

***Coverage Gap Discount Program (CGDP)
New CGDP Portal Direct Payment Process***

Sponsor Portal Users Guide

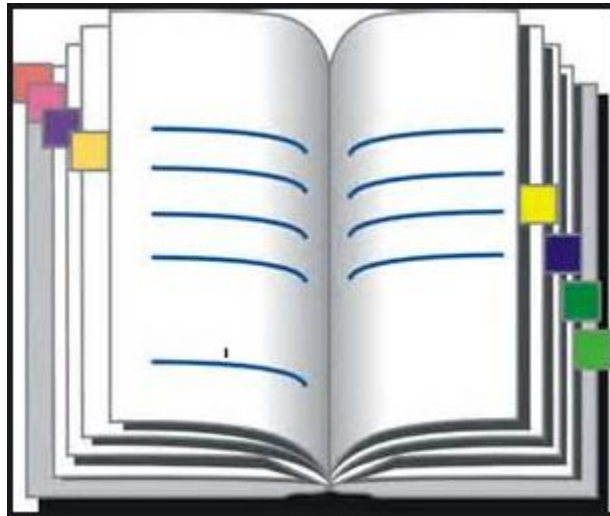


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Introduction

The Third Party Administrator (TPA) is the single point of contact between pharmaceutical Manufacturers and Part D Sponsors with the Coverage Gap Discount Program (CGDP). As stated in the Social Security Act (SSA), section 1860D-14A(d)(3), the TPA is required to receive and transmit information between the Centers for Medicare & Medicaid Services (CMS), pharmaceutical Manufacturers, and other entities as appropriate. It is also required to receive, distribute, or facilitate the distribution of funds of pharmaceutical Manufacturers to appropriate entities, provide adequate and timely information to pharmaceutical Manufacturers, and permit Manufacturers to conduct periodic audits of the data and information used by the TPA to determine Manufacturer discounts for applicable drugs under the Medicare Coverage Gap Discount Program.

TPA Operations established CGDP TPA Mailboxes for Sponsors to fulfill the statutory requirements in the SSA. Within the mailbox, Sponsors can select from menu options to access invoices and reports, electronic funds transfer (EFT) file downloads and a payment confirmation guide.

This process presents the following challenges to the completion of the CGDP requirements:

- Actual payments may not match invoiced amounts
- Confirmations may not match actual payments
- Received payments may or may not be confirmed
- Misapplied payments may happen due to missing EFT identifiers

To help alleviate these challenges, the CGDP Portal Direct Payment Process (DPP) will provide Sponsors the ability to perform the following:

- Invoice review
- Invoice payment selection
- Invoice payment deferment
- Batch Invoice payment selection
- Automatic payment confirmation
- Payment receipt review
- Invoice dispute filing
- Reports retrieval





The CGDP Portal DPP allows Sponsors the ability to review invoice line item payments due from the Manufacturer. It also provides the ability to initiate bank-to-bank Automated Clearing House (ACH) transfers for invoice line item payments due back to Manufacturers, similar to the way online banking customers pay monthly bills. The CGDP Portal DPP will become the active system starting with the calendar year 2015 Q2 reporting period.

Utilizing the CGDP Portal DPP will eliminate the need for secure file transfer protocol (SFTP) mailboxes, conversion of invoice files to confirmation files, invoice line item amount payment discrepancies and downloading EFT files to complete the payment process. There will be no payment confirmation reports accepted after August 14, 2015 for any invoicing period

The Sponsor Portal DPP Users Guide will provide information on the functions available in the CGDP Portal DPP as well as tasked-based instructions for performing payment and receipt processing and report retrieval.

CGDP Portal DPP Icons

There are recurring icons and links throughout the CGDP Portal DPP that appear on the functional tabs in the system.

ICON/LINK	Definition
	<i>Calendar</i> icon provides an expanded calendar that allows users to select future months and dates.
Contact Us	<i>Contact Us</i> link provides contact information for the TPA Operations Team
Help	<i>Help</i> link provides access to the New Direct Payment Process Information section of the TPA Operations website
Logout	<i>Logout</i> link provides one-click access for logging out of the Web Portal DPP system
My Profile	<i>My Profile</i> link provides the ability to update the login password, security questions, or payment initiation PIN.
	<i>Next Page</i> icon provides access to move forward to next page in document
	<i>Prior Page</i> icon provides access to return to prior page in document, when available
	<i>Printer</i> icon provides users with displayed information formatted in a Microsoft Excel file.
Reporting	<i>Reporting</i> link provides a readable version of the data report.

CGDP Portal DPP Functions

CGDP Portal DPP Login



The screenshot shows the login interface for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below this, there is a login form with two input fields: "User Id:" and "Password:". A "Login" button is positioned to the right of the password field.

- 1) To access the CGDP Portal DPP system, Sponsors will enter his/her credential information provided by the TPA Operations Team.

The User ID is the Parent Organization ID. The Parent Organization ID number categorizes the information loaded to the CGDP Portal DPP. Information is limited to only the Sponsor Contract Numbers associated with the Parent Organization ID.

Note: Users will not have the ability to view other Sponsors' data.

CGDP Portal DPP Security Settings

- 2) There can potentially be 2 different roles within the portal: one for Administration purposes with no payment initiation capability and another strictly for Payment Initiation purposes. Accounts will be created with both roles for the primary contact by default, but the Payment Initiation role can be assigned to a different person upon receipt of written authorization sent in to the TPA Operations. All first time users with payment initiation authority will also be required to provide a 4 digit pass code for payment purposes.

The screenshot shows the 'Coverage Gap Discount Program' page. At the top left is the Palmetto GBA logo, and at the top center is the CMS logo. On the top right are links for 'Contact Us', 'My Profile', 'Logout', and 'Help'. The main heading is 'Coverage Gap Discount Program'. Below it is a red banner with the text 'Security Data Missing'. Underneath the banner, a message states: 'Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.' The form contains the following fields: 'Enter PIN:' (with a red box around the label and input), 'Retype PIN:' (with a red box around the label and input), 'Question #1:' (dropdown menu), 'Answer #1:' (text input), 'Question #2:' (dropdown menu), 'Answer #2:' (text input), 'Question #3:' (dropdown menu), and 'Answer #3:' (text input). A 'Save' button is located at the bottom right of the form.

- 3) The 4 digit PIN must be numeric and entered correctly when retyped. If not you will receive the error message(s) listed below.

The screenshot shows the 'Coverage Gap Discount Program' page with an error message. At the top left is the Palmetto GBA logo, and at the top center is the CMS logo. On the top right are links for 'Contact Us', 'My Profile', 'Logout', and 'Help'. The main heading is 'Coverage Gap Discount Program'. Below it is a red banner with the text 'Error Messages'. Underneath the banner, two error messages are listed: '• New PIN must be numeric.' and '• New PIN and Retype New PIN do not match.' A white arrow points from the right towards the error messages. Below the error messages is a red banner with the text 'Security Data Missing'. Underneath the banner, a message states: 'Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.' The form contains the following fields: 'Enter PIN:' (with a red box around the label and input, showing four asterisks), 'Retype PIN:' (with a red box around the label and input, showing three asterisks), 'Question #1:' (dropdown menu with the text 'What was the house number and street name you lived in as a child?'), 'Answer #1:' (text input with four asterisks), 'Question #2:' (dropdown menu with the text 'In what town or city was your first full time job?'), 'Answer #2:' (text input with eight asterisks), 'Question #3:' (dropdown menu with the text 'What time of the day was your first child born? (hh:mm)'), and 'Answer #3:' (text input with six asterisks). A 'Save' button is located at the bottom right of the form.

- 4) All first time users, regardless of roles, will also be asked to provide answers to three selected security questions. Use the drop list to choose each question. Note: User must select three different questions.

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Coverage Gap Discount Program

Security Data Missing

Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.

Enter PIN:

Retype PIN:

Question #1: What primary school did you attend?

Answer #1:

Question #2: In what town or city did your mother and father meet?

Answer #2:

Question #3:

Answer #3:

- What was the house number and street name you lived in as a child?
- What were the last four digits of your childhood telephone number?
- What primary school did you attend?
- In what town or city was your first full time job?
- In what town or city did you meet your spouse/partner?
- What are the last five digits of your driver's licence number?
- In what town or city did your mother and father meet?
- What time of the day were you born? (hh:mm)
- What time of the day was your first child born? (hh:mm)

- 5) The answers to each question should be entered in the *Answer #* boxes. Click *Save* once all three questions have been chosen and answered.

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Coverage Gap Discount Program

Security Data Missing

Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.

Question #1: What primary school did you attend?

Answer #1:

Question #2: In what town or city was your first full time job?

Answer #2:

Question #3: In what town or city did your mother and father meet?

Answer #3:

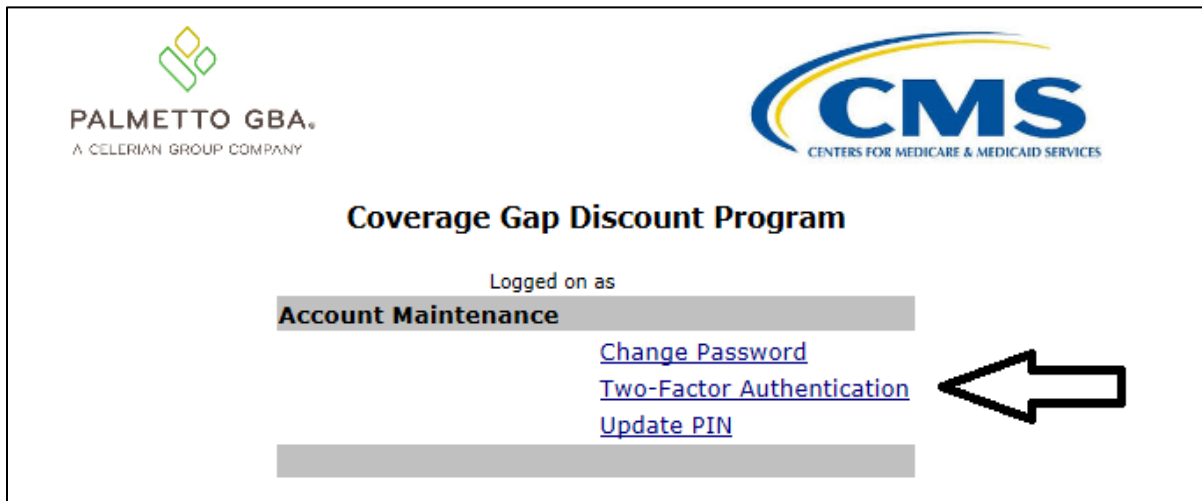
- 6) Once all three questions are answered, one of those questions will be randomly chosen again for you to answer. Once the answer is entered, click *Validate*.

- 7) After 3 failed attempts, you will receive the error message listed below. If you receive this message, please contact TPA Operations to have your account reset. The TPA Operations contact information can be found under the *Contact Us* link.

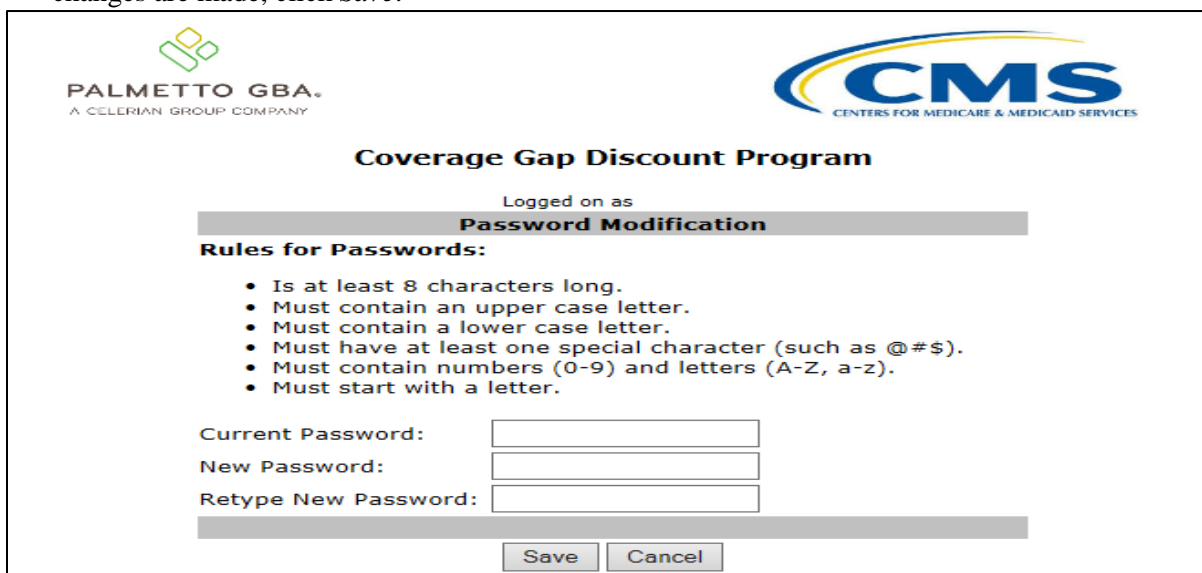
- 8) The user will also have the option to change his/her security information through the functions located under the My Profile link as seen below.



- 9) The user will have the option to *Change Password*, change *Two-Way Authentication*, or *Update Pin*.



- 10) If the user chooses *Change Password*, the following screen will be displayed. The old password must be entered and the rules designated for password changes must be followed. Once the changes are made, click *Save*.



- 11) If the user chooses *Two-Factor Authentication* and wishes to change his/her security questions, the following screen will be displayed. Note: The current questions and answers will be displayed. Make the changes then click *Save*.

The screenshot shows the 'Coverage Gap Discount Program' interface. At the top left is the Palmetto GBA logo (A Celerian Group Company) and at the top right is the CMS logo (Centers for Medicare & Medicaid Services). The title 'Coverage Gap Discount Program' is centered. Below it, it says 'Logged on as'. A grey header bar contains the text 'Two-Factor Authentication Information'. There are three question-answer pairs, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'What was the house number and street name you lived in as a child?', 'In what town or city was your first full time job?', and 'What time of the day was your first child born? (hh:mm)'. The answers are masked with four dots. At the bottom, there are 'Save' and 'Cancel' buttons.

- 12) If the user chooses *Update Pin* and he/she is authorized to initiate payments, the following screen will be displayed. The old pin must be entered and the new pin a four digit numeric code.

The screenshot shows the 'Coverage Gap Discount Program' interface for PIN modification. At the top left is the Palmetto GBA logo (A Celerian Group Company) and at the top right is the CMS logo (Centers for Medicare & Medicaid Services). The title 'Coverage Gap Discount Program' is centered. Below it, it says 'Logged on as'. A grey header bar contains the text 'PIN Modification'. There are three text input fields labeled 'Old PIN:', 'New PIN:', and 'Retype New PIN:'. At the bottom, there are 'Save' and 'Cancel' buttons.

CGDP Portal DPP Home Tab

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Pending	<input type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

The **Home** tab allows the user to begin research and work with distributed invoices.

The **Home** tab has the following five regions.

1. **Tabbed region:** displays the tabbed page that is currently active. The tabbed region is available in all functionality of the system and provides a user with the ability to move throughout the system.
2. **Home Filter region:** allows the user to search data listed by the defaulted Parent Organization ID.
3. **Home Welcome Message region:** provides a message of activities that are available in the system.
4. **Home Filter Results region:** displays results based on data entered into the **Home Filter region**.
5. **Home Status Definitions region:** provides definitions of the statuses displayed in the **Home Filter Results region**.

The following pages will describe each region and its associated functions.

Tabbed Region - Home



After logging into the CGDP Portal DPP, the active tab displayed is the **Home** tab. The **Tabbed region** displays with the following available tabs:

- Home
- Reports


Selecting a distribution invoice line for review in the **Home Filter Results region** will activate the following tabs in the **Tabbed region**:

- Payments
- Completed
- Receipts



Home Filter Region

②

A Parent Org. ID:	B Contract Number	C Reporting Period:	D Status:	
H0_0 ▾	ANY ▾	2014 01 ▾	ANY ▾	

The **Home Filter region** contains the following four fields to assist a user with narrowing distributed invoice criteria:

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: allows the user to select a Sponsor Contract Number, associated with the Parent Organization ID, from the drop down list.
Note: Sponsors may have multiple Contract Numbers associated with the Parent Organization ID. To view all Contract Numbers for the Parent Organization ID, users can select ‘ANY’ from the drop down list.
- C. Reporting Period: allows the user to select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select ‘ANY’ from list.
- D. Status: allows the user to select a specific status assigned to distributed invoices or allows a user to select ‘ANY’ to view all statuses assigned. Statuses can be one of five selections:
 - Available
 - Failed
 - Incomplete
 - Pending
 - Successful

Home Welcome Message Region

③

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

The **Home Welcome Message region** provides a quick overview of some of the tasks that are available in the system as well as providing instruction for beginning the payment functionality process.

Home Filter Results Region

④

A <u>Parent Org. ID</u>	B <u>Contract Number</u>	C <u>Reporting Period</u>	D <u>Status</u>	E <u>Select</u>
H0__0	H3__9	201401	Pending	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

The **Home Filter Results region** displays information requested in the **Home Filter region** based on the data selected in the Contract Number, Reporting Period, or Status fields.

The **Home Filter Results region** contains the following five fields that assist a user in reviewing distributed invoices for processing:

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: displays a specific Contract Number or all Contract Numbers associated with the Parent Organization ID, based on the distributed invoice line selected in the **Home Filter region**.
- C. Reporting Period: displays invoices distributed by calendar year and quarter, in YYYYQQ format. Display can contain specific quarters or all distributed quarters, based on the selection in the **Home Filter region**.
- D. Status: displays the status of distributed invoices. Display can contain data for one status type or display all statuses, based on the selection criteria entered in the **Home Filter region**.
- E. Select: allows the user to select an individual distributed invoice line to access invoice line items associated with the invoice. This action also activates all tabs in the **Tabbed region**.

