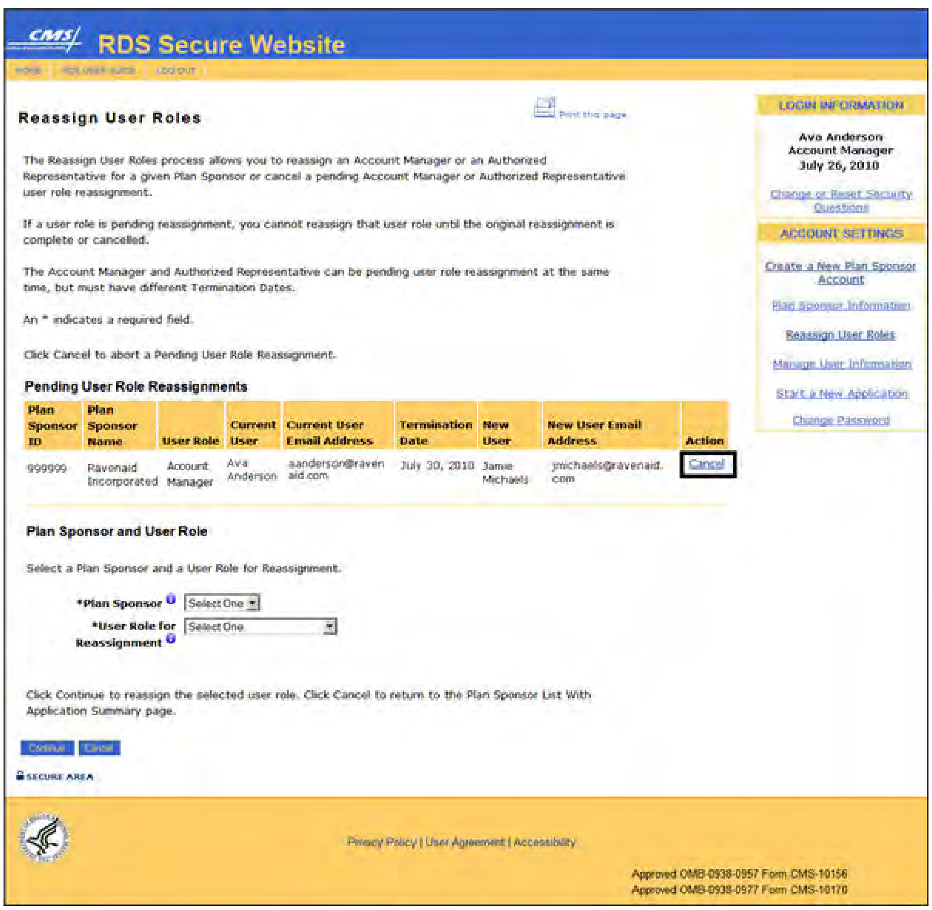
From the Plan Sponsor List With Application Summary page:

1. Click **Reassign User Roles** in the Account Settings box.



On the Reassign User Roles page:

2. Click **Cancel** in the Action column of the Pending User Role Reassignments table.



On the Cancel Pending User Role Reassignment Verification page:

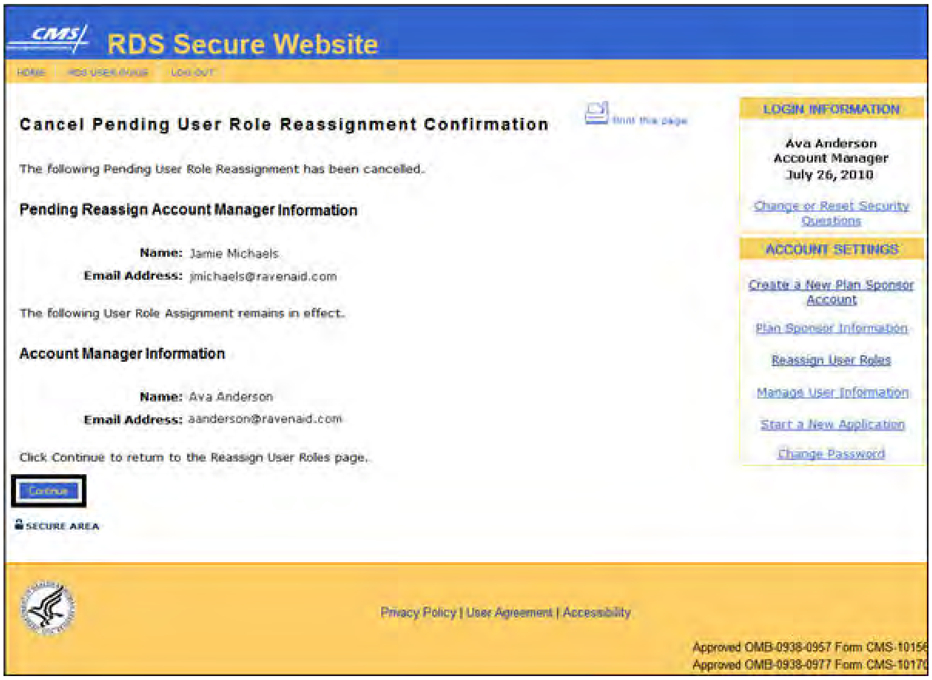
An * indicates a required field.

3. Review the Current and Pending user role information.
4. Enter Answers to Security Questions*.

5. Click **Confirm** to proceed or click **Cancel** to return to the Reassign User Roles page.

On the Cancel Pending User Role Reassignment Confirmation page:

6. Click **Continue** to return to the Reassign User Roles page.



Reassign A Bank Contact

For more information, go to: Changing Electronic Funds Transfer (EFT) Information On An Application After Submission.

Terminating Designees

For information on how to delete a Designee, go to: Designee Maintenance.

9 Managing Registered User Information

User Information That Can Be Changed

- First Name
- Middle Initial
- Last Name
- Company (Actuary only)
- Job Title
- Phone Number
- Fax Number
- Email Address
- Mailing Address
- Password
  - A Password can only be changed once in a 24-hour period.
- Security Questions and Answers
  - Security Questions can only be changed once in a 24-hour period.

User Information That Cannot Be Changed

- Login ID
- Date of Birth
- Social Security Number
- American Academy of Actuaries Membership Number

Actuary Name Changes

Actuary name changes must first be registered with the American Academy of Actuaries before being changed with the Centers for Medicare & Medicaid Services' (CMS') Retiree Drug Subsidy (RDS) Center. It may take one to two weeks for the RDS System to match the Academy's database.

If the Actuary has already attested to Benefit Options, the Plan Sponsor is not required to update the Actuary's information during the Plan Year.

Notification Of User Information Changes

When an RDS Secure Website user changes any of their personal information, that user, as well as the Account Manager or Authorized Representative of the associated Plan Sponsor account, receives an email notification that a change has been made.

The following table shows which user receives a notification email for each user role's information change.

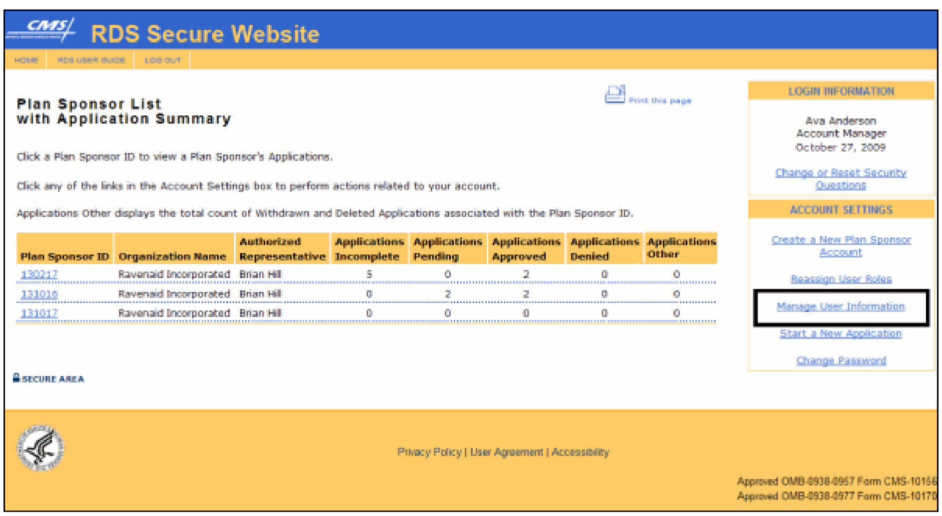
User Role for Which Personal Information is Changed	User Roles That Are Notified by Email
Authorized Representative	Account Manager, Authorized Representative
Account Manager	Account Manager, Authorized Representative
Designee	Account Manager, Designee
Actuary	Account Manager, Actuary

Manage User Information

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access The RDS Secure Website.

From the Plan Sponsor List With Application Summary page:

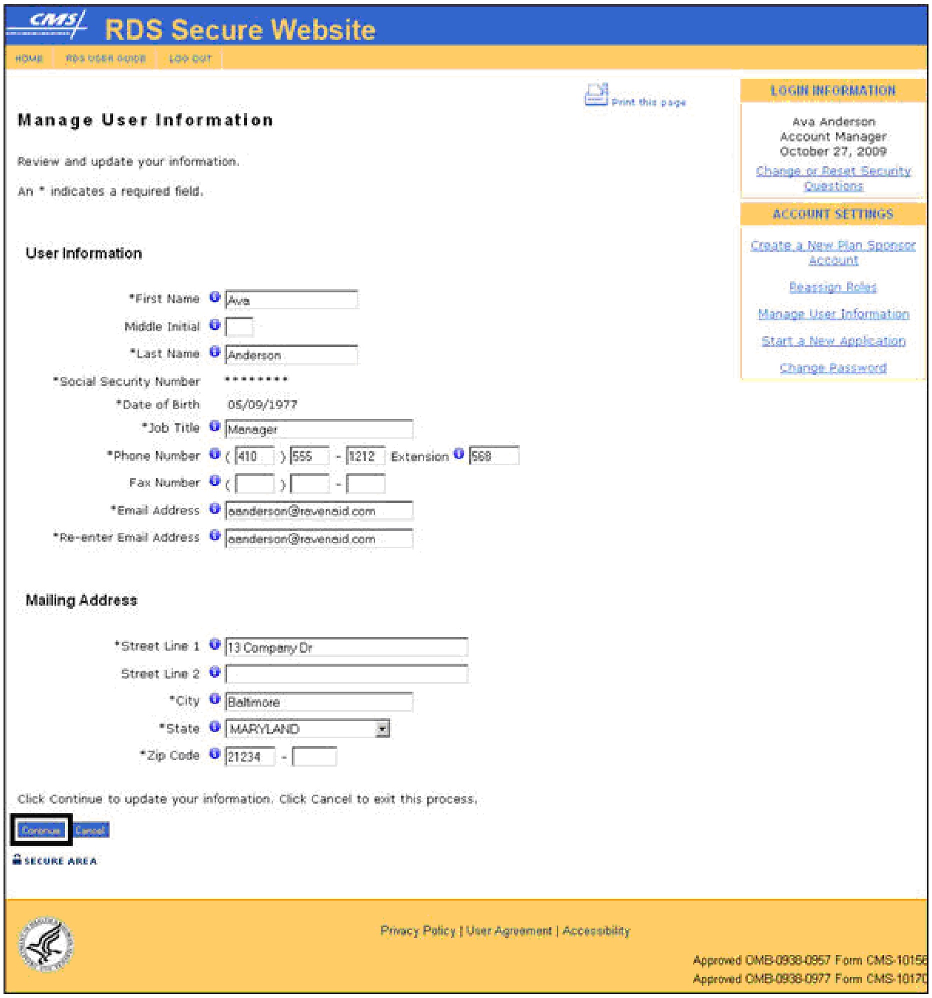
1. Click **Manage User Information** in the Account Settings box.



On the Manage User Information page:

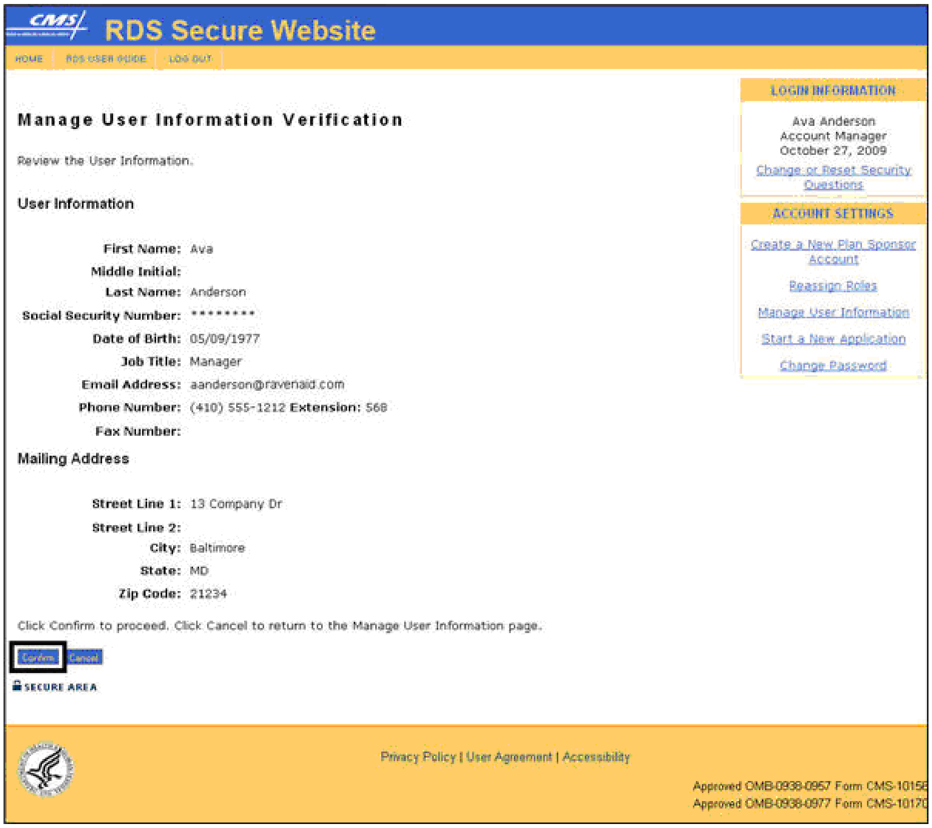
Information that cannot be changed will be displayed as view only. An * indicates a required field.

2. Enter the new User Information and Mailing Address*.
3. Click **Continue** to proceed or click **Cancel** to go to the Plan Sponsor List With Application Summary page.



On the Manage User Information Verification page:

4. Review the User Information.
5. If you changed your First Name or Last Name, enter Answers to your Security Questions to verify your name change.
6. Click **Confirm** to proceed or click **Cancel** to return to the Manage User Information page.



On the Manage User Information Confirmation page:

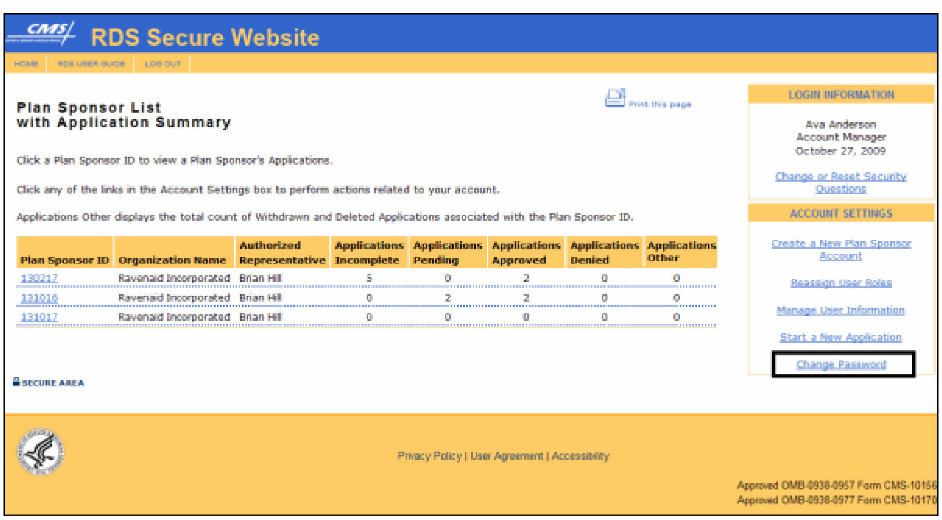
7. Print this page for your records.
8. Click **Continue** to return to the Plan Sponsor List With Application Summary page.

Change Password

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access The RDS Secure Website.

From the Plan Sponsor List With Application Summary page:

1. Click **Change Password** in the Account Settings box.



On the Change Password page:

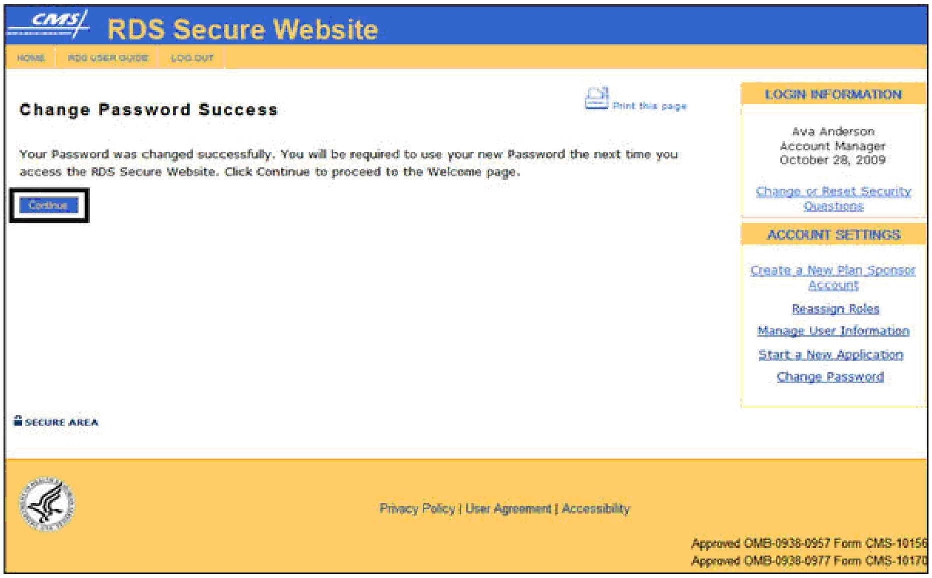
An * indicates a required field.

2. Enter your current Password*.
3. Enter a new Password based on the [Password Requirements]*.
4. Re-enter Password for verification*.
5. Click **Continue** to proceed or click **Cancel** to return to the Plan Sponsor List With Application Summary page.

On the Change Password Success page:

The change will be effective immediately.

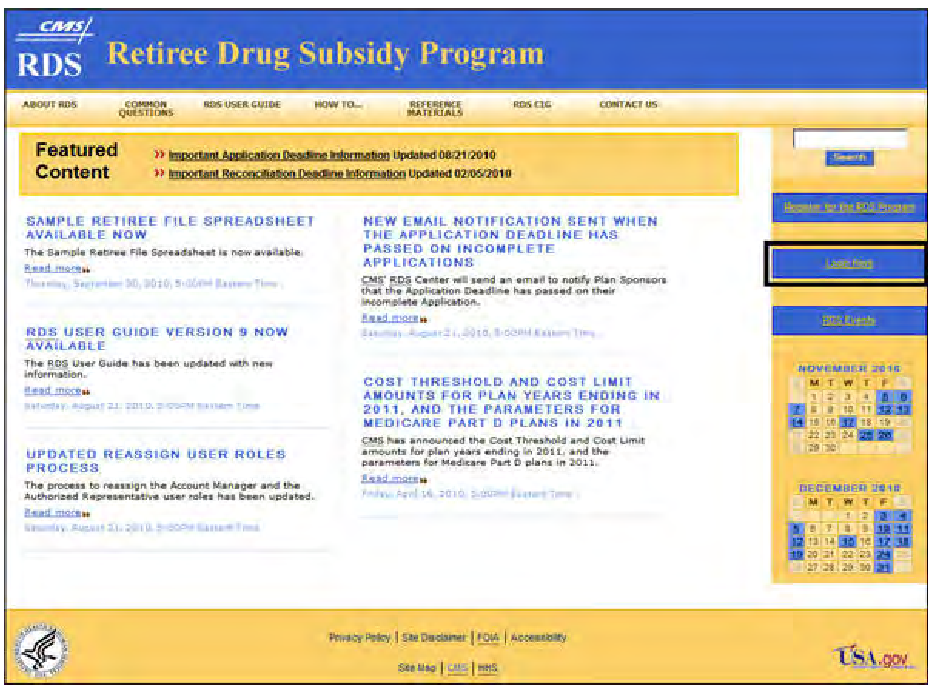
6. Click **Continue** to return to the Plan Sponsor List With Application Summary page.



Forgot Password

On the RDS Program Website home page (http://www.rds.cms.hhs.gov):

1. Click **Login Here**.



On the Login page:

2. Click **Forgot Password** to reset your Password.

On the Forgot Password page:

An * indicates a required field.

3. Enter your **Login ID***.
4. Enter your **Social Security Number***.
5. Click **Continue** to proceed or click **Cancel** to return to the RDS Program Website.

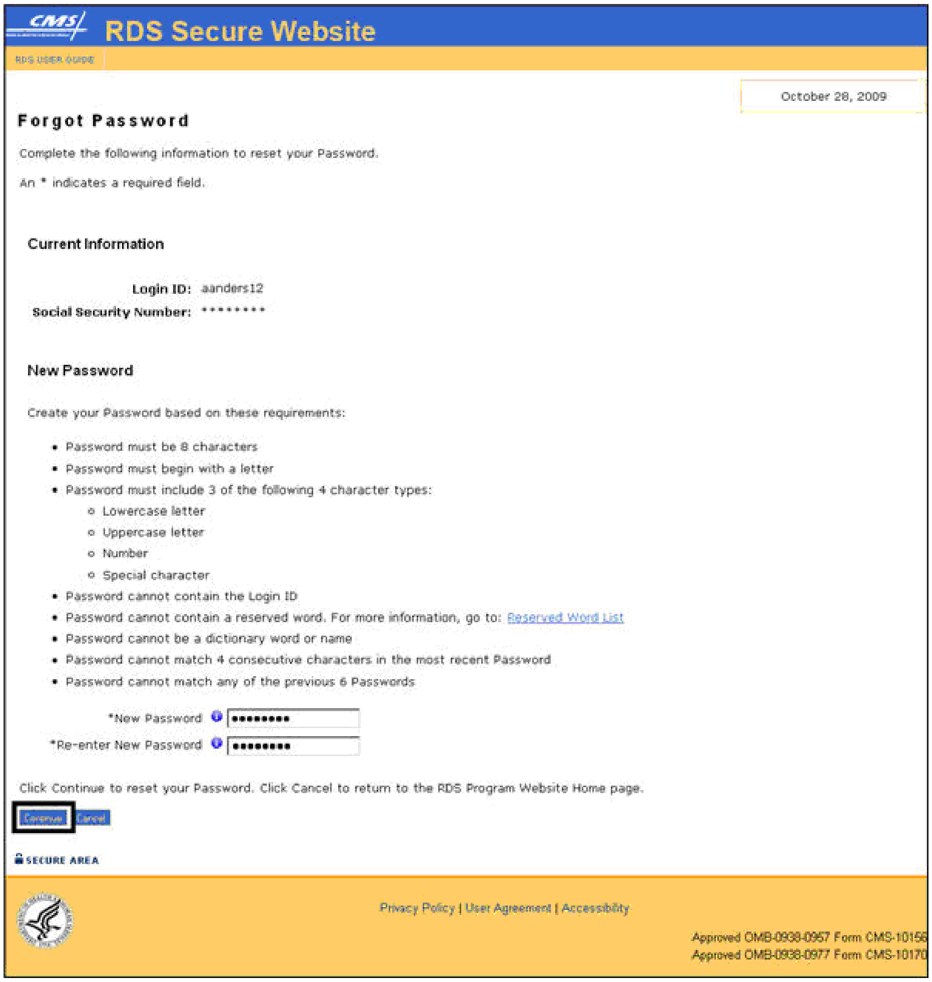
On the Forgot Password page:

An * indicates a required field.

6. Enter Answers to Security Questions*.
7. Click **Continue** to proceed or click **Cancel** to return to the RDS Program Website.

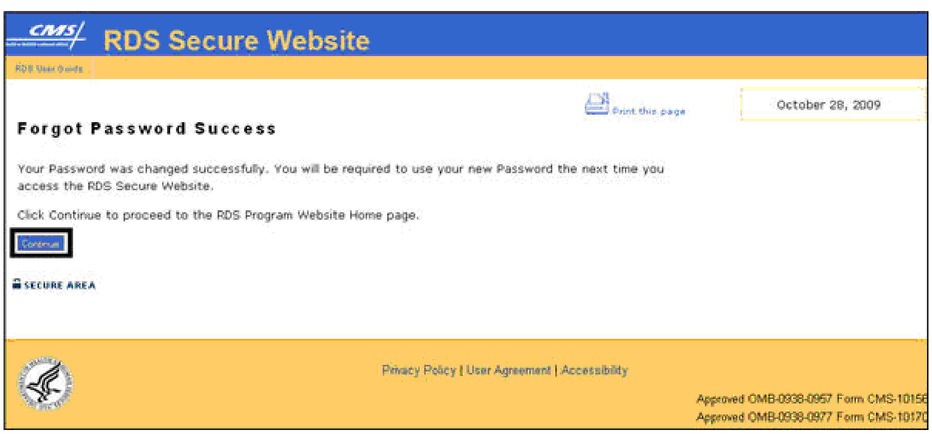
On the Forgot Password page:

8. Enter a new Password based on the Password Requirements*.
9. Re-enter the Password for verification*.
10. Click **Continue** to proceed or click **Cancel** to return to the RDS Program Website.



On the Forgot Password Success page:

11. Click **Continue** to return to the RDS Program Website.



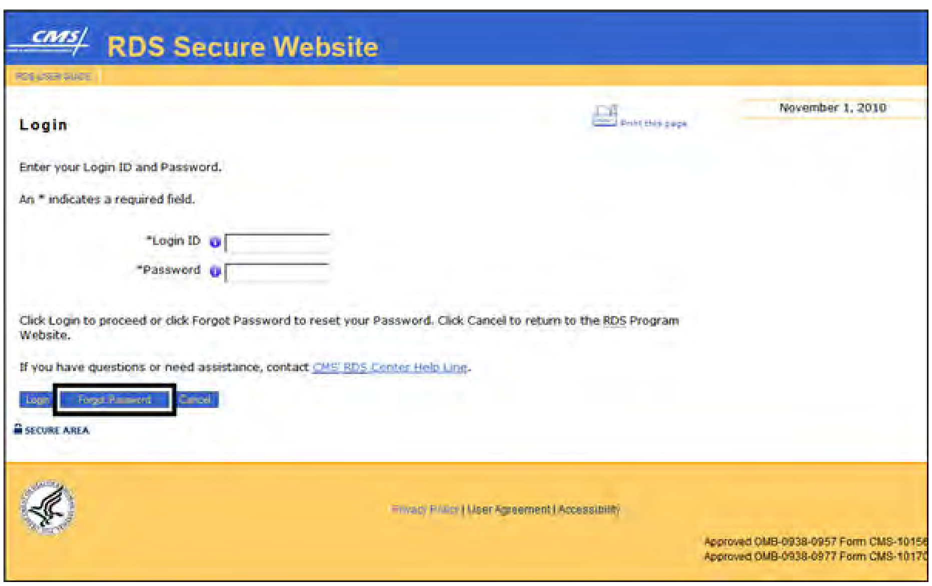
Change Password If Account Is Locked

On the RDS Program Website home page (http://www.rds.cms.hhs.gov):

1. Click **Login Here**.

On the Login page:

2. Click **Forgot Password** to reset your Password.



On the Forgot Password page:

An * indicates a required field.