In the following example, the distributed invoice selected displays the status of Available.

④

<u>Parent Org. ID</u>	<u>Contract Number</u>	<u>Reporting Period</u>	<u>Status</u>	E <u>Select</u>
H0__0	H3__9	201401	Pending	<input type="radio"/>
H0__0	H5__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>

Home Status Definitions

- 5
- Available** - Invoice is ready for payment initiations
 - Failed** - One or more items has an unsuccessful payment attempt
 - Incomplete** - One or more items have not been paid
 - Pending** - All line items have been initiated successfully
 - Successful** - All line items have been paid successfully

The **Home Status Definitions** region provides explanations of each of the statuses that may display in the **Home Filter Results** region.

CGDP Portal DPP Payments Tab

Sponsor Portal CGDP Payments 2 Invoiced Reporting Period: 201401 3 Payments due 6/8/2014

④ P Number: P1_4 Parent Org. ID: H0_0 Contract Number: H5_9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/22/2014 Submit

Payment Information

Total Invoiced	71.79
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	71.79

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

Stop Payment(s)

Payment Initiation Upload

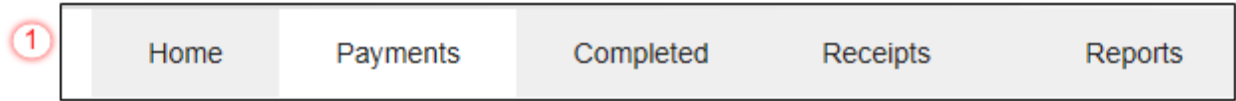
The **Payments** tab allows the user to review and process payment information for invoice line items by Manufacturer P Number.

The **Payments** tab has the following eight regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Payments Invoice Reporting Period region:** displays the specific quarter reporting period for invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**.
3. **Payments due region:** displays the date the invoice line items are due to Manufacturers, in MM/DD/YYYY format, based on the reporting period selected in the **Home Filter region**.
4. **Payments Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Payment Information region:** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as payment functionality is processed.
6. **Payments Initiation region:** displays invoice line items based on P Number and Contract Number data entered into the **Payments Filter region**.
7. **Payment Initiation Upload region:** allows the user to create and upload multiple paid invoice line item data for ease in completing the payment initiation functionality, instead of working with each individual Manufacturer invoice line item.
8. **Payments Pending Transactions region:** displays invoice line items that are pending payment.

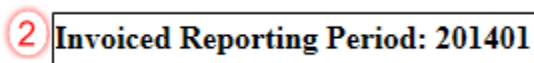
The following pages will describe each region and its associated functions.

Tabbed Region - Payments



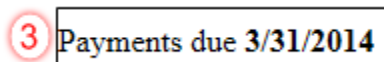
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Payments** tab is active.

Payments Invoiced Reporting Period Region



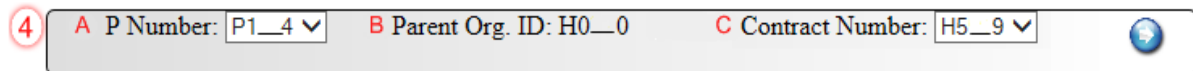
This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 1st quarter of calendar year 2014 will appear in the **Payments Initiation region** on the **Payments** tab.

Payments Due Region



This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days. In this example, the invoice line items displayed in the **Payments Initiation region** are due by the date listed in the **Payments Due region**.

Payments Filter Region



A screenshot of the 'Payments Filter Region' interface. It features three dropdown menus in a horizontal row. The first dropdown is labeled 'A P Number:' and shows 'P1__4'. The second is labeled 'B Parent Org. ID:' and shows 'H0__0'. The third is labeled 'C Contract Number:' and shows 'H5__9'. A red circle with the number '4' is positioned to the left of the first dropdown. A small globe icon is on the right side of the filter bar.

The **Payments Filter region** contains the following three fields to assist a user with narrowing invoice line item search criteria.

- A. P Number: displays the P Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID.
Note: this field will only allow update to P Numbers that have invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
- B. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- C. Contract Number: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.

Payment Information Region

5

<u>Payment Information</u>		
A	Total Invoiced	71.79
B	Total Failed	0.00
C	Total Deferred	0.00
D	Total Pending	0.00
E	Total Successful	0.00
F	Total Available	71.79

The **Payment Information region** provides a summary view of activities that occur on the **Payments** page.

This region contains the following six fields to provide up-to-date data regarding invoice line item activity.

- A. Total Invoiced: displays total dollar amount of invoice line items that require payment for the reporting period.
- B. Total Failed: displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- E. Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. Total Available: displays the total dollar amount of remaining invoice line items requiring payment.

Payments Initiation Region

							E <input type="checkbox"/> Initiate All	
A	B	C	D		F	G	H	
P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date		Initiate Payment	Defer	Failed	
P1_4	71.79	0.00	12/22/2014		<input type="checkbox"/>	<input type="checkbox"/>		
							I <input type="checkbox"/> Update All	J
							12/22/2014	Submit

The **Payments Initiation region** displays information requested in the **Payments Filter region**, based on the data selected in the P Number or Contract Number fields.

This region contains the following nine fields that assist a user in processing invoice line items for payment.

- A. P Number: displays the Manufacturer P Number.
- B. Invoiced Amt.: displays the invoice line item amounts due to the Manufacturer.
Note: This amount is automatically populated from the quarterly invoice and cannot be modified.
- C. Previous Deferred Amount: displays amounts that qualified for deferment from the prior reporting period(s).

- D. Payment/Failed Date: displays the current date of a generated invoice line item payment, in MM/DD/YYYY format.

In the following example, the Payment Date defaults to current date of 12/22/2014.

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	^D Payment/ Failed Date	Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All Update All 12/22/2014

The Payment Date field also contains a *Calendar* icon to allow a user to update payment dates to a future date. Users can either manually enter the date into the field, in MM/DD/YYYY format, or utilize the *Calendar* icon to populate the updated payment date.

In the following example, the calendar has the date of 12/05/2014 selected.

⑥

^D **Payment Date**

12/05/2014

December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- E. Initiate All: provides a user with the functionality to populate the check box with a check mark, which selects all displayed invoice line items on the active page to be paid.

In the following example, the Initiate All check box is populated and all check boxes for the invoice line items on the active page are populated.

E <input checked="" type="checkbox"/> Initiate All						
P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	F <input checked="" type="checkbox"/> Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/22/2014 Submit

The Payment Date will default to the current date when the Initiate All functionality is used.

Note: Selecting the Initiate All check box will only select invoice line items displayed in the active **Payments Initiation region**. To process all invoice line items utilizing the Initiate All function a user must select the *Next Page* icon, populate the Initiate All check box for the invoice line items displayed on the active page, and select the *Submit* button.

De-selecting the Initiate All check box will remove all Initiate Payment check marks for invoice line items on the active page.

- F. Initiate Payment: allows the user to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

G. Defer: provides a check box available for selection when the Invoiced Amt. or the combination of the Invoiced Amt. and the Previous Deferred Amount total less than the system-default allowable amount. The process provides the functionality to defer an invoice line item to a subsequent reporting period if the Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

Note: Sponsors should only utilize deferment when the invoice line item amount is less than their banking ACH process minimum processing amount. The CGDP Portal DPP displays the Defer check box for line items that total less than the current system-default amount of \$20.00 USD. Once the total amount of the Invoiced Amt. or the combination of the Invoiced Amt. and the Previous Deferred Amount fields is greater than the system-default allowable amount, the invoice line item amount is no longer eligible for deferment.

In the following example, the Invoiced Amt. is less than the system-default allowable amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

6

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/23/2014	<input type="button" value="Submit"/>	

In the following example, the Invoiced Amt. and the Previous Deferred Amount total less than the system-default allowable amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

6

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1__9	0.55	9.54	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/23/2014	<input type="button" value="Submit"/>	

In the following example, the Invoiced Amt. and the Previous Deferred Amount total more than the system-default allowable amount, which disqualifies the invoice line items for deferral to the subsequent reporting period.

6

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__9	10.74	10.09	12/23/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
			<input type="checkbox"/> Update All	12/23/2014	<input type="button" value="Submit"/>	

H. **Failed:** provides a user an informational message when an invoice line item does not successfully process payments to the Manufacturer.

In the following example, the **Failed** field displays messages such as:

- Authentic. Error (Care account is not set)
- Initiation Failure
- Batch Initiation Failure

6	P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed ^H
	P1__8	851.68	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	Initiation Failure
	P1__8	165.07	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
	P1__4	279.64	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	AUTHENTIC. ERROR (Care account is not set)

Update All 12/22/2014

Submit

- I. Update All Payment Dates: allows the user to set a future date for all displayed invoice line items.

Note: Selection and update of the calendar date in the Update All Payment Dates field will only affect invoice line items displayed in the active **Payments Initiation region**.

To process *all* distributed invoice line items utilizing the Update All Payment Dates field, a user must select the *Next Page* icon, repeat the Update All Payment Dates action with the selected payment date for the invoice line items displayed on the active **Payments Initiation region** page, and select the *Submit* button.

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1_4	71.79	0.00	12/22/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All

Update All 12/22/2014

The Update All Payment Date field also contains a *Calendar* icon to allow a user to update payment dates to a future date. Users can either manually enter the date into the field, in MM/DD/YYYY format, or utilize the *Calendar* icon to populate the updated payment date.

In the following example, the calendar has the date of 12/05/2014 selected.

⑥

Payment Date

12/05/2014

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- J. Submit button: provides a user one-click functionality to process selected invoice line items for payment.

The **Payments Initiation region** may display ‘Please contact TPA’ for invoice line items in lieu of the Payment Date, Initiate Payment, Defer and Failed fields. Users are required to contact the TPA Operations staff to request assistance with processing the invoice line items.

Examples of why ‘Please contact TPA’ may display are:

- Invalid banking information on file for Manufacturer
- Manufacturer is classified in Receivership status
- IRS Levy/Garnishment documentation requests

In the following example, the **Payments Initiation region** displays the message ‘Please contact TPA.’

⑥

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__8	\$51.68	0.00		Please contact TPA		
P1__8	165.07	0.00		Please contact TPA		

Update All 12/22/2014

Payment Initiation Upload Region

The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in a later section of this manual to utilize the upload process.

- A. Browse...: allows the user to search file data created to batch payment files for upload to system.
- B. Upload: provides a user one-click functionality to upload batched payment file data to the system for processing.

Payments Pending Transactions Region

A	P Number	B	Authorization Amt.	C	Date Submitted	D	Payment Date	E	Stop Payment
	P__2		228.54		12/03/2014		12/03/2014		
	P__9		223.66		12/01/2014		12/21/2014		<input type="checkbox"/>
	P__9		2055.70		12/03/2014		12/21/2014		<input type="checkbox"/>
	P__8		53.86		12/03/2014		12/30/2014		<input type="checkbox"/>


The **Payments Pending Transactions region** displays information regarding reassigned invoice line items from the **Payments Initiation region** based on payment selection.

This form contains the following six fields used to display invoice line items selected for payment.


- A. P Number: displays the Manufacturer number.
- B. Authorization Amt: displays the amount authorized, including amounts located in the Invoice Amt. and Previous Deferred Amount fields, as payment to the Manufacturer.
- C. Date Submitted: displays the calendar date the invoice line item transferred from the **Payments Initiation region** to the **Payments Pending Transactions region**, in MM/DD/YYYY format.
- D. Payment Date: displays the calendar date that initiates the request for withdrawal of scheduled funds from user's bank account, in MM/DD/YYYY format.

- E. Stop Payment: provides a check box available for selection for future dated payments. The Stop Payment check box allows the user to stop payment processing prior to actual payment. The Stop Payment checkbox only displays for pending invoice line item payments that contain a payment date greater than the current calendar date.

In the following example, the highlighted payment is not eligible for stop payment, due to the payment not being a future dated payment.


8 Pending Transactions 

P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P__2	228.54	12/03/2014	12/03/2014	
P__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
P__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
P__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>

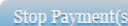


- F. Stop Payment(s) button: provides a user with one-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Payments Pending Transactions region** to the **Payments Initiation region**.

In the following example, a future dated payment is marked for stop payment.

8 Pending Transactions 

P Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
P__2	228.54	12/03/2014	12/03/2014	
P__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
P__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
P__8	53.86	12/03/2014	12/30/2014	<input checked="" type="checkbox"/>

F 

CGDP Portal DPP Work Instructions - Payments

Processing Invoice Payments

Sponsors are required to process invoice line item payments on a quarterly basis within 38 calendar days from receipt of distributed invoices. The CGDP Portal DPP allows the user to process payments for individual invoice line items with a default payment date of the current calendar day.

This work instruction provides direction on the steps needed to process payments for individual invoice line items utilizing the current calendar day as payment initiation date.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- Populate the Select radio button for the reporting period and select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payment Information region** for pending items.

In the following example, the Total Pending field contains no pending items.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The 'Payments' tab is selected. A search bar shows filters for P Number (ANY), Parent Org. ID (H0...0), and Contract Number (H3...9). Below the search bar is a table of payment entries:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1...0	101.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1...6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table are buttons for 'Initiate All', 'Update All', and 'Submit'. To the right, a 'Payment Information' summary box is highlighted with a red border:

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1164.56

At the bottom, there is a 'Pending Transactions' section with a table that currently has 'No data' and a 'Payment Initiation Upload' section with 'Browse' and 'Upload' buttons.

- 5) Review the **Payments Initiation region** for available invoice line items.

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

This screenshot is similar to the previous one but with a different Contract Number (H3...9). The 'Payments Initiation' table is highlighted with a red border:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1...0	101.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1...6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

The 'Payment Information' summary box on the right shows the same totals as in the previous screenshot, with 'Total Pending' at 0.00.

- 6) To select an individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

In the following example, the populated Initiate Payment check box corresponds to the invoice line item of \$101.12.

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

- 7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

- 8) Once the invoice line item processes, review the **Payments Pending Transactions** region for pending invoice line item payments.

In the following example, the invoice line item amount of \$101.12 displays in the **Payments Pending Transactions** region.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The 'Payments' tab is selected. A table lists payment details for P Number P1_6, with an Invoiced Amt. of 1063.44 and a Previous Deferred Amount of 0.00. The 'Payments Pending Transactions' table is highlighted with a red box and contains one entry for P Number P1_0 with an Authorization Amt. of 101.12, Date Submitted of 12/30/2014, and Payment Date of 12/30/2014. To the right, the 'Payment Information' summary shows a Total Pending amount of 101.12.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1_6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_0	101.12	12/30/2014	12/30/2014	

Payment Information	
Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

- 9) The **Payments Information** region updates the Total Pending field with the amounts listed in the **Payments Pending Transactions** region.

In the following example, the Total Pending field displays the amount of \$101.12.

This screenshot is identical to the previous one, but the 'Total Pending' field in the 'Payment Information' summary is highlighted with a red box, showing the value 101.12. This value corresponds to the 'Authorization Amt.' in the 'Payments Pending Transactions' table.

10) For final verification of the processed invoice line item, select the P Number from the drop down list in the **Payments Filter region** and enter in the specific P Number.

In the following example, P1__0 populates the P Number field drop down list and displays no invoice line item data in the **Payments Initiation region**.

The screenshot shows the CMS CGDP Payments portal. At the top, there are logos for PALMETTO GBA and CMS, along with navigation links: Contact Us, My Profile, Logout, and Help. Below the logos is a navigation bar with tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main content area is titled 'Sponsor Portal CGDP Payments' with 'Invoiced Reporting Period: 201401' and 'Payments due 6/8/2014'. The 'Payments Filter region' contains a 'P Number' dropdown menu set to 'P1__0', 'Parent Org. ID: H0__0', and 'Contract Number: H3__9'. Below this is an 'Initiate All' checkbox and a 'No data' message. There is also an 'Update All' checkbox with a date field set to '12/30/2014' and a 'Submit' button. To the right, a 'Payment Information' table shows: Total Invoiced (1164.56), Total Failed (0.00), Total Deferred (0.00), Total Pending (101.12), Total Successful (0.00), and Total Available (1063.44). Below the filter region is a 'Pending Transactions' table with one entry: P Number (P1__0), Authorization Amt. (101.12), Date Submitted (12/30/2014), Payment Date (12/30/2014), and Stop Payment. To the right of this table is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. A 'Stop Payment(s)' button is located at the bottom right of the 'Pending Transactions' table.

You have now completed payment of an individual invoice line item.

Processing Future Dated Invoice Payments

The CGDP Portal DPP allows the user to select payment dates for invoice line items that differ from the default payment date of the current calendar day.

This work instruction provides direction on the steps needed to process individual invoice line items for future calendar day payment processing.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- 2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

The screenshot shows the CMS Coverage Gap Discount Program Sponsor Portal. The 'Home' tab is selected in the navigation bar. The 'Contract Number' dropdown menu is set to 'ANY'. The main content area displays a table of contract details and a welcome message.

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 3) Populate the Select radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

The screenshot shows the CMS Coverage Gap Discount Program Sponsor Portal. The 'Payments' tab is selected in the navigation bar. The 'Contract Number' dropdown menu is set to 'ANY'. The first row of the table is highlighted, and the 'Select' radio button for the first row is checked.

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payments Initiation region** for available invoice line items.

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Payments due 6/8/2014

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All Update All 12/30/2014

Payment Information

Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1164.56

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

- 5) To update an invoice line item payment date, select the *Calendar* icon located to the right of the Payment Date field for the specific invoice line item.

In the following example, the date selected on the calendar is 12/31/2014 for the invoice line item of \$101.12.

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0__0 Contract Number: H3__9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__0	101.12	0.00	12/31/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00		<input type="checkbox"/>	<input type="checkbox"/>	

Update All

December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To select the future dated individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

In the following example, the populated Initiate Payment check box corresponds to the invoice line item of \$101.12.

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments'. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and links for Contact Us, My Profile, Logout, and Help. Below the navigation, there are search filters for P Number (ANY), Parent Org. ID (H0...0), and Contract Number (H3...9). A 'Payments due 6/8/2014' notification is present. The central table lists payment items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The first row (P1...0) has an 'Initiate Payment' checkbox checked. To the right, a 'Payment Information' summary shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. At the bottom right, there is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. A 'Submit' button is located at the bottom right of the main table area.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1...0	101.12	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1...6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 6) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

- 7) Once the future dated invoice line item processes, the **Payments Pending Transactions region** will update with the newly added pending invoice payment.

In the following example, the invoice line item amount of \$101.12 displays in the **Payments Pending Transactions region**.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Payments due 6/8/2014

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1_6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All Update All 12/30/2014

Payment Information

Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_0	101.12	12/30/2014	12/31/2014	<input type="checkbox"/>

Payment Initiation Upload

Note: The **Payments Pending Transaction** of \$101.12 also displays a check box in the Stop Payment field. Instructions for processing stop payments discussed in separate instruction.

- 8) The **Payment Information region** also updates the Total Pending field with the amounts listed in the **Payments Pending Transactions region**.

In the following example, the Total Pending field displays the total amount of \$101.12.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

P Number: ANY Parent Org. ID: H0_0 Contract Number: H3_9

Payments due 6/8/2014

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1_6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Initiate All Update All 12/30/2014

Payment Information

Total Invoiced	1164.56
Total Failed	0.00
Total Deferred	0.00
Total Pending	101.12
Total Successful	0.00
Total Available	1063.44

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1_0	101.12	12/30/2014	12/31/2014	<input type="checkbox"/>

Payment Initiation Upload

You have now completed payment of a future dated invoice line item.

Processing Deferred Invoices

Sponsors may use the deferred invoice line item process to defer payment of an invoice line item to a subsequent reporting period if their banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

The design of the CGDP Portal DPP displays the Defer check box for the following situations:

- A) Invoice line item amount totals less than system-default allowable amount
- B) Invoice line item amount and previous deferred amounts total less than the system-default allowable amount

The Defer check box appears in the **Payments Initiation region** when line items total less than the current system-default amount of \$20.00 USD.

Invoice line items will no longer be available for deferment if the total of the individual invoice line item, the combination of invoice line item and previous deferred invoice line items total greater than the system-default allowable amount, or the invoice line item remains unprocessed for payment for 16 reporting periods.

This work instruction provides direction on processing invoice line item deferment.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.

The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The title is "Coverage Gap Discount Program". The login form contains fields for "User Id:" and "Password:", and a "Login" button.

- 2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 3) Populate the Select radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payment Information region** for deferred items.

In the following example, the Total Deferred field contains no deferred items.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. A table lists invoice items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, and Failed. A summary box on the right, titled 'Payments due 6/3/2014', contains a 'Payment Information' table with the following data:

Payment Information	
Total Invoiced	177.53
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	177.53

- 5) Review the invoice line items in the **Payments Initiation region** and locate an invoice line item with an active Defer check box.

In the following example, the invoice line items for \$9.54 and \$0.55 contain an active Defer check box.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: The design of the CGDP Portal DPP displays the Defer check box for the following situations:

- Invoice line item amounts located in the Invoiced Amt. field total less than system-default allowable amount.
- Invoice line item amounts located in both the Invoiced Amt. and the Previous Deferred Amount fields total less that the system-default allowable amount.

- Populate the Defer check box with a check mark to select the invoice line item requiring deferral to the subsequent reporting period.

In the following example, the invoice line items for \$9.54 and \$0.55 now contain check marks in the Defer check box.

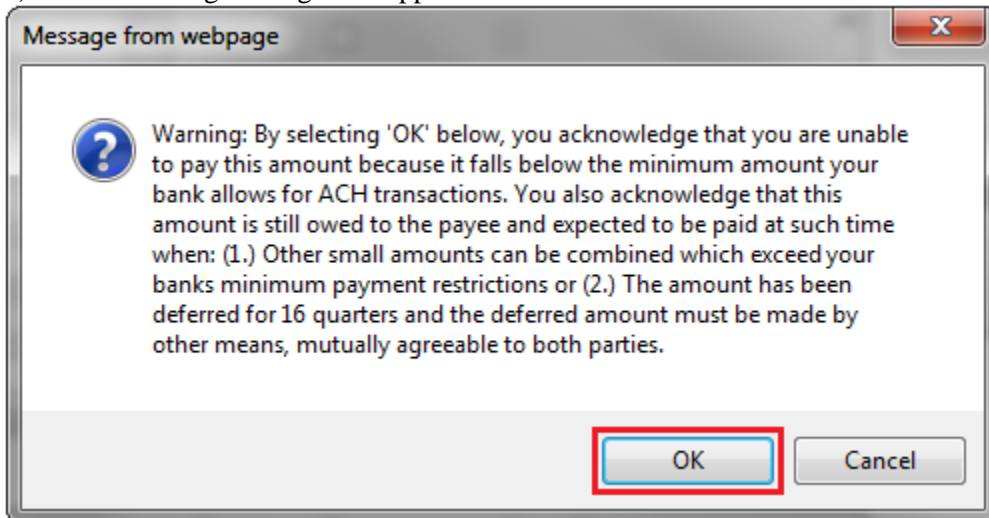
P Number	Invoiced Amt.	Previous Deferred Amount	Payment/ Failed Date	Initiate Payment	Defer	Failed
P1__9	9.54	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P1__8	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__8	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	0.55	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Update All 12/30/2014 Submit

Note: Selecting Defer is applicable only if the Sponsor’s bank ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

- Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to defer the invoice line item to the subsequent reporting period.
- The following message will appear after the *Submit* button is selected:



Note: Selecting the *OK* button to defer the invoice line item to the subsequent period creates an un-reversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

- 9) Select *OK* to defer the selected invoice line item.
- 10) Once the defer process is complete, review the **Payment Information region** Total Deferred field for updated amounts.

In the following example, the Total Deferred field contains deferred items totaling \$10.09.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The 'Payments' tab is selected. A table lists two payment items:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1_S	10.74	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1_S	156.70	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table is a 'Pending Transactions' section with 'No data'. To the right, a 'Payment Information' summary box is highlighted with a red border:

Payment Information	
Total Invoiced	177.53
Total Failed	0.00
Total Deferred	10.09
Total Pending	0.00
Total Successful	0.00
Total Available	167.44

- 11) To verify the deferred invoice line items, select the **Completed Payments** tab and review the data listed in the **Completed Payments Transactions region**.

In the following example, the listed invoice line items of \$9.54 and \$0.55 display as Deferred in the Payment Date field.

The screenshot shows the 'Sponsor Portal' for 'CGDP Completed Payments' with an 'Invoiced Reporting Period' of 201401. The 'Completed' tab is selected. A table lists two completed payment items:

P Number	Invoiced Amt.	Payment Date	EFTID
P1109	9.54	Deferred	CG14011109H9847
P1367	0.55	Deferred	CG14011367H9847

To the right, a 'Payment Information' summary box is highlighted with a red border:

Payment Information	
Total Invoiced	0.00
Total Pending	0.00
Total Deferred	10.09
Total Failed	0.00
Total Successful	0.00
Total Outstanding	0.00

Below the summary box, a note reads: 'To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period'.

You have now completed processing a deferred invoice line item.


Initiate All Payment Processing Functionality

Sponsors are able to utilize the Initiate All functionality to process payment initiation for multiple invoice line items loaded to the CGDP Portal DPP. The Initiate All function provides the capability to select all invoice line items located in the active **Payments Initiation region** to initiate payment processing on the current date. The Initiate All function also allows for updating payment initiation processing dates to a future date for any available invoice line items displayed in the active **Payments Initiation region**. The functionality also allows the de-selection of specific invoice line items from the payment initiation process such as deferrable invoice line items.

This work instruction provides direction on utilizing the Initiate All functionality and the available features that are included for processing payment initiation.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- 2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Legend:
Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 3) Populate the Select radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Legend:
Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payment Information** region to view the balances displayed.

In the following example, the Total Failed, Total Deferred, Total Pending, and Total Successful fields contain zero amounts listed.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period: 201401'. The 'Payments' tab is selected. A search bar shows 'P Number: ANY', 'Parent Org. ID: H0...0', and 'Contract Number: H3...9'. Below this is a table with columns: P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The table contains four rows of data. To the right, a box titled 'Payments due 6/8/2014' contains a 'Payment Information' summary table.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1__0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	1063.44	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__5	322.93	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	63.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information	
Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1451.20

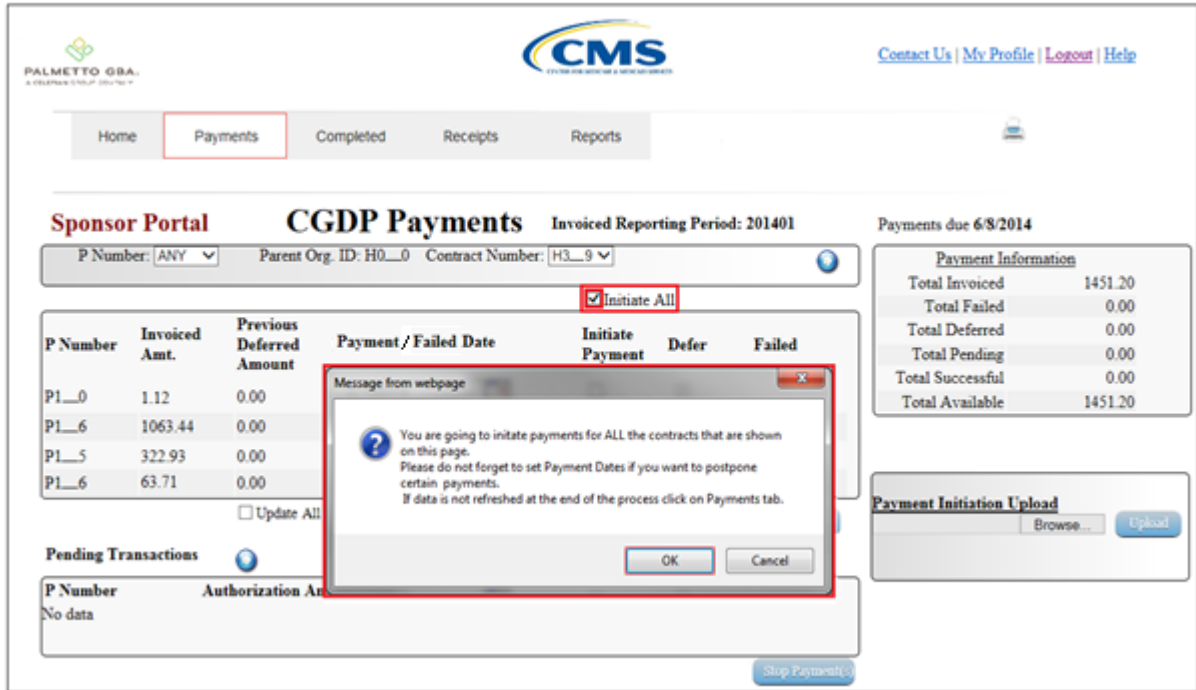
- 5) Review the invoice line items in the **Payments Initiation** region and locate the Initiate All check box.

In the following example, the **Payments Initiation** region and the Initiate All check box display.

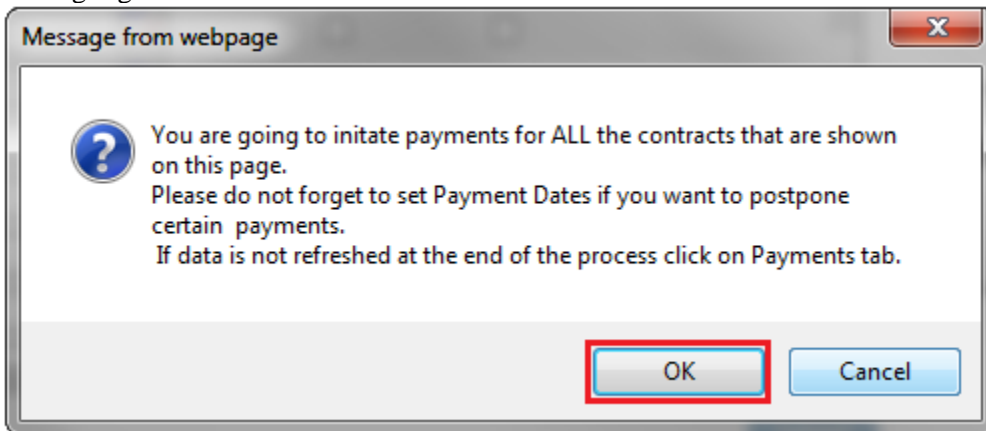
This screenshot is identical to the previous one, but a red box highlights the 'Initiate All' checkbox and the main payment table. The 'Initiate All' checkbox is now checked.

- 6) Populate the Initiate All check box with a check mark to select all invoice line items displayed on the active page. Once the Initiate All check box is populated, the system displays an informational message.

In the following example, the populated Initiate All check box and an informational message display.



In the following example, the Initiate All informational message displays with the OK button highlighted.



- 7) Select the OK button to accept the informational message.

The **Payments Initiation region** displays the Initiate Payment field check box with a check mark populated for all invoice line items available on the active page.

In the following example, the Initiate Payment field displays populated check marks for all invoice line items.

Sponsor Portal **CGDP Payments** Invoiced Reporting Period: 201401

Payments due 6/8/2014

P Number: ANY Parent Org. ID: H0...0 Contract Number: H3...9

Initiate All

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1...0	1.12	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1...6	1063.44	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1...5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
P1...6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/30/2014

Payment Information

Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	1451.20

Payment Initiation Upload

Pending Transactions

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

Note: The Initiate All check mark selects only those invoice line items that appear on the active **Payments Initiation region** page. **The population of the Initiate All check mark does NOT select all invoice line items for the reporting period.** In order to utilize the Initiate All functionality for all invoice line items, select each page in the **Payments Initiation region**, and complete the steps introduced in this work instruction, if applicable, prior to moving to the next page in the region. If any of the steps included in this instruction are incomplete prior to moving to the next page, all data entered on the current page will be lost.

- The selection of the Initiate All check box provides the ability to select all displayed invoice line items for payment processing with the payment initiation date set as the current date. If it is determined that all invoice line items displayed should process for payment on the current date, select the *Submit* button to initiate the payment process.

If it is determined that invoice line items cannot be processed in the current reporting period or for the current date, the Initiate All functionality provides the ability to defer individual invoice line items to remove them from the payment processing functionality. It also provides the ability to update the payment initiation date to a future calendar date for all invoice line items or individual invoice line items.

- 9) To defer invoice line items that fall below the Sponsor banking ACH processing minimum threshold, populate the Defer field check box for those invoice line items. Selection of the Defer field check box automatically de-selects the Initiate Payment field check box for the invoice line item.

In the following example, the selected Defer check box populates for the invoice line item amount of \$1.12.

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period: 201401'. The interface includes a navigation menu with 'Payments' selected, and a search bar with filters for P Number, Parent Org. ID, and Contract Number. A table lists payment items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The first row (P1_0) has an Invoiced Amt. of 1.12 and the 'Defer' checkbox is checked. To the right, a 'Payment Information' summary shows a total invoiced amount of 1451.20. Below the table is a 'Pending Transactions' section which is currently empty.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1_0	1.12	0.00	12/30/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P1_6	1063.44	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1_5	322.93	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1_6	63.71	0.00	12/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 10) To update the payment initiation date to a future date, select the *Calendar* icon to the right of the Payment Date field. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

In the following example, the invoice line item of \$1,063.44 displays the updated calendar date of 12/31/2014, which is visible in the Payment Date field and the expanded calendar.

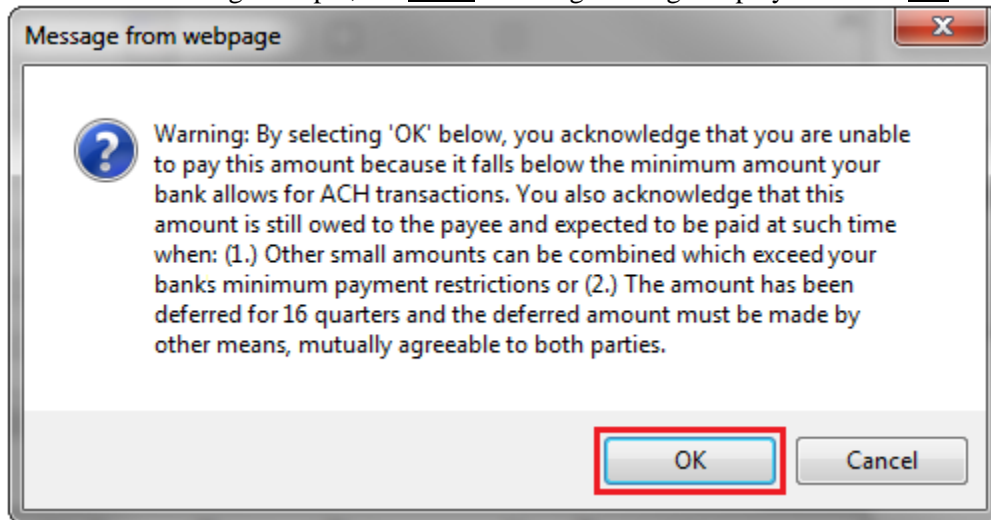
The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The main table lists payment items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The row for P1__6 with an amount of 1063.44 is highlighted. A calendar is expanded for this row, showing 'December 2014' with the date 31 selected. The 'Initiate Payment' checkbox for this row is checked. To the right, a 'Payment Information' summary shows a total invoiced amount of 1451.20. Below the table is a 'Pending Transactions' section with no data.

In the following example, the invoice line item of \$1,063.44 displays an updated calendar date and remains selected as part of the Initiate All functionality.

This screenshot shows the same 'Sponsor Portal' interface. The 'Initiate All' checkbox is checked. The row for P1__6 (1063.44) is highlighted in red, and its 'Payment / Failed Date' field is set to 12/31/2014. The 'Initiate Payment' checkbox for this row is also checked. The 'Update All' button is visible below the table. The 'Payment Information' summary on the right remains the same, showing a total available amount of 1451.20.