3. Enter your **Login ID***.
4. Enter your **Social Security Number***.

5. Click **Continue** to proceed or click **Cancel** to return to the RDS Program Website.

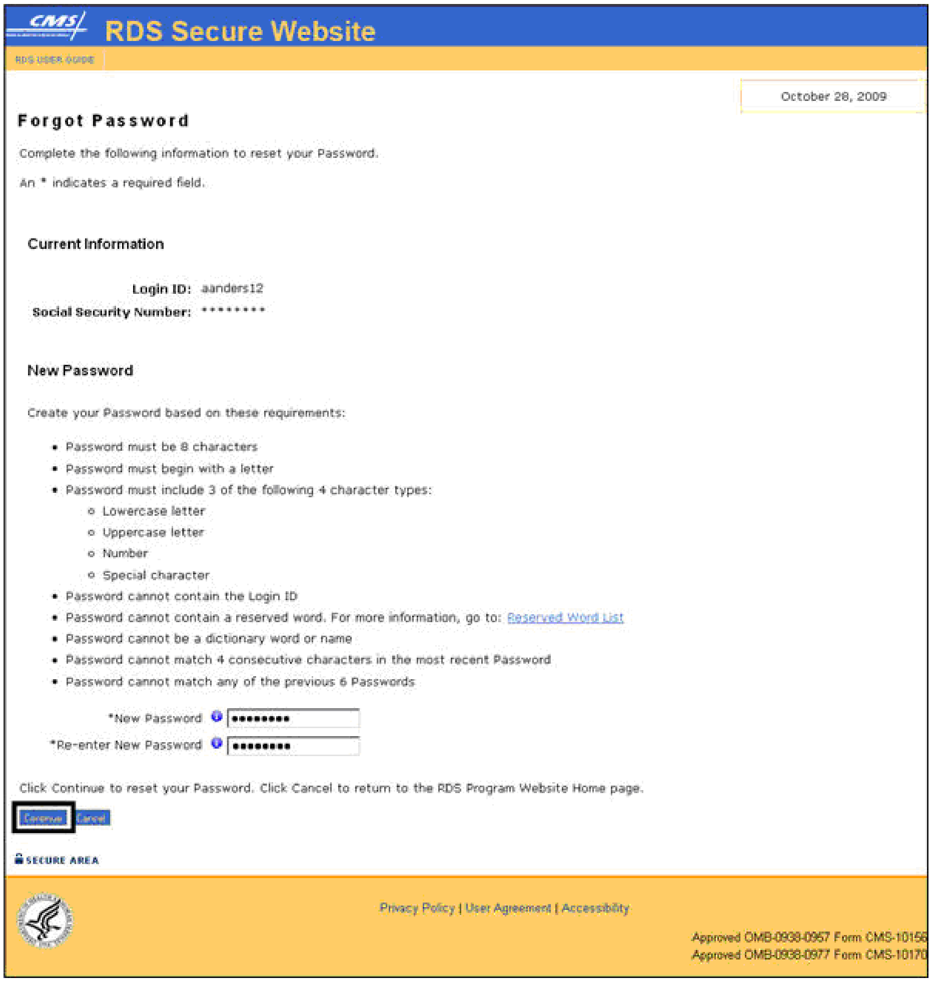
On the Forgot Password page:

An * indicates a required field.

6. Enter Answers to Security Questions*.
7. Click **Continue** to proceed or click **Cancel** to return to the RDS Program Website.

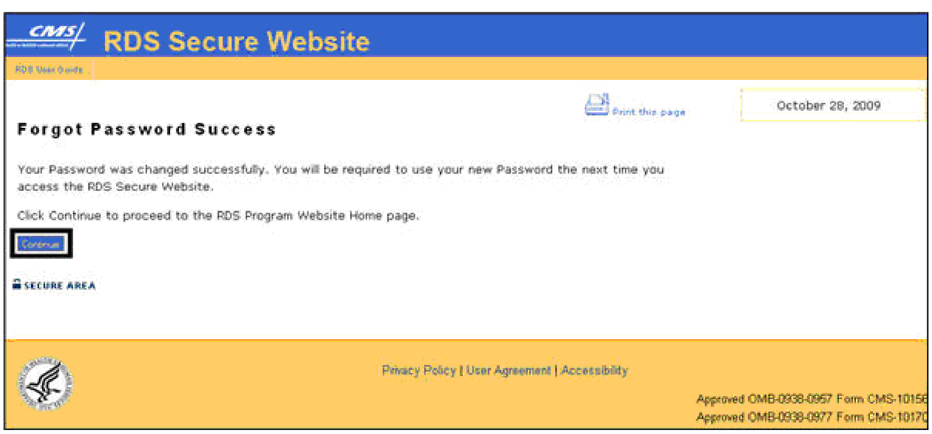
On the Forgot Password page:

8. Enter a new Password based on the Password Requirements*.
9. Re-enter the Password for verification*.
10. Click **Continue** to proceed or click **Cancel** to return to the RDS Program Website.



On the Forgot Password Success page:

11. Click **Continue** to return to the RDS Program Website.

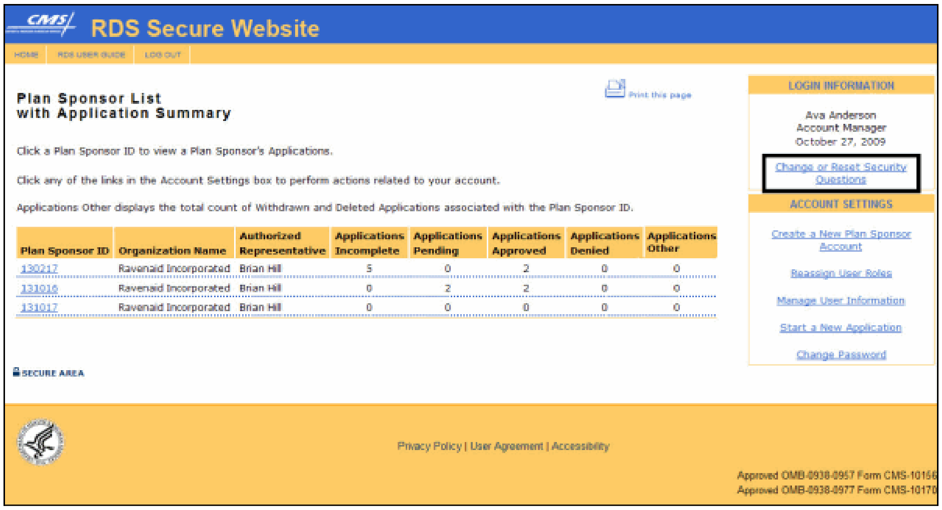


Change Or Reset Security Questions

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access The RDS Secure Website.

From the Plan Sponsor List With Application Summary page:

1. Click **Change or Reset Security Questions** in the Login Information box.



On the Change or Reset Security Questions page:

An * indicates a required field.

2. Select Security Questions and enter Answers*.
3. Enter Social Security Number*.
4. Enter Date of Birth*.
5. Click **Confirm** to proceed or click **Cancel** to return to the Plan Sponsor List With Application Summary page.

On the Change or Reset Security Questions Confirmation page:

6. Click **Continue** to proceed.


RDS Secure Website
Change or Reset Security Questions Confirmation
Your Security Questions have been changed.
Security Question 1: What is your favorite sport?
Answer 1: ********
Security Question 2: What is your favorite color?
Answer 2: ********
Click Continue to proceed.
Ava Anderson
Account Manager
October 28, 2009
ACCOUNT SETTINGS

10 Changing Registered Plan Sponsor Information

Plan Sponsor Information That Can Be Changed

- Phone Number
- Fax Number
- Organization Type
- Address
- Website

Plan Sponsor Information That Cannot Be Changed

- Employer Identification Number
- Organization Name

Note: Contact CMS' RDS Center Help Line for assistance if the Plan Sponsor's Employer Identification Number or Organization Name must be changed.

Who Can Change Registered Plan Sponsor Information

The Account Manager is the only RDS Secure Website user that has the authority to change Plan Sponsor information.

Notification Of Plan Sponsor Information Changes

When the Account Manager changes any of the Plan Sponsor information, the Account Manager and the Authorized Representative will receive an email notification of all changes made.

Change Registered Plan Sponsor Information

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access The RDS Secure Website.

From the Application List page:

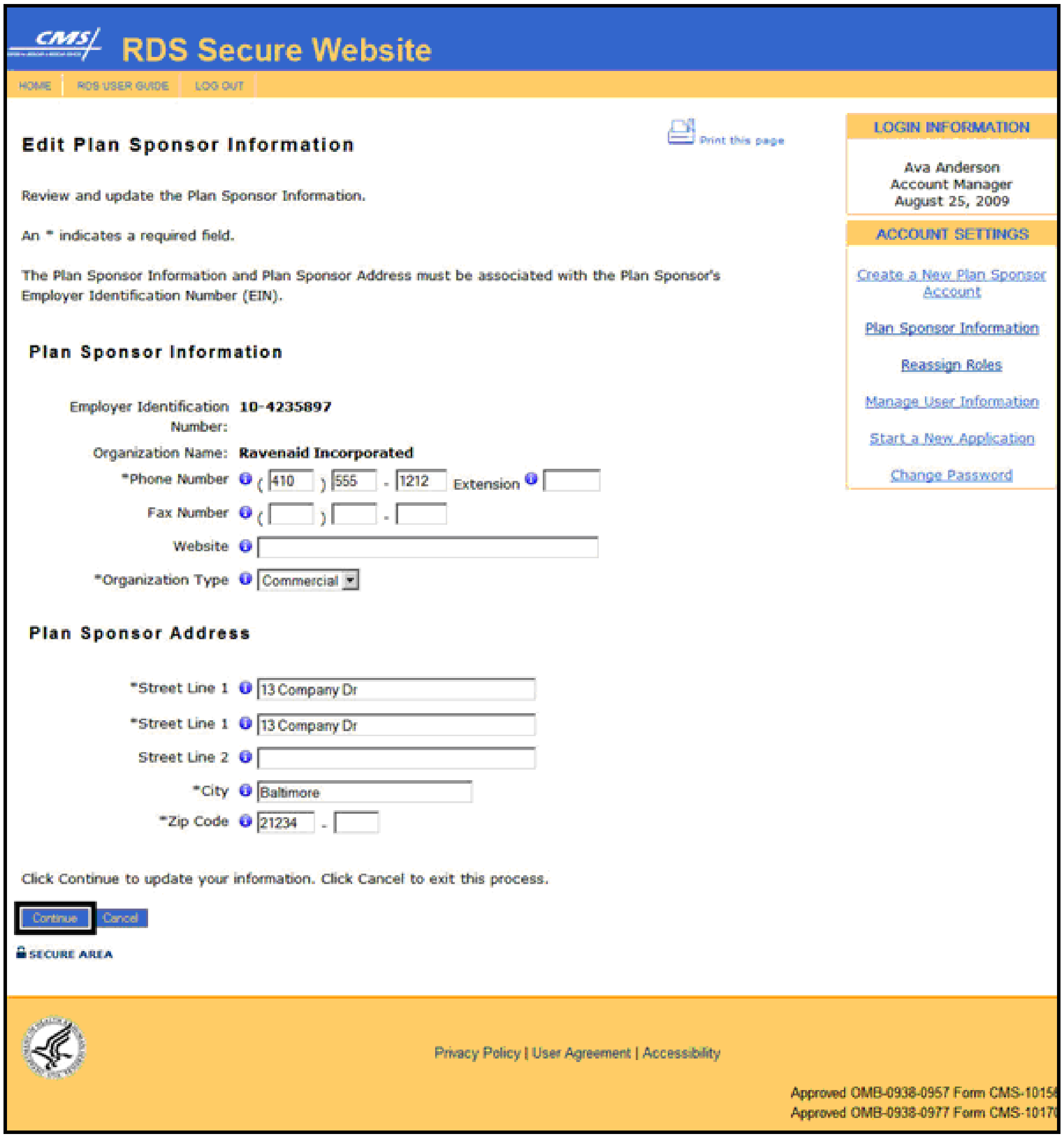
1. Select the **Plan Sponsor Information** link in the Account Settings box.


RDS Secure Website
HOME
RDS USER GUIDE
LOG OUT
Application List
Print this page
LOGIN INFORMATION
Ava Anderson
Account Manager
August 25, 2009
ACCOUNT SETTINGS
Create a New Plan Sponsor Account
Plan Sponsor Information
Reassign Roles
Manage User Information
Start a New Application
Change Password
Plan Sponsor: Ravenaid Incorporated
Authorized Representative: Brian Hill
Authorized Representative Verification Status: Incomplete
Authorized Representative Verification Status Effective Date:
Account Manager: Ava Anderson
Click an Application ID to view the Application Status page or select an Action and click Go.
Click any of the links in the Account Settings box to perform actions related to your account.
Application List
Application ID
Plan Name
Application Status
Plan Start and End Dates
Payment Setup Status
Total Paid To Date
Number of Payment Requests
Actions
42980
Gold Plan
Incomplete
Jan 01,2010 - Dec 31,2010
Not Applicable
$0.00
0
Select One
SECURE AREA
Privacy Policy | User Agreement | Accessibility
Approved OMB-0938-0957 Form CMS-1015
Approved OMB-0938-0977 Form CMS-1017

On the Edit Plan Sponsor Information page:

Information that cannot be changed is displayed as view only. An * indicates a required field.

2. Enter the new information.
3. Select **Continue** to proceed or select **Cancel** to return to the Application List page.



On the Plan Sponsor Information Verification page:

4. Review the Plan Sponsor Information.
5. Select **Confirm** to proceed or select **Cancel** to return to the Edit Plan Sponsor Information page.

On the Plan Sponsor Information Confirmation page:

6. Select **Continue** to return to the Application List page.

11 Appealing An Initial Determination Using The RDS Secure Website

Introduction To Appeals

RDS Plan Sponsors have the right to appeal various types of RDS Program determinations in accordance with Federal regulations at 42 C.F.R. §423.890. An appeal can take the form of either a Reconsideration or a Reopening. This document only provides instructions for Reconsiderations requested using the RDS Secure Website. For more information about Reopenings, reference: Federal regulations at 42 C.F.R. §423.890.

Appealable Initial Determinations

An initial determination is a decision made by CMS' RDS Center in response to information that the Plan Sponsor submitted. If a Plan Sponsor disagrees with the initial determination made by CMS' RDS Center, it can request a Reconsideration. The following are the two types of initial determinations for which a Plan Sponsor may request a Reconsideration using the RDS Secure Website.

Did not meet the Application Deadline:

For detailed information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

Reconciliation Final Payment:

The Plan Sponsor does not agree with the Reconciliation or Final Payment Determination made after Reconciliation *Step 12: Review and Submit Reconciliation Payment Request* is completed.

Three Levels Of Reconsideration-Related Appeals

- First level: Reconsideration
- Second level: Informal Hearing
- Third level: Administrator Review

The second and third level of Reconsideration-related Appeals are not requested by using the RDS Secure Website. Plan Sponsors receive instructions regarding how to request additional level of Appeals once a first level Appeal decision is made by CMS' RDS Center.

Appeal User Roles

The Account Manager, Authorized Representative, and Designee with Submit Appeal privilege:

- May request a Reconsideration through the RDS Secure Website.
- May withdraw or check the status of an Appeal through the RDS Secure Website.
- Will receive email notification regarding activity, decisions, and any next steps required.

First Level: Reconsideration

A Reconsideration may be requested through the RDS Secure Website when the Plan Sponsor disagrees with the initial determination made by CMS' RDS Center.

A Reconsideration must be requested within 15 calendar days from the "sent" date of the email notice from CMS' RDS Center that indicates the initial determination. All timely submitted Reconsideration requests are reviewed by CMS' RDS Center.

Please consider the following when submitting a request for a Reconsideration using the RDS Secure Website:

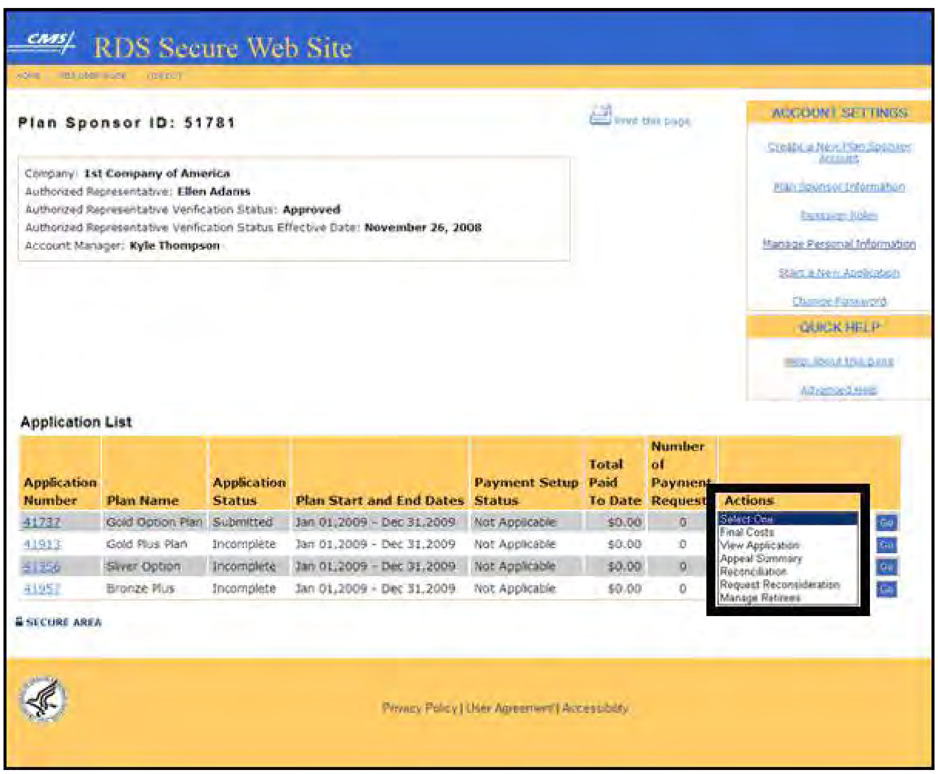
- A Reconsideration request must be made for each initial determination you wish to appeal.
- The request for a Reconsideration must specify the findings or issues with which the Plan Sponsor disagrees and the reasons for the disagreements.
- The request for a Reconsideration may include additional documentary evidence the Plan Sponsor wishes CMS' RDS Center to consider. For more information about submitting additional documentary evidence, go to: Include Additional Documentary Evidence.

Submit A Request For Reconsideration

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

On the Application List page:

1. Find the Application for which you want to request a Reconsideration.
2. Select **Request Reconsideration** from the Actions dropdown.
3. Click **Go**.

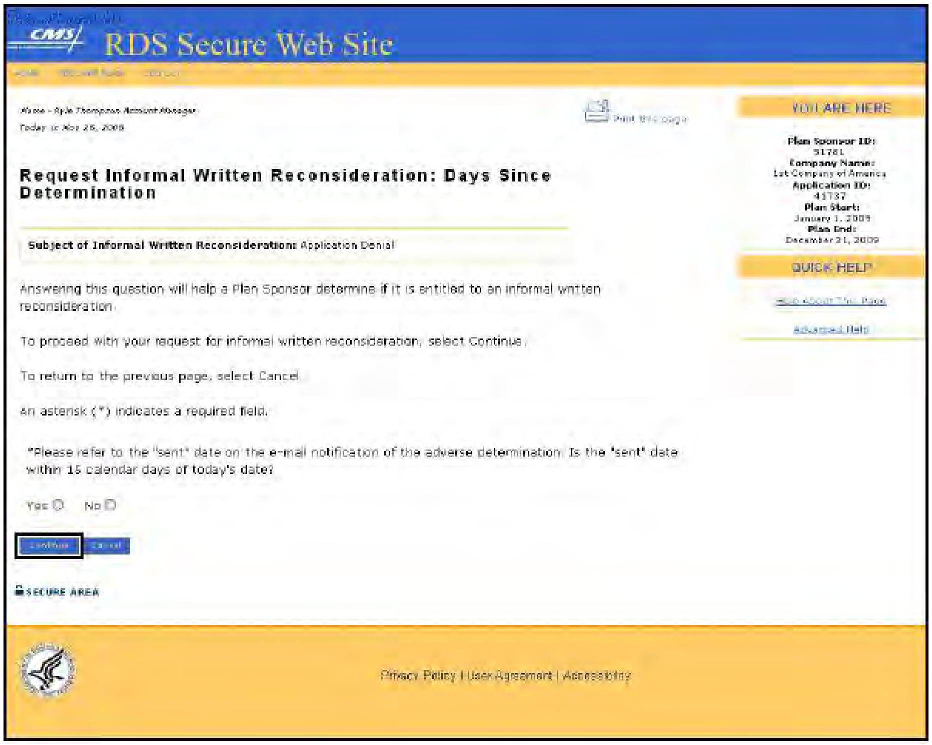


On the Request Informal Written Reconsideration: Select Determination page:

4. Select the type of adverse determination you would like to Appeal and click **Continue**. Click **Cancel** to return to the Application List page.

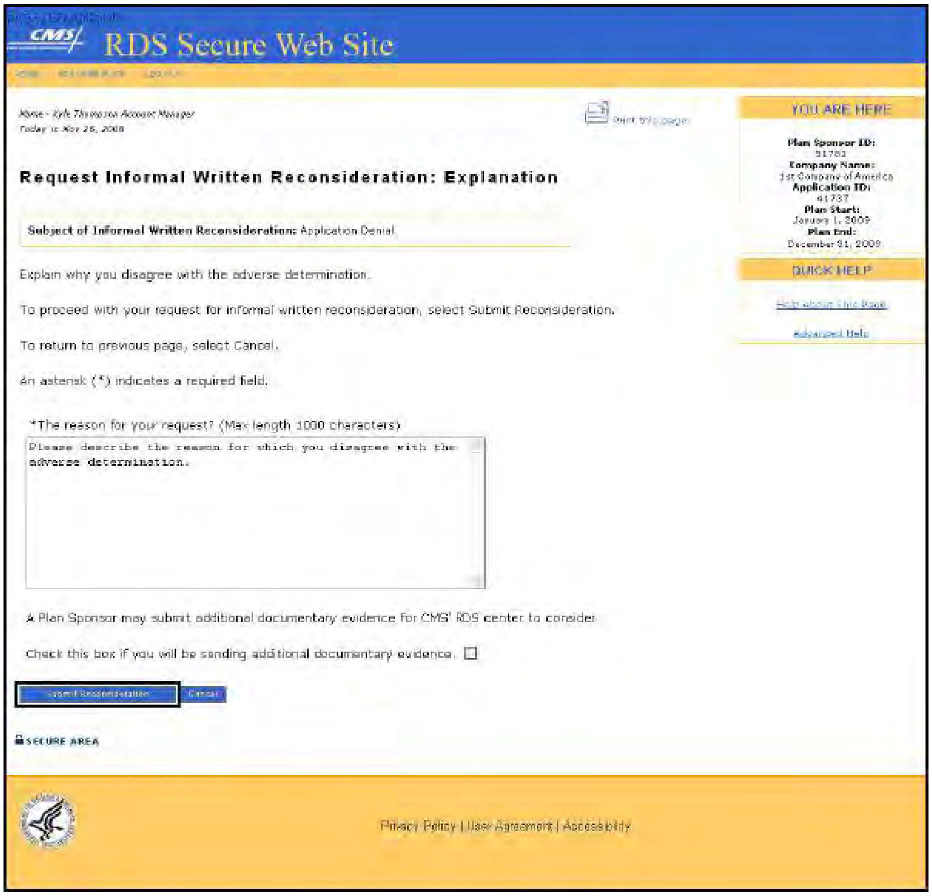
On the Request Informal Written Reconsideration: Days Since Determination page:

5. Refer to the "sent" date on the email notice of the adverse determination. Is the "sent" date within 15 calendar days of today's date? Click **Yes** if the "sent" date is within 15 calendar days of today's date. Click **No** if the "sent" date is not within 15 calendar days of today's date. You cannot submit a request for Reconsideration unless this condition is met.
6. Click **Continue** to proceed or click **Cancel** to return to the Request Informal Written Reconsideration: Select Determination page.



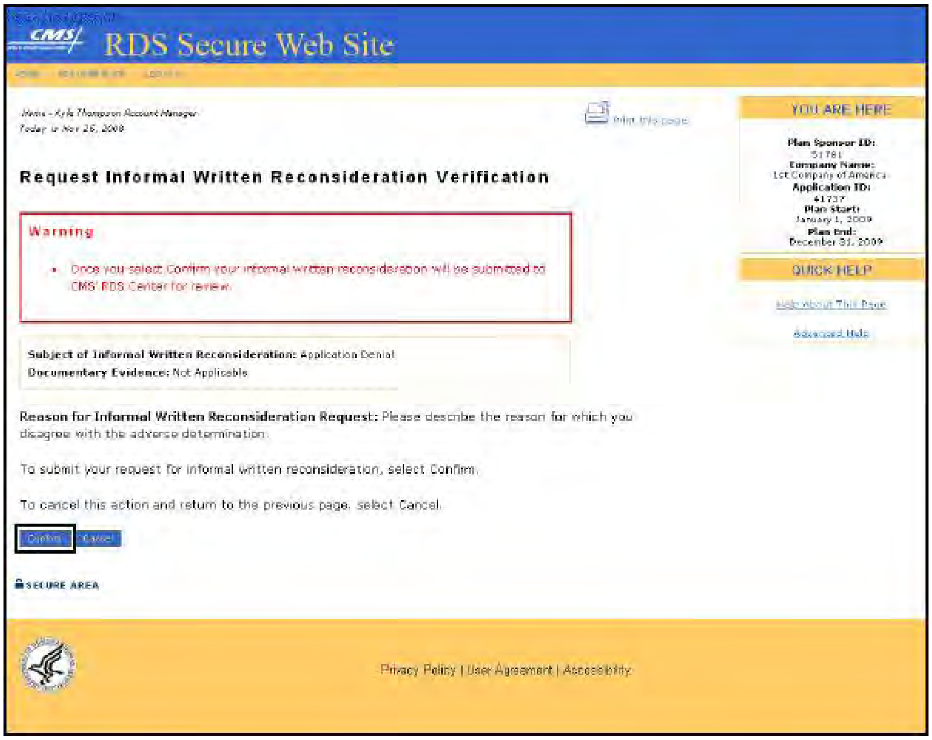
On the Request Informal Written Reconsideration: Explanation page:

7. In the text box provided, enter the findings or issues about the initial determination with which you disagree, and the reason for the disagreements.
8. Click the checkbox if you intend to send additional documentary evidence to CMS' RDS Center.
9. Click **Submit Reconsideration** to submit the appeal for processing or click **Cancel** to return to the Request Informal Written Reconsideration: Days Since Determination page.