- 11) Once selection of all deferred invoice line items, de-selected invoice line items or update of payment initiation dates are completed, select the *Submit* button to begin the payment initiation process.
- 12) If deferred invoice line items are included in the submission of the payment initiation process, the system will display a deferment qualifications warning message.

In the following example, the Defer Warning Message displays with the OK button highlighted



Note: Selecting the OK button to defer the invoice line item to the subsequent period creates an un-reversible event.

If it is determined that the selected invoice line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

- 13) Select *OK* to defer the selected invoice line item.

- 14) Once the Initiate All process is completed, review the **Payment Information region** for updated amounts.

In the following example, the **Payment Information region** Total Deferred field displays a balance of \$1.12 and the Total Pending field displays a balance of \$1,450.08.

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments'. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the Palmetto GBA logo, the CMS logo, and links for Contact Us, My Profile, Logout, and Help. Below the navigation, the page title is 'Sponsor Portal CGDP Payments' with an 'Invoiced Reporting Period: 201401'. There are search filters for P Number (ANY), Parent Org. ID (H0...0), and Contract Number (H3...9). A 'Submit' button is present. Below the filters is a table with columns: P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The table currently shows 'No data'. To the right of the table is a 'Payment Information' box with a red border, containing a table with the following data:

Payment Information	
Total Invoiced	1451.20
Total Failed	0.00
Total Deferred	1.12
Total Pending	1450.08
Total Successful	0.00
Total Available	0.00

Below the main table is a 'Pending Transactions' section with a red border, containing a table with the following data:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1...6	1063.44	12/30/2014	12/31/2014	<input type="checkbox"/>
P1...5	322.93	12/30/2014	12/30/2014	
P1...6	63.71	12/30/2014	12/30/2014	

At the bottom right, there is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. The 'Payments due 6/8/2014' text is also visible in the top right corner of the main content area.

Note: the Total Pending field displays the total amount of invoice line items populating the **Payments Pending Transaction region**.

- 15) To review the deferred invoice line items, select the **Completed Payments** tab and review the data listed in the **Completed Payments Transactions** region.

In the following example, the listed invoice line items of \$1.12 display as Deferred in the Payment Date field.

The screenshot shows the 'Completed Payments' tab selected in the 'Sponsor Portal'. The main heading is 'CGDP Completed Payments' with an 'Invoiced Reporting Period: 201401'. Below this, there are filters for 'Parent Org. ID: H0__0', 'Contract: H3__9', and 'P number: ANY'. A table lists one invoice line item with a deferred payment date. To the right, a 'Payment Information' summary table shows a total deferred amount of 1.12.

P Number	Invoiced Amt.	Payment Date	EFTID
P1__0	1.12	Deferred	CG14011__9H0__0

Payment Information	
Total Invoiced	1451.20
Total Pending	1450.08
Total Deferred	1.12
Total Failed	0.00
Total Successful	0.00
Total Outstanding	0.00

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period

Note: the Total Pending field on the **Completed Payments** tab contains the total of invoice line items with payment initiation dates that were not future dated.

You have now completed processing invoice line items utilizing the Initiate All functionality.

Processing Payment Initiation Upload Batch Functionality

Sponsors are able to utilize the **Payment Initiation Upload** functionality to select multiple invoice line items for payment processing into one batch text file versus utilizing individual invoice line item processing or the Initiate All system functionality. A batch text file is a creation of a semi-colon delimited text file, which is loaded to the CGDP Portal DPP system for processing. Once the upload is completed, results of the batch text file upload are available for review via the Reports – Batch functionality.

This work instruction provides direction on processing invoice batch upload functionality.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) in the top left and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES) in the top right. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the specific Sponsor Contract Number from the drop down list located in the Contract Number field.

In the following example, H0__7 populates the Contract Number field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: S5__4 | Contract Number: H0__7 | Reporting Period: ANY | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__4	H0__7	201401	Available	<input type="radio"/>
S5__4	H0__7	201402	Available	<input type="radio"/>
S5__4	H0__7	201403	Available	<input checked="" type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- Populate the Select radio button for the reporting period then select the **Payments** tab to view the available invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201403.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: S5__4 | Contract Number: H0__7 | Reporting Period: 201403 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__4	H0__7	201401	Available	<input type="radio"/>
S5__4	H0__7	201402	Available	<input type="radio"/>
S5__4	H0__7	201403	Available	<input checked="" type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payments Initiation region** to view the invoice line items available for payment processing.

In the following example, the **Payments Initiation region** displays invoice line items available for payment initiation processing and the location of the *Printer* icon.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201403. The 'Payments due 1/12/2015' section is active. A table of invoice line items is displayed, with a red box highlighting the 'Payments Initiation region'. The table includes columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. A printer icon is located in the upper right corner of the page, and another printer icon is located in the upper right corner of the 'Payments' tab navigation bar.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1__2	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__2	691.19	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__4	23.69	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__5	714.68	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__6	2.50	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	
P1__7	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	

- 5) To view all invoice line items for a reporting period, select the *Printer* icon located between the links found in the upper right hand corner and the **Payments Due** region.

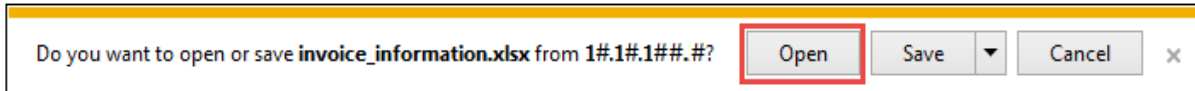
The *Printer* icon allows a user to view formatted information regarding active invoice line items displayed on the **Payments** tab in a Microsoft Office Excel spreadsheet format. The Excel spreadsheet contains three tabs:

- Invoice line item data corresponding to the active **Payments Initiation region** page displayed
- Invoice line item data corresponding to the active **Payments Pending Transactions region** page displayed
- Summary of total invoice amounts displayed in the **Payment Information region**

The Microsoft Excel spreadsheet allows the user to view all invoice line items displayed on the active **Payments Initiation region** without requiring the user to scroll through the data. It provides a format that allows users the ability to massage invoice line item data required in creating Batch text files.

- 6) Select one of the following dialog boxes in the message that appears at the bottom of the screen:
 - *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected button, *Open*, allows a user to view all invoice line items displayed on the active **Payments Initiation region**.



- 7) After selecting the *Open* button, the file information for the active Payment Initiation page will display in Microsoft Excel.

In the following example, the invoice line items display in a Microsoft Excel spreadsheet with the current date displayed in the Payment Date field.

	A	B	C	D	E	F
1	P NUMBER	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT DATE	FAILED DUE TO	
2	P1##2	284.54	0.00	01/12/15		
3	P1##2	691.19	0.00	01/02/15		
4	P1##4	23.69	0.00	01/02/15		
5	P1##7	167.56	0.00	01/02/15		
6	P1##5	714.68	0.00	01/02/15		
7	P1##6	2.5	0.00	01/02/15		
8	P1##7	96.41	0.00	01/02/15		
9						

Note: The *Printer* icon will only download and display invoice line items for the active **Payments Initiation region** page. To view all invoice line items for a reporting period, select the *Printer* icon on each page of the **Payments Initiation region**.

- 8) Utilize the Excel file(s) to determine which of the invoice line items to include in the batch text file.
- 9) For each invoice line item to be included in the batch text file, collect the following information:
 - Parent Organization ID
 - Reporting Period
 - Contract Number initiating payment
 - P Number due funds
 - EFT ID information
 - Payment date
 - Defer Invoice (Yes or No)

10) Once the information is collected for each invoice line item, create batch lines, using text format, for each invoice line item containing the following information:

Note: Refer to Appendix B in the Reference section for assistance with formatting batch text files.

- Batch Header Line: 'HDR' to notate header line followed by a semi-colon (;), Parent Organization ID followed by a semi-colon (;) and Reporting Period, in YYYYQQ format.

Example of Batch Header line:

- HDR;S5__4; 201403
- Batch Detail Line: 'DET' to notate detail line followed by a semi-colon (;), Contract Number followed by a semi-colon (;), P Number followed by a semi-colon (;), EFT ID information, in CGYYQQP#####H##### format, followed by a semi-colon (;), Payment date, in YYYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

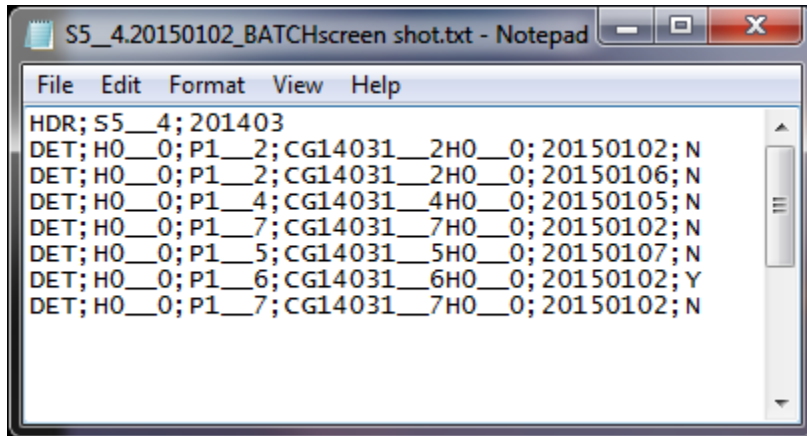
Example of a non-deferred invoice line item with payment date of 12/29/2014:

- DET;H0__0;P1__0;CG14011__0H0__0;20141229;N

Example of a deferred invoice line item with defer date of 01/15/2015:

- DET;H0__0;P1__0;CG14011__0H0__0;20150115;Y

In the following example, the batch text file contains one header record and seven invoice line item records.



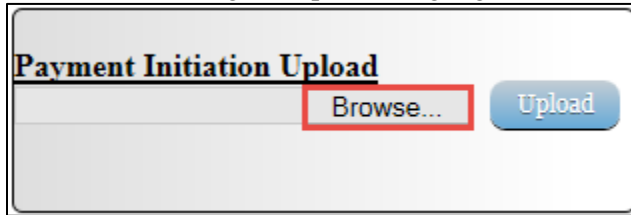
Note: Creation of batch text files can only contain invoice line items for the same reporting period.

11) Save the batch text file, once created with all selected invoice line items, using a Sponsor-determined file naming convention.

12) On the **Payments** tab, select the **Payment Initiation Upload region**.

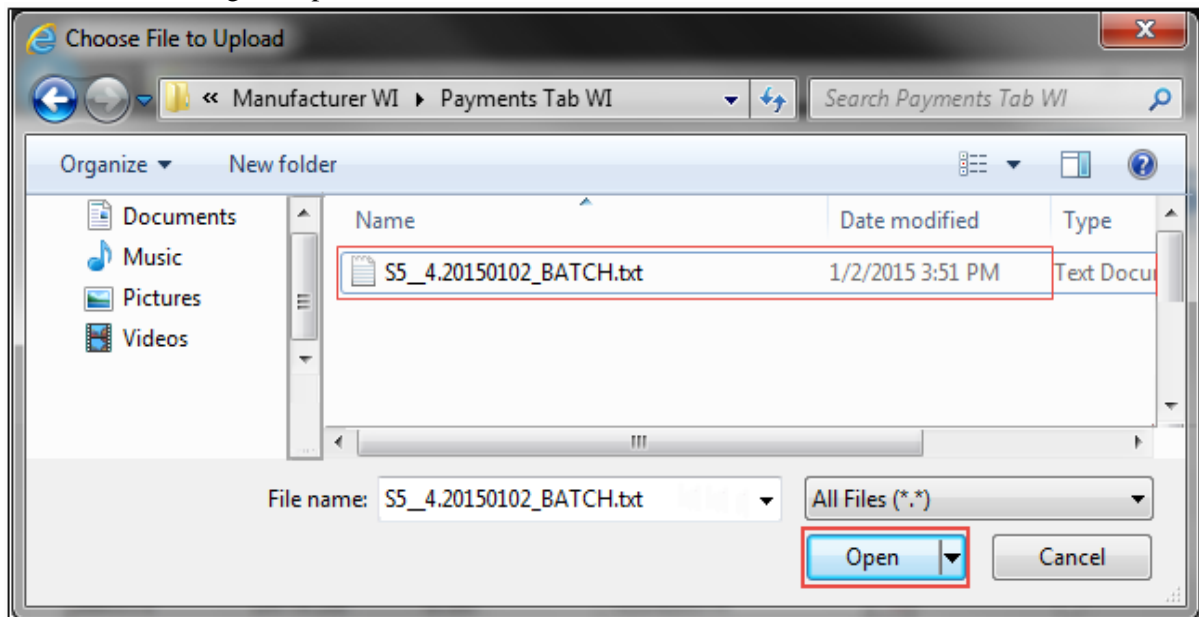
- 13) Select the *Browse...* button to search for the batch text file to be loaded to the CGDP Portal DPP system.

In the following example, the highlighted button is the *Browse...* button



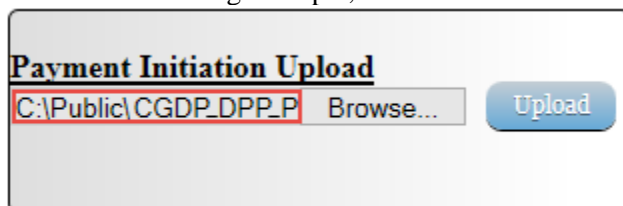
- 14) Locate and select the batch text file to load to the CGDP Portal DPP system

In the following example, the batch text file, S5__4.20150102_BATCH.txt, is located.



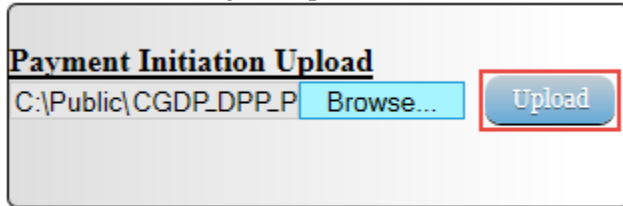
- 15) Click the *Open* button to upload the text file to the CGDP Portal DPP system.
- 16) In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the *Browse...* button.

In the following example, the selected batch file name displays to the left of the *Browse...* button.



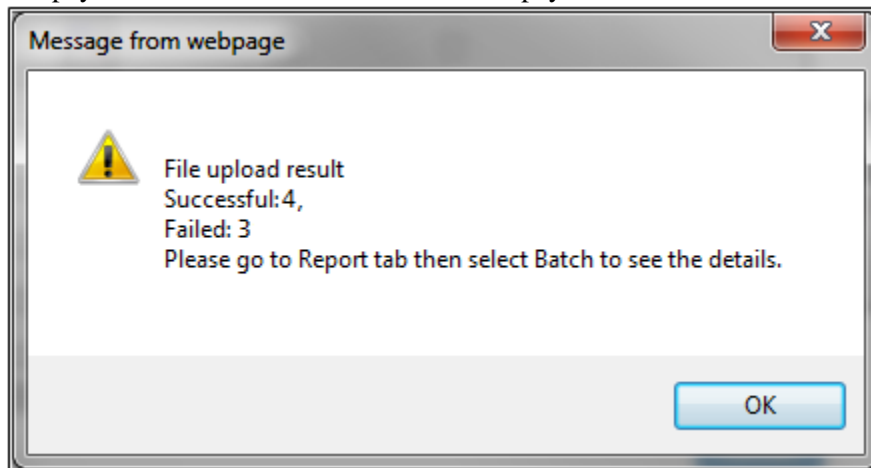
17) Select the *Upload* button to load the text file to the CGDP Portal DPP system.

In the following example, the button selected is the *Upload* button.



18) After the Payment Initiation Upload process completes, the CGDP Portal DPP system will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file.

In the following example, the system message displays that four files successfully completed payment initiation and three files failed payment initiation.



19) Select the *OK* button to close the system message.

- 20) The invoice line items that failed the batch initiation process display failed messages in the **Failed** column of the **Payments Initiation region** of the **Payments** tab.

In the following example, the **Payments Initiation region** displays failed messages and the **Payment Information region** displays the total dollar amount of failed invoice line items.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201403. The 'Payments' tab is selected. The interface includes a navigation bar with 'Home', 'Payments', 'Completed', 'Receipts', and 'Reports'. Below the navigation, there are search filters for 'P Number', 'Parent Org. ID', and 'Contract Number'. A 'Payments due 1/12/2015' section is visible on the right. The main area contains a table of payment initiation records, a 'Payment Information' summary, and a 'Payment Initiation Upload' section.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1__2	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Batch Failure
P1__7	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Batch Failure
P1__7	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Batch Failure

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__2	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1__4	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1__5	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

Payment Information	
Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

21) The successfully initiated invoice line item payments display in the **Payments Pending Transactions region**.

In the following example, the **Payments Pending Transaction region** displays the successful, pending, and authorized invoice line item amounts and the **Payment Information region** displays the Total Pending dollar amount of pending invoice line items.

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201403. The page includes a navigation menu with 'Payments' selected, and search filters for P Number (ANY), Parent Org. ID (S5884), and Contract Number (H0307). A 'Payments due 1/12/2015' notification is present.

Payment Information Summary:

Payment Information	
Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

Payments Pending Transactions Table:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1002	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1077	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1137	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure

Pending Transactions Table:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1022	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1024	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1125	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

22) The successfully deferred invoice line item totals display in the **Payment Information region**.

In the following example, the **Payment Information region** displays the Total Deferred dollar amount of deferred invoice line items.