On the Request Informal Written Reconsideration Verification page:

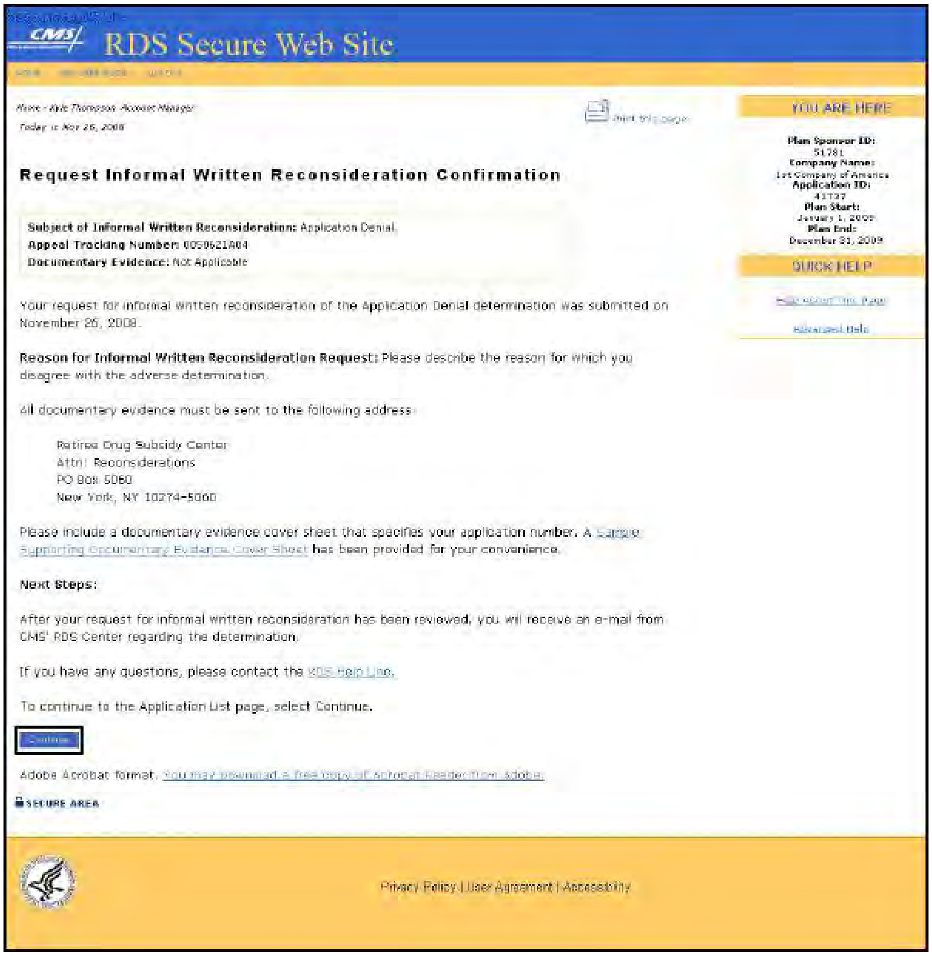
10. Click **Confirm** to submit your request for Reconsideration or click **Cancel** to return to the previous page.



On the Request Informal Written Reconsideration Confirmation page:

A Plan Sponsor may also submit additional documentary evidence for CMS' RDS Center to consider while reviewing the Reconsideration request.

11. If you wish to submit additional documentary evidence, click Sample Supporting Documentary Evidence Cover Sheet (pdf, 20.5kb) to download the cover sheet. The cover sheet opens in a new window. This new window will not affect your ability to work on your Application in the RDS Secure Website.
12. Close the Sample Supporting Documentary Evidence Cover Sheet (pdf, 20.5kb) page to return to the Request Informal Written Reconsideration Confirmation page.
13. Click **Continue** to return to the Application List page.



RDS Secure Web Site

Home - Kyle Thompson Account Manager

Today is Nov 26, 2008

Print this page

Request Informal Written Reconsideration Confirmation

Subject of Informal Written Reconsideration: Application Denial
Appeal Tracking Number: 0059621A04
Documentary Evidence: Not Applicable

Your request for informal written reconsideration of the Application Denial determination was submitted on November 26, 2008.

Reason for Informal Written Reconsideration Request: Please describe the reason for which you disagree with the adverse determination.

All documentary evidence must be sent to the following address:

Retiree Drug Subsidy Center
Attn: Reconsiderations
PO Box 5060
New York, NY 10274-5060

Please include a documentary evidence cover sheet that specifies your application number. A Sample Supporting Documentary Evidence Cover Sheet has been provided for your convenience.

Next Steps:

After your request for informal written reconsideration has been reviewed, you will receive an e-mail from CMS' RDS Center regarding the determination.

If you have any questions, please contact the RDS Help Line.

To continue to the Application List page, select Continue.

Continue

Adobe Acrobat format. You may download a free copy of Acrobat Reader from Adobe.

SECURE AREA

YOU ARE HERE

Plan Sponsor ID: 51781
Company Name: 1st Company of America
Application ID: 41727
Plan Start: January 1, 2009
Plan End: December 31, 2009

QUICK HELP

Help About This Page

Advanced Help

Privacy Policy | User Agreement | Accessibility

Include Additional Documentary Evidence

If you wish to submit additional documentary evidence for CMS' RDS Center to consider while reviewing the Reconsideration request:

Please include a Documentary Evidence Cover Sheet that specifies your Application Number. A Sample Supporting Documentary Evidence Cover Sheet (pdf, 20.5kb) has been provided for your reference.

Submit the Documentary Evidence along with the completed cover sheet to:

Retiree Drug Subsidy Center
Attn: Reconsiderations
P.O. Box 5060
New York, N.Y. 10274-5060

The Account Manager, Authorized Representative, and Designee with Appeal privilege will receive an acknowledgement email from CMS' RDS Center following the receipt of Additional Documentary Evidence.

When sending any information by email to CMS' RDS Center, do not include attachments more than 25mb in size. For more information about contacting CMS' RDS Center, go to: Communicating with CMS' RDS Center.

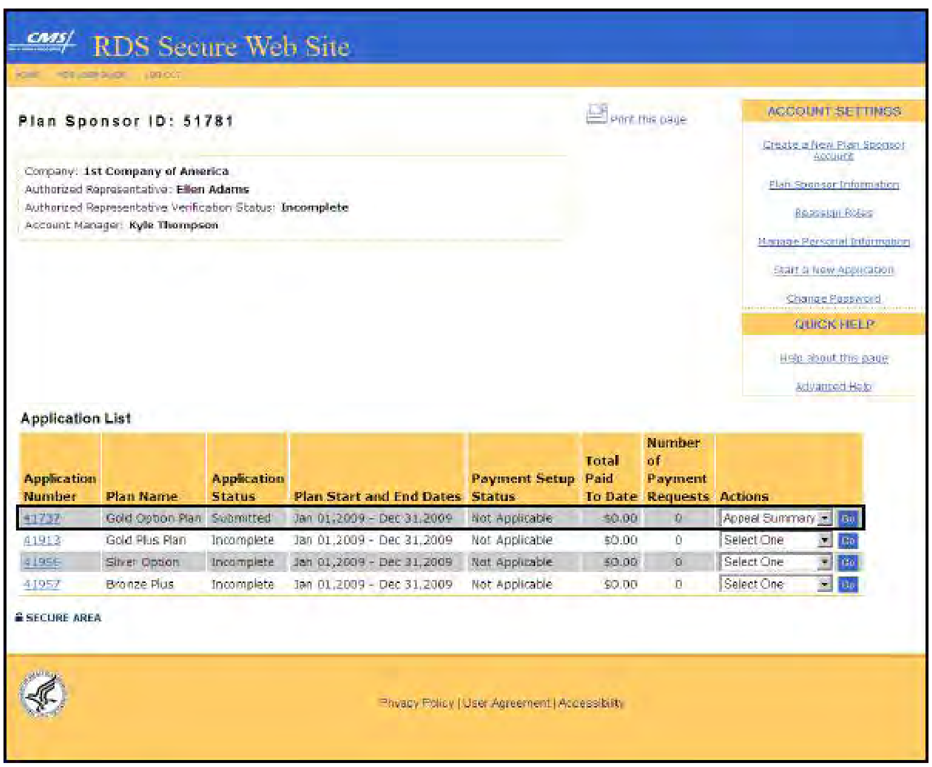
View The Appeal Summary

The Appeal Summary page indicates the status of the Reconsideration request.

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

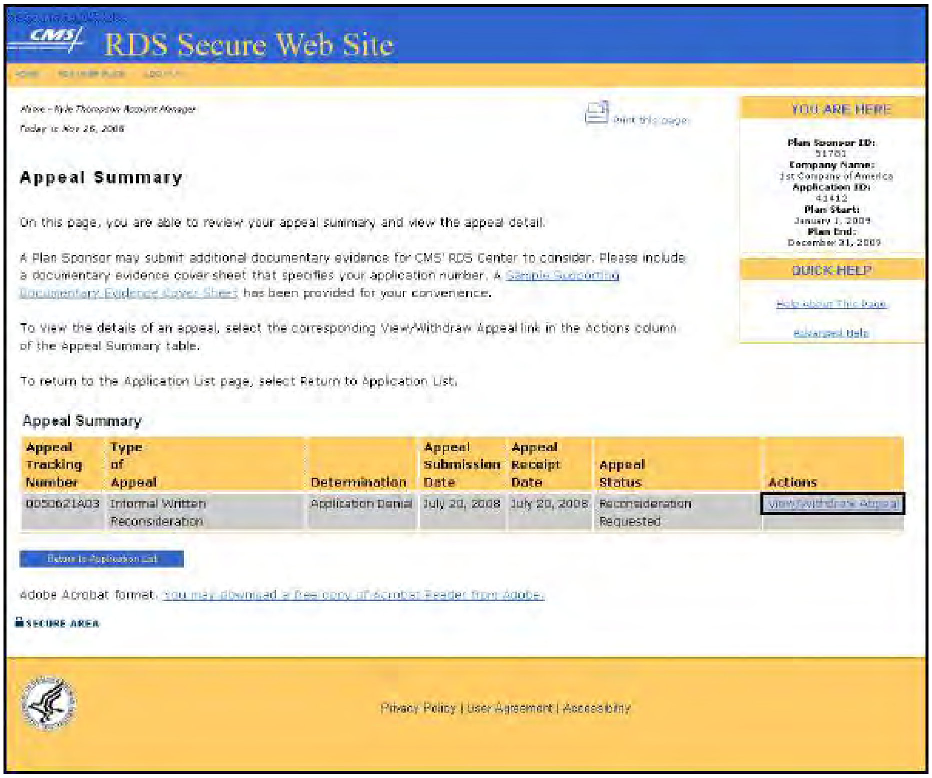
On the Application List page:

1. Find the Application for the Appeal Summary you wish to view.
2. Select **Appeal Summary** from the **Actions** dropdown.
3. Click **Go**.



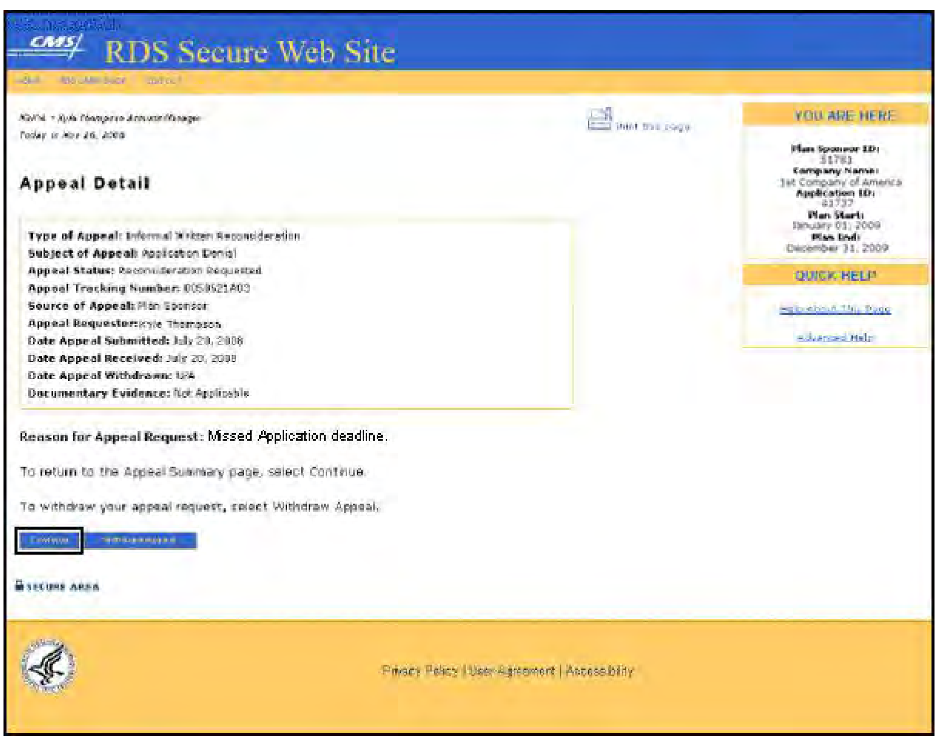
On the Appeal Summary page:

4. Find the Appeal you wish to view and click **View/Withdraw Appeal** from the **Actions** column.



On the Appeal Detail page:

5. Review the Appeal.
6. Click **Continue** to return to the Appeal Summary page.



Appeal-Related Application Statuses

The following table displays information about Appeal-related Application statuses.

Status	Description	Action
Reconsideration Requested	CMS' RDS Center has received a Plan Sponsor's request for Reconsideration.	If a Plan Sponsor wishes to submit additional documentary evidence for CMS' RDS Center to consider, they should submit such documentation immediately.
Appeal Under Review	CMS' RDS Center is currently reviewing the Plan Sponsor's request for Reconsideration.	If the Plan Sponsor wishes to submit additional documentary evidence for consideration, they should contact CMS' RDS Center Help Line immediately to ensure that this additional documentary evidence is received and reviewed before the Reconsideration decision is made.
Approved	CMS' RDS Center has reviewed the Plan Sponsor's request for Reconsideration and reversed the adverse initial determination.	If further action is required on behalf of the Plan Sponsor, the Plan Sponsor will be notified by CMS' RDS Center.
Denied	CMS' RDS Center has reviewed the Plan Sponsor's request for Reconsideration and upheld the initial determination.	A Plan Sponsor dissatisfied with CMS' RDS Center Reconsideration decision is entitled to an Informal Hearing.
Invalid	The request for Reconsideration was not submitted within 15 calendar days from the "sent" date of the email notice from CMS' RDS Center that indicates the initial determination.	The request for Reconsideration was not timely submitted and therefore will not be reviewed by CMS' RDS Center.
Pending	The request for Reconsideration has been received by CMS' RDS Center and has been placed in this status while another request by the Plan Sponsor is in "Appeal Under Review" status.	A decision has not been made. If a Plan Sponsor wishes to submit additional documentary evidence for CMS' RDS Center to consider, they should submit such documentation immediately. Please include a Documentary Evidence cover sheet that specifies your Application Number.

Status	Description	Action
Withdrawn	The Plan Sponsor has withdrawn the request for Reconsideration through the RDS Secure Website before CMS' RDS Center made a decision.	No decision will be made by CMS' RDS Center on requests for Reconsiderations that a Plan Sponsor has withdrawn.

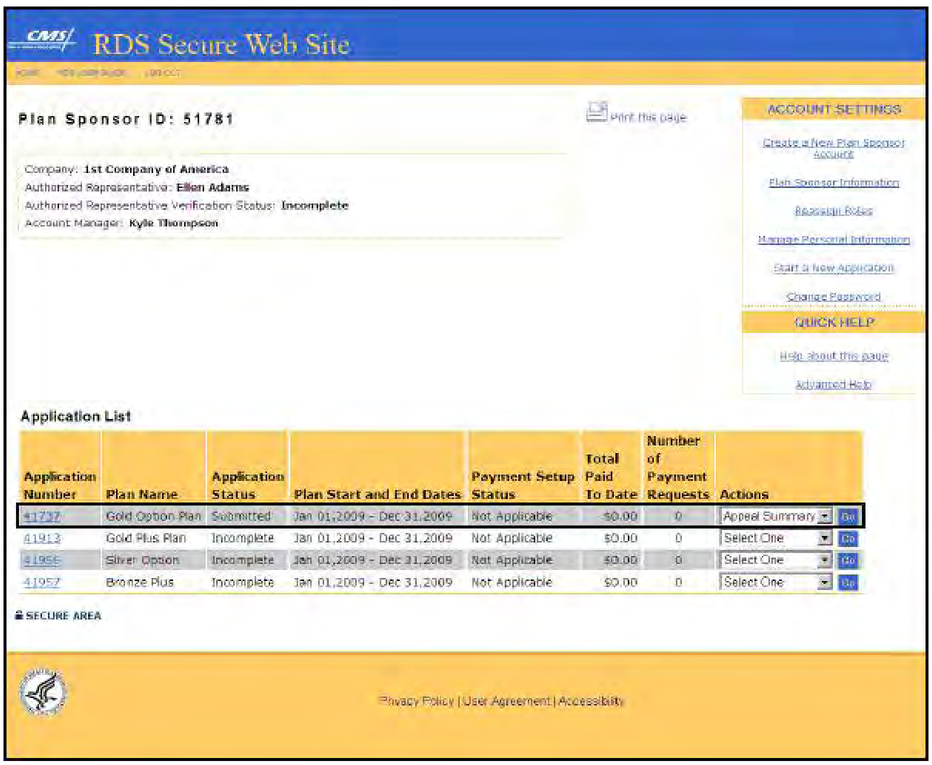
Withdraw An Appeal

The Plan Sponsor may withdraw an Appeal through the RDS Secure Website.

To access the RDS Secure Website, and navigate to the Application List page, go to: Appendix A: Access the RDS Secure Website.

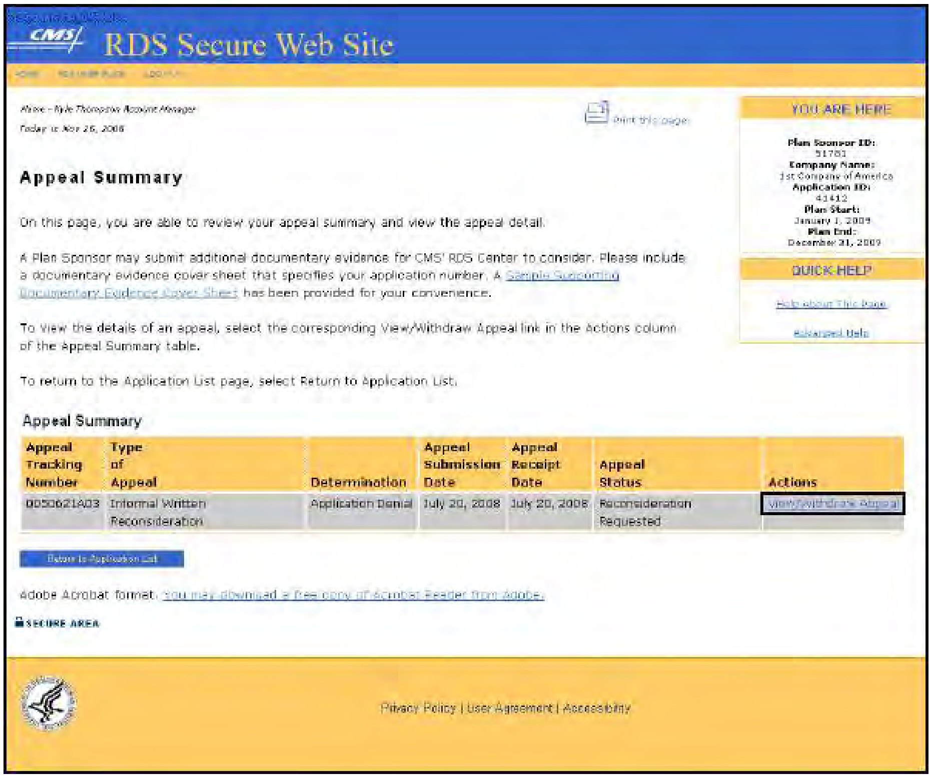
On the Application List page:

1. Find the Application for the Appeal Summary you wish to view.
2. Select **Appeal Summary** from the **Actions** dropdown.
3. Click **Go**.



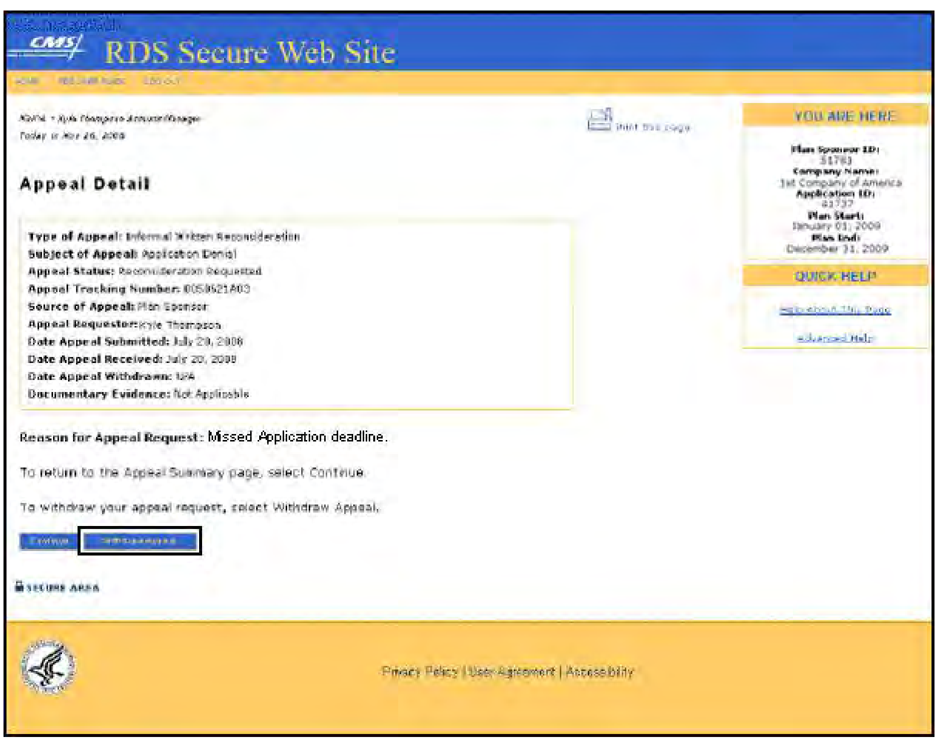
On the Appeal Summary page:

4. Find the Appeal you wish to view and click **View/Withdraw Appeal** from the **Actions** column.



On the Appeal Detail page:

5. Click **Withdraw Appeal**.

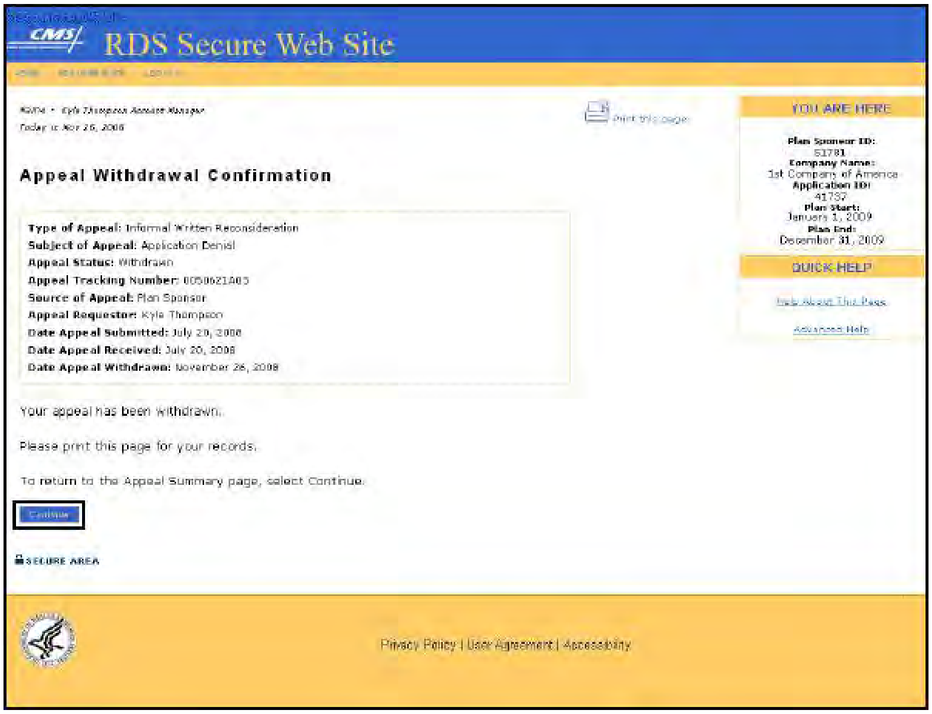


On the Appeal Withdrawal Verification page:

6. Click **Confirm** to withdraw the Appeal or click **Cancel** to return to the Appeal Detail page.

On the Appeal Withdrawal Confirmation page:

7. Click **Continue** to return to the Appeal Summary page.


RDS Secure Web Site
YOU ARE HERE
Plan Sponsor ID:
51781
Company Name:
1st Company of America
Application ID:
41737
Plan Start:
January 1, 2009
Plan End:
December 31, 2009
QUICK HELP
Help About This Page
Advanced Help
Print this page
Today is Nov 26, 2008
Appeal Withdrawal Confirmation
Type of Appeal: Informal Written Reconsideration
Subject of Appeal: Application Denial
Appeal Status: Withdrawn
Appeal Tracking Number: 0050621A03
Source of Appeal: Plan Sponsor
Appeal Requestor: Kyle Thompson
Date Appeal Submitted: July 20, 2008
Date Appeal Received: July 20, 2008
Date Appeal Withdrawn: November 26, 2008
Your appeal has been withdrawn.
Please print this page for your records.
To return to the Appeal Summary page, select Continue.
Continue
SECURE AREA
Privacy Policy | User Agreement | Accessibility

12 Attest Actuarial Equivalence

Two-part Actuarial Equivalence Test

CMS' RDS Center requires a qualified Actuary to complete a two-part Actuarial Equivalence Test before an Application can be submitted. The two-part Actuarial Equivalence Test includes a Gross Value Test and a Net Value Test. The Gross Value Test confirms that the total value of benefits provided to Medicare Part D eligible individuals under the Plan Sponsor's plan is at least as generous as what they could receive under standard Medicare Part D coverage. The Net Value Test takes into account the extent of the employer financing of the drug coverage so that the net value of the employer plan to those individuals is at least equal to the net value of what they would receive under standard Medicare Part D coverage.

The Actuary determines if multiple Benefit Options will be combined to pass the Actuarial Equivalence Net Test. If Benefit Options are combined, the Actuary will attest to the gross value of each Benefit Option and to the net value of the combined Benefit Options. If Benefit Options are not combined, the Actuary will attest to both the gross and net values of each Benefit Option. For purposes of the actuarial equivalence net test, only benefit options listed within a single application may be combined.

Actuaries Assigned To Benefit Options On An Application

- One Actuary may be assigned to an Application to attest all of the Benefit Options.
- Multiple Actuaries may be assigned to an Application to attest individual Benefit Options.
- A single Benefit Option may not be attested by more than one Actuary.

Attestation Method

The Actuary is required to select one Attestation Method for the Net Value test:

- Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d).
- Two or more Benefit Options have been combined to meet the Net Value test as set forth at 42 C.F.R. §423.884(d), and each option not so combined individually meets the Net Value test as set forth in 42 C.F.R. 884(d).

If more than one Actuary is assigned to the Benefit Options on an Application and Benefit Options are being combined to satisfy the Net Value Test, each Actuary assigned to that Application needs to answer that they are combining Benefit Options to satisfy the Net Value Test.

Timing of Attestation

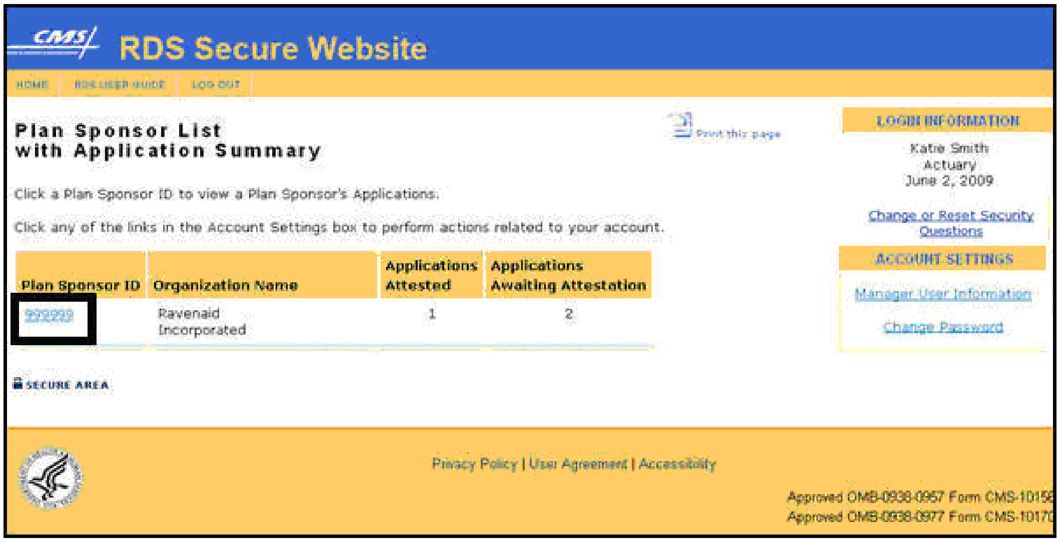
An Actuary can perform the Attestation after Benefit Options are assigned, and may re-attest any time before the Application is submitted.

Attest Actuarial Equivalence

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access the RDS Secure Website.

On the Plan Sponsor List With Application Summary page:

1. Click a **Plan Sponsor ID** to view a Plan Sponsor's Applications.



On the Application List page:

2. Click an **Application ID** to attest Benefit Options or select **Attest/View Benefit Options** from the corresponding Actions dropdown menu and click **Go**.

On the Attest Benefit Options page:

3. Select one Attestation method, unless it was preselected for you:
    1. Each Benefit Option individually meets the Net Value Test as set forth at 42 C.F.R. §423.884(d).
    2. Two or more Benefit Options have been combined to meet the Net Value Test as set forth at 42 C.F.R. §423.884(d), and each option not so combined individually meets the Net Value test as set forth in 42 C.F.R. §423.884(d).

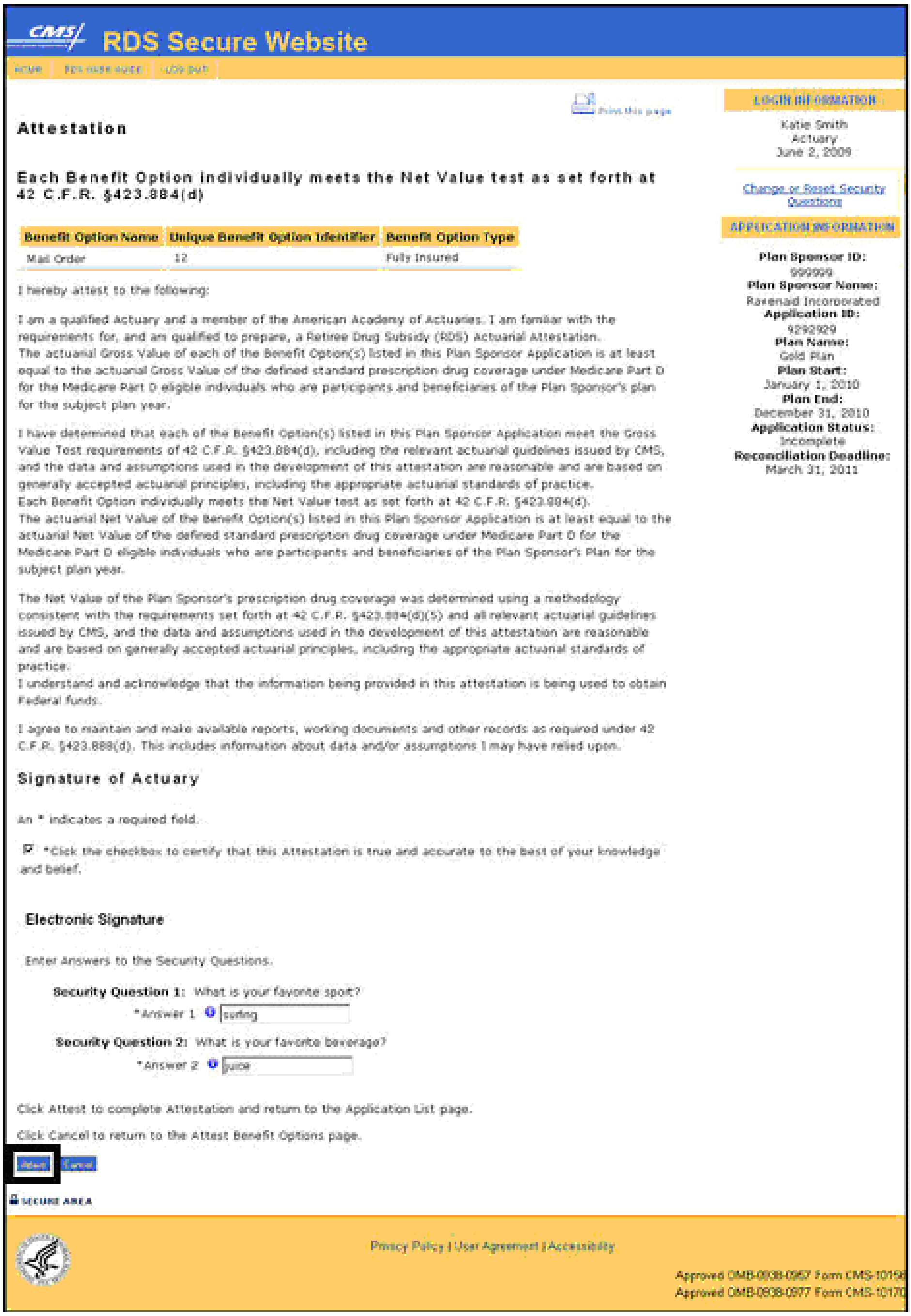
Note: If only one Benefit Option is listed in the Application, the Attestation Method: "Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d)" is preselected and cannot be changed.

4. Click **Continue** to attest or click **Cancel** to return to the Application List page.

On the Attestation page:

5. Read the Attestation.
6. Click the checkbox to certify the Attestation.
7. Enter Answers to Security Questions.
8. Click **Attest** to complete the Attestation or click **Cancel** to return to the Attest Benefit Options page.

Note: The Attestation page corresponds to the Attestation Method selected on the Attest Benefit Options page.



RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Print this page

Attestation

Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d)

Benefit Option Name	Unique Benefit Option Identifier	Benefit Option Type
Mail Order	12	Fully Insured

I hereby attest to the following:

I am a qualified Actuary and a member of the American Academy of Actuaries. I am familiar with the requirements for, and am qualified to prepare, a Retiree Drug Subsidy (RDS) Actuarial Attestation.
The actuarial Gross Value of each of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Gross Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's plan for the subject plan year.

I have determined that each of the Benefit Option(s) listed in this Plan Sponsor Application meet the Gross Value Test requirements of 42 C.F.R. §423.884(d), including the relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.
Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d).
The actuarial Net Value of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Net Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's Plan for the subject plan year.

The Net Value of the Plan Sponsor's prescription drug coverage was determined using a methodology consistent with the requirements set forth at 42 C.F.R. §423.884(d)(5) and all relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.
I understand and acknowledge that the information being provided in this attestation is being used to obtain Federal funds.

I agree to maintain and make available reports, working documents and other records as required under 42 C.F.R. §423.888(d). This includes information about data and/or assumptions I may have relied upon.

Signature of Actuary

An * indicates a required field.

*Click the checkbox to certify that this Attestation is true and accurate to the best of your knowledge and belief.

Electronic Signature

Enter Answers to the Security Questions.

Security Question 1: What is your favorite sport?
*Answer 1 surfing

Security Question 2: What is your favorite beverage?
*Answer 2 juice

Click Attest to complete Attestation and return to the Application List page.

Click Cancel to return to the Attest Benefit Options page.

Attest | Cancel

SECURE AREA

LOGIN INFORMATION
Katie Smith
Actuary
June 2, 2009

Change or Reset Security Questions

APPLICATION INFORMATION
Plan Sponsor ID: 999999
Plan Sponsor Name: Ravenaid Incorporated
Application ID: 9292929
Plan Name: Gold Plan
Plan Start: January 1, 2010
Plan End: December 31, 2010
Application Status: Incomplete
Reconciliation Deadline: March 31, 2011

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

What's Next

The Account Manager and Authorized Representative will receive a notification email that the Benefit Options on the Application have been attested.

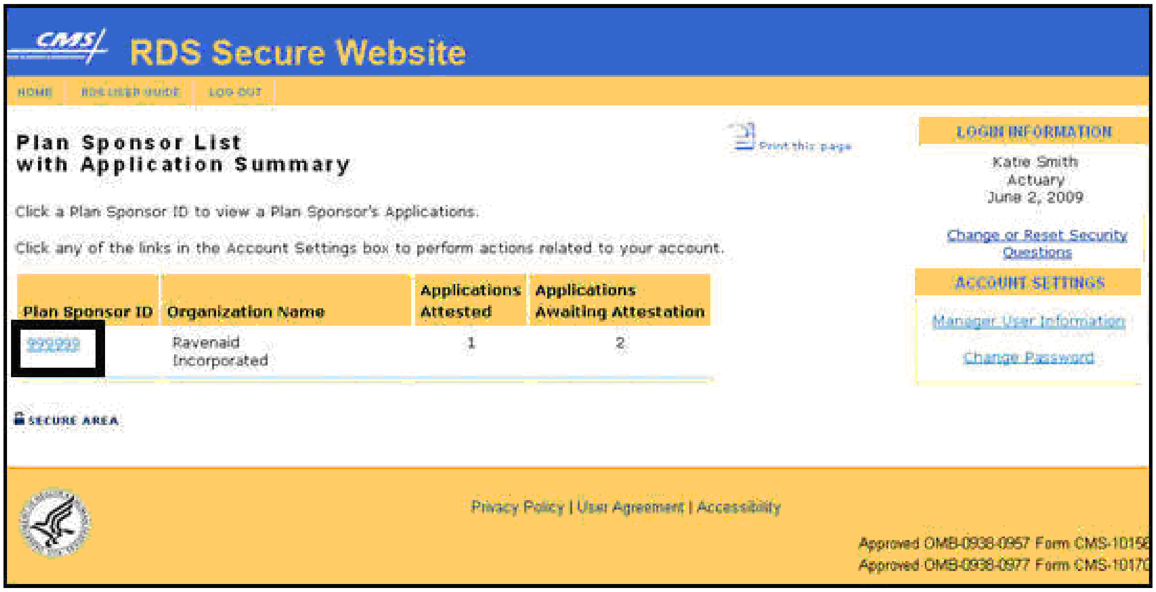
View The Attestation

After an Application is submitted, the Actuary can view the Benefit Options attested, the Attestation Method, and the Attestation.

To access the RDS Secure Website, and navigate to the Plan Sponsor List With Application Summary page, go to: Appendix A: Access the RDS Secure Website.

On the Plan Sponsor List With Application Summary page:

1. Click a **Plan Sponsor ID** to view a Plan Sponsor's Applications.



On the Application List page:

2. Click an **Application ID** to view attested Benefit Options or select **Attest/View Benefit Options** from the corresponding Actions dropdown menu and click **Go**.

On the Attest Benefit Options page:

3. View the Attestation Method that was selected.

4. Click **Continue** to view the Attestation or click **Cancel** to return to the Application List page.

On the Attestation page:

5. View the Attestation.
6. Click **Cancel** to return to the Attest Benefit Options page.

CMS RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Print this page

Attestation

Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d)

Benefit Option Name	Unique Benefit Option Identifier	Benefit Option Type
Mail Order	12	Fully Insured

I hereby attest to the following:

I am a qualified Actuary and a member of the American Academy of Actuaries. I am familiar with the requirements for, and am qualified to prepare, a Retiree Drug Subsidy (RDS) Actuarial Attestation.
The actuarial Gross Value of each of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Gross Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's plan for the subject plan year.

I have determined that each of the Benefit Option(s) listed in this Plan Sponsor Application meet the Gross Value Test requirements of 42 C.F.R. §423.884(d), including the relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.
Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d).
The actuarial Net Value of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Net Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's Plan for the subject plan year.

The Net Value of the Plan Sponsor's prescription drug coverage was determined using a methodology consistent with the requirements set forth at 42 C.F.R. §423.884(d)(5) and all relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.
I understand and acknowledge that the information being provided in this attestation is being used to obtain Federal funds.

I agree to maintain and make available reports, working documents and other records as required under 42 C.F.R. §423.888(d). This includes information about data and/or assumptions I may have relied upon.

Click Cancel to return to the Attest Benefit Options page.

Cancel

SECURE AREA

LOGIN INFORMATION

Katie Smith
Actuary
June 2, 2009

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 999999
Plan Sponsor Name: Ravenaid Incorporated
Application ID: 9292929
Plan Name: Gold Plan
Plan Start: January 1, 2010
Plan End: December 31, 2010
Application Status: Incomplete
Reconciliation Deadline: March 31, 2011

Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

Re-attesting An Application

A single Attestation covers all Benefit Options on the Application, unless multiple Actuaries are identified on the Application. Adding or deleting a Benefit Option may invalidate the Attestation regardless of whether the Benefit Options are being combined for the Net Value test.

The Actuary needs to re-attest an Application prior to Application submission if any of the following events occur:

- A Benefit Option is added
- A Benefit Option is deleted and the Actuary has combined two or more Benefit Options listed in the Application to meet the Net Value Test as set forth at 42 C.F.R. §423.884(d)
- The Actuary role is reassigned for one or more Benefit Options
- The Actuary is unassigned from one or more Benefit Options
- The Actuary changes the Attestation Method

The Actuary will receive a notification email if the Application needs to be re-attested.

If Attestation is complete, an Application is submitted, and it is later determined that the plan or a Benefit Option do not pass the Actuarial Equivalence Test, the Plan Sponsor needs to contact CMS' RDS Center Help Line.

Did You Know?

The Plan Sponsor (or a delegated third party), as applicable, must maintain, and furnish to CMS or the U.S. Department of Health and Human Services Office of Inspector General upon request, certain records, including reports and working documents of the actuary/actuaries who wrote the attestation. See 42 C.F.R. §423.888(d)

Appendix A: Access The RDS Secure Website

These steps are for all registered RDS participants to access the RDS Secure Website.

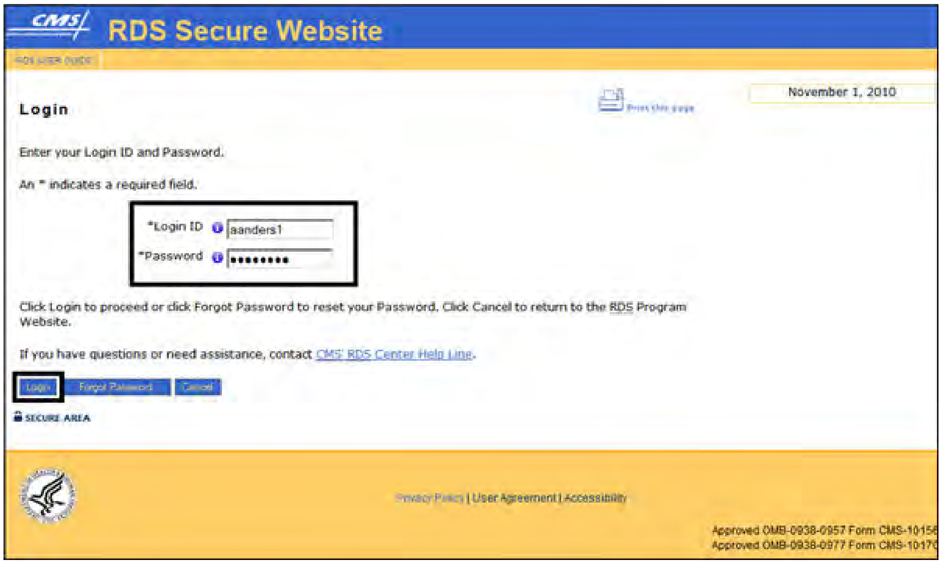
On the RDS Program Website home page (http://www.rds.cms.hhs.gov):

1. Click **Login Here**.

On the Login page:

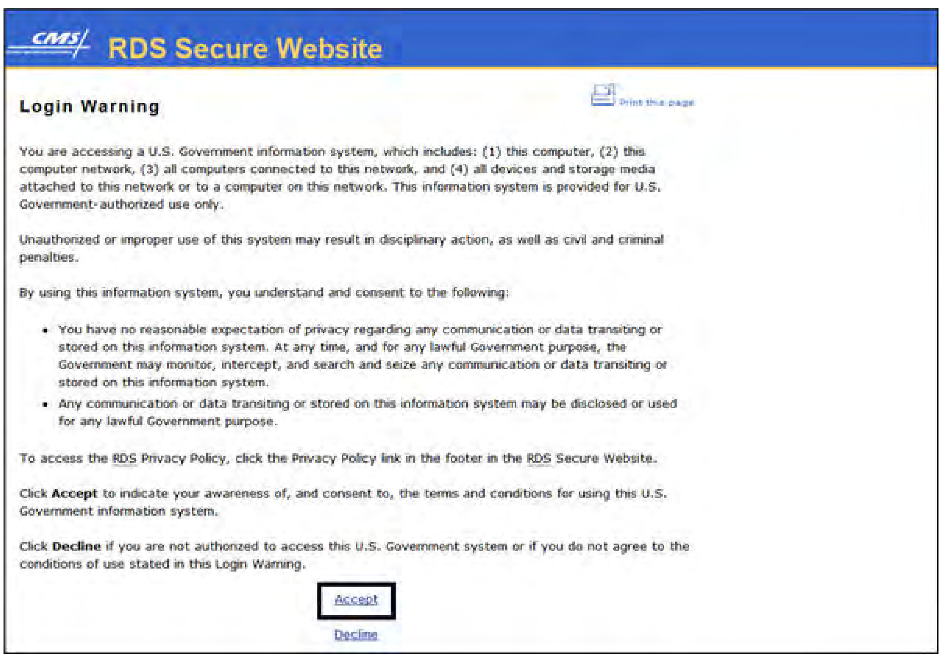
1. Enter your **Login ID**.
2. Enter your **Password**.
3. Click **Login** to proceed or click **Cancel** to return to the RDS Program Website.

Note: Click **Forgot Password** to reset your Password.



On the Login Warning page:

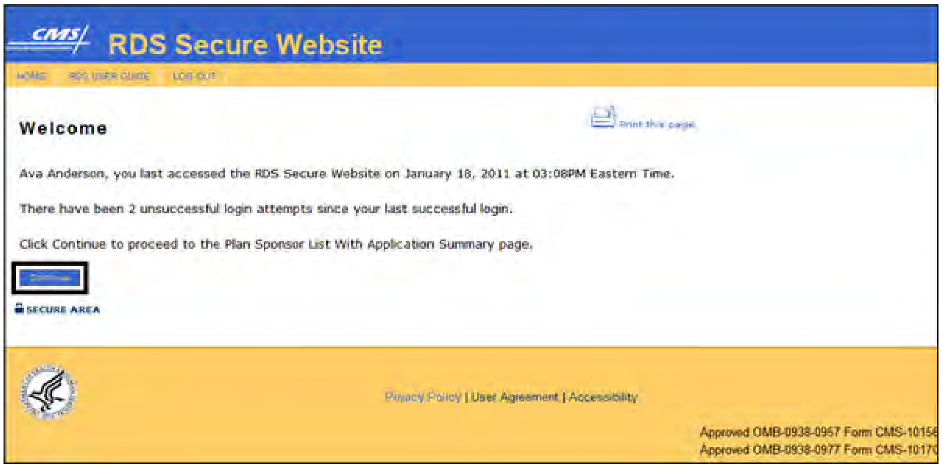
4. Review the Login Warning.
5. Click **I Accept** to continue or click **Decline** to exit this process.



On the Welcome page:

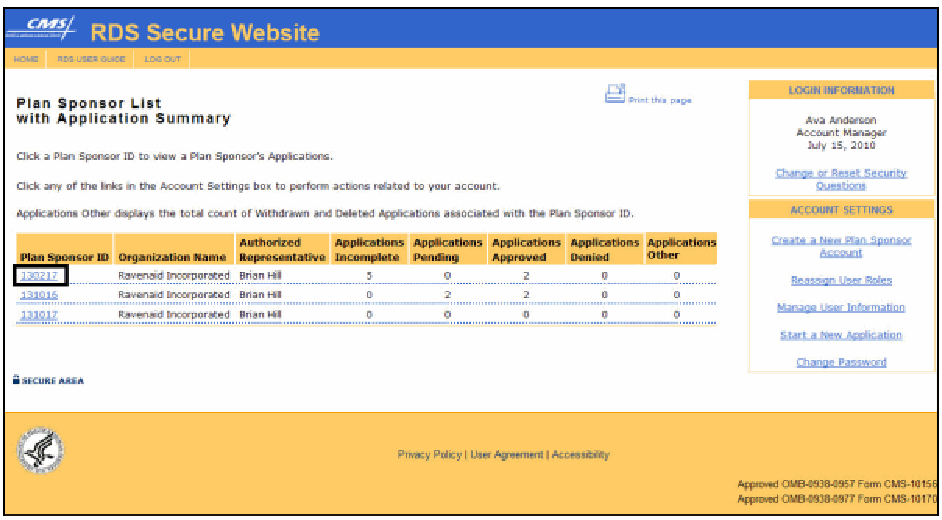
6. Click **Continue** to proceed.

Note: The Welcome page provides the date and time you last accessed the RDS Secure Website and the number of unsuccessful login attempts since your last successful login. If either of these is incorrect, contact [CMS' RDS Center Help Line](#).



On the Plan Sponsor List With Application Summary page:

7. Select a **Plan Sponsor ID**.



On the Application List page:

8. Locate an Application ID or Plan Name and select an action from the corresponding **Actions** dropdown menu.

9. Click **Go**.


RDS Secure Website
HOME
RDS USER GUIDE
LOG OUT
Application List
Print this page
LOGIN INFORMATION
Ava Anderson
Account Manager
July 15, 2010
Change or Reset Security Questions
ACCOUNT SETTINGS
Create a New Plan Sponsor Account
Plan Sponsor Information
Reassign User Roles
Manage User Information
Start a New Application
Change Password
Plan Sponsor: Ravenaid Incorporated
Authorized Representative: Brian Hill
Authorized Representative Verification Status: Incomplete
Authorized Representative Verification Status Effective Date:
Account Manager: Ava Anderson
Click an Application ID to view the Application Status page or select an Action and click Go.
Click any of the links in the Account Settings box to perform actions related to your account.
Application List
Application ID
Plan Name
Application Status
Plan Start and End Dates
Payment Setup Status
Total Paid To Date
Number of Payment Requests
Actions
43648
Gold Plan
Incomplete
Jan 01,2011 - Dec 31,2011
Not Applicable
$0.00
0
Select One
SECURE AREA
Privacy Policy | User Agreement | Accessibility
Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

Appendix B: Login Warning

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To access the RDS Privacy Policy, click the Privacy Policy link in the footer in the RDS Secure Website.

Click **Accept** to indicate your awareness of, and consent to, the terms and conditions for using this U.S. Government information system.

Click **Decline** if you are not authorized to access this U.S. Government system or if you do not agree to the conditions of use stated in this Login Warning.

Appendix C: User Agreement

Agreement and Privacy Policy

THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS ON WHICH THE CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO CMS' RDS CENTER'S SECURE WEB SITE.

You must read and accept the terms and conditions contained in this User Agreement expressly set out below and incorporated by reference before you may access the RDS Secure Web Site.

CMS' RDS Center may amend this User Agreement at any time. Except as stated below, all amended terms shall automatically be effective 30 days after they are initially posted on the Site. This User Agreement is effective immediately.

1. Purpose of the RDS Secure Web Site

CMS has recently published the final regulations for Title I and Title II of the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA). Title I and its implementing regulations at 42 C.F.R §423 Subpart R contain the provisions governing the Retiree Drug Subsidy (RDS) option designed to assist employers, unions, and other Plan Sponsors that continue to provide high quality prescription drug coverage to their retirees.

The RDS Secure Web Site provides Plan Sponsors with the resources required to become a participant in the RDS Program, including specific instructions and assistance during the application period and afterward.

2. Privacy Policy

The U.S. Department of Health and Human Services (HHS) of which the RDS Secure Web Site is a part, has a clear privacy policy. When you access the RDS Secure Web Site, we collect the minimum amount of information about you necessary to process your application for the RDS Program and to manage your account.

Information Automatically Collected and Stored

When you browse through any web site, certain personal information about you can be collected. We automatically collect and temporarily store the following information about your visit:

- the name of the domain you use to access the Internet (for example, aol.com, if you are using an America Online account, or stanford.edu, if you are connecting from Stanford University's domain)
- the date and time of your visit
- the pages you visited
- the address of the web site you came from when you came to visit

This information is used for statistical purposes only and to help us make this site more useful to visitors. Unless it is specifically stated otherwise, no additional information will be collected about you.

Information Collected to Process Applications and Manage Accounts Through the RDS Secure Web Site

When you apply for the RDS Program through the RDS Secure Web Site, we will collect personal information necessary to validate participants, and to process and manage the application. The authority to collect this information is granted by §1860D-22 of the Social Security Act and CMS' RDS implementing regulations at 42 C.F.R. §423 Subpart R, as well as the Debt Collection Improvement Act of 1996 at 31 U.S.C. §7701(c) and the Federal Privacy Act at 5 U.S.C. §552a. This may include your name, address, telephone and fax numbers, e-mail address, social security number, drivers license photocopy, Federal Employer Identification Number (FEIN), banking information or other payment information. Provision of this information is mandatory for participation in the RDS Program. CMS' RDS Center may also collect a password and password hint for each participant accessing the RDS Secure Web Site. We use this information to verify participants' identities in order to prevent unauthorized access to secure RDS Secure Web Site accounts.

CMS' RDS Center staff has role-based access to this information, and use only the information minimally necessary to accomplish their jobs.

The personal information you provide is encrypted and sent to us using a secure method, in order to assure that your personal information is securely and safely transmitted. However, no one can give an absolute assurance that information intended to be maintained as private, whether transmitted via the Internet or otherwise, cannot be accessed inappropriately or unlawfully by third parties. We have taken and will continue to take reasonable steps to ensure the secure and safe transmission of your personal information.

Personally Provided Information

If you are not involved with the submission or management of an RDS Program application on the RDS Secure Web Site, you do not have to give us personal information. If you choose to provide us with additional information about yourself through e-mail, forms, surveys, etc., we will maintain the information as long as needed to respond to your question or to fulfill the stated purpose of the communication.

Disclosure

HHS and CMS do not disclose, give, sell or transfer any personal information about its visitors, unless required for law enforcement or statute.

Intrusion Detection

The RDS Web Sites are maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in Federal court.

For site security purposes and to ensure that this service remains available to all participants, we employ software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

3. Systems of Records

Information originally collected in traditional paper systems can be submitted electronically, i.e., electronic commerce transactions and information updates about eligibility benefits. Electronically submitted information is maintained and destroyed pursuant to the Federal Records Act and in some cases may be subject to the Privacy Act. If information that you submit is to be used in a Privacy Act system of records, there will be a Privacy Act Notice provided.