Sponsor Portal CGDP Payments Invoiced Reporting Period: 201403

Payments due 1/12/2015

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P1__2	284.54	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1__7	167.56	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure
P1__7	96.41	0.00	01/02/2015	<input type="checkbox"/>	<input type="checkbox"/>	Failure

Payment Information	
Total Invoiced	1980.57
Total Failed	548.51
Total Deferred	2.50
Total Pending	1429.56
Total Successful	0.00
Total Available	0.00

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__2	691.19	01/02/2015	01/06/2015	<input type="checkbox"/>
P1__4	23.69	01/02/2015	01/05/2015	<input type="checkbox"/>
P1__5	714.68	01/02/2015	01/07/2015	<input type="checkbox"/>

23) To verify the deferred items, select the **Completed Payments** tab and view the information displayed in the **Payment Information region** Total Deferred field and the **Completed Payments Transactions region**.

In the following example, the **Completed Payments** tab is visible and the deferred items display in the **Payment Information** and **Completed Payments Transactions** regions.

Sponsor Portal CGDP Completed Payments Invoiced Reporting Period: 201403

P Number	Invoiced Amt.	Payment Date	EFTID
P1__6	2.50	Deferred	CG14031__6H0__7

Payment Information	
Total Invoiced	1980.57
Total Pending	0.00
Total Deferred	2.50
Total Failed	0.00
Total Successful	0.00
Total Outstanding	548.51

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period

- 24) To review the batch text successful files and failed files, select the **Reports** tab and populate the Batch radio button.

In the following example, the displayed **Reports – Batch** page with the Batch radio button selected.

The screenshot shows the 'Sponsor Portal' for 'CGDP Reports'. The 'Reports' tab is active. The 'Batch' radio button is selected. The 'Parent Org. ID' is 'S5...4'. A 'Current Cutoff Calendar' box shows reporting details for 201403. Below is a table with one row of data:

Primary ID	Description	Batch ID	Date Time	Download	Status	Last Download
S5...4	Batch init. 201403	515	20150102 03:25	<input type="radio"/>	3 Failed / 4 Successful	

- 25) Populate the radio button in the Download column to correspond to the reviewable batch file.

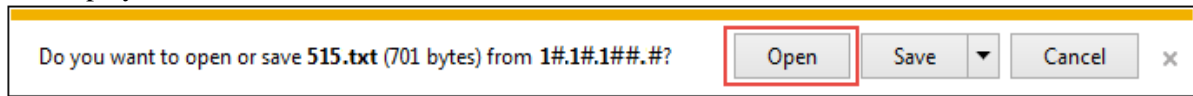
In the following example, the selected items are the batch file containing Failed and Successful line items.

This screenshot is similar to the previous one, but the 'Download' column for the first row has a radio button that is now checked. The 'Status' column for that row is highlighted in red.

Primary ID	Description	Batch ID	Date Time	Download	Status	Last Download
S5...4	Batch init. 201403	515	20150102 03:25	<input checked="" type="radio"/>	3 Failed / 4 Successful	

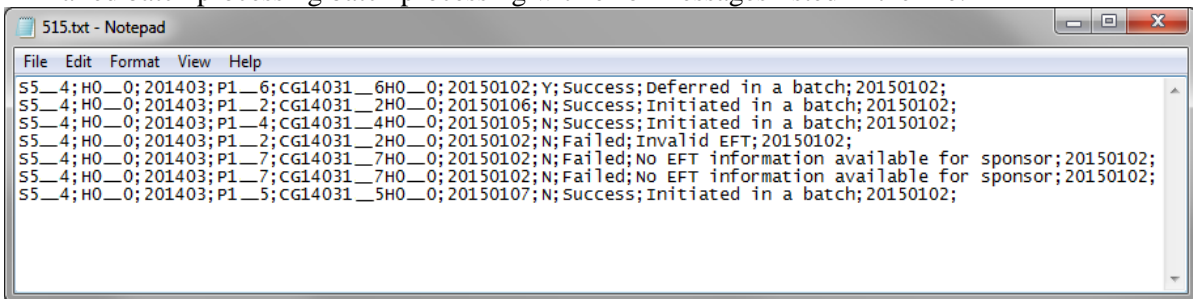
- 26) Select one of the following dialog boxes in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



- 27) Review the downloaded batch text file for line items containing failures and update the **Payment Initiation Upload** batch text file to correct the errors prior to reloading the batch text file to the CGDP Portal DPP system.

In the following example, the downloaded batch text file displays seven lines, three of which failed batch processing with error messages listed in the file.



Note: Refer to the *Help* link located in the top right of any Portal tab or refer to Appendix B for system code descriptions displayed in batch reports.

You have now completed creation, upload, and review of a batch text file for the **Payment Initiation Upload** functionality.

Processing Stop Payments


The CGDP Portal DPP allows Sponsors to stop the payment processing of future dated invoice line items prior to the completion of the payment process.

The Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date. Selecting a pending invoice line item payment for stop payment will reassign the stopped invoice line item to the **Payment Initiation region** for reprocessing.

This work instruction provides direction on the steps needed to process stop payments for pending invoice line item payments.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 3) Populate the Select radio button to choose the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0__0 | Contract Number: ANY | Reporting Period: 2014 01 | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input checked="" type="radio"/>
H0__0	H5__9	201401	Available	<input type="radio"/>
H0__0	H5__2	201401	Available	<input type="radio"/>
H0__0	H5__0	201401	Available	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Pending	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Failed	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payment Information region** to verify the Total Pending line amount listed.

In the following example, the Total Pending field displays the amount of \$280.88, which is the combined total of items listed in the **Payments Pending Transactions region**.

The screenshot displays the 'Sponsor Portal' for 'CGDP Payments' with an 'Invoiced Reporting Period' of 201401. The interface includes a navigation menu with 'Payments' selected, and search filters for P Number (ANY), Parent Org. ID (H0...0), and Contract Number (H3...9). A 'Payments due 6/8/2014' summary box highlights the following data:

Payment Information	
Total Invoiced	704.99
Total Failed	0.00
Total Deferred	13.83
Total Pending	280.88
Total Successful	0.00
Total Available	410.28

The main table lists payment entries with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, and Failed. Below this is a 'Pending Transactions' table:

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1...0	58.61	12/30/2014	12/31/2014	<input type="checkbox"/>
P0...6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0...4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

Additional features include an 'Initiate All' checkbox, a 'Payment Initiation Upload' section with 'Browse...' and 'Upload' buttons, and a 'Stop Payments' button at the bottom right.

- Review the **Payments Pending Transactions region** to verify the existence of future dated invoice line items available for stop payment processing. Future dated invoice line items available for stop payment processing will display a date greater than the current calendar date in the Payment Date field and an active check box in the Stop Payment field.

In the following example, the stop payment eligible invoice line item amounts displays in the **Payments Pending Transactions region**.

The screenshot shows the CMS CGDP Payments portal. At the top, there are navigation tabs: Home, Payments (selected), Completed, Receipts, and Reports. The main header includes 'Sponsor Portal', 'CGDP Payments', and 'Invoiced Reporting Period: 201401'. Below this, there are search filters for P Number, Parent Org. ID, and Contract Number. A table lists invoice items with columns for P Number, Invoiced Amt., Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, and Failed. To the right, a 'Payment Information' summary shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. Below the main table is a 'Pending Transactions' section with a table containing columns for P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. The 'Stop Payment' column for the first row (P1__0) has a checked checkbox. A 'Stop Payment(s)' button is located at the bottom right of this section.

P Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
P0__0	190.05	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__4	53.39	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__8	45.13	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	
P0__7	121.71	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	58.61	12/30/2014	12/31/2014	<input checked="" type="checkbox"/>
P0__6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0__4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

Note: the Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date.

- To process a stop payment for future dated invoice line items, populate the check box in the Stop Payment field with a check mark.

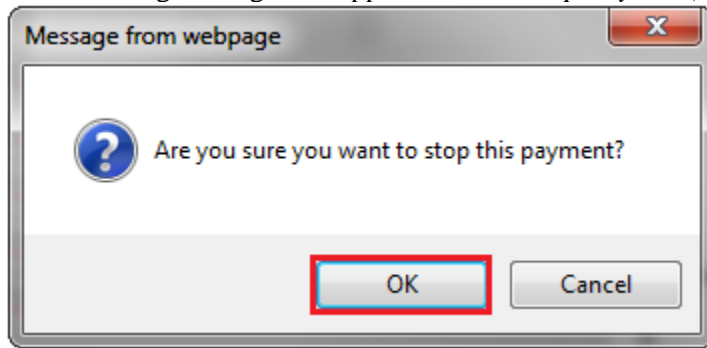
In the following example, the populated Stop Payment check box corresponds to the future dated invoice line item of \$58.61.

This is a close-up of the 'Pending Transactions' table from the previous screenshot. The table has columns for P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. The first row (P1__0) is highlighted with a red border, and its 'Stop Payment' checkbox is checked. A 'Stop Payment(s)' button is visible at the bottom right of the table area.

P Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
P1__0	58.61	12/30/2014	12/31/2014	<input checked="" type="checkbox"/>
P0__6	32.06	12/30/2014	01/15/2015	<input type="checkbox"/>
P0__4	190.21	12/30/2014	12/31/2014	<input type="checkbox"/>

- Select the *Stop Payment(s)* button, located at the bottom right of the **Payments Pending Transactions region**, to process the invoice line item stop payment.

The following message will appear after the *Stop Payment(s)* button is selected:



Note: Selecting the *OK* button to stop pay the invoice line item creates an un-reversible event.

If it is determined that the selected invoice line is not the correct invoice to process for stop payment, utilize the *Cancel* button to exit the message screen and select the applicable line item.

If the *OK* button selected in error, reprocess the invoice line item utilizing one of the following work instructions:

- Processing Invoice Line Item payments
- Processing Future Dated Invoice Line Item payments

8) Select the *OK* button to process the stop payment for the invoice line item.

- 9) Once the stop payment functionality processes, review both the **Payment Information region** to verify the Total Pending field amount no longer includes the amount of the stop paid invoice line item(s) and the **Payments Pending Transactions region** no longer contains the invoice line item(s).

In the following example, the invoice line item for \$58.61 relocates to the **Payments Initiation region** for re-processing, the **Payment Information region** displays an updated balance of \$222.27 in the Total Pending field, and the **Payments Pending Transactions region** no longer contains the invoice line item for \$58.61.

The screenshot displays the 'CGDP Payments' portal interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes 'Sponsor Portal', 'CGDP Payments', and 'Invoiced Reporting Period: 201401'. Below this, there are search filters for 'P Number: ANY', 'Parent Org. ID: H0_0', and 'Contract Number: H3_9'. A 'Payments due 6/8/2014' notification is present on the right.

The central table lists payment items with columns: P Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The row for P1_0 with an amount of 58.61 is highlighted with a red border.

To the right, the 'Payment Information' summary shows: Total Invoiced (704.99), Total Failed (0.00), Total Deferred (13.83), Total Pending (222.27), Total Successful (0.00), and Total Available (468.89). The 'Total Pending' value is highlighted with a red border.

Below the main table, there is a 'Payment Initiation Upload' section with 'Browse...' and 'Upload' buttons. At the bottom, the 'Pending Transactions' table shows: P Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. The rows for P0_6 and P0_4 are visible, with a 'Stop Payments' button at the bottom right.

- 10) For final verification of the processed invoice line item stop payment, select the P Number from the drop down list in the **Payments Filter region** and enter in the specific Contract Number.

In the following example, P1__0 populates the P Number field drop down list and displays the reinstated invoice line item data in the **Payments Initiation region**.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments'. The 'Invoiced Reporting Period' is 201401. The 'Payments due 6/8/2014' summary box contains the following data:

Payment Information	
Total Invoiced	704.99
Total Failed	0.00
Total Deferred	13.83
Total Pending	222.27
Total Successful	0.00
Total Available	468.89

The main table below shows the following record highlighted in red:

P Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
P1__0	58.61	0.00	12/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You have now completed a stop payment of an invoice line item.

CGDP Portal Completed Payment Tab

Sponsor Portal CGDP Completed Payments Invoiced Reporting Period: 201404

Parent Org. ID: H0__0 Contract: H5__2 P number: P1__7

P Number	Invoiced Amt.	Payment Date	EFTID
P1__7	3.31	Deferred	CG14015__2P1__7
P1__6	1063.44	19-DEC-14	CG14013__9P1__6

Payment Information	
Total Invoiced	1066.75
Total Pending	0.00
Total Deferred	3.31
Total Failed	0.00
Total Successful	1063.44
Total Outstanding	0.00

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period

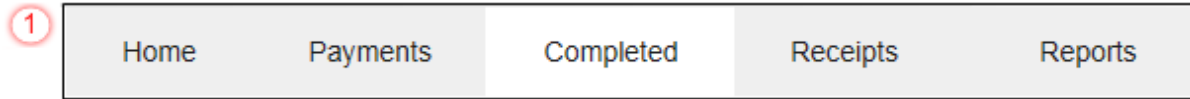
The **Completed Payments** tab allows the user to review completed payment information for invoice line items by Manufacturer P Number.

The **Completed Payments** tab has six **regions**:

1. **Completed Payments Tabbed Region:** displays the tabbed page that is currently active.
2. **Completed Payments Invoiced Reporting Period region:** displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**.
3. **Completed Payments Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
4. **Completed Payments Payment Information region:** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as they process through the system.
5. **Completed Payments Transactions region:** displays results based on data entered into the **Completed Payments Filter region**.

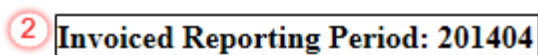
The following pages will describe, in detail, each region and the functions associated with each.

Completed Payments Tabbed Region



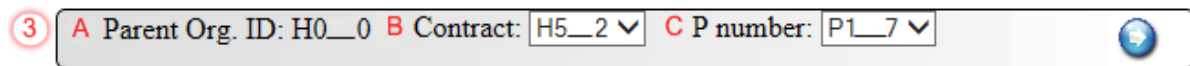
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Completed** tab is active.

Completed Payments Invoiced Reporting Period Region



This section of the **Completed Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 4th quarter of calendar year 2014 will appear in the **Completed Payments Transactions region** of the **Completed Payments** tab.

Completed Payments Filter Region



The **Completed Payments Filter region** contains three fields to assist a user with narrowing invoice line item search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with completed invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.
- C. P Number: displays the P Number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID.
Note: this field will only allow update to P Numbers that have completed invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

Completed Payments Payment Information Region

④

<u>Payment Information</u>		
A	Total Invoiced	1066.75
B	Total Pending	0.00
C	Total Deferred	3.31
D	Total Failed	0.00
E	Total Successful	1063.44
F	Total Outstanding	0.00

The **Completed Payments Payment Information region** provides a summary view of activities that occur on the **Completed Payments** tab. This region contains the following six fields that provide up-to-date data regarding completed invoice line item activity.

- A. Total Invoiced: displays total dollar amount of invoice line items that completed processing for the reporting period.
- B. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. Total Failed: displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- E. Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. Total Outstanding: displays the total dollar amount of remaining invoice line items requiring processing.

Completed Payments Transactions Region

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A P Number	B Invoiced Amt.	C Payment Date	D EFTID
P1__7	3.31	Deferred	CG14015__2P1__7
P1__6	1063.44	19-DEC-14	CG14013__9P1__6

The **Completed Payments Transactions** region provides a detail view of successful payments or deferred invoices. This region contains four fields that provide up-to-date data regarding paid invoice activity.

- A. P Number: displays the Manufacturer P Number.
- B. Invoiced Amt.: displays the invoice line item amounts due to the Manufacturer.
- C. Payment Date: displays information regarding the status of the payment.
 - Displays 'Deferred' if invoice line item selected to be deferred to subsequent reporting period.
 - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal of scheduled funds from user's bank account.
- D. EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number. Example: CG14011__7H5__2.

CGDP Portal DPP Work Instructions – Completed Payments


Utilizing the Completed Payments Tab

Sponsors are able to utilize the CGDP DPP system to view the status of invoice line items that have completed processing. The **Completed Payments** tab provides Sponsors with the capability to view deferred invoices or finalized invoice payments.

This work instruction provides direction on accessing the **Completed Payments** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the specific Contract Number from the drop down list located in the **Contract Number** field.

In the following example, ANY populates the **Contract Number** field drop down list.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0_0 Contract Number: ANY Reporting Period: 2014 01 Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Available	<input type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- Populate the **Select** radio button to choose the reporting period then select the **Completed Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H0_0 Contract Number: ANY Reporting Period: 2014 01 Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Available	<input checked="" type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Completed Payments** tab, select the applicable Contract Number from the drop down list located in the **Completed Payments Filter** region.

In the following example, H3__9 populates the Contract Number field drop down list.

The screenshot shows the 'Completed' tab selected in the navigation menu. The filter region includes 'Parent Org. ID: H0__0', 'Contract: H3__9', and 'P number: ANY'. The 'Payment Information' summary table is as follows:

Payment Information	
Total Invoiced	621.66
Total Pending	0.00
Total Deferred	2.86
Total Failed	0.00
Total Successful	27.13
Total Outstanding	591.67

The main table below shows the following data:

P Number	Invoiced Amt.	Payment Date	EFTID
P1__2	2.86	Deferred	CG14015__2P1__7
P1__0	27.13	12/30/2014	CG14013__9P1__6

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period

- 5) On the **Completed Payments** tab, review the **Payment Information** region for deferred, pending, and successful invoice line items.

In the following example, the Total Deferred field contains a total of \$2.86 and the Total Successful field contains a total of \$27.13.

The screenshot shows the same page as above, but with the 'Payment Information' summary table highlighted with a red border. The data in this table is:

Payment Information	
Total Invoiced	621.66
Total Pending	0.00
Total Deferred	2.86
Total Failed	0.00
Total Successful	27.13
Total Outstanding	591.67

The main table below shows the following data:

P Number	Invoiced Amt.	Payment Date	EFTID
P1__2	2.86	Deferred	CG14015__2P1__7
P1__0	27.13	12/30/2014	CG14013__9P1__6

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period

- 6) Review the invoice line items in the **Completed Payments Transaction** region and locate an invoice line item with the Payment Date populated with Deferred.

In the following example, the invoice line item of \$2.86 displays with the Payment Date of Deferred in the **Completed Payments Transaction** region.

The screenshot shows the 'Completed' tab selected in the navigation menu. The page title is 'Sponsor Portal CGDP Completed Payments' with an 'Invoiced Reporting Period: 201401'. The filters show 'Parent Org. ID: H0__0', 'Contract: H3__9', and 'P number: ANY'. The main table lists two invoice items:

P Number	Invoiced Amt.	Payment Date	EFTID
P1__2	2.86	Deferred	CG14015__2P1__7
P1__0	27.13	12/30/2014	CG14011__0H3__9

To the right, the 'Payment Information' summary shows:

Total Invoiced	621.66
Total Pending	0.00
Total Deferred	2.86
Total Failed	0.00
Total Successful	27.13
Total Outstanding	591.67

A note at the bottom states: 'To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period'.

- 7) Review the invoice line items in the **Completed Payments Transaction** region and locate an invoice line item with the Payment Date populated with a date payment processing completed.

In the following example, the invoice line item of \$27.13 displays with the completed Payment Date of 12/30/2014 in the **Completed Payments Transaction** region.

The screenshot shows the 'Completed' tab selected. The page title is 'Sponsor Portal CGDP Completed Payments' with an 'Invoiced Reporting Period: 201401'. The filters are the same as in the previous screenshot. The main table lists two invoice items:

P Number	Invoiced Amt.	Payment Date	EFTID
P1__2	2.86	Deferred	CG14015__2P1__7
P1__0	27.13	12/30/2014	CG14011__0H3__9

To the right, the 'Payment Information' summary shows:

Total Invoiced	621.66
Total Pending	0.00
Total Deferred	2.86
Total Failed	0.00
Total Successful	27.13
Total Outstanding	591.67

A note at the bottom states: 'To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period'.

You have now completed reviewing completed invoice line items.

CGDP Portal Receipt Status Tab

Sponsor Portal CGDP Receipt Status Invoiced Reporting Period: 201401

Contract Number: H3_9 Parent Org. ID: H0_0 P Number: ANY

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1_0	613.10	12/30/2014	CG14011_0H3_9	Received
P1_6	171.59		CG14011_6H3_9	Outstanding
P1_2	2.86	12/30/2014	CG14011_2H3_9	Deferred

Payment Information

Total Owed	787.55
Total Deferred	2.86
Total Received	613.10
Total Pending	0.00
Total Outstanding	171.59

Received - Payment is in your account
Pending - Payment has been initiated
Outstanding - No payment activity
Deferred - Invoice amount falls below minimum

The **Receipt Status** tab allows the user to review invoice line item information for updated invoiced line items by Manufacturer P Number.

The **Receipt Status** tab has the following six regions:

1. **Receipt Status Tabbed region:** displays the tabbed page that is currently active.
2. **Receipt Status Invoiced Reporting Period region:** displays the specified quarterly reporting period for the invoice line items, in YYYYQQ format, based on the reporting period selected in the **Home Filter** region.
3. **Receipt Status Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
4. **Receipt Status Payment Information region:** displays the numerical totals of all invoice line items and statuses that each invoice line item may qualify as at a specific point in time. Invoice line item statuses reclassify as they process through the system.
5. **Receipt Status Filter Results region:** displays results based on data entered into the **Receipt Status Filter** region.
6. **Receipt Status definitions:** provides definitions of the statuses displayed in the **Receipt Status Filter Results** region.

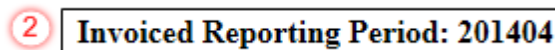
The following pages will describe, in detail, each region and the functions associated with each.

Tabbed Region – Receipt Status



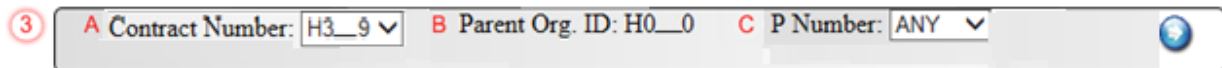
The **Tabbed** region provides the user with the ability to select different activities to perform while accessing the system. In this example, the **Receipts** tab is active.

Receipt Status Invoiced Reporting Period Region



This section of the **Receipt Status** page displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Home Filter** region. In this example, the invoice line items for the 4th quarter of calendar year 2014 will appear in the **Receipt Status Filter Results** region of the **Receipt Status** tab.

Receipt Status Filter Region



The **Receipt Status Filter** region contains three fields to assist a user with narrowing invoice line item search criteria.

- A. Contract Number: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with invoice line items due within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period. **Note**: this field will only allow update to Contract Numbers that have invoice line items for the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period
- B. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- C. P Number: displays the P Number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P Number from those assigned to the Parent Organization ID.

Receipt Status Payment Information Region

④

<u>Payment Information</u>		
A	Total Owed	784.69
B	Total Received	613.10
C	Total Deferred	0.00
D	Total Pending	0.00
E	Total Outstanding	171.59

The **Receipt Status Payment Information** region provides a summary view of activities that occur on the **Receipts** page. This region contains four fields provide up-to-date data regarding invoice line item activity.

- A. Total Owed: displays total dollar amount of invoice line items due from Manufacturers.
- B. Total Received: displays the total dollar amount of invoice line items received from Manufacturers.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items less than the system-default allowable amount not received from Manufacturers.
- D. Total Pending: displays total dollar amount of payments initiated but not yet finalized
- E. Total Outstanding: displays the total dollar amount of remaining invoice line items requiring payment from Manufacturers.

Receipt Status Filter Results Region

⑤

A	P Number	B	Invoiced Amt.	C	Payment Date	D	EFTID	E	Status
	P1__0		613.10		12/30/2014		CG14011__0H3__9		Received
	P1__6		171.59				CG14011__6H3__9		Outstanding
	P1__2		2.86		12/30/2014		CG14011__2H3__9		Deferred

The **Receipt Status Filter Results** region contains five fields that provide lists of invoice line items that are waiting for payment from a Manufacturer.

- A. P Number: displays the Manufacturer P Number.
- B. Invoiced Amt.: displays the invoice line item amounts due from the Manufacturer.
- C. Payment Date: displays the date the invoice line items processed.
- D. EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; four-digit P Number and five-digit Sponsor number for invoice line items displaying the status of Received.
 - Example: CG14011__0H0__0
- E. Status: displays the status of invoice line items listed in the **Receipt Status Filter Results** region.

Receipt Status Definition Region

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Received - Payment is in your account
Pending - Payment has been initiated
Outstanding - No payment activity
Deferred - Invoice amount falls below
minimum

The **Receipt Status Definitions** region provides explanations of each of the statuses that may display in the **Receipt Status Filter Results** region.

CGDP Portal DPP Work Instructions – Receipt Status

Utilizing the Receipt Status Tab

Sponsors are able to utilize the CGDP DPP system to view the status of invoice line items that are due for receipt. The **Receipt Status** tab provides Sponsors with the capability to view the status invoice payments due from Manufacturers.

This work instruction provides direction on accessing the **Receipt Status** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific Contract Number from the drop down list located in the Contract Number field.

In the following example, ANY populates the Contract Number field drop down list.

The screenshot shows the CMS Sponsor Portal interface. The 'Home' tab is selected in the top navigation bar. The 'Contract Number' dropdown menu is set to 'ANY'. The main content area displays a table of contract details and a legend for payment statuses.

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Available	<input type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

Legend:
Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid successfully
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 3) Populate the Select radio button for the reporting period then select the **Receipt Status** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201401.

The screenshot shows the CMS Sponsor Portal interface with the 'Receipts' tab selected. The first row of the table is highlighted, and the 'Select' radio button for that row is checked.

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_0	H3_9	201401	Available	<input checked="" type="radio"/>
H0_0	H5_9	201401	Available	<input type="radio"/>
H0_0	H5_2	201401	Available	<input type="radio"/>
H0_0	H5_0	201401	Available	<input type="radio"/>
H0_0	H7_9	201401	Available	<input type="radio"/>
H0_0	H7_1	201401	Available	<input type="radio"/>
H0_0	H7_6	201401	Pending	<input type="radio"/>
H0_0	H8_3	201401	Available	<input type="radio"/>
H0_0	H9_7	201401	Available	<input type="radio"/>
H0_0	S0_7	201401	Pending	<input type="radio"/>
H0_0	S5_9	201401	Pending	<input type="radio"/>
H0_0	S5_8	201401	Failed	<input type="radio"/>

Legend:
Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid successfully
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- On the **Receipt Status** tab, select the applicable Contract Number from the drop down list located in the **Receipt Status Filter** region.

In the following example, H3__9 populates the Contract Number field drop down list.

The screenshot shows the 'Sponsor Portal' for 'CGDP Receipt Status' with an 'Invoiced Reporting Period' of 201401. The 'Contract Number' filter is set to 'H3__9'. The main table lists three invoice items:

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1__0	613.10	12/30/2014	CG14011__0H3__9	Received
P1__6	171.59		CG14011__6H3__9	Outstanding
P1__2	2.86	12/30/2014	CG14011__2H3__9	Deferred

The 'Payment Information' summary shows:

Payment Information	
Total Owed	787.55
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	171.59

A legend explains the statuses: Received - Payment is in your account; Pending - Payment has been initiated; Outstanding - No payment activity; Deferred - Invoice amount falls below minimum.

- On the **Receipt Status** tab, review the **Payment Information** region for deferred, received, and outstanding invoice line items.

In the following example, the Total Deferred field contains a total of \$2.86; the Total Received field contains a total of \$613.10; Total Pending field contains \$0.00 and the Total Outstanding field contains at a total of \$171.59.

This screenshot is identical to the previous one, showing the 'Sponsor Portal' for 'CGDP Receipt Status' with the same data tables and summary information.

- Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Deferred.

In the following example, the invoice line item of \$2.86 displays the Status of Deferred.

The screenshot shows the 'Sponsor Portal' for 'CGDP Receipt Status' with an 'Invoiced Reporting Period' of 201401. The interface includes a navigation menu with 'Receipts' selected. A search bar shows 'Contract Number: H3...9', 'Parent Org. ID: H0...0', and 'P Number: ANY'. The main table lists three invoice line items:

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1_0	613.10	12/30/2014	CG14011_0H3_9	Received
P1_6	171.59		CG14011_6H3_9	Outstanding
P1_2	2.86	12/30/2014	CG14011_2H3_9	Deferred

To the right, the 'Payment Information' summary shows:

Total Owed	787.55
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	171.59

A legend at the bottom right explains the status codes: Received - Payment is in your account; Pending - Payment has been initiated; Outstanding - No payment activity; Deferred - Invoice amount falls below minimum.

- Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Received.

In the following example, the invoice line item of \$613.10 displays the Status of Received.

This screenshot is similar to the previous one but highlights the 'Received' status. The table of invoice line items is:

P Number	Invoiced Amt.	Payment Date	EFTID	Status
P1_0	613.10	12/30/2014	CG14011_0H3_9	Received
P1_6	171.59		CG14011_6H3_9	Outstanding
P1_2	2.86	12/30/2014	CG14011_2H3_9	Deferred

The 'Payment Information' summary on the right is:

Total Owed	787.55
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	171.59

The legend at the bottom right remains the same as in the previous example.

- 8) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Pending.

In the following example, the invoice line item of \$0.00 displays the Status of Pending.

The screenshot shows the 'Sponsor Portal' for 'CGDP Receipt Status' with an 'Invoiced Reporting Period: 201401'. The navigation menu includes Home, Payments, Completed, Receipts (highlighted), and Reports. The main content area features a table of invoice line items and a 'Payment Information' summary box.

P Number	Invoiced Amt.	Payment Date	EFTID	Status
PI_0	613.10	12/30/2014	CG14011_0H3_9	Received
PI_6	171.59		CG14011_6H3_9	Outstanding
PI_2	2.86	12/30/2014	CG14011_2H3_9	Deferred

Payment Information	
Total Owed	787.55
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	171.59

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

- 9) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Outstanding.

In the following example, the invoice line item of \$171.59 displays the Status of Outstanding.

The screenshot shows the 'Sponsor Portal' for 'CGDP Receipt Status' with an 'Invoiced Reporting Period: 201401'. The navigation menu includes Home, Payments, Completed, Receipts (highlighted), and Reports. The main content area features a table of invoice line items and a 'Payment Information' summary box.

P Number	Invoiced Amt.	Payment Date	EFTID	Status
PI_0	613.10	12/30/2014	CG14011_0H3_9	Received
PI_6	171.59		CG14011_6H3_9	Outstanding
PI_2	2.86	12/30/2014	CG14011_2H3_9	Deferred

Payment Information	
Total Owed	787.55
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	171.59

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

You have now completed reviewing invoice line item receipts.

CGDP Portal Reports – Summary

The screenshot shows the 'Reports' section of the CGDP Portal. At the top, there is a navigation bar with 'Reports' selected. Below this, the 'Sponsor Portal' header is visible. A 'Current Cutoff Calendar' box on the right lists key dates: Reporting Period (201404), Invoice Paid by (03/11/2015), Invoice Distribution (01/31/2015), Dispute Submission (04/02/2015), and Dispute Distribution (06/01/2015). A dropdown menu for report types is set to 'Invoice'. A filter for 'Parent Org. ID' is set to 'H0_0'. The main table displays the following data:

Parent Org ID	Contract Number	Reporting Period	Date Loaded	Download	Last Download
H0_0	H1_6	201404	12/19/2014	<input type="radio"/>	12/23/2014 @ 03:23 PM
	H1_8	201404	12/19/2014	<input type="radio"/>	12/23/2014 @ 03:44 PM
	H1_9	201404	12/19/2014	<input type="radio"/>	
	H2_3	201404	12/19/2014	<input type="radio"/>	
	H2_2	201404	12/19/2014	<input type="radio"/>	
	S0_7	201404	12/19/2014	<input type="radio"/>	
	S5_9	201404	12/19/2014	<input type="radio"/>	
	S5_8	201404	12/19/2014	<input type="radio"/>	

The **Reports - Summary** tab allows the user to review distributed invoice information.

The **Reports - Summary** tab has the following five regions:

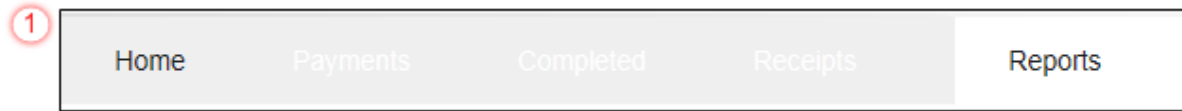
1. **Reports Tabbed region:** displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region:** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section of the users guide will define the topic of Summary reports.

4. **Reports Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

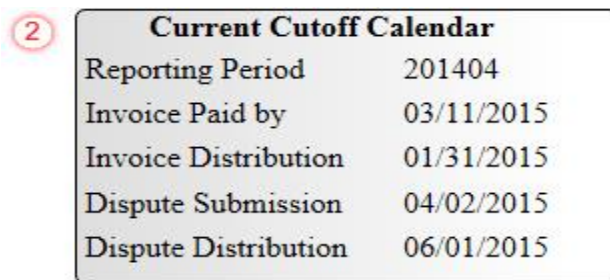
The following pages will describe each region and the functions associated with Reports – Summary functionality.

Reports Tabbed Region



The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Current Cutoff Calendar Region



Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

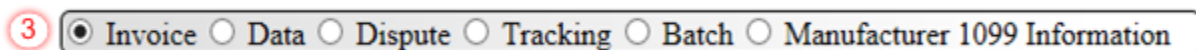
The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Summary Region

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information


The default selection for the **Report Type Selection** region is Invoice, displayed in the following example.



The population of the Invoice radio button allows the user to select and view distributed invoice line reports. The report provides abbreviated information of distributed invoices and provides the ability to download the information for review.

Note: Definition of the Data, Dispute, Tracking, Batch and Manufacturer 1099 Information report type selections provided later in the manual for each report type.

Reports Filter – Summary Region

4 **A Parent Org. ID:** H0__0 ▾ **B Contract:** ANY ▾ 

The **Reports Filter – Summary region** contains the following two fields to assist a user with narrowing distributed invoice search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Summary Region

5

A Parent Org ID	B Contract Number	C Reporting Period	D Date Loaded	E Download	F Last Download
H0__0	H1__6	201404	12/19/2014	<input type="radio"/>	12/23/2014 @ 03:23 PM
	H1__8	201404	12/19/2014	<input type="radio"/>	12/23/2014 @ 03:44 PM
	H1__9	201404	12/19/2014	<input type="radio"/>	
	H2__3	201404	12/19/2014	<input type="radio"/>	
	H2__2	201404	12/19/2014	<input type="radio"/>	
	S0__7	201404	12/19/2014	<input type="radio"/>	
	S5__9	201404	12/19/2014	<input type="radio"/>	
	S5__8	201404	12/19/2014	<input type="radio"/>	

The **Reports Filter Results - Summary region** displays information requested for invoice reports.

The Summary results region contains the following six fields used to review abbreviated information of distributed invoices and provides the user the ability to download the information for review.

- A. Parent Org. ID: defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. Download: displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. Last Download: displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Summary Reports

Accessing Summary Reports

Sponsors are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The Reports – Summary tab allows Sponsors to view the summary invoice line items due from Manufacturers.

This work instruction provides direction on accessing the **Reports – Summary** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__0	H0__4	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__6	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__9	201403	Available	<input type="radio"/>
S5__0	H0__0	201403	Available	<input type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- On the **Reports** tab, populate the **Invoice** radio button in the **Reports Type Selection** region and select the applicable **Contract Number** from the drop down list located in the **Reports Filter – Summary** region.

In the following example, the highlighted **Invoice** radio button displays and ANY populates the **Contract Number** field drop down list.

Sponsor Portal CGDP Reports

Invoice Data Dispute Tracking Batch Manufacturer 1099 Information

Parent Org. ID: Contract Number:

Reporting Period	201403
Invoice Paid by	01/12/2015
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

Parent Org ID	Contract Number	Reporting Period	Date Loaded	Download	Last Download
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H0__6	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H2__1	201403	12/30/2014	<input type="radio"/>	

- 4) To view the summary invoice line item report, populate the radio button that corresponds to the applicable Contract Number in the **Reports Filter Results – Summary region**.