4. Links

References from RDS web sites to any non-governmental entity, product, service or information do not imply endorsement or recommendation by CMS, HHS or any other HHS agency or employees.

We are not responsible for the contents of any "off-site" web pages referenced from this server. We do not endorse ANY specific products or services provided by public or private organizations. In addition, we do not necessarily endorse the views expressed by such sites, nor do we warrant the validity of any site's information or its fitness for any particular purpose.

5. Pop-up Advertisements

When visiting RDS web sites, your web browser may produce pop-up advertisements. These advertisements were most likely produced by other web sites you visited or by third party software installed on your computer. CMS does not endorse or recommend products or services for which you may view a pop-up advertisement on your computer screen while visiting our site.

6. Outdated Information

Many HHS/CMS documents are time sensitive. Department policies change over time. Information in older documents may be outdated. You also may wish to review our Privacy Policy in section 2.

7. Accessibility

This page provides information for those visitors who use assistive or other devices to access the content on the RDS web sites. Please see Contact Us at http://rds.cms.hhs.gov/contact/default.htm if you have general questions and comments or have difficulty finding something on this site.

Synopsis of Section 508 Accessibility Requirements

The Centers for Medicare & Medicaid Services (CMS') Retiree Drug Subsidy (RDS) Program is committed to making all RDS Web Sites accessible to the widest possible audience, including individuals with disabilities. In keeping with its mission, the RDS Center complies with the regulations of Section 508 of the Rehabilitation Act and the Department of Health & Human Services (HHS) Section 508 Implementation Policy. The information contained within the RDS Web Sites are intended to be accessible through screen readers and other accessibility tools. If alternative means of access to any information contained on RDS Web Sites are needed, or interpreting any information proves difficult, please contact the RDS Help Line. Call (877) RDS-HELP or (877) 737-4357. TTY for hearing impaired: (877) RDS-TTY0, or (877) 737-8890. E-mail rds@cms.hhs.gov. In an e-mail, please indicate the nature of the accessibility problem including the accessibility tool and web browser used, the web page address that is causing difficulty, contact name, e-mail address, and phone number. Please do not include any Protected Health Information (PHI), as defined in the Health Insurance Portability and Accountability Act (HIPAA), in the e-mail.

8. Freedom of Information Act (FOIA)

The RDS Web Sites are a service of the U.S. Department of Health and Human Services. Any Freedom of Information Act (FOIA) requests concerning the RDS Web Sites should be submitted in accordance with the Department's FOIA guidelines. Information on making FOIA requests is available at the Freedom of Information Group page. You also may wish to review our Privacy Policy in Section 2.

Appendix D: E-PHI Agreement

Note: The privileges ("View/Send/Receive Retiree Data" and/or "Submit and View Payment Data") permit the Designee to access certain Electronic Protected Health Information (E-PHI) associated with this Plan Sponsor's RDS application. E-PHI is subject to protection under the federal privacy and security regulations established at 45 CFR Parts 160 and 164 and promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and is intended for the access and use by individuals only as authorized by the Plan Sponsor. Disclosure of this E-PHI to any other party, unless authorized by the Plan Sponsor or required to do so by law, is prohibited.

By clicking on "I accept" button below, you hereby authorize the Designee to access or use E-PHI associated with this Plan Sponsor's RDS application. Clicking the "Cancel" button will allow you to modify the privileges that you want to assign to this Designee.

Appendix E: How To Cross Reference

This table displays the How Tos that are no longer available on the RDS Program Website and the chapter where they can be found in the RDS User Guide.

Obsolete How Tos	New RDS User Guide Location
Apply As A New RDS Plan Sponsor	Chapter 4
Assign Or Delete Designees	Chapter 6
Attest Actuarial Equivalence	Chapter 12
Change Application Information After Submission	Chapter 6
Change Personal Information	Chapter 9
Change Plan Sponsor Information	Chapter 10
Communicate Retiree Information Using The Mainframe	Chapter 7
Complete An Application	Chapter 6
Download Covered Retiree List	Chapter 7
Download Retiree Response Files	Chapter 7
Download Weekly Notifications	Chapter 7
Re-apply For A New Plan Year For An Existing Plan Sponsor	Chapter 6
Reassign Account Managers And Authorized Representatives	Chapter 8
Register An Account Manager And An Authorized Representative	Chapter 5
Register As A Designee	Chapter 5
Register As An Actuary	Chapter 5
Request An Application Deadline Extension	Chapter 6
Request Covered Retiree Lists	Chapter 7
Request Informal Written Reconsideration	Chapter 11

Obsolete How Tos	New RDS User Guide Location
Start A New Application	Chapter 6
Submit An Application	Chapter 6
Upload A File	Chapter 7
View Medicare Part D Enrollment Rejection Notifications	Chapter 7
View Retiree Counts	Chapter 7

Appendix F: Mainframe Retiree List Copybook

RDS RETIREE LIST HEADER

01	(*)-RETIREE-LIST-HDR		
05	(*)-RECORD-TYPE	PIC X(01)	
	88 (*)-HEADER		VALUE 'H'
05	(*)-APPLICATION-ID	PIC X(10)	
05	(*)-CREATE-DATE	PIC X(08)	
05	(*)-CREATE-TIME	PIC X(06)	
05	FILLER	PIC X(175)	

RDS RETIREE LIST TRAILER

01	(*)-RETIREE-LIST-TRL		
05	(*)-RECORD-TYPE	PIC X(01)	
	88 (*)-TRAILER		VALUE 'T'
05	(*)-APPLICATION-ID	PIC X(10)	
05	(*)-CREATE-DATE	PIC X(08)	
05	(*)-CREATE-TIME	PIC X(06)	
05	(*)-RECORD-COUNT	PIC 9(07)	
05	FILLER	PIC X(168)	

RDS RETIREE LIST DETAIL FROM/TO PLAN SPONSOR

01	(*)-RETIREE-ENTRY		
02	(*)-RETIREE-RECORD		
05	(*)-RECORD-TYPE	PIC X(01)	
	88 (*)-DETAIL		VALUE 'D'

05	(*)-BENE-SSN	PIC X(09)	
05	(*)-BENE-HICN	PIC X(12)	
05	(*)-BENE-FIRST-NAME	PIC X(30)	
05	(*)-BENE-INITIAL	PIC X(01)	
05	(*)-BENE-LAST-NAME	PIC X(40)	
05	(*)-BENE-BIRTH-DATE	PIC X(08)	
05	(*)-BENE-SEX-CODE	PIC X(01)	
	88 (*)-SEX-UNKNOWN		VALUE '0'
	88 (*)-MALE		VALUE '1'
	88 (*)-FEMALE		VALUE '2'
05	(*)-COVG-EFF-DATE	PIC X(08)	
05	(*)-COVG-TERM-DATE	PIC X(08)	
05	(*)-RX-GROUP-NUMBER	PIC X(20)	
05	(*)-BENE-RELATIONSHIP	PIC X(02)	
	88 (*)-SELF		VALUE '01'
	88 (*)-SPOUSE		VALUE '02'
	88 (*)-OTHER		VALUE '03'
05	(*)-RECORD-ACTION	PIC X(03)	
	88 (*)-ADD		VALUE 'ADD'
	88 (*)-UPDATE		VALUE 'UPD'
	88 (*)-DELETE		VALUE 'DEL'

Appendix G: Mainframe Retiree Response File Copybook

```
* RDS RETIREE LIST HEADER

01  (*)-RETIREE-LIST-HDR.
    05  (*)-RECORD-TYPE              PIC  X(01).
       88 (*)-HEADER               VALUE 'H'.
    05  (*)-APPLICATION-ID           PIC  X(10).
    05  (*)- CREATE-DATE             PIC  X(08).
    05  (*)-CREATE-TIME              PIC  X(06).
    05  FILLER                   PIC  X(175).
```

```
* RDS RETIREE LIST TRAILER

01  (*)-RETIREE-LIST-TRL.
    05  (*)-RECORD-TYPE              PIC  X(01).
       88 (*)-TRAILER              VALUE 'T'.
    05  (*)-APPLICATION-ID           PIC  X(10).
    05  (*)-CREATE-DATE              PIC  X(08).
    05  (*)-CREATE-TIME              PIC  X(06).
    05  (*)-RECORD-COUNT               PIC  9(07).
    05  FILLER                   PIC  X(168).
* RDS RETIREE LIST DETAIL FROM/TO PLAN SPONSOR

01  (*)-RETIREE-ENTRY.
  02  (*)-RETIREE-RECORD.
   05  (*)-RECORD-TYPE              PIC  X(01).
       88 (*)-DETAIL               VALUE 'D'.
   05  (*)-BENE-SSN               PIC  X(09).
   05  (*)-BENE-HICN              PIC  X(12).
   05  (*)-BENE-FIRST-NAME            PIC  X(30).
```

```
05  (*)-BENE-INITIAL                PIC  X(01).
05  (*)-BENE-LAST-NAME              PIC  X(40).
05  (*)-BENE-BIRTH-DATE             PIC  X(08).
05  (*)-BENE-SEX-CODE               PIC  X(01).
    88 (*)-SEX-UNKNOWN              VALUE '0'.
    88 (*)-MALE                     VALUE '1'.
    88 (*)-FEMALE                   VALUE '2'.
05  (*)-COVG-EFF-DATE               PIC  X(08).
05  (*)-COVG-TERM-DATE              PIC  X(08).
05  (*)-RX-GROUP-NUMBER             PIC  X(20).
05  (*)-BENE-RELATIONSHIP           PIC  X(02).
    88 (*)-SELF                     VALUE '01'.
    88 (*)-SPOUSE                   VALUE '02'.
    88 (*)-OTHER                    VALUE '03'.
05  (*)-RECORD-ACTION               PIC  X(03).
    88 (*)-ADD                      VALUE 'ADD'.
    88 (*)-UPDATE                   VALUE 'UPD'.
    88 (*)-DELETE                   VALUE 'DEL'.
```

```
02  (*)-RETIREE-RESPONSE.
    05  (*)-RDS-SUBSIDY-SW          PIC  X(01).
    05  (*)-RDS-DENIAL-CODE         PIC  X(02).
    05  (*)-RDS-EFF-DATE            PIC  X(08).
    05  (*)-RDS-TERM-DATE           PIC  X(08).
    05  FILLER                      PIC  X(38).
```

Appendix H: Plan Sponsor Agreement

Plan Sponsor Agreement

The Authorized Representative must read each clause of the Plan Sponsor Agreement.

1. **Compliance:** In order to receive subsidy payment(s), Plan Sponsor agrees to comply with all of the terms and conditions of 42 C.F.R. 423 Subpart R and in other guidance issued by CMS, including, but not limited to, the conditions for submission of data for obtaining payment and the record retention requirements.
2. **Notice of Creditable Coverage:** Plan Sponsor certifies that it will provide prior to the beginning of the plan year referenced in this RDS application, Creditable Coverage notices in accordance with 42 C.F.R. 423.56 to Part D eligible individuals covered under the Plan Sponsor's plan.
3. **Written Agreement:** Plan Sponsor certifies that it has executed a written agreement with its health insurance issuer or group health plan regarding disclosure of information to CMS, and the issuer or plan agrees to disclose to CMS, on behalf of the Sponsor, the information necessary for the Sponsor to comply with the requirements of the RDS Program. (For year one of the RDS Program Sponsor certifies that it will execute the written agreement prior to January 1, 2006.)
4. **Use of Records:** Sponsor understands and agrees that officers, employees and contractors of the Department of Health and Human Services, including the Office of Inspector General (OIG), may use information collected under the RDS Program only for the purposes of, and to the extent necessary in, carrying out their responsibilities under 42 C.F.R. 423 Subpart R including, but not limited to, determination of payments and payment-related oversight and program integrity activities, or as otherwise required by law. This restriction does not limit OIG authority to conduct audits and evaluations necessary for purposes of 42 C.F.R. 423 Subpart R or other authority. Sponsors further acknowledge that CMS will release Retiree Drug Subsidy payment data in accordance with §423.884(c).
5. **Obtaining Federal Funds:** Plan Sponsor acknowledges that the information furnished in its Plan Sponsor Application is being provided to obtain Federal funds. Plan Sponsor certifies that it requires all subcontractors, including plan administrators, to acknowledge that information provided in connection with the Plan Sponsor's Application is used for purposes of obtaining Federal funds. Plan Sponsor acknowledges that payment of a subsidy is conditioned on the submission of accurate information. Plan Sponsor agrees that it will not knowingly present or cause to be presented a false or fraudulent claim. Plan Sponsor acknowledges that any overpayment made to the Plan Sponsor under the RDS Program may be recouped by CMS. Plan Sponsor will promptly update any changes to the information submitted in its Plan Sponsor Application.
6. **Data Security:** Plan Sponsor agrees to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged under this Plan Sponsor Application. Plan Sponsor recognizes that the use and disclosure of protected health information (PHI) is governed by the Health Insurance Portability and Accountability Act (HIPAA) and accompanying regulations. Plan Sponsor certifies that it has established and implemented appropriate safeguards in compliance with 45 C.F.R. Parts 160, 162 and 164 (HIPAA administrative simplification, privacy and security rule) in order to prevent unauthorized disclosure of such information or data. Any and all Plan Sponsor personnel interacting with PHI shall be advised of (1) the confidential nature of the

information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

7. **Depository Information:** Plan Sponsor hereby authorizes CMS to initiate payment, credit entries and other adjustments, including offsets and requests for payment, in accordance with the provisions of 42 C.F.R. 423 Subpart R and applicable provisions of 45 C.F.R. Part 30 to the account at the financial institution (hereinafter the "Depository") indicated under the Electronic Funds Transfer (EFT) section of the Plan Sponsor Application. When Plan Sponsor know of, and agrees to, an overpayment it must pay that amount back to CMS. Plan Sponsor agrees to promptly update any changes in its Depository information.
8. **Change of Ownership:** The Plan Sponsor shall provide written notice to CMS at least 60 days prior to a change in ownership, as defined in 42 C.F.R. 423.892(a). When a change of ownership results in a transfer of the liability for prescription drug costs, this Plan Sponsor Agreement is automatically assigned to the new owner, who shall be subject to the terms and conditions of this Plan Sponsor Agreement.

I, the undersigned Authorized Representative of Plan Sponsor, declare that I have examined this Plan Sponsor Application and Plan Sponsor Agreement. My signature legally and financially binds the Plan Sponsor to the laws, regulations, and other guidance applicable to the RDS Program (including, but not limited to 42 C.F.R. 423 Subpart R) and all other applicable laws and regulations. I certify that the information contained in this Plan Sponsor Application and Plan Sponsor Agreement is true, accurate and complete to the best of my knowledge and belief, and I authorize CMS to verify this information. I understand that, because payment of a subsidy will be made from Federal funds, any false statements, documents, or concealment of a material fact is subject to prosecution under applicable Federal and/or State law. If I become aware that information in this application is not (or is no longer) true, accurate and complete, I agree to notify CMS promptly of this fact.

Appendix I: Reconciliation Agreement

Signature of Plan Sponsor Authorized Representative

In order to receive subsidy payments, Plan Sponsor agrees to comply with all of the terms and conditions of the Plan Sponsor Agreement that was signed by the Authorized Representative of the Plan Sponsor and submitted with the application. Plan Sponsor will promptly notify CMS of any changes to the information submitted in its Plan Sponsor Agreement.

Obtaining Federal Funds: Plan Sponsor acknowledges that the information furnished in its retiree drug subsidy Reconciliation Payment Request is being provided to obtain Federal funds. Plan Sponsor certifies that it requires all subcontractors, including plan administrators, to acknowledge that information provided in connection with the subcontract is used for purposes of obtaining Federal funds. Plan Sponsor acknowledges that payment of a subsidy is conditioned on the submission of accurate information. Plan Sponsor agrees that it will not knowingly present or cause to be presented a false or fraudulent claim. Plan Sponsor acknowledges that any overpayment made to the Plan Sponsor under the RDS program may be recouped by CMS/RDS Contractor as described in applicable provisions of the Department of Health and Human Services overpayment regulations at 45 C.F.R. 30 Subpart B. Plan Sponsor agrees that once it becomes aware that an overpayment has occurred, it will promptly take action to repay the overpayment to the RDS Center within 30 days of the discovery of the overpayment. Plan Sponsor authorizes CMS to initiate payment and other adjustments, including offsets and requests for payment, in accordance with the provisions of 42 C.F.R. 423 Subpart R and applicable provisions of 45 C.F.R. 30 Subpart B to the account at the financial institution (hereinafter the "Depository") indicated under the Electronic Funds Transfer (EFT) section of the Plan Sponsor Application. Plan Sponsor agrees to promptly notify CMS of any changes in its Depository information and submit an updated EFT Authorization.

I, the undersigned Authorized Representative, on behalf of the Plan Sponsor, declare that I have examined this Reconciliation Payment Request and certify that the information contained in this Reconciliation Payment Request is true, accurate and complete to the best of my knowledge and belief; that the Plan Sponsor agrees to comply with all RDS program requirements (including 42 C.F.R. 423 Subpart R and applicable provisions of 45 C.F.R. 30 Subpart B) and other applicable laws and regulations. I understand that, because payment of a subsidy will be made from Federal funds, any false statements, documents, or concealment of a material fact is subject to prosecution under any applicable Federal and/or State law.

Appendix J: Interim Payment Agreement

Payment Authorization

Amount of Payment Request: **$xxx.xx**
Date of Payment Request: **mm, dd, yyyy**

Payment is contingent on compliance with the Plan Sponsor agreement and with Retiree Drug Subsidy (RDS) program requirements, including the applicable laws and regulations.

Authorized Payment Requestor, on behalf of the Plan Sponsor, agrees that CMS is authorized to initiate payment in accordance with the provisions of 42 CFR 423 Subpart R and applicable provisions of 45 CFR 30 Subpart B, to the account at the financial institution (hereinafter the "Depository") indicated under the Electronic Funds Transfer (EFT) section of the Plan Sponsor application, and Plan Sponsor will promptly notify CMS of any changes in its Depository information and submit an updated EFT Authorization.

I, the undersigned Authorized Payment Requestor, on behalf of the Plan Sponsor, declare that I have examined this Interim Payment Request and certify that the information contained in this Interim Payment Request is true, accurate and complete to the best of my knowledge and belief. I understand that, because payment of a subsidy will be made from Federal funds, any false statements, documents, or concealment of a material fact is subject to prosecution under any applicable Federal and/or State law.

Appendix K: Attestation Agreement

Actuarial Attestation for the Gross and Net Value Tests if no Benefit options are combined

I hereby attest to the following:

I am a qualified actuary and a member of the American Academy of Actuaries. I am familiar with the requirements for, and am qualified to prepare, a Retiree Drug Subsidy (RDS) Actuarial Attestation.

The actuarial Gross Value of each of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Gross Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's plan for the subject plan year.

I have determined that each of the Benefit Option(s) listed in this Plan Sponsor Application meet the Gross Value Test requirements of 42 C.F.R. §423 884(d), including the relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.

Each Benefit Option individually meets the Net Value test as set forth at 42 C.F.R. §423.884(d).

The actuarial Net Value of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Net Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's Plan for the subject plan year.

The Net Value of the Plan Sponsor's prescription drug coverage was determined using a methodology consistent with the requirements set forth at 42 C.F.R. §423.884(d)(5) and all relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.

I understand and acknowledge that the information being provided in this attestation is being used to obtain Federal funds.

I agree to maintain and make available reports, working documents and other records as required under 42 C.F.R. 423.§888(d). This includes information about data and/or assumptions I may have relied upon.

I certify that this attestation is true and accurate to the best of my knowledge and belief.

Actuarial Attestation for the Gross and Net Value Tests if benefit options are combined

I hereby attest to the following:

I am a qualified actuary and a member of the American Academy of Actuaries. I am familiar with the requirements for, and am qualified to prepare, a Retiree Drug Subsidy (RDS) actuarial attestation.

The actuarial Gross Value of each of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Gross Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's plan for the subject plan year.

I have determined that each of the Benefit Option(s) listed in this Plan Sponsor Application meet the Gross Value Test requirements of 42 C.F.R. §423 884(d), including the relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.

Two or more Benefit Options have been combined in order to meet the Net Value test as set forth at 42 C.F.R. 423.§884(d), and each option not so combined individually meets the Net Value test as set forth in 42 C.F.R. §884(d).

The actuarial Net Value of the Benefit Option(s) listed in this Plan Sponsor Application is at least equal to the actuarial Net Value of the defined standard prescription drug coverage under Medicare Part D for the Medicare Part D eligible individuals who are participants and beneficiaries of the Plan Sponsor's Plan for the subject plan year.

The Net Value of the Plan Sponsor's prescription drug coverage was determined using a methodology consistent with the requirements set forth at 42 C.F.R. §423.884(d)(5) and all relevant actuarial guidelines issued by CMS, and the data and assumptions used in the development of this attestation are reasonable and are based on generally accepted actuarial principles, including the appropriate actuarial standards of practice.

I understand and acknowledge that the information being provided in this attestation is being used to obtain Federal funds.

I agree to maintain and make available reports, working documents and other records as required under 42 C.F.R. 423.§888(d). This includes information about data and/or assumptions I may have relied upon.

I certify that this attestation is true and accurate to the best of my knowledge and belief.

Appendix L: Reserved Words List

The following tables contain strings of numbers, specific words, and word and number combinations that may not be used as RDS passwords. Variations of the reserved words using uppercase and lowercase letters may not be used.

Numbers	RDS Terms	Months	Other
098765	CMS	January	Admin
1234	Drug	February	L3tM31N
12345678	HCFA	March	Letmein
43210	Medicaid	April	Pa55w0rd
567890	Medicare	May	Pa55word
76543210	Retiree	June	Passw0rd
	Subsidy	July	Password
		August	Pwd
		September	QWERTY
		October	Security
		November	System
		December	Welcome

Appendix M: RDS Reason Codes

Reason Codes are identification numbers that correspond to a specific message about a record in a response file or a notification file.

Note: If a change in eligibility creates a gap in the subsidy coverage period or a beneficiary is enrolled in more than one Benefit Option for an Application, you will receive more than one record for the beneficiary.

Disclaimer: Due to the sensitive nature of this information, CMS' RDS Center is not at liberty to discuss specific entitlements with Plan Sponsors.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
00	Coverage Dates Outside the Plan Year	Response File Only	Y	The row has been accepted by CMS' RDS Center.	No Action Required.
01	Missed Application Deadline	Response File Only	Blank	The Plan Sponsor did not meet Application Deadline requirements as specified in 42 C.F.R. §423.884(c).	Do not send retiree files for this Application.
02	Invalid Application Number	Response File Only	Blank	Invalid Application Number: The Application ID in the record you sent is not a valid Application in the RDS System.	Ensure the Application ID is submitted EXACTLY as it appears on the RDS Secure Website.
03	Invalid Last Name	Response File Only	Blank	Invalid Last Name. The field contains spaces or is numeric.	Verify the Last Name field does not contain spaces or numbers.
04	Invalid First Name	Response File Only	Blank	Invalid First Name. The field contains spaces or is	Verify the First Name field does not contain spaces or numbers.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
				numeric.	
05	Invalid Date of Birth	Response File Only	Blank	Invalid Date of Birth. The date must be a valid date in CCYYMMDD format.	Verify the Date of Birth is formatted correctly.
06	Invalid Gender	Response File Only	Blank	Invalid Gender. The gender must be: Value '0' = Gender Unknown Value '1' = Male Value '2' = Female	Verify the Gender submitted matches one of the valid values.
07	Invalid Coverage Effective Date	Response File Only	Blank	Invalid Coverage Effective Date. The Coverage Effective Date must be a valid date in CCYYMMDD format.	Verify the Coverage Effective Date is formatted properly.
08	Invalid Coverage Termination Date	Response File Only	Blank	Invalid Coverage Termination Date. The Coverage Termination Date must be a valid date in CCYYMMDD format.	Verify the Coverage Termination Date is formatted properly.
09	Invalid Unique	Response	Blank	Invalid Unique Benefit Option	Verify that the UBOI is typed exactly as it

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
	Benefit Option Identifier	File Only		Identifier. You have submitted a retiree file with a UBOI that does not precisely reflect the UBOI on the Application specified in this retiree file.	appears on the Application Status page.
10	Enrolled in Medicare Part D	Response File	Y	The QCR is enrolled in Medicare Part D for some portion of the Subsidy Period for which you have applied.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the QCR for subsidy.
10	Enrolled in Medicare Part D	Response File	N	The beneficiary is not eligible for subsidy because they are enrolled in Medicare Part D during the entire period for which you requested coverage.	You may contact the beneficiary to discuss their Medicare Part D enrollment.
10	Enrolled in Medicare Part D	Notification File	Y	The QCR is enrolled in Medicare Part D for some portion of the Subsidy Period that was previously approved.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the QCR for subsidy. Internal records should be adjusted to ensure that costs are appropriately calculated.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
10	Enrolled in Medicare Part D	Notification File	N	This beneficiary is no longer eligible for subsidy because of enrollment in Medicare Part D during the entire Subsidy Period that was previously approved.	Internal records should be adjusted to ensure that costs are appropriately calculated.
10	Enrolled in Medicare Part D	Covered Retiree List	Y	The QCR is enrolled in Medicare Part D for some portion of the period of RDS coverage for which you previously applied or were approved.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the beneficiary for the subsidy.
11	Not eligible for Medicare Part D	Response File	Y	The QCR is not eligible for Medicare for some portion of the Subsidy Period for which you have applied.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the QCR for subsidy.
11	Not eligible for Medicare Part D	Response File	N	This beneficiary is not eligible for Medicare for the entire Subsidy Period for which you have applied.	You may wish to contact the beneficiary to discuss their Medicare Part entitlement and enrollment.
11	Not eligible for Medicare Part D	Notification File	Y	The QCR is not eligible for Medicare for some portion of the Subsidy Period for which they were previously approved.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the QCR for subsidy. Update your internal records to reflect

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
					the change in subsidy.
11	Not eligible for Medicare Part D	Notification File	N	The beneficiary is not eligible for Medicare Part D for the entire Subsidy Period for which they were previously approved.	This beneficiary is not eligible for subsidy because of they are not eligible for Medicare during the entire Subsidy Period that was previously approved.
11	Not eligible for Medicare Part D	Covered Retiree List	Y	The QCR is not eligible for Medicare Part D for some portion of the period of RDS coverage for which you previously applied or were approved.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the QCR for subsidy.
12	Beneficiary is deceased	Response File	Y	The QCR's date of death falls within the Subsidy Period for which you have applied.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the QCR for subsidy.
12	Beneficiary is deceased	Response File	N	This beneficiary is not eligible for subsidy because their date of death is prior to the Subsidy Period for which you have applied.	N/A