In the following example, the radio button corresponding to Contract Number H__1 is populated.

Parent Org ID	Contract Number	Reporting Period	Date Loaded	Download	Last Download
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input checked="" type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H0__6	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H2__1	201403	12/30/2014	<input type="radio"/>	

- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.

- 6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, an excerpt of a text file for an invoice line item displays.

```

S5820_H0151_201403.txt - Notepad
File Edit Format View Help
TPACH20140300000162014111715270510CSMH0##1
TPAMH20140300000012014111715270510CSMP1##1
PTOT 2013070000001P1##1H0##10000000003218{0000000001402E0000000001815N
PTOT 2014030000002P1##1H0##1000000000000{0000000281638{0000000281638{
TPAMT20140300000012014111715270510CSMP1##100000020000000003218{0000000283040E0000000279822ECG14031##1H0##1
    
```

- 7) Once review of text file is complete, return to the **Reports** tab.

- 8) The **Reports Filter Results – Summary region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 01:16 populate the Last Download field.

Sponsor Portal **CGDP Reports**

Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID: S5__0
 Contract Number: ANY

Parent Org ID	Contract Number	Reporting Period	Date Loaded	Download	Last Download
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	20150102 01:16
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H0__6	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H2__1	201403	12/30/2014	<input type="radio"/>	

You have now completed accessing invoice line item summary reports.

CGDP Portal Reports – Data

The screenshot displays the 'CGDP Reports' page in the 'Sponsor Portal'. At the top, there is a navigation bar with 'Reports' highlighted. Below this, the page title 'Sponsor Portal CGDP Reports' is shown. A 'Current Cutoff Calendar' table lists key dates: Reporting Period (201404), Invoice Paid by (03/11/2015), Invoice Distribution (01/31/2015), Dispute Submission (04/02/2015), and Dispute Distribution (06/01/2015). A filter section allows users to select a 'Parent Org. ID' (H3359) and a 'Contract ID' (ANY). The main content area features a table with columns for Parent Org. ID, Contract ID, Reporting Period, Date Loaded, Download File, Last Report Downloaded Date, Download Spreadsheet, and Last Spreadsheet Downloaded Date. The table contains one row of data: Parent Org. ID: H0_0, Contract ID: H1_6, Reporting Period: 201404, Date Loaded: 04/23/2015, and Download File: [icon].

Parent Org. ID	Contract ID	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
H0_0	H1_6	201404	04/23/2015	[icon]		[icon]	

The **Reports – Data** tab provides the user with the ability to review distributed invoice information.

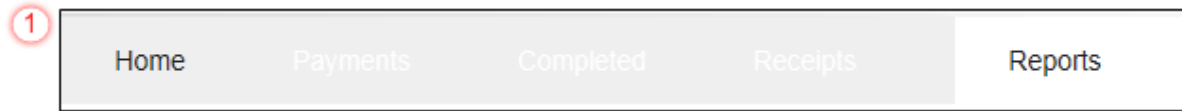
The **Reports – Data** tab has the following five regions:

1. **Reports Tabbed region:** displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region:** provides user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section of the users guide will define the topic of Data reports.
4. **Reports Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

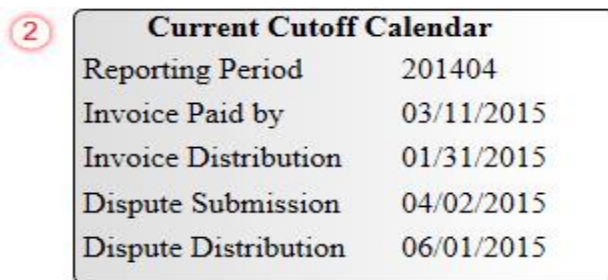
The following pages will describe each region and the functions associated with Data Reports functionality.

Reports Tabbed Region



The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Cutoff Calendar Region



Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Data Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the Data radio button populated.



The population of the Data radio button allows the user to select and view distributed invoice line reports. The report provides detail information of distributed invoices and provides the ability to download the detail information for review.

Note: Definition of the Dispute, Tracking, Batch and Manufacturer 1099 Information report type selections provided for later in the manual for each report type.

Reports Filter – Data Region

The **Reports Filter – Data region** contains ##### fields to assist a user with narrowing distributed invoice search criteria.

- A. Parent Org. ID field: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract field: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Data Region

A Parent Org. ID	B Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
H0__0	H1__6	2014Q4	04/23/2015	<input type="radio"/>		<input type="radio"/>	

The **Reports Filter Results - Data region** displays detail information requested for invoice reports. The **Reports Filter Results - Data region** contains the following six fields used to review summary information of distributed invoices and provides the user the ability to download the detail information for review.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the system.
- F. Last Report Download Date: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM.
- G. Download Spreadsheet: displays radio button to have file downloaded in spreadsheet form
- H. Last Spreadsheet Download Date: displays date in which the last spreadsheet was downloaded

Accessing Data Reports

Sponsors are able to utilize the CGDP DPP system to review detail data reports for distributed invoice line items. The **Reports – Data** tab allows Sponsors to view detailed distributed invoice line item data for clarification.

This work instruction provides direction on accessing the **Reports - Data** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. In the top left corner is the Palmetto GBA logo, which includes a stylized green and yellow icon and the text "PALMETTO GBA, A CELESTIAN GROUP COMPANY". In the top right corner is the CMS logo, featuring a blue and yellow arc above the text "CMS" and "CENTERS FOR MEDICARE & MEDICAID SERVICES" below it. The main title "Coverage Gap Discount Program" is centered in a large, bold, black serif font. Below the title is a login form with a light gray background. It contains two text input fields: "User Id:" and "Password:". To the right of the "Password:" field is a blue button with the word "Login" in white text.

- On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__0	H0__4	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__6	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__9	201403	Available	<input type="radio"/>
S5__0	H0__0	201403	Available	<input type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- On the **Reports** tab, populate the Data radio button located in the **Report Type Selection** region.

In the following example, the Data radio button is populated.

Sponsor Portal CGDP Reports

Invoice Data Dispute Tracking Batch Manufacturer 1099 Information

Parent Org. ID: Contract Number:

Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

- 4) On the **Reports** tab, select the applicable Contract Number from the drop down list located in the **Reports Filter – Data region**.

In the following example, ANY populates the Contract Number field drop down list.

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Data' radio button is selected. The 'Contract Number' dropdown menu is open and shows 'ANY' selected. The table below lists various contract numbers for Parent Org. ID S5__0.

Parent Org. ID	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>			
	H0__1	201403	12/30/2014	<input type="radio"/>			
	H0__3	201403	12/30/2014	<input type="radio"/>			
	H0__6	201403	12/30/2014	<input type="radio"/>			
	H0__1	201403	12/30/2014	<input type="radio"/>			
	H0__3	201403	12/30/2014	<input type="radio"/>			
	H2__1	201403	12/30/2014	<input type="radio"/>			

- 5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable Contract Number in the **Reports Filter Results – Data region**.

In the following example, the radio button corresponding to Contract Number H__1 is populated.

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Data' radio button is selected. The 'Contract Number' dropdown menu is open and shows 'ANY' selected. The table below lists various contract numbers for Parent Org. ID S5__0. The radio button for Contract Number H0__1 is selected.

Parent Org. ID	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>			
	H0__1	201403	12/30/2014	<input checked="" type="radio"/>			
	H0__3	201403	12/30/2014	<input type="radio"/>			
	H0__6	201403	12/30/2014	<input type="radio"/>			
	H0__1	201403	12/30/2014	<input type="radio"/>			
	H0__3	201403	12/30/2014	<input type="radio"/>			
	H2__1	201403	12/30/2014	<input type="radio"/>			

Select one of the following decision buttons in the message that appears at the bottom of the screen:

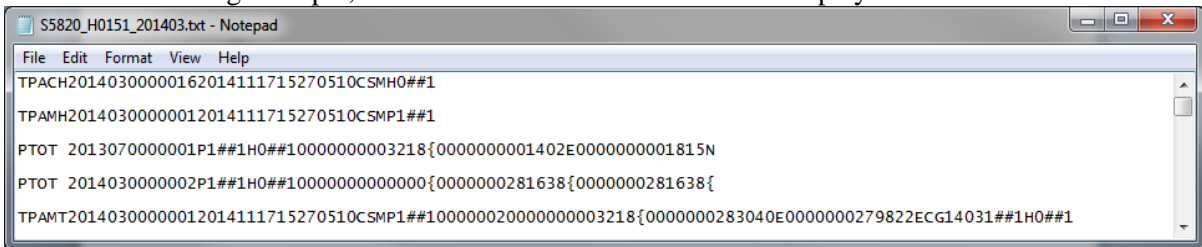
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.



7) Once review of text file is complete, return to the **Reports** tab.

- 8) The **Reports Filter Results – Data region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download field.

Sponsor Portal CGDP Reports

Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID:
 Contract Number:

Parent Org. ID	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
S5_0	H0_4	201403	12/30/2014	<input type="radio"/>			
	H0_1	201403	12/30/2014	<input checked="" type="radio"/>	12/31/2014 @ 03:44 PM		
	H0_3	201403	12/30/2014	<input type="radio"/>			
	H0_6	201403	12/30/2014	<input type="radio"/>			
	H0_1	201403	12/30/2014	<input type="radio"/>			
	H0_3	201403	12/30/2014	<input type="radio"/>			
	H2_1	201403	12/30/2014	<input type="radio"/>			

You have now completed accessing invoice line item data reports.

CGDP Portal Reports – Tracking

The screenshot displays the 'CGDP Reports' interface. At the top, there is a navigation bar with 'Home', 'Payments', 'Completed', 'Receipts', and 'Reports' (highlighted). Below this, the 'Sponsor Portal' section includes radio buttons for report types: Invoice, Data, Dispute, Tracking (selected), Batch, and Manufacturer 1099 Information. A filter section contains dropdown menus for 'Parent Org. ID' (S5_0) and 'Contract Number' (ANY). To the right, a 'Current Cutoff Calendar' box lists key dates: Reporting Period (201403), Invoice Paid by (01/12/2015), Invoice Distribution (12/04/2014), Dispute Submission (02/03/2015), and Dispute Distribution (04/04/2015). The main content area features a table with the following data:

Parent Org ID	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
S5_0	H0_4	201403	12/30/2014	<input type="radio"/>	
	H0_3	201403	12/30/2014	<input type="radio"/>	
	H0_6	201403	12/30/2014	<input type="radio"/>	
	H0_1	201403	12/30/2014	<input type="radio"/>	
	H0_3	201403	12/30/2014	<input type="radio"/>	
	H2_1	201403	12/30/2014	<input type="radio"/>	

The **Reports – Tracking** tab provides the user with the ability to review distributed invoice information.

The **Reports – Tracking** tab has five regions:

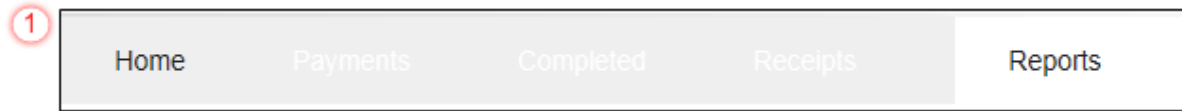
1. **Reports Tabbed region:** displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region:** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section of the users guide will define the topic of Tracking reports.

4. **Reports Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

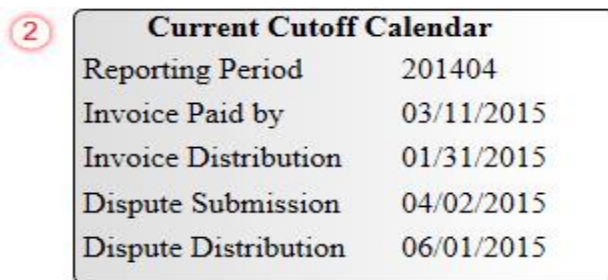
The following pages will describe each region and the functions associated with Reports – Tracking functionality.

Reports Tabbed Region



The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Cutoff Calendar Region



Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

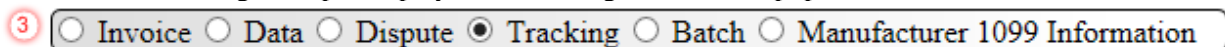
The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Tracking Region

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

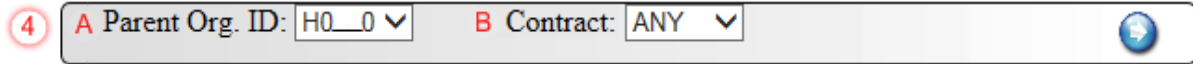
The following example displays the Tracking radio button populated.



The population of the Tracking radio button allows the user to select and view the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database.

Note: Definition of the Dispute, Batch and Manufacturer 1099 Information report type selections provided for later in the manual for each report type.

Reports Filter – Tracking Region



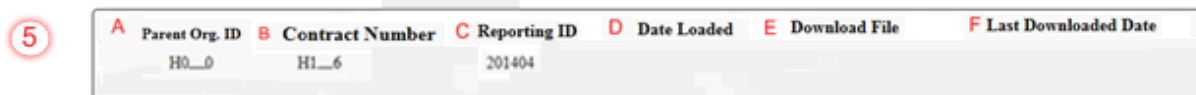
4 A Parent Org. ID: H0_0 ▼ B Contract: ANY ▼

The **Reports Filter – Tracking** region contains the following two fields to assist a user with narrowing distributed invoice search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.

Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Tracking Region



5

A Parent Org. ID	B Contract Number	C Reporting ID	D Date Loaded	E Download File	F Last Downloaded Date
H0_0	H1_6	201404			

The **Reports Filter Results - Tracking** region displays information requested for invoice reports.

The **Report Filter Results – Tracking region** contains the following six fields used to review the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database and allows the user to download the information for review.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. Reporting ID: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. Last Download Date: displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Tracking Reports

Accessing Tracking Reports

Sponsors are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The **Reports – Tracking** tab provides Sponsors with the capability to view the summary invoice line items due from Manufacturers.

This work instruction provides direction on accessing the **Reports – Tracking** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__0	H0__4	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__6	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__9	201403	Available	<input type="radio"/>
S5__0	H0__0	201403	Available	<input type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- On the **Reports** tab, populate the radio button for **Tracking** in the **Reports Type Selection** region and select the applicable **Contract Number** from the drop down list located in the **Reports Filter – Tracking** region.

In the following example, the highlighted **Tracking** radio button displays and ANY populates the **Contract Number** field drop down list.

Sponsor Portal CGDP Reports

Invoice Data Dispute Tracking Batch Manufacturer 1099 Information

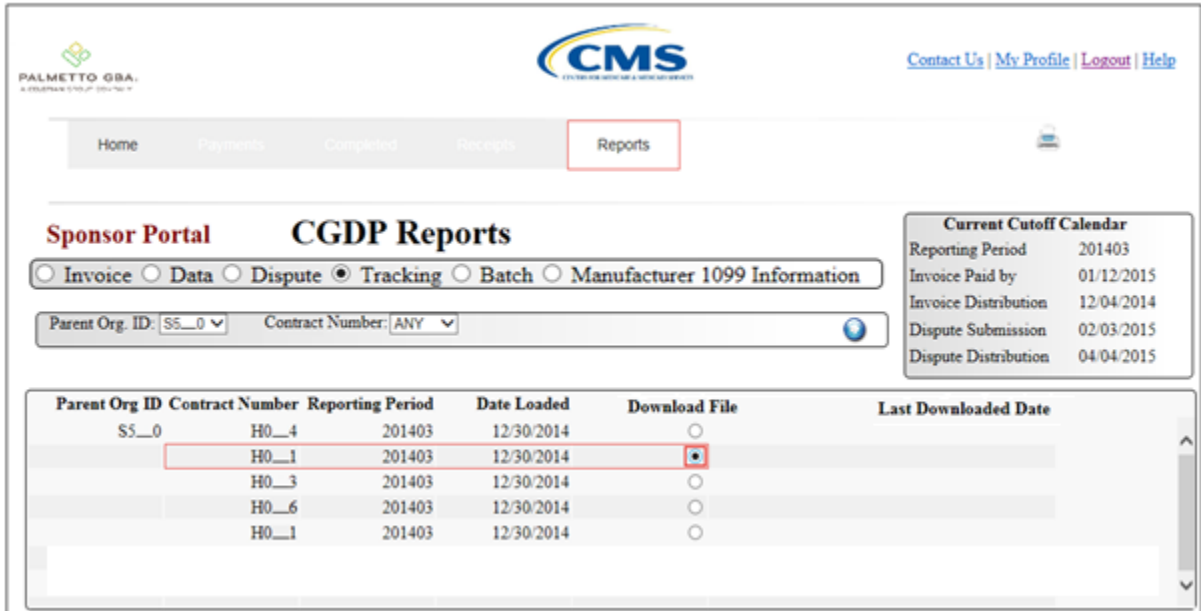
Parent Org. ID: Contract Number:

Reporting Period	201403
Invoice Paid by	01/12/2015
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

Parent Org ID	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H0__6	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H2__1	201403	12/30/2014	<input type="radio"/>	

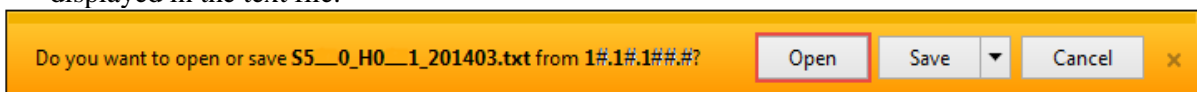
- 4) To view the cumulative benefit year reports, populate the radio button that corresponds to the applicable Contract Number in the **Reports Filter Results – Tracking** region.

In the following example, the radio button corresponding to Contract Number H__1 is populated.