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
12	Beneficiary is deceased	Notification File	Y	The QCR's date of death falls within the Subsidy Period for which they were previously approved.	The previously approved Subsidy Period will have a new termination date. You should replace all coverage records.
12	Beneficiary is deceased: The beneficiary's date of death falls within the Subsidy Period for which you have applied.	Notification File	N	This beneficiary is not eligible for subsidy because their date of death is prior to the Subsidy Period for which you were previously approved.	You should delete all Subsidy Periods.
12	Beneficiary is deceased: The beneficiary's date of death falls within the Subsidy Period for which you have applied.	Covered Retiree List	Y	The QCR's date of death falls within the period of RDS coverage for which you previously applied or were approved.	Refer to the Subsidy Period Effective Date and Subsidy Period Termination Date for the period that you may claim the beneficiary for the subsidy.
13	Invalid format for the HICN or SSN	Response File	N	A valid HICN or SSN must be provided for the individual whom the Plan Sponsor is seeking subsidy. Valid HICN = Must be alphanumeric, 12 digits, and may contain spaces at the end if necessary. This field may be left blank if a valid	Verify that the HICN and SSN have been entered correctly.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
				SSN is provided. Valid SSN = Must be numeric, 9 digits, contain no spaces, and should not be all zeroes or nines. This field may be left blank if a valid HICN is provided.	
14	Termination Date is less than Effective Date	Response File	N	The Coverage Termination Date you sent for this beneficiary is earlier than the Coverage Effective Date.	Verify the Coverage Termination Date.
15	Error occurred in header or trailer	Response File	N	Mainframe or Connect:Direct only.	Verify header or trailer.
16	Not a valid Medicare Beneficiary	Response File	N	This beneficiary was not found in the Medicare Beneficiary Database.	For more information about Reason Code 16, go to: Troubleshooting Retiree Response Files and Weekly Notification Files.
17	No Coverage Period exists for delete transaction.	Response File	N	CMS' RDS Center has made no update.	No Action Required.
18	Invalid Action Type	Response File	N	The action type must be: ADD, UPD, or DEL.	Verify the action type is ADD, UPD, or DEL.
19	Invalid relationship code	Response File	N	The relationship code must be:	Verify the relationship code submitted matches

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
				Value '01' = Self Value '02' = Spouse Value '03' = Other	one of the valid values.
20	Beneficiary attempted to enroll in Medicare Part D and received an initial rejection	Notification File Only	Blank	Beneficiary attempted to enroll in Medicare Part D and received an initial rejection. If the notification event is regarding the beneficiary's initial Application for Medicare Part D or is a change that may result in an increased Subsidy Period, the original Subsidy Period Effective and Termination Dates will be reported in the file.	The Medicare Part D Enrollment Rejection Notification is your cue to contact the QCR who applied for Medicare Part D. You should explain to the QCR that your plan has equivalent or better drug coverage and the QCR does not need Medicare Part D. The notification is your indication that they have been initially rejected from Medicare Part D. If the QCR persists and enrolls in Medicare Part D you will no longer be allowed to receive subsidy for that individual. There is no need to inform CMS' RDS Center of the contact with the QCR.
21	New Medicare information has been received: Resend this beneficiary's record to CMS' RDS Center.	Notification File Only	Blank	The Determination Indicator will be blank and the subsidy dates will be set to zero. The new Medicare information may result in increased subsidy coverage.	Re-submit this beneficiary in the next Monthly Retiree List.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
24	Coverage Dates Outside the Plan Year	Response File Only	N	The entire Subsidy Period you requested for the beneficiary is outside the range of the Plan Year for the Application, or the Subsidy Period Termination Date you requested is before January 1, 2006, the beginning of the RDS Program.	Check to make sure the Plan Sponsor Coverage dates match the Plan Year Start and Plan Year End dates for the Application you are submitting.
26	File Rejected – Denied Application	Response File	Blank	The status of the Application for which this retiree file was submitted is Denied. This retiree file was not processed by CMS' RDS Center.	Do not send retiree files for this Application.
26	File Rejected – Denied Application	Notification File	Blank	This Application has been denied after retirees were previously approved for subsidy. CMS' RDS Center has removed all subsidy for this Application.	Remove all subsidy from your records for the beneficiaries, Benefit Options, and Subsidy Periods listed in this Notification File. Do not send retiree files for this Application.
27	File Rejected – Withdrawn Application	Response File	Blank	The status of the Application for which this retiree file was submitted is Withdrawn. This retiree file was not processed by CMS' RDS Center.	Do not send retiree files for this Application.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
27	File Rejected – Withdrawn Application	Notification File	Blank	This Application has been withdrawn after retirees were previously approved for subsidy. CMS' RDS Center has removed all subsidy for this Application.	Remove all subsidy from your records for the beneficiaries, Benefit Options, and Subsidy Periods listed in this notification file. Do not send retiree files for this Application.
28	File Rejected – Closed Application	Response File Only	Blank	The Application for which this retiree file was submitted is past Reconciliation Step 4: Finalize Covered Retirees or the Reconciliation Deadline has passed. This retiree file was not processed by CMS' RDS Center.	Do not send retiree files for this Application.
29	File Rejected – No Authority	Response File Only	Blank	The Application for which this retiree file was submitted does not allow retiree files from this source or method. This retiree file was not processed by CMS' RDS Center.	Contact the Plan Sponsor associated with this Application to discuss the authorized retiree list submission source and method.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
30, 31	To Be Determined	Response and Notification Files	Blank	These reason codes are reserved for future use.	These will be informational only, similar to Reason Code 20. This record will not result in a subsidy change. It will likely require you to contact the specific beneficiary.
32	File Rejected – Appealed Application	Response File Only	Blank	The Application for which this retiree file was submitted is in an Appeal status. This retiree file was not processed by CMS' RDS Center.	Do not send retiree files for this Application.
33	File Rejected – Deleted Application	Response File	Blank	The status of the Application for which this retiree file was submitted is Deleted. This retiree file was not processed by CMS' RDS Center.	Do not send retiree files for this Application.
33	Deleted Application	Notification File	Blank	The Application Status was set to Deleted after retirees were previously approved for subsidy. CMS' RDS Center has removed all subsidy for this Application.	Remove all subsidy from your records for the Beneficiaries, Benefit Options, and Subsidy Periods listed in this notification file. Do not send retiree files for this Application.
34	File Rejected – Abandoned Application	Response File	Blank	The status of the Application for which this retiree file was submitted	Do not send retiree files for this Application.

Reason Code	Title	File Type	Determination Indicator	What It Means	What You Should Do
				is Abandoned. This retiree file was not processed by CMS' RDS Center.	
34	Abandoned Application	Notification File	Blank	The Application Status was set to Abandoned after retirees were previously approved for subsidy. CMS' RDS Center has removed all subsidy for this Application.	Remove all subsidy from your records for the Beneficiaries, Benefit Options, and Subsidy Periods listed in this notification file. Do not send retiree files for this Application.
99	Subsidy Removed	Notification File Only	Y or N, depending on whether part or all of the subsidy was removed	CMS' RDS Center has removed all or some period of the subsidy previously approved for this Qualified Covered Retiree.	CMS' RDS Center will contact you about the actions you should take prior to sending this file.

Appendix N: Retiree File Upload Errors

Error Display	Error Description
Invalid number of attributes provided in record. Expected: [___] Received: [___]	The retiree file you uploaded does not have the expected number of attributes. Each piece of information or data element you are sending about the retiree is called an attribute. The initial validation edits will count the number of values in the retiree record or row to make sure the record or row has the expected number of attributes.
Application ID Number in Retiree Record [Application ID from the retiree file] is not a valid Application ID Number.	The retiree file you uploaded contains an Application ID that does not exist in the RDS Secure Website. Compare the Application ID in the error message to the Application ID on the RDS Secure Website. If the error message contains a number you believe is valid, contact CMS' RDS Center Help Line.
Application ID Number in Retiree Record [Application ID from the retiree file] does not match the Application ID selected for File Upload [Application ID you selected on previous page].	The retiree file you uploaded contains an Application ID that does not match the Application you selected to upload. Confirm that the Application ID identified in the error message is the Application ID you intended to enter.
Invalid value size in Retiree Record	The retiree file you uploaded contains more than the expected number of characters in a given attribute. Each piece of information you are sending in the file must have the expected number of characters. For example, you would receive this message if you submitted a retiree record with a twelve digit Social Security Number. After the first failed record, the file is rejected. When you troubleshoot this problem, you should also check all of the records following this one for the same problem.
Invalid date field in Retiree Record.	The retiree file you uploaded contains an invalid date format. Check the data to ensure that all date fields are in CCYYMMDD format. CMS' RDS Center will only report this error on the first record it encounters. After the first failed record, the file is rejected. When you troubleshoot this problem, you should also check all of the records following this one for the same problem.

Error Display	Error Description
Invalid gender value in Retiree Record. Valid values are 0, 1, or 2 (unknown, male, female).	The gender value you entered does not meet the requirements (0, 1, or 2). Correct and re-submit the Monthly Retiree List. CMS' RDS Center will only report this error on the first record it encounters. After the first failed record the file is rejected. When you troubleshoot this problem, you should also check all of the records following this one for the same problem.
Invalid relationship value in Retiree Record. Valid values are 01, 02, or 03 (self, spouse, other).	The relationship value you entered does not meet the requirements (01, 02, or 03). Correct and re-submit the Monthly Retiree List. CMS' RDS Center will only report this error on the first record it encounters. After the first failed record the file is rejected. When you troubleshoot this problem, you should also check all of the records following this one for the same problem.
Invalid transaction type value in Retiree Record. Valid values are ADD, UPD, or DEL.	The transaction type value you entered does not meet the requirements (ADD, UPD, or DEL). Correct and re-submit the Monthly Retiree List. CMS' RDS Center will only report this error on the first record it encounters. After the first failed record the file is rejected. When you troubleshoot this problem, you should also check all of the records following this one for the same problem.

Appendix O: Past Retiree Electronic Data Interchange (EDI) Methodology

As of June 2010, the Retiree Electronic Data Interchange (EDI) Methods and Sources have been updated to allow different selections for Benefit Options in RDS Applications.

RDS Program Applications that have been started but not submitted at the time of the change will have Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources marked "Incomplete" and must select Retiree EDI Methods and Sources based on the updated methods. For information on completing Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources, go to: Completing Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources.

RDS Program Applications that have been submitted at the time of the change, but have not yet completed Reconciliation, may continue to use the existing Retiree List Submission Method or may be updated to the new Retiree EDI Methods and Sources. For information on completing this update, go to: Viewing Or Updating The Retiree List Submission Method For Past Applications That Have Not Yet Completed Reconciliation.

RDS Program Applications that have completed Reconciliation at the time of the change will not be switched to the updated Retiree EDI Methods and Sources. For information about viewing the existing Retiree List Submission Method for these Applications, go to: Viewing The Retiree List Submission Method For Past Applications That Have Completed Reconciliation.

Viewing Or Updating The Retiree List Submission Method For Past Applications That Have Not Yet Completed Reconciliation

Any RDS Program Applications that have been submitted but not yet completed Reconciliation can be updated to the new Retiree EDI Methods and Sources. **Note:** The previously selected Retiree List Submission Method was created using the old EDI model. Any change to the EDI Method will have to follow the new Retiree EDI Methods and Sources.

On the Application List page:

1. Select the appropriate Application ID.

On the Application Status page:

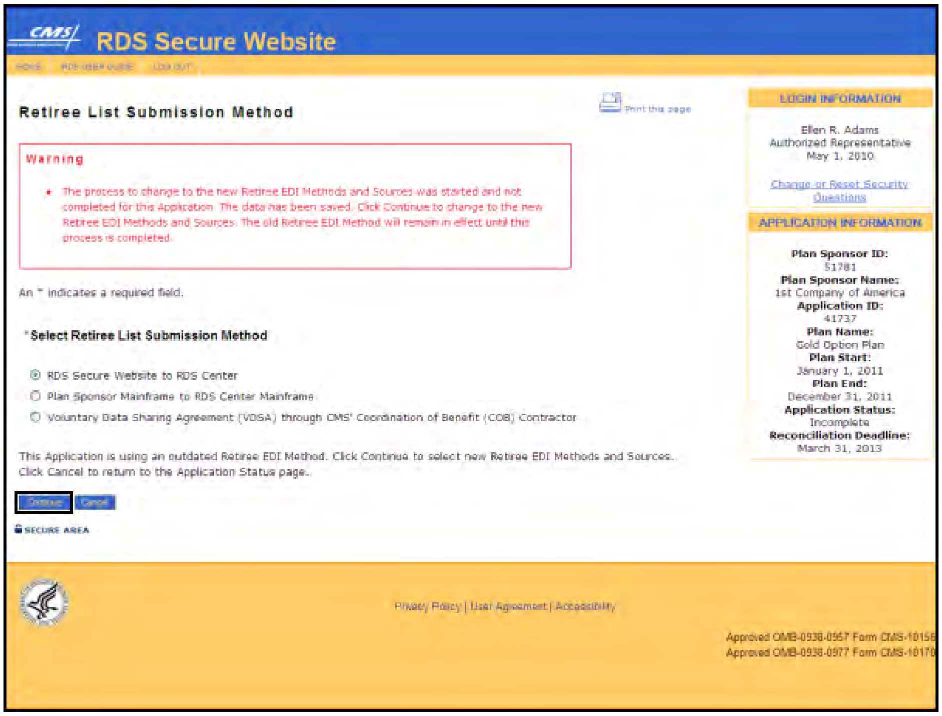
2. Click **Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources**.

On the Retiree List Submission Method page:

The following warning message will display:

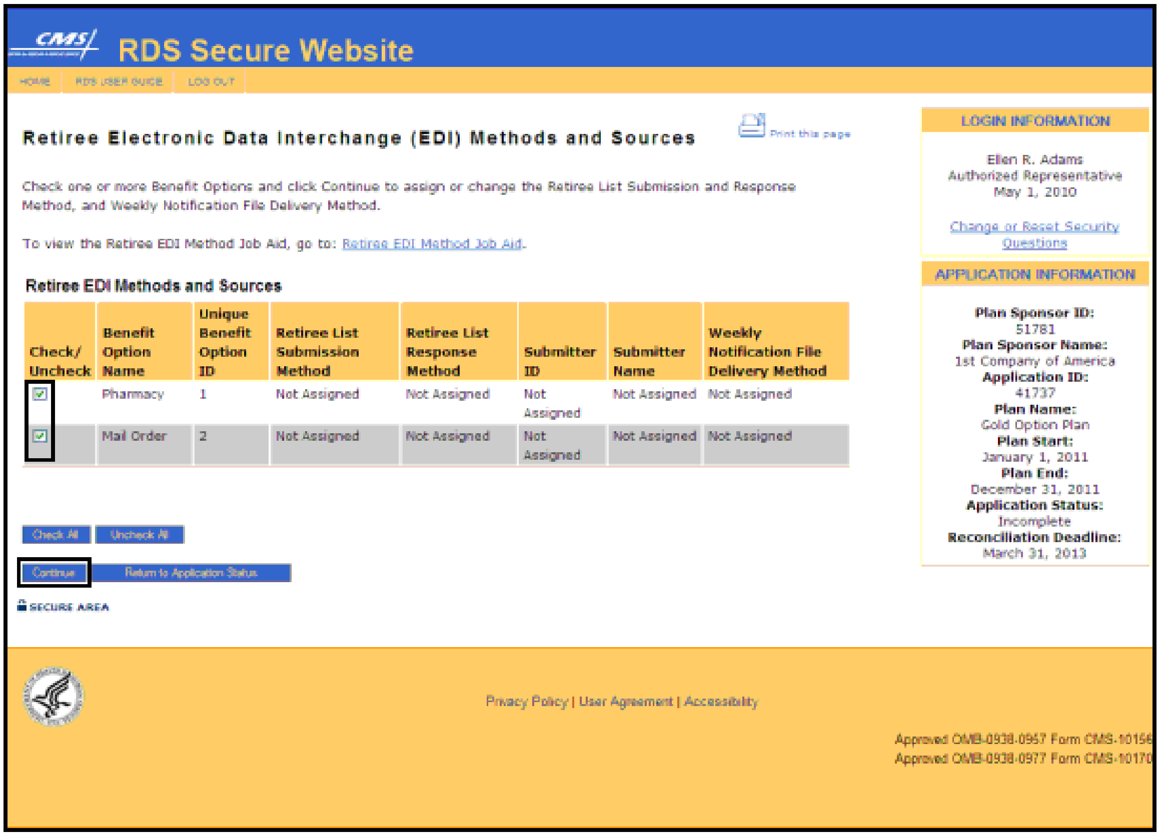
> "The process to change to the new Retiree EDI Methods and Sources was started and not completed for the Application. The data has been saved. Click Continue to change to the new Retiree EDI Methods and Sources. The old Retiree EDI Method will remain in effect until the process is completed."

1. Click **Continue** to change to the updated Retiree Electronic Data Interchange (EDI) Methods and Sources.



On the Retiree Electronic Data Interchange (EDI) Methods and Sources page:

1. Check one or more Benefit Options.
2. Click **Continue** to assign or change the Retiree List Submission Method, Retiree List Response Method, and Weekly Notification File Delivery Method.

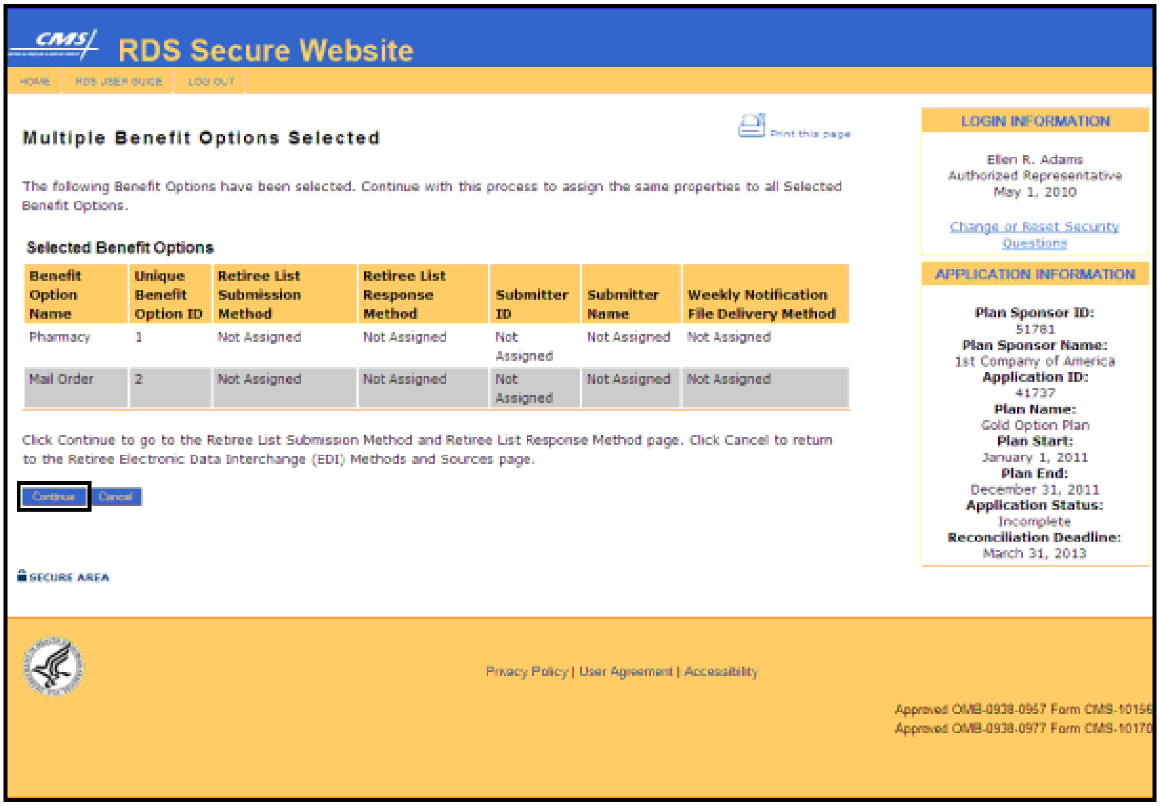


If multiple Benefit Options were selected, the Multiple Benefit Options Selected page will display. If a single Benefit Option was selected, the Retiree List Submission Method and Retiree List Response Method page will display.

On the Multiple Benefit Options Selected page:

3. The selected Benefit Options display. Continuing with this process will assign the same properties to all selected Benefit Options.

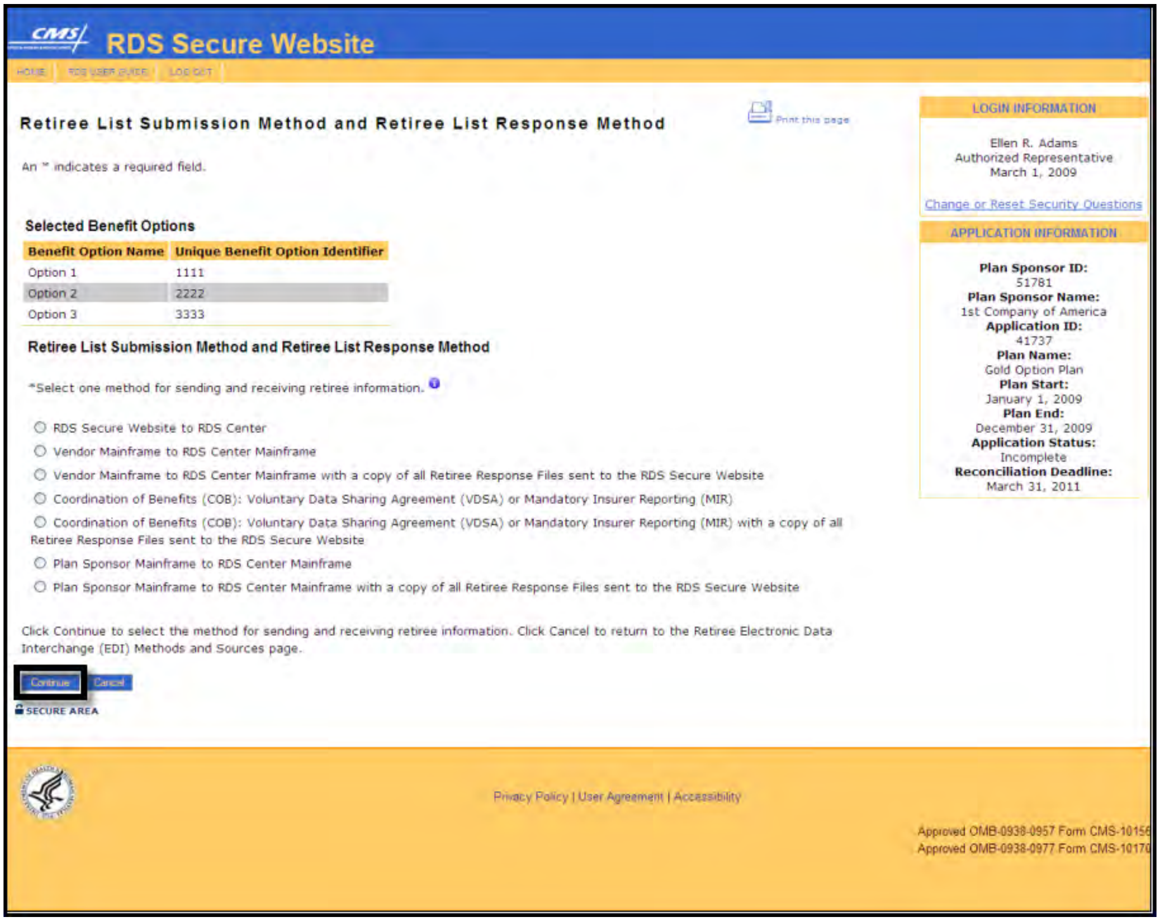
4. Click **Continue** to go to the Retiree List Submission Method and Retiree List Response Method page or click **Cancel** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



On the Retiree List Submission Method and Retiree List Response Method page:

An * indicates a required field.

5. Select one method for sending and receiving retiree information*.
6. Click **Continue** to select the method for sending and receiving retiree information or click **Cancel** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



Selection: RDS Secure Website to RDS Center

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

1. Click **Confirm** to accept the selections or click **Cancel** to return to the Retiree List Submission Method and Retiree List Response Method page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

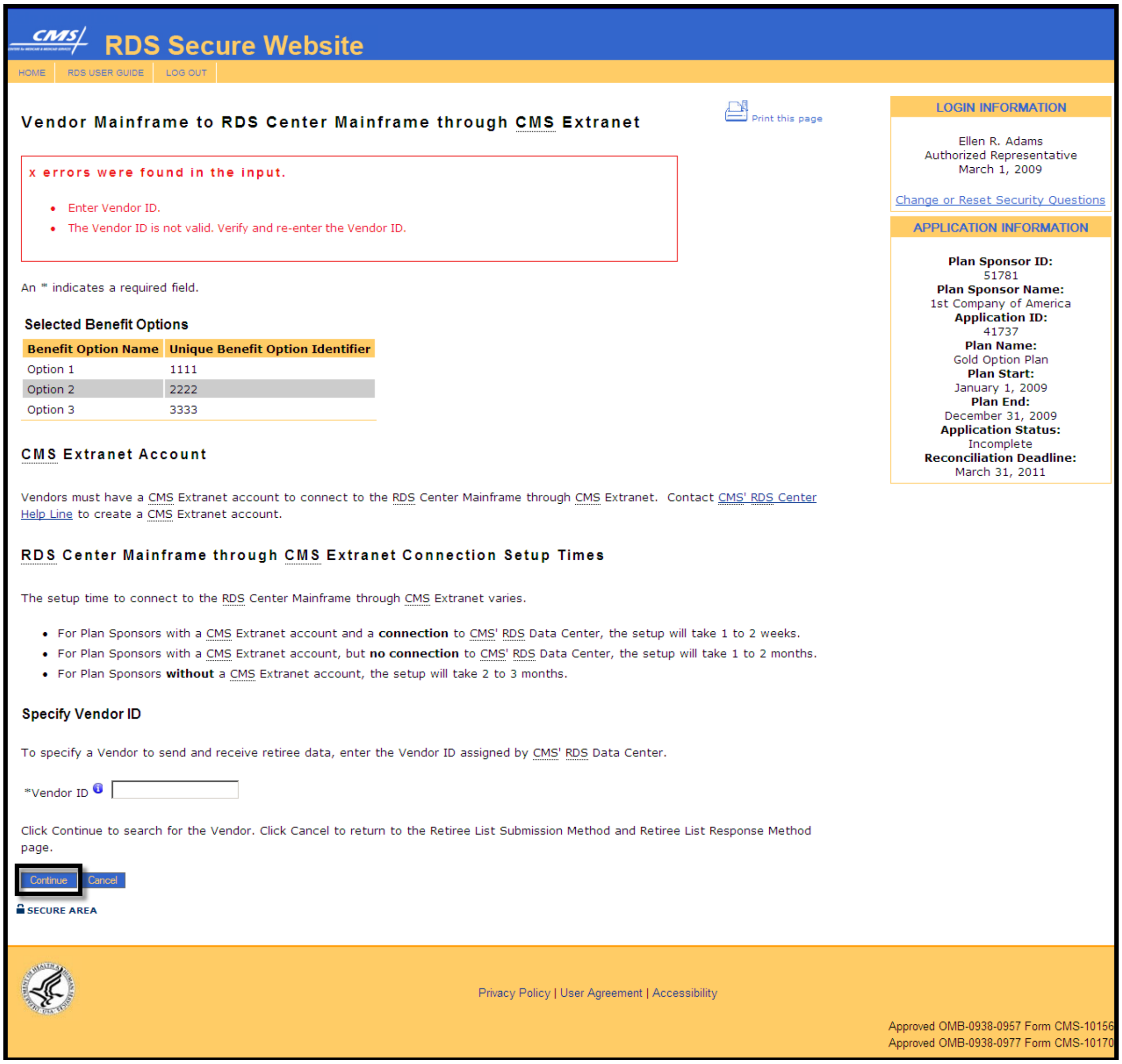
2. Click **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.

Selection: Vendor Mainframe to RDS Center Mainframe or Vendor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website

On the Vendor Mainframe to RDS Center Mainframe through CMS Extranet page:

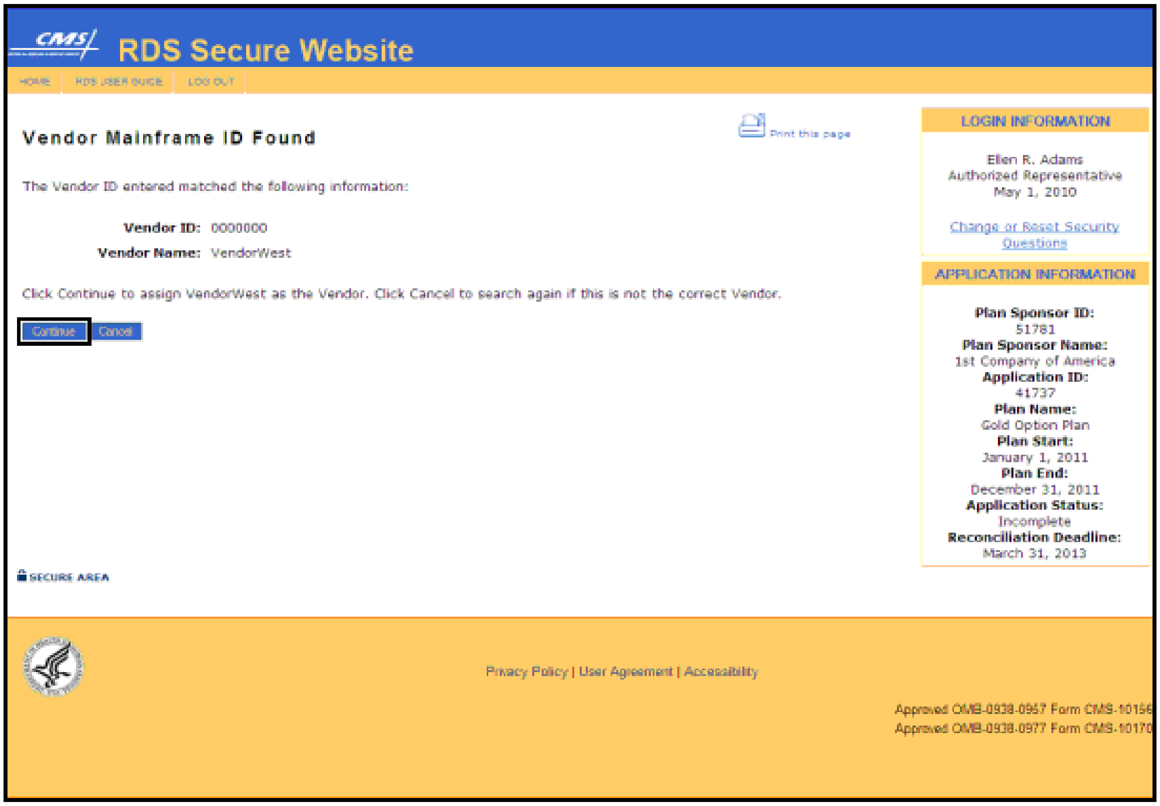
An * indicates a required field.

1. Note the setup times for CMS Extranet.
    - For Vendors with an existing CMS Extranet account and an existing connection to CMS' RDS Center, the setup takes 1 to 2 weeks.
    - For Vendors with a CMS Extranet account, but no existing connection to CMS' RDS Center, the setup takes 1 to 2 months.
    - For Vendors without a CMS Extranet account, the setup takes 2 to 3 months.
2. Enter the Vendor ID* assigned by CMS' RDS Data Center.
3. Click **Continue** to search for the Vendor or click **Cancel** to return to the Retiree List Submission and Retiree List Response Method page.



On the Vendor Mainframe ID Found page:

4. Click **Continue** to assign the Mainframe Vendor or click **Cancel** to search again if this is not the correct Mainframe Vendor.



On the Weekly Notification File Delivery Method page:

An * indicates a required field.

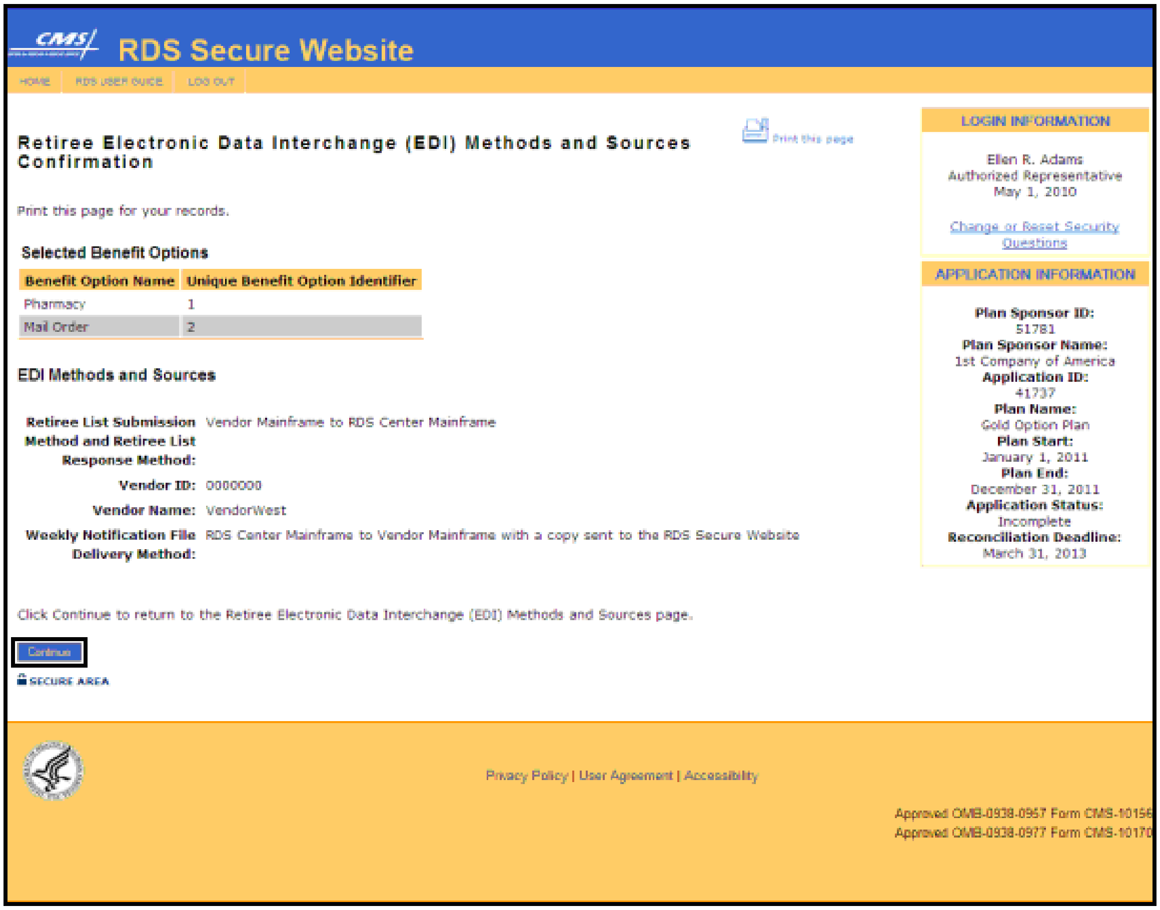
5. Select a Weekly Notification File Delivery Method*.
6. Click **Continue** to assign the Weekly Notification File Delivery Method or click **Cancel** to return to the Vendor Mainframe to RDS Center Mainframe through CMS Extranet page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

7. Click **Confirm** to accept these selections or click **Cancel** to return to the Weekly Notification File Delivery Method page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

8. Click **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



Selection: Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR), or Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) with a copy of all Retiree Response Files sent to the RDS Secure Website

On the Coordination of Benefits (COB) through VDSA or MIR page:

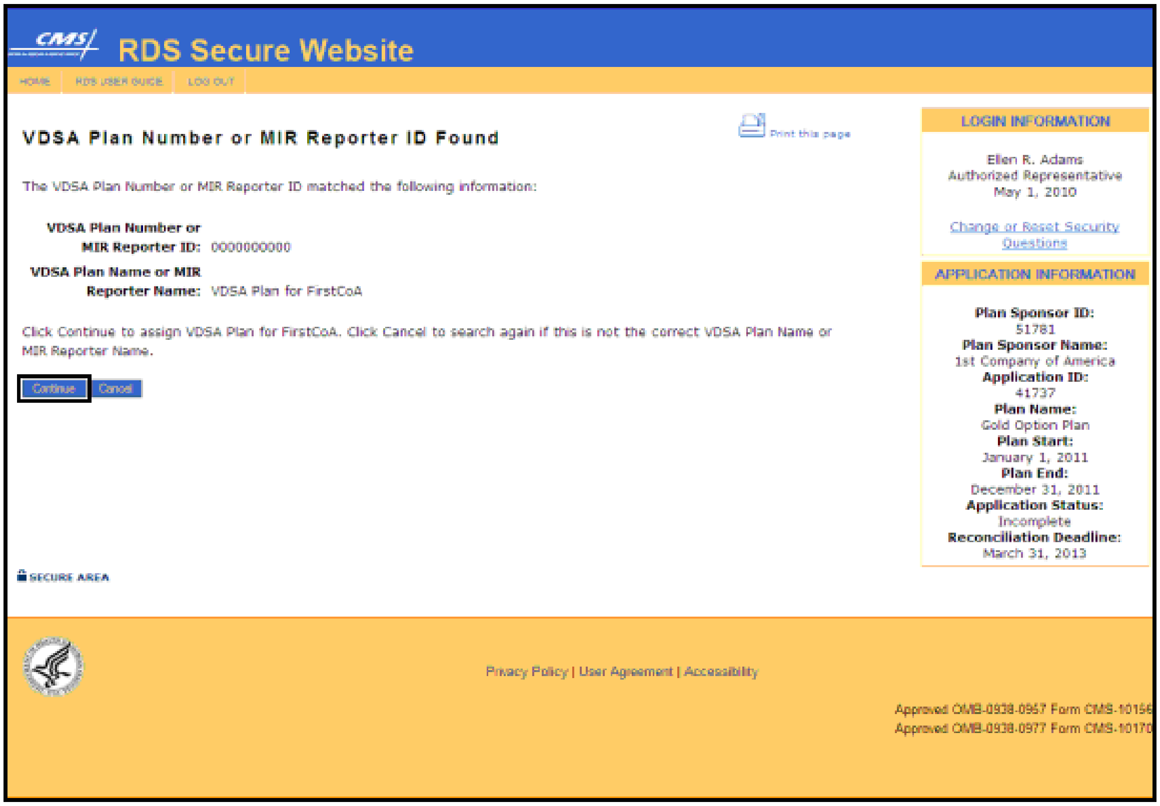
An * indicates a required field.

Note the setup times for VDSA or MIR:

1. If you do not currently have VDSA or MIR and would like to get additional information, contact the CMS Coordination of Benefits (COB) Contractor at cobva@ghimedicare.com. The usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements.
2. Enter the VDSA Plan Number or MIR Reporter ID*.
3. Click **Continue** to search for the VDSA Plan Number or MIR Reporter ID or click **Cancel** to return to the Retiree List Submission Method and Retiree List Response Method page.

On the VDSA Plan Number or MIR Reporter ID Found page:

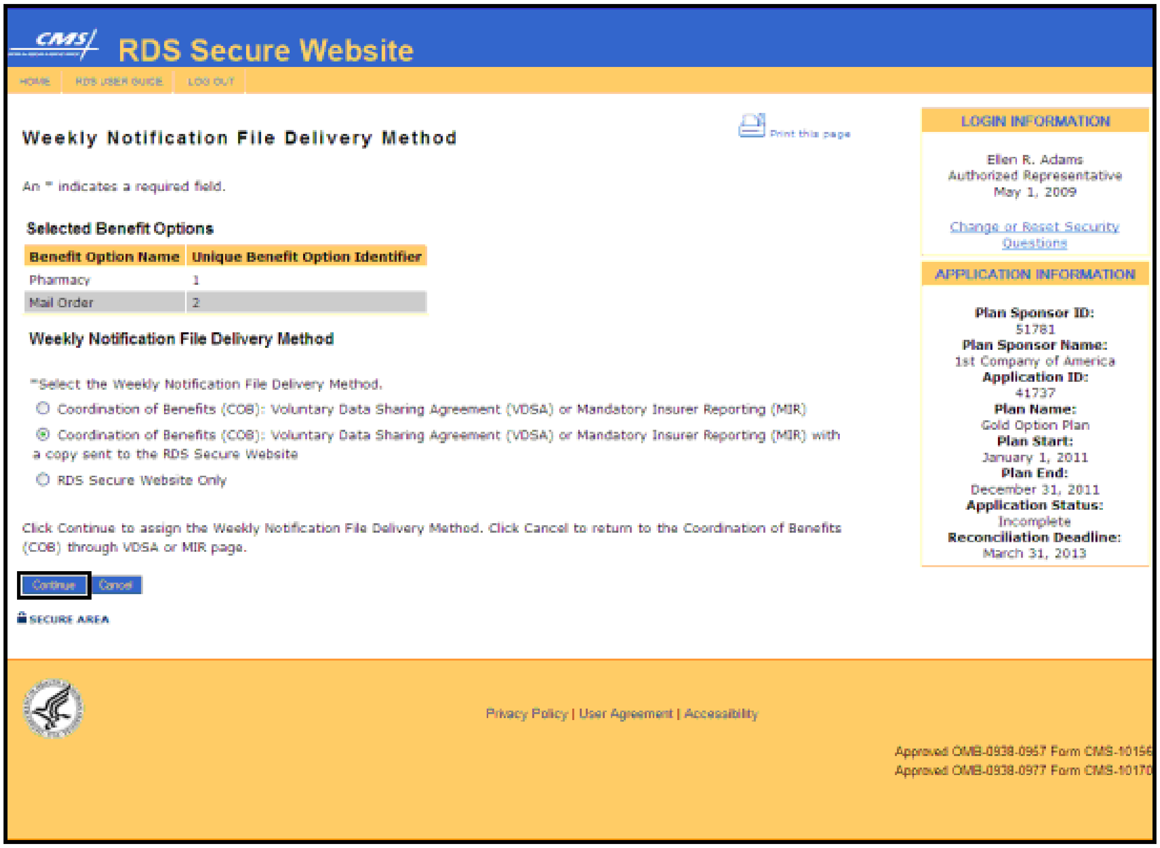
4. Click **Continue** to assign the VDSA Plan or MIR Reporter or click **Cancel** to search again if this is not the correct VDSA Plan or MIR Reporter ID.



On the Weekly Notification File Delivery Method page:

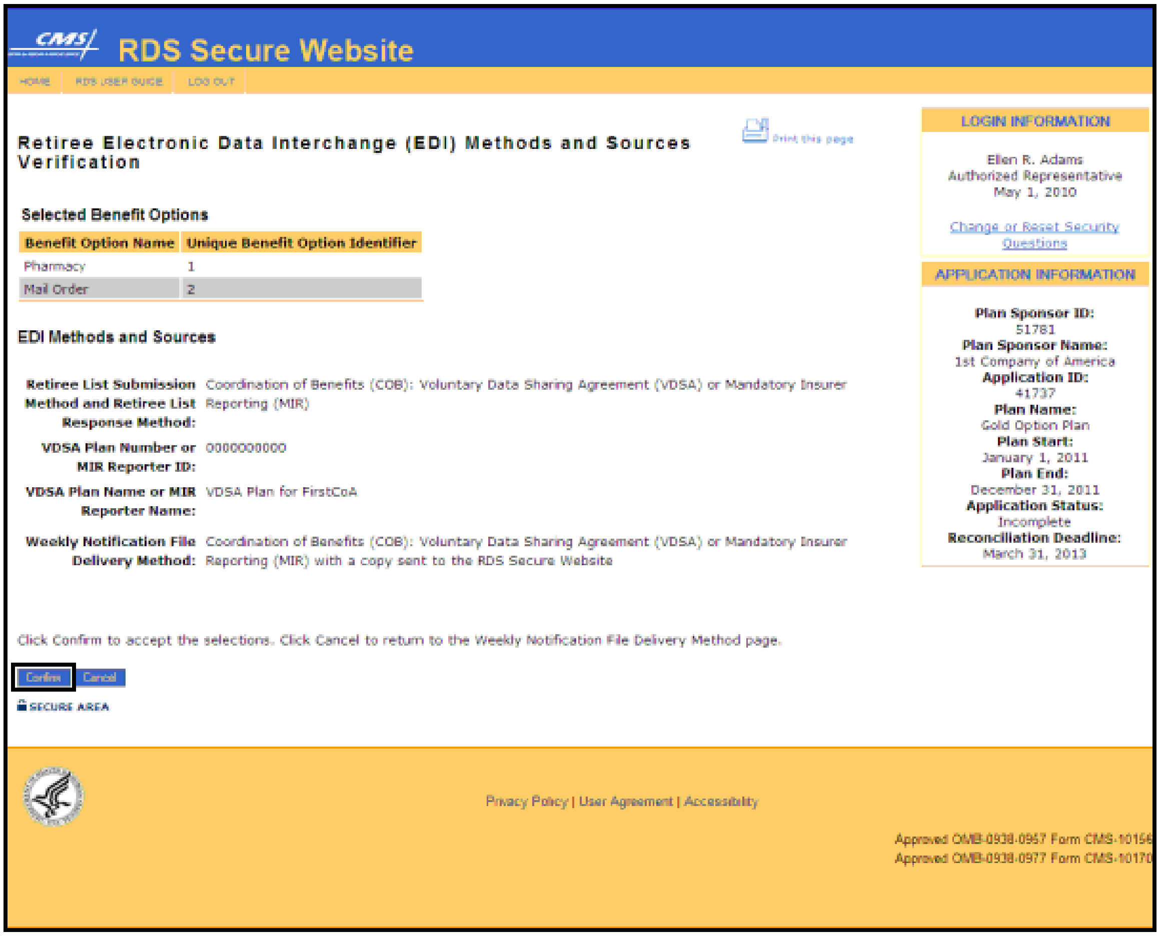
An * indicates a required field.

5. Select a Weekly Notification File Delivery Method*.
6. Click **Continue** to assign the Weekly Notification File Delivery Method or click **Cancel** to return to the Coordination of Benefits (COB) through VDSA or MIR page.



On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

7. Click **Confirm** to accept these selections or click **Cancel** to return to the Weekly Notification File Delivery Method page.



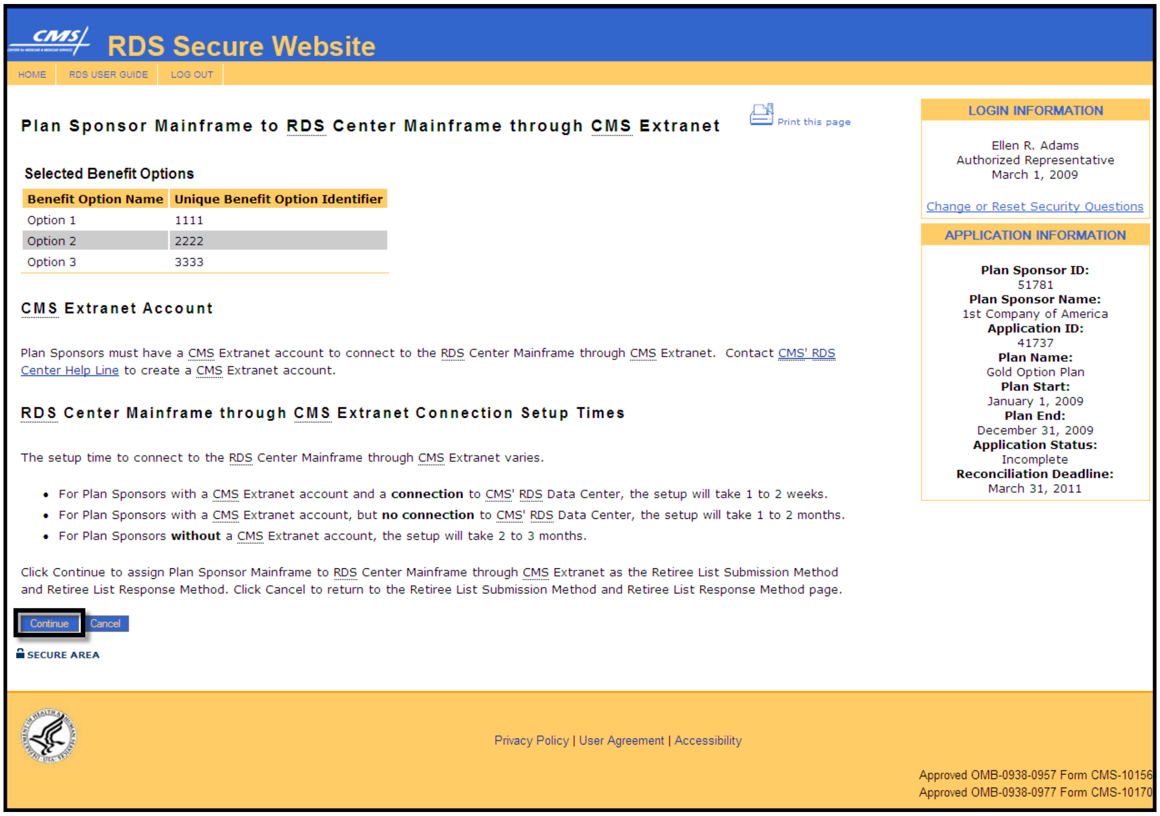
On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

8. Click **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.

Selection: Plan Sponsor Mainframe to RDS Center Mainframe or Plan Sponsor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website

On the Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet page:

1. Note the setup times for CMS Extranet.
    - For Plan Sponsors with an existing CMS Extranet account and an existing connection to CMS' RDS Center, the setup takes 1 to 2 weeks.
    - For Plan Sponsors with an existing CMS Extranet account, but no existing connection to CMS' RDS Center, the setup takes 1 to 2 months.
    - For Plan Sponsors without a CMS Extranet account, the setup takes 2 to 3 months.
2. Click **Continue** to assign the Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet as the Retiree List Submission Method and Retiree List Response Method or click **Cancel** to return to the Retiree List Submission and Retiree List Response Method page.



RDS Secure Website

HOME | RDS USER GUIDE | LOG OUT

Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet

Print this page

Selected Benefit Options

Benefit Option Name	Unique Benefit Option Identifier
Option 1	1111
Option 2	2222
Option 3	3333

CMS Extranet Account

Plan Sponsors must have a CMS Extranet account to connect to the RDS Center Mainframe through CMS Extranet. Contact CMS' RDS Center Help Line to create a CMS Extranet account.

RDS Center Mainframe through CMS Extranet Connection Setup Times

The setup time to connect to the RDS Center Mainframe through CMS Extranet varies.

- For Plan Sponsors with a CMS Extranet account and a **connection** to CMS' RDS Data Center, the setup will take 1 to 2 weeks.
- For Plan Sponsors with a CMS Extranet account, but **no connection** to CMS' RDS Data Center, the setup will take 1 to 2 months.
- For Plan Sponsors **without** a CMS Extranet account, the setup will take 2 to 3 months.

Click Continue to assign Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet as the Retiree List Submission Method and Retiree List Response Method. Click Cancel to return to the Retiree List Submission Method and Retiree List Response Method page.

Continue | Cancel

SECURE AREA

LOGIN INFORMATION

Ellen R. Adams
Authorized Representative
March 1, 2009

Change or Reset Security Questions

APPLICATION INFORMATION

Plan Sponsor ID: 51781
Plan Sponsor Name: 1st Company of America
Application ID: 41737
Plan Name: Gold Option Plan
Plan Start: January 1, 2009
Plan End: December 31, 2009
Application Status: Incomplete
Reconciliation Deadline: March 31, 2011

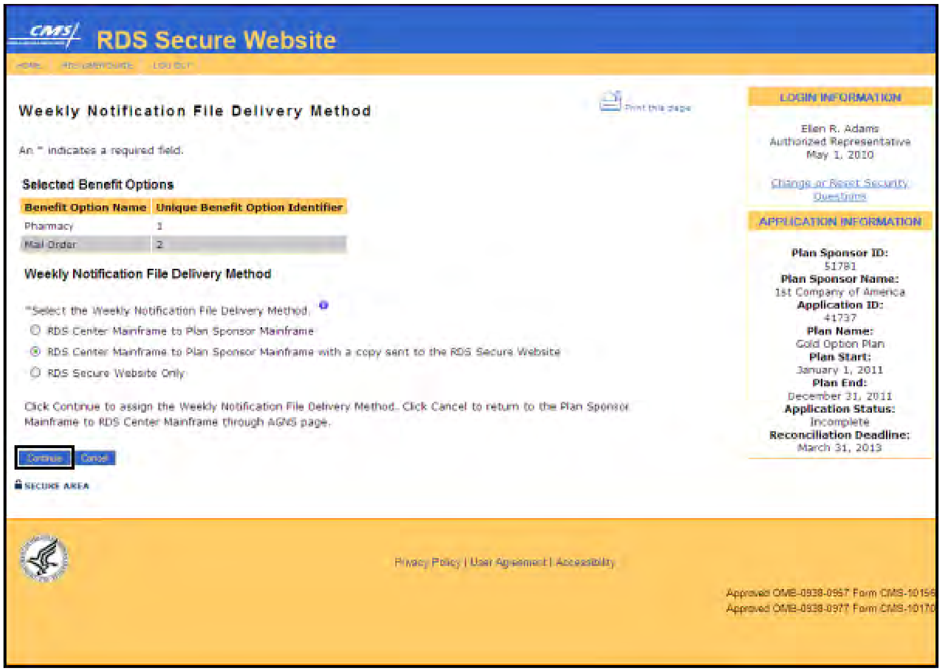
Privacy Policy | User Agreement | Accessibility

Approved OMB-0938-0957 Form CMS-10156
Approved OMB-0938-0977 Form CMS-10170

On the Weekly Notification File Delivery Method page:

An * indicates a required field.

3. Select a Weekly Notification File Delivery Method*.
4. Click **Continue** to assign the Weekly Notification File Delivery Method or click **Cancel** to return to the Plan Sponsor Mainframe to RDS Center Mainframe through CMS Extranet page.

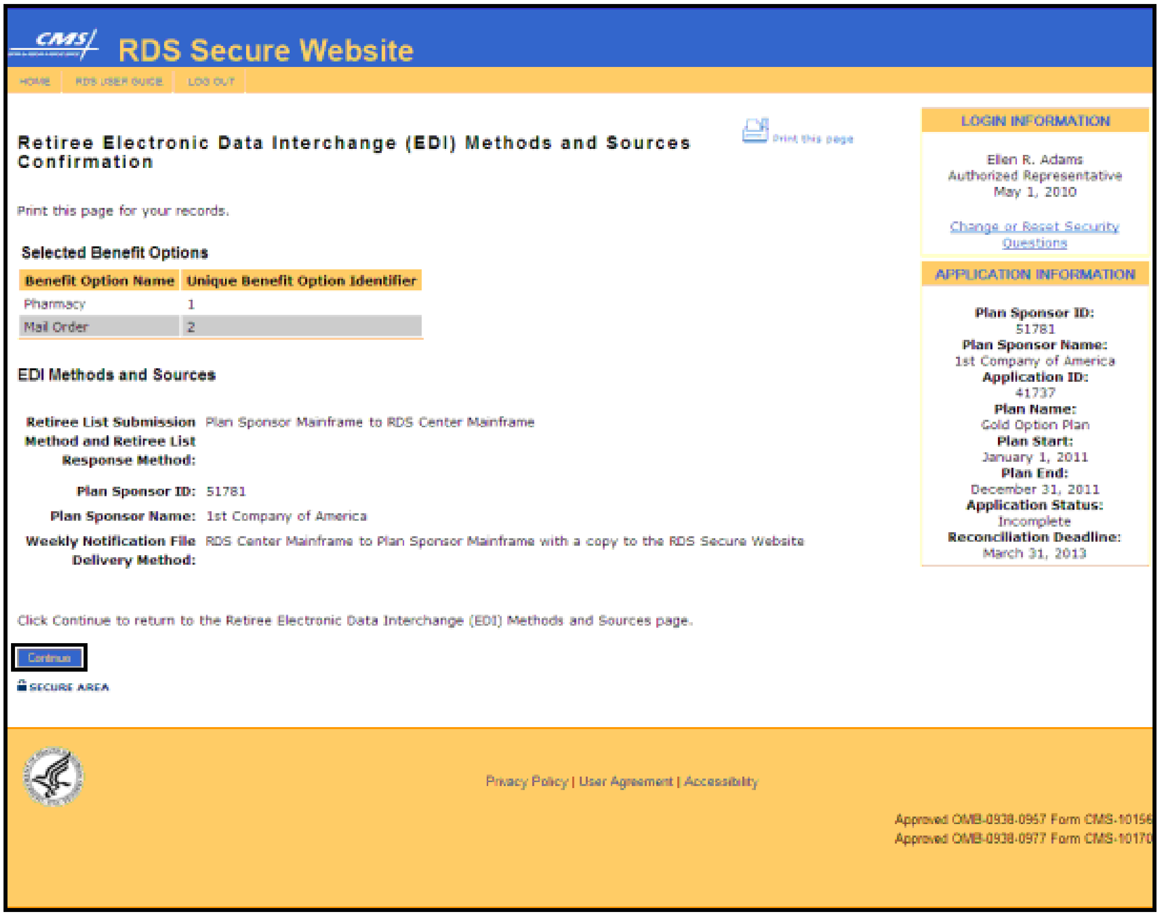


On the Retiree Electronic Data Interchange (EDI) Methods and Sources Verification page:

5. Click **Confirm** to accept these selections or click **Cancel** to return to the Weekly Notification File Delivery Method page.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources Confirmation page:

6. Click **Continue** to return to the Retiree Electronic Data Interchange (EDI) Methods and Sources page.



Viewing The Retiree List Submission Method For Past Applications That Have Completed Reconciliation

Any RDS Program Applications that have completed Reconciliation can be viewed using the RDS Secure Website. The Retiree EDI Methods and Sources will appear as they were selected when Reconciliation was completed and can be viewed on the Application Status page for that Application.

To access the RDS Secure Website, and navigate to the Application List page, go to: [Appendix A: Access The RDS Secure Website](#).

On the Application List page:

1. Select the appropriate Application ID.

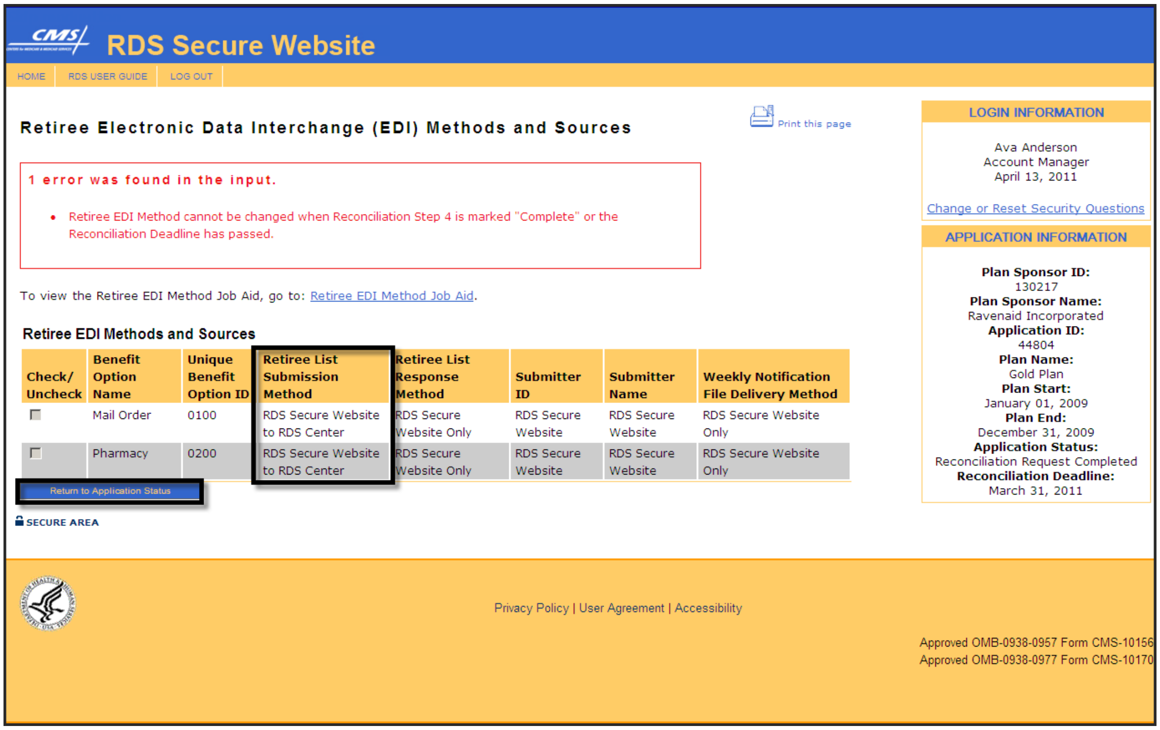
On the Application Status page:

2. Click **Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources**.

On the Retiree Electronic Data Interchange (EDI) Methods and Sources page:

3. The selected Retiree List Submission Method will be displayed.

4. Click **Return to Application Status** to exit this page.



Appendix P: Troubleshooting Exchanging Retiree Information With CMS' RDS Center

Introduction To Troubleshooting

This document contains some tips and tricks to assist in solving some of the most commonly encountered retiree problems.

CMS' RDS Center requests that you review and process response files and notification files in the order in which they are received as soon as possible so internal records reflect the correct Qualifying Covered Retiree (QCR) information and associated Subsidy Periods

For more information about Reason Codes, go to: Appendix M: RDS Reason Codes.

For further guidance, go to: Retiree Electronic Data Interchange (EDI) Methods and Sources Job Aid.

Troubleshooting Retiree File Submission

General Troubleshooting for RDS Secure Website Retiree Files

Save the retiree file on a local drive (for example, c:\) and not on your network. Uploading files from the network can be slow and may cause the RDS Secure Website to time out.

If the file takes more than five minutes to upload, stop or cancel the upload process and try again.

There is a known issue regarding file upload capabilities in Microsoft Internet Explorer version 6.0 running on Windows XP with Service Pack 2. Microsoft has posted a workaround: http://support.microsoft.com/?kbid=889334. CMS' RDS Center recommends that you work with your Technical Support Desk to install the workaround.

For more information about retiree file upload errors, go to: Appendix N: Retiree File Upload Errors.

General Troubleshooting for A Mainframe Retiree File That Was Rejected For Errors

If the retiree file did not pass the first level of edits because errors were found in the Header Record, Detail Record, and/or Trailer Record, you will not receive a Retiree Response File. CMS' RDS Center does not send a Retiree Response File for a rejected retiree file that does not pass first level editing.

If the retiree file passes the first level of edits, but CMS' RDS Center finds errors with particular data elements (invalid Application Number, Unique Benefit Option Identifier (UBOI), Social Security Number (SSN) or Health Insurance Claim Number (HICN), incorrectly formatted data elements, etc.) you will receive a Retiree Response File with Reason Codes. CMS' RDS Center needs you to research the data elements and corresponding Reason Code. It is important that the data elements provided in the retiree file, such as Date of Birth, Gender, SSN or HICN, and UBOI are accurate.

The retiree file must reference the UBOI exactly as it is entered on the Application. If CMS' RDS Center cannot match the UBOI entered on the retiree file to any UBOI on the Application, the entire retiree file will be rejected. Therefore, if any data element is entered incorrectly, correct and re-submit the retiree data in the next Monthly Retiree List. If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree, make sure the information provided in this record is the spouse's or dependant's, not that of the retiree.

Troubleshooting Retiree Response Files And Weekly Notification Files

No beneficiaries were approved for subsidy:

Verify that the information was entered correctly. In many cases, files with no valid QCRs have an invalid Application Number, invalid Unique Benefit Option Identifier (UBOI), or some basic formatting problem.

The Valid Initial Retiree List and Monthly Retiree List must reference the UBOI exactly as it is entered on the Application. If CMS' RDS Center cannot match the UBOI entered on the retiree file to any UBOI on the Application, the entire retiree file will be rejected.

If incorrect information was entered, correct and re-submit the retiree list.

If the information was entered correctly, research the Reason Codes associated with the denied records.

Reason Code 12 and the Subsidy Period Termination Date is the end of the month:

The beneficiary is deceased. Some of the retirees have been assigned a future Date of Death. This is not an error.

The default Date of Death, which is the last day of the month, will automatically be reported in situations where the Social Security Administration (SSA) was notified of the retiree's death, but did not receive official confirmation (for example, a copy of the Death Certificate).

When SSA receives official confirmation of the retiree's Date of Death, the following will occur:

1. SSA will update Medicare Beneficiary Database (MBD) with the actual Date of Death. This date will replace the future Date of Death (the last day of the month), which previously had been reported.
2. MBD will notify CMS' RDS Center with the official Date of Death.
3. CMS' RDS Center will send notification with the retiree's official Date of Death as the Subsidy Termination Date in the next Weekly Notification File.

Reason Code 16 – “Not A Valid Medicare Beneficiary”:

Research the data elements provided in the retiree file, such as Date of Birth, Gender, and SSN or HICN, to ensure the information provided is accurate. If any data element is entered incorrectly, correct and re-submit the retiree data in the next Monthly Retiree List.

If subsidy is being requested for the spouse or dependant of a Qualifying Covered Retiree (QCR), make sure the information provided in this record is the spouse or dependant and not that of the retiree.

If the issue persists, contact the beneficiary and 1-800-Medicare to address any discrepancies in data.

Understanding Delete Transaction Determination Indicators and Reason Codes:

Retiree Delete Transaction returns a Determination Indicator of **Y**:

- A delete transaction was sent in the last Monthly Retiree List requesting CMS' RDS Center to delete a record and CMS' RDS Center accepted the transaction.
- The **Y** indicates the delete was successful and the Subsidy Dates match the Plan Sponsor's Coverage Dates.

Retiree Delete Transaction returns a Determination Indicator of **N** and Reason Code 17:

- CMS' RDS Center rejected the delete transaction.
- No coverage period exists for delete transaction.

Plan Sponsor has questions regarding a specific retiree's response information sent from CMS' RDS Center:

If you have a question about the retiree response information returned from CMS' RDS Center, and you believe the information you submitted is correct, resend the information in the next Monthly Retiree List.

If the retiree was originally denied the subsidy, send the retiree record as an 'ADD'.

If the retiree was accepted for the subsidy, but not for the date ranges you originally intended, send the retiree record as an 'UPD'.

If after the second submission you still have a question, contact CMS' RDS Center Help Line for assistance.

If after re-submitting a previously rejected retiree, CMS' RDS Center issues a second rejection and you still do not feel that the decision is correct, contact CMS' RDS Center Help Line and report the discrepancy. CMS' RDS Center will research the determination(s) as necessary and advise you accordingly. As CMS' RDS Center researches the discrepancy, it is recommended that you continue to re-submit the retiree(s) on a Monthly Retiree List.

If CMS' RDS Center rejects one of the retirees, verify that the retiree's information was entered correctly. If incorrect information was entered, change the information accordingly and re-submit in the next Monthly Retiree List.

Retiree Response Files are expected and cannot be found on the RDS Secure Website (RDS Secure Website Only):

If you have uploaded the Valid Initial Retiree List to the RDS Secure Website but have not submitted the Application, the retiree file has not yet been processed. Retiree file processing only begins once you submit a timely Application.

If you have submitted the Application and uploaded the Valid Initial Retiree List, or sent a Monthly Retiree List but you have not received the email indicating final approval, the Retiree Response File is not available for download. The Retiree Response File should be available for download within two business days of receiving the final approval. If more than two business days have passed contact CMS' RDS Center Help Line for more information.

The Monthly Retiree List should be posted on the RDS Secure Website **approximately three to five days after submission**. If these timeframes have passed and you do not yet have the Retiree Response File, contact CMS' RDS Center Help Line for more information.

No Weekly Notification Files are received:

Reasons that this could occur are:

None of the beneficiaries covered under that Application had notification events. Events may include, but are not limited to: a change in Medicare entitlement, the death of beneficiary, or enrollment in Medicare Part D.

Check the current Retiree Electronic Data Interchange (EDI) Methods and Sources to determine which file transfer method to use to send the Weekly Notification Files.

Changing the Retiree Electronic Data Interchange (EDI) Methods and Sources to Mainframe without fully testing it first may result in files not being received. You should not change the method until you know that the Mainframe connection is working properly.

When Reconciliation Step 4: Finalize Covered Retirees is marked "Complete" or the Reconciliation Deadline has passed for that Application, CMS' RDS Center will no longer create or send Weekly Notification Files.

Troubleshooting Requesting And Downloading Covered Retiree Lists

Covered Retiree List (CRL) is not posted on the RDS Secure Website:

The request may still be processing at CMS' RDS Center. The CRL should be available for download within **two business days** after the request for the list is made.

If more than two business days have passed, the Plan Sponsor should check the retiree counts for the Application to verify that they are not equal to zero. For more information about viewing retiree counts, go to: Current Covered Retiree Counts.

If retiree counts are greater than zero for this Application and a file has not been received after **four business days**, contact CMS' RDS Center Help Line for more information.

If there are no valid retirees on the Covered Retiree List:

Verify that the information in the last submitted Monthly Retiree List was entered correctly.

If incorrect information was entered, change the information accordingly and resubmit in the next Monthly Retiree List.

If the Retiree Response File indicates that no Subsidy Periods have been approved for the beneficiaries on this Application, contact CMS' RDS Center Help Line for more information.

Covered Retiree List does not match the Plan Sponsor's expected results:

If a retiree record that was expected to be on this list is absent, or if any of the Subsidy Periods do not match the Plan Sponsor's internal records, the Plan Sponsor should begin by ensuring that they have processed all of the Retiree Response Files and Weekly Notification Files for this Application in the order they were received. After all files have been processed the Plan Sponsor should compare their updated internal records to the CRL.

Submit a Monthly Retiree List containing records for the beneficiaries in question when one of the following occurs:

- The Plan Sponsor's internal records still indicate that the beneficiaries not appearing on the CRL have approved Subsidy Periods under this Application.
- The Plan Sponsor's internal records still indicate that the beneficiaries have different approved Subsidy Periods under this Application.
- The Plan Sponsor is unable to process the Retiree Response File and Weekly Notification File for any reason.

If the above actions do not resolve the discrepancies, the Plan Sponsor should work with the beneficiary to validate all identifying information (for example, Date of Birth, SSN or HICN) and Medicare coverage. The beneficiary may contact 1-800-Medicare to discuss any identifying information or coverage issues. If the Plan Sponsor is still unable to resolve the discrepancy, contact CMS' RDS Center Help Line for assistance.

Troubleshooting Part D Enrollment Rejection Notifications

If no Notifications are available:

If there are no beneficiaries for whom the Plan Sponsor is requesting subsidy, attempting to enroll in Medicare Part D, there will be no notifications. Additionally, notifications will only remain on this page for 30 days. You will also receive these notifications as part of the Weekly Notifications File.

Acronyms

Acronym	Acronym Description
AAA	American Academy of Actuaries
ACH	Automated Clearing House
AM	Account Manager
AR	Authorized Representative
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CMS	Centers for Medicare & Medicaid Services
COB	Coordination of Benefits
CRL	Covered Retiree List
CSR	Customer Service Representative
CSV	Comma Separated Value
DCN	Document Control Number
EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
E-PHI	Electronic Protected Health Information
ETO	Education, Training, and Outreach
FOIA	Freedom of Information Act
GHI	Group Health Incorporated
GSA	General Services Administration
HHS	U.S. Department of Health & Human Services

Acronym	Acronym Description
HICN	Health Insurance Claim Number
HIPAA	Health Insurance Portability and Accountability Act
IWR	Informal Written Reconsideration
LDAP	Lightweight Directory Access Protocol
MBD	Medicare Beneficiary Database
MFMM	Medicare Financial Management Manual
MMA	Medicare Modernization Act
NDC	National Drug Code
OIG	Office of Inspector General
PBM	Pharmacy Benefit Manager
PDP	Prescription Drug Plan
PHI	Protected Health Information
PRA	Paperwork Reduction Act
PSI	Plan Sponsor Information
PWS	Program Website
QCR	Qualifying Covered Retiree
RDS	Retiree Drug Subsidy
SSA	Social Security Administration
SSN	Social Security Number
SWS	Secure Website
UBOI	Unique Benefit Option Identifier
VDSA	Voluntary Data Sharing Agreement

Acronym	Acronym Description
VEBA	Voluntary Employee Beneficiary Arrangement
WFM	Workflow Manager

Glossary

A

Accessibility - CMS' RDS Center complies with the regulations of Section 508 of the Rehabilitation Act and the Department of Health & Human Services (HHS) Section 508 Implementation Policy. CMS' RDS Program is committed to making all RDS Websites accessible to the widest possible audience.

Account Manager (AM) - A registered RDS participant, who initiates and manages the Plan Sponsor account, assigns and manages other users, and manages the RDS Application Lifecycle.

Actuary - A registered RDS participant, employed by the Plan Sponsor to attest to the RDS Application. The Actuary must be a member of the American Academy of Actuaries (AAA) that is contracted by the Plan Sponsor to attest to the Medicare Part D equivalence of the Plan Sponsor's Applications' Benefit Options.

Add/Update/Delete Retiree File - This is now known as a Monthly Retiree List. Use this to add, update, or delete Subsidy Periods as applicable.

Additional Documentary Evidence - A Plan Sponsor may submit additional documentary evidence for CMS' RDS Center to consider while reviewing the Informal Written Reconsideration. Please include a documentary evidence cover sheet that specifies the Application Number.

American Academy of Actuaries (AAA) - Serves the public on behalf of the U.S. actuarial profession.

Annual Payment Frequency - Selecting an annual payment frequency guarantees one Final Payment Request at Reconciliation.

Application - A complete RDS Application includes a Valid Initial Online Application and a Valid Initial Retiree List.

Application Deadline - The Application Deadline is available on the Application Status page.

Application Deadline Extension - An Application Deadline Extension may be requested within 90 days from the Application Deadline if a Plan Sponsor cannot submit the Application by the Application Deadline.

Application ID - Go to: **Application Number**

Application List - The Application List page lists all of the Applications to which an Account Manager, Authorized Representative, or a Designee are assigned.

Application Number - The Application Number is a unique number, assigned to an Application that will not change.

Application Submission Process - This is a process by which a Plan Sponsor submits a Valid Initial Online Application and a Valid Initial Retiree List.

Attestation - The process by which an AAA Actuary attests to the Benefit Options in an RDS Application.

Authorized Representative (AR) - A registered RDS participant, who takes legal responsibility for the terms of the RDS Program by signing the Plan Sponsor Agreement, also takes part in other RDS Lifecycle processes.

Authorized Representative Verification Form - This is an RDS form that must be completed by an employee of the Plan Sponsor. For multi-employer plans, this individual may be an employee, or a member of the jointly appointed board of trustees, which includes both labor and management.

Automated Clearing House (ACH) - This is a nationwide batch-oriented electronic funds transfer system governed by the NACHA Operating Rules, which provide for the interbank clearing of electronic payments for participating depository financial institutions. The Federal Reserve and Electronic Payments Network act as ACH Operators, central clearing facilities through which financial institutions transmit or receive ACH entries.

B

Bank Routing Number - This is a 9-digit number used to identify the bank in financial transactions.

Beneficiary - Go to: **Qualifying Covered Retiree (QCR)**

Benefit Option - A set of health care benefits offered by a Plan Sponsor to retirees.

C

CMS' RDS Center Help Line - CMS' RDS Call Center that handles all incoming calls and written inquires about the RDS Program

Coordination of Benefits (COB) Contractor - A third-party company contracted to set up retiree file data transfer using a Voluntary Data Sharing Agreement (VDSA).

Copybook - Used to define the physical layout and attributes of data in an input or output file and is designed to be copied into source programs used in mainframe programming.

Covered Retiree List (CRL) - A list of a Plan Sponsor's Qualifying Covered Retirees.

Comma Separated Value (CSV) File - This file is also referred to as a "flat file" or "comma delimited file." Computer systems use this type of file to pass information back and forth between databases. Each line represents one entry or record and a comma separates each data element within a record.

D

Designee - An optional registered RDS participant used to complete tasks in the RDS Program Lifecycle to assist the Account Manager (AM) or the Authorized Representative (AR). The Designee may be assigned multiple privileges to enable specific RDS tasks are performed.

Designee Pass Phrase - A phrase assigned to a Designee prior to registration as an additional security measure to ensure that the Designee was contacted by the Plan Sponsor. A Pass Phrase can be a word, short phrase, and/or numbers containing 4-30 characters. This phrase is not system generated and is not transmitted to the Designee electronically. The Plan Sponsor must deliver this phrase to the Designee by some format outside of the RDS Secure Website (for example: email, telephone, etc)

E

Electronic Data Interchange (EDI) Method - The method of electronically sending funds to a Plan Sponsor's bank account.

F

Freedom of Information Act (FOIA) - The Freedom of Information Act (FOIA) is a Federal statute that allows individuals to request access to Federal agency records, except to the extent records are protected from disclosure by the Freedom of Information Act. Any FOIA requests concerning the RDS Program should be submitted in accordance with the U.S. Department of Health & Human Services' FOIA guidelines, located online at http://www.hhs.gov/foia.

M

Medicare Beneficiary Database (MBD) - The Medicare Beneficiary Database is the system of record for all Medicare Beneficiary data. CMS' RDS Center verifies the Medicare entitlement for each retiree using this database.

Medicare Part D Enrollment Rejection Notification - A Medicare Part D Enrollment Rejection Notification is information sent by CMS' RDS Center advising the Plan Sponsor that a Beneficiary, for whom they are requesting Subsidy Payments, has attempted to enroll in Medicare Part D.

Monthly Retiree List - Use this to add, update, or delete Subsidy Periods as applicable.

P

Pass Phrase - This may be a word, short phrase, and/or numbers containing 4-30 characters. If the Designee does not currently exist in the RDS Secure Website and the Plan Sponsor needs to add the Designee as a new user and needs to create a Pass Phrase to give to the Designee. This Pass Phrase must be provided to the Designee before registration, and it must be communicated to the Designee outside the RDS Secure Website. The Designee uses this Pass Phrase to complete the RDS Secure Website registration process.

Payment Frequency - The Payment Frequency is the chosen frequency to submit Payment Requests. A monthly payment frequency will allow the submission of up to twelve Payment Requests. A quarterly payment frequency will allow the submission of up to four payment requests. An interim annual payment frequency will allow one payment request to be submitted.

Pharmacy Benefit Manager (PBM) - A third-party company contracted by a Plan Sponsor as a Vendor.

Plan - Prescription drug benefit program.

Plan Year - The RDS Plan Year may be calendar or non-calendar and includes specific Subsidy Periods.

Plan Sponsor - The organization participating in the RDS Program.

Plan Sponsor Account - An account with the RDS Program created by a Plan Sponsor Organization to take part in CMS' RDS Program.

Plan Sponsor Payment Agreement - Plan Sponsor Payment Agreement states that the signor agrees to all of the clauses of the Payment Agreement. The Payment Agreement must be electronically signed before submitting an initial Payment Request or a Reconciliation Payment Request.

Plan Sponsor ID - A unique number assigned to a Plan Sponsor for the duration of their participation in the RDS Program.

Q

Qualifying Covered Retiree (QCR) - An RDS eligible retiree or beneficiary.

R

Reason Codes - The identification numbers that correspond to a specific message about a response file.

Reconciliation - The process where after the end of the Plan Year, the Plan Sponsor finalizes the Covered Retiree List and submits all final cost data.

Retiree - Beneficiaries who are eligible to enroll in Medicare Part D but are not enrolled.

Retiree Counts - The number of retirees in a Retiree File. Retiree Counts are used to validate Cost Data for an Application. The Monthly Retiree Count and the Plan Year Retiree Count represent the number of Qualifying Covered Retirees (QCRs) having coverage in a given month or plan year. The Plan Year Retiree Count is the total number of unique QCRs for the entire Application Plan Year.

Retiree Drug Subsidy (RDS) - A tax-free subsidy payment of 28 percent of allowable retiree prescription drug costs attributable to gross prescription drug costs between the cost threshold and the cost limit per Qualifying Covered Retiree (QCR).

Retiree File - The Retiree File is a collection of data about the individual for whom you have applied for subsidy. This is a generic term used to describe the Valid Initial Retiree List and Monthly Retiree List.

Retiree Record - Go to: **Retiree File**

Retiree Record Layout - The specified format for the Retiree File or Retiree Record.

Retiree Response File - A Retiree Response File is sent to Plan Sponsors in response to retiree information that was submitted.

S

Sample Retiree File Spreadsheet - A pre-formatted spreadsheet available to all RDS Plan Sponsors to submit their retiree files.

Section 508 - Section 508 requires that individuals with disabilities seeking information or services from this document have access to and the ability to use information and data that is comparable to that provided to the public who are not disabled.

Social Security Administration (SSA) - The Federal agency that, among other things, determines initial entitlement to and eligibility for Medicare benefits.

Subsidy - The amount CMS' RDS Center approves for payment to an RDS Plan Sponsor.

T

Timeliness - A validation check to ensure that specific functions are performed on Applications within a certain period of time (for example: by a specific deadline). Two edits for timeliness exist, the Application Deadline and Reconciliation Deadline.

U

Unique Benefit Option Identifier (UBOI) - This identifier is used for the Benefit Options in each Application. This could be an Rx Group Identifier.

Upload a File - The process to upload a file to the RDS Secure Website. The Upload Retiree File link is located on the Manage Retirees page. This link is used to upload both the Valid Initial Retiree List and subsequent Monthly Retiree List.

User Agreement - The RDS User Agreement is a legal and binding document between the Plan Sponsor and CMS' RDS Center.

User Registration - The process that allows an organization to participate in the RDS Program by registering an Account Manager, Authorized Representative, Actuary, and Designees.

V

Valid Initial Online Application - The Valid Initial Online Application consists of 8 steps. A Plan Sponsor will define the details regarding their Application, which is done by completing the first 7 steps of the Application Submission Process. Step 8 allows the Authorized Representative (AR) to sign the Plan Sponsor Agreement and submit the Valid Initial Online Application to CMS' RDS Center.

Valid Initial Retiree List - A Plan Sponsor must submit a Valid Initial Retiree List to CMS' RDS Center as part of the Application Submission Process. After Step 2 is marked "Complete", the Valid Initial Retiree List may be submitted to CMS' RDS Center.

Vendor - A third-party company contracted by a Plan Sponsor to report cost data or manage retiree files.

Vendor ID - An identification number assigned to a Vendor as a form of verification of the Vendor's contract with the Plan Sponsor.

Voluntary Data Sharing Agreement (VDSA) - This agreement authorizes CMS and an employer, or insurer or agent on behalf of an employer, to electronically exchange health insurance benefit entitlement information.

W

Weekly Notification File - A notification message from CMS' RDS Center concerning a Qualifying Covered Retiree (QCR), and the related Medicare Entitlement or Subsidy Coverage.

Weekly Notification Reason Codes - These are data elements included on records within Weekly Notification Files sent by CMS' RDS Center.