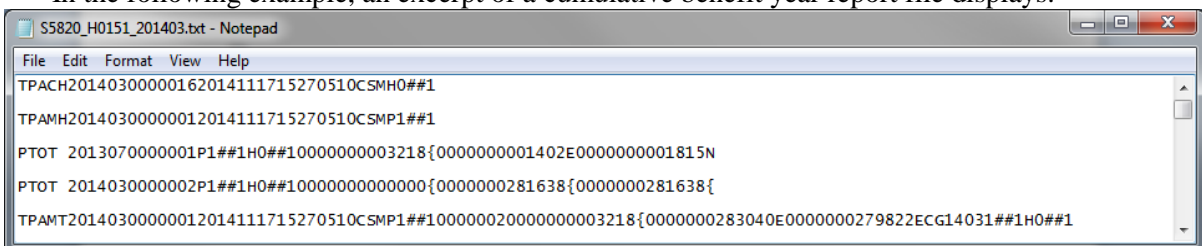
- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
 - *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



- 6) After selecting the *Open* button, the file information for the invoice line item will display.

In the following example, an excerpt of a cumulative benefit year report file displays.



- 7) Once review of text file is complete, return to the **Reports** tab.

- 8) The **Reports Filter Results – Tracking** region will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 01:16 populate the Last Download field.

The screenshot shows the 'Sponsor Portal' for 'CGDP Reports'. The 'Tracking' filter is selected. The 'Parent Org ID' is 'S5__0' and the 'Contract Number' is 'ANY'. A 'Current Cutoff Calendar' box shows the reporting period as 201403. Below is a table of reports with the following data:

Parent Org ID	Contract Number	Reporting Period	Date Loaded	Download File	Last Downloaded Date
S5__0	H0__4	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input checked="" type="radio"/>	20150102 01:16
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H0__6	201403	12/30/2014	<input type="radio"/>	
	H0__1	201403	12/30/2014	<input type="radio"/>	
	H0__3	201403	12/30/2014	<input type="radio"/>	
	H2__1	201403	12/30/2014	<input type="radio"/>	

You have now completed accessing tracking reports in the Portal.

CGDP Portal Reports – Dispute

Sponsor Portal CGDP Reports

Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID: S5_0
 Contract Number: ANY

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5_0	H0_4	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H0_6	201403		12/30/2014	<input type="radio"/>	
	H0_1	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H2_1	201403		12/30/2014	<input type="radio"/>	

The **Reports – Disputes** tab provides the user with the ability to review distributed invoice information.

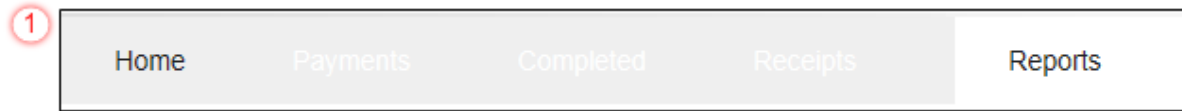
The **Reports – Disputes** page has five regions:

1. **Reports Tabbed region:** displays the tabbed page that is currently active. This tabbed region remains the same during report type selection.
2. **Reports Current Cutoff Calendar region:** provides user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Batch

This section of the users guide will define the topic of Dispute reports.
4. **Reports Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

The following pages will describe each region and the functions associated with Data Reports functionality.

Reports Tabbed Region



The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Cutoff Calendar Region

Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

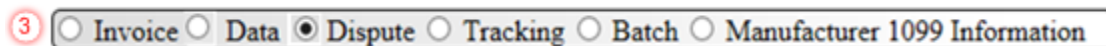
The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Dispute Region

The **Reports Type Selection region** provides a user with five selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information


The following example displays the Dispute button populated.



The population of the Dispute radio button allows the user to select, submit, and view disputed invoice line reports.

Note: Definition of the Batch and Manufacturer 1099 Information report type selection provided for later in the manual.

Reports Filter – Dispute Region

4 **A** Parent Org. ID: H0_0 ▾ **B** Contract: ANY ▾ 

The **Reports Filter – Dispute region** contains the following ##### fields to assist a user with narrowing distributed invoice search criteria.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Contract: displays the Contract Number for distributed invoices. The drop down list provides update capability to select another Contract Number from those assigned to the Parent Organization ID.
Note: this field will only allow update to Contract Numbers that have distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Dispute Region

5

A Parent Org. ID	B Contract Number	C Reporting Period	D Report Type	E Date Loaded	F Download File	G Last Download Date
H0_0	H1_6	201404	Resolution	04/28/2015	<input type="radio"/>	

The **Reports Filter Results – Disputes region** displays information requested for invoice reports.

The **Reports Filter Results – Disputes region** contains the following ##### fields used to submit disputes and review reports for the status of submitted disputes.

- A. Parent Org. ID: (currently displaying Primary ID) field defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number: displays a specific Sponsor Contract Number or all Sponsor Contract Numbers associated with the Parent Organization ID.
- C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. Report Type: displays the type of report available (Resolution)
- E. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- F. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the system.
- G. Last Download Date: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Dispute Reports

Submitting Disputes

Sponsors are able to utilize the CGDP DPP system to submit disputes of distributed invoice line items. The **Reports – Dispute** tab provides Sponsors with the capability to submit and view disputed invoice line items.

This work instruction provides direction on accessing the **Reports - Dispute** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the Reports tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__0	H0__4	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__6	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__9	201403	Available	<input type="radio"/>
S5__0	H0__0	201403	Available	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- On the **Reports** tab, populate the Dispute radio button located in the **Report Type Selection** region.

In the following example, the Dispute radio button is populated.

Sponsor Portal CGDP Reports

Invoice Data Dispute Tracking Batch Manufacturer 1099 Information

Parent Org. ID: Contract Number:

Current Cutoff Calendar	
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

- On the **Reports** tab, select the applicable Contract Number from the drop down list located in the **Reports – Dispute Filter** region.

In the following example, ANY populates the Contract Number field drop down list.

The screenshot shows the 'Sponsor Portal' for 'CGDP Reports'. The 'Reports' tab is active. Under the 'Dispute' filter, the 'Contract Number' dropdown is set to 'ANY'. A table below lists reports for Parent Org. ID 'S5_0' with various contract numbers and reporting periods.

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5_0	H0_4	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H0_6	201403		12/30/2014	<input type="radio"/>	
	H0_1	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H2_1	201403		12/30/2014	<input type="radio"/>	

- To view the detail invoice line item report, populate the radio button that corresponds to the applicable Contract Number in the **Reports Filter Results – Dispute region**.

In the following example, the radio button corresponding to Contract Number H_3 is populated.

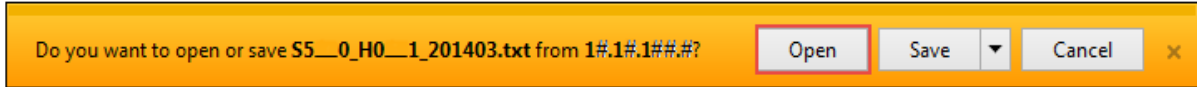
This screenshot is similar to the previous one, but the radio button for 'H0_3' in the 'Download File' column is now selected. The 'Contract Number' dropdown remains set to 'ANY'.

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5_0	H0_4	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input checked="" type="radio"/>	
	H0_6	201403		12/30/2014	<input type="radio"/>	
	H0_1	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H2_1	201403		12/30/2014	<input type="radio"/>	

Select one of the following decision buttons in the message that appears at the bottom of the screen:

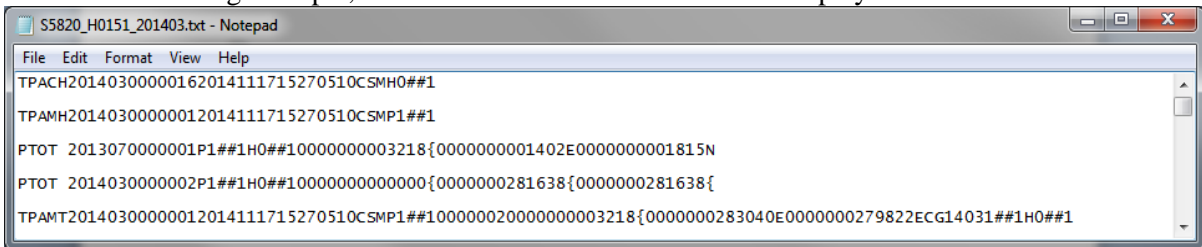
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



6) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.



7) Once review of text file is complete, return to the **Reports** tab.

- 8) The **Reports Filter Results – Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download Date field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download Date field.

The screenshot shows the CMS CGDP Reports portal. At the top, there are navigation links for Home, Payments, Completed, Receipts, and Reports (highlighted with a red box). Below the navigation is the 'Sponsor Portal' section with 'CGDP Reports' as the main heading. There are radio buttons for 'Invoice', 'Data', 'Dispute' (selected), 'Tracking', 'Batch', and 'Manufacturer 1099 Information'. Below this, there are dropdown menus for 'Parent Org. ID' (S5__0) and 'Contract Number' (ANY). To the right, a 'Current Cutoff Calendar' box shows dates for Reporting Period, Invoice Paid by, Invoice Distribution, Dispute Submission, and Dispute Distribution. The main content is a table with the following data:

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5__0	H0_4	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input checked="" type="radio"/>	12/31/2014 @ 03:44 PM
	H0_6	201403		12/30/2014	<input type="radio"/>	
	H0_1	201403		12/30/2014	<input type="radio"/>	
	H0_3	201403		12/30/2014	<input type="radio"/>	
	H2_1	201403		12/30/2014	<input type="radio"/>	

You have now completed submitting a distributed invoice line item dispute report.

Accessing Dispute Reports

Sponsors are able to utilize the CGDP DPP system to submit and review dispute reports for received invoice line items. The **Reports – Dispute** tab provides Sponsors with the capability to submit and view disputed invoice line items.

This work instruction provides direction on accessing the **Reports – Dispute** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: S5__0 | Contract Number: ANY | Reporting Period: ANY | Status: ANY

Parent Org. ID	Contract Number	Reporting Period	Status	Select
S5__0	H0__4	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__6	201403	Available	<input type="radio"/>
S5__0	H0__1	201403	Available	<input type="radio"/>
S5__0	H0__3	201403	Available	<input type="radio"/>
S5__0	H0__9	201403	Available	<input type="radio"/>
S5__0	H0__0	201403	Available	<input type="radio"/>

Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- On the **Reports** tab, populate the Dispute radio button located in the **Report Type Selection** region.

In the following example, the Dispute radio button is populated.

Sponsor Portal CGDP Reports

Parent Org. ID: S5__0 | Contract Number: ANY

Report Type Selection: Invoice Data Dispute Tracking Batch Manufacturer 1099 Information

Current Cutoff Calendar

Reporting Period	201403
Invoice Paid by	01/12/2015
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5__0	H0__4	201403		12/30/2014	<input type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H0__6	201403		12/30/2014	<input type="radio"/>	
	H0__1	201403		12/30/2014	<input type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H2__1	201403		12/30/2014	<input type="radio"/>	

- On the **Reports** tab, select the applicable Contract Number from the drop down list located in the **Reports Filter – Dispute region**.

In the following example, ANY populates the Contract Number field drop down list.

Sponsor Portal CGDP Reports

Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID: S5__0 Contract Number: ANY

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5__0	H0__4	201403		12/30/2014	<input type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H0__6	201403		12/30/2014	<input type="radio"/>	
	H0__1	201403		12/30/2014	<input type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H2__1	201403		12/30/2014	<input type="radio"/>	

- To view the detail invoice line item report, populate the radio button that corresponds to the applicable Contract Number in the **Reports Filter Results – Dispute region**.

In the following example, the radio button corresponding to Contract Number H__4 is populated.

Sponsor Portal CGDP Reports

Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID: S5__0 Contract Number: ANY

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5__0	H0__4	201403	Resolution	12/30/2014	<input checked="" type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H0__6	201403		12/30/2014	<input type="radio"/>	
	H0__1	201403		12/30/2014	<input type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H2__1	201403		12/30/2014	<input type="radio"/>	

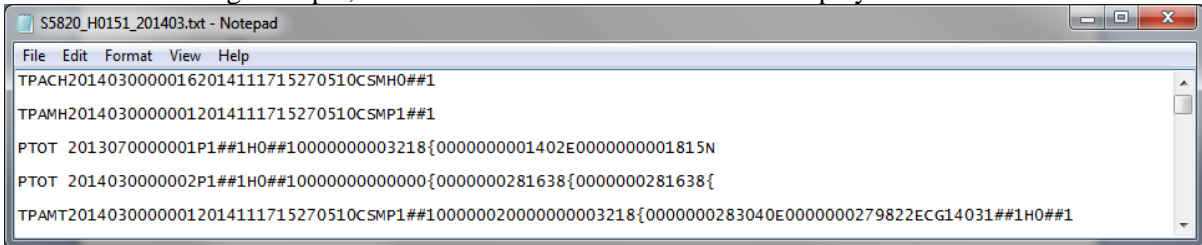
- 6) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



- 7) After selecting the *Open* button, the text file information for the invoice line item will display.

In the following example, the text file for an invoice line item displays.



- 8) Once review of text file is complete, return to the **Reports** tab.

- 9) The **Reports Filter Results – Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download field.

The screenshot shows the 'Sponsor Portal' for 'CGDP Reports'. The 'Reports' tab is selected. The 'Dispute' radio button is selected in the filter section. The table below shows a list of reports, with the first row highlighted in red. The 'Last Download Date' for this row is '12/31/2014 @ 03:44 PM'.

Parent Org. ID	Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
S5__0	H0__4	201403	Resolution	12/30/2014	<input checked="" type="radio"/>	12/31/2014 @ 03:44 PM
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H0__6	201403		12/30/2014	<input type="radio"/>	
	H0__1	201403		12/30/2014	<input type="radio"/>	
	H0__3	201403		12/30/2014	<input type="radio"/>	
	H2__1	201403		12/30/2014	<input type="radio"/>	

You have now completed accessing invoice line item dispute reports.

CGDP Portal Reports – Batch

Current Cutoff Calendar

Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
E3__4	Batch init. 201403	511	20141230 09:44	<input type="radio"/>	3 Successful	20141230 11:45
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	20150102 11:15
H0__0	Batch init. 201401	508	20141229 04:05	<input type="radio"/>	7 Failed	20150102 11:15
S5__7	Batch init. 201401	509	20141229 04:10	<input type="radio"/>	7 Successful	

The **Reports – Batch** tab provides the user with the ability to review payment batch information.

The **Reports – Batch** tab has five regions:

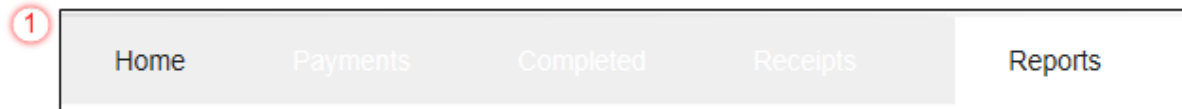
1. **Reports Tabbed region:** displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section of the users guide will define the topic of Batch reports.

4. **Reports Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

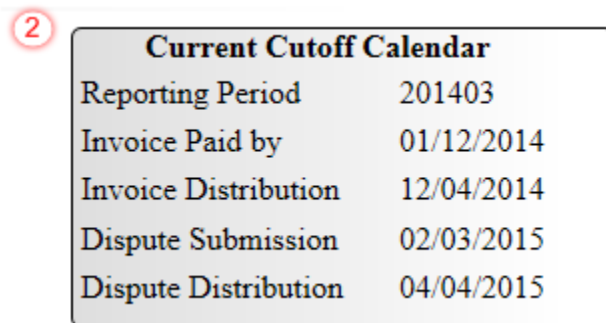
The following pages will describe each region and the functions associated with Batch Reports functionality.

Reports Tabbed Region



The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Current Cutoff Calendar region



Current Cutoff Calendar	
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

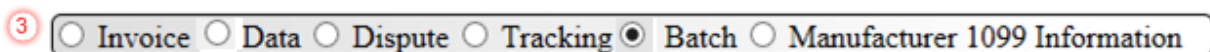
The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection - Batch Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the Batch radio button populated.



The population of the Batch radio button provides a user with reports containing uploaded batch file results when utilizing the **Payment Initiation Upload** process. The user is able to view batch file status for successful upload, partial upload or failed batch file uploads and review errors associated with failed records.

Reports Filter – Batch Region

4 

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

Reports Filter Results – Batch Region

5

A	B	C	D	E	F	G
Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
E3__4	Batch init. 201403	511	20141230 09:44	<input type="radio"/>	3 Successful	20141230 11:45
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	20150102 11:15
H0__0	Batch init. 201401	508	20141229 04:05	<input type="radio"/>	7 Failed	20150102 11:15
S5__7	Batch init. 201401	509	20141229 04:10	<input type="radio"/>	7 Successful	

The **Reports Filter Results – Batch region** contains seven fields used to review batched payment initiation files loaded to the system.

- A. Parent Org. ID: field defaults to the Parent Organization ID utilized to access the system.
- B. Description: displays the batch file name loaded to the system.
- C. Batch ID: displays the system generated batch-numbering convention based on the order the batch file received by the system.
- D. Date Time: displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
- E. Download: displays radio button to allow downloading of batch file information loaded to the system.
- F. Status: provides the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
- G. Last Download: displays the last date and time batch summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM

CGDP Portal DPP Work Instructions – Batch Reports

Accessing Batch Reports

Sponsors are able to utilize the **Reports - Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items. Once batch upload is completed, results of the batch text file upload are available for review via the **Reports – Batch** functionality.

This work instruction provides direction on accessing invoice batch reports functionality.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Pending	<input type="radio"/>
H0__0	H5__2	201401	Pending	<input type="radio"/>
H0__0	H5__0	201401	Pending	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Incomplete	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Incomplete	<input type="radio"/>

Legend:
Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid successfully
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- To review the successful and failed batch text files, select the **Reports** tab and populate the **Batch** radio button.

In the following example, the displayed **Reports – Batch** page with the **Batch** radio button selected.

Sponsor Portal CGDP Reports

Invoice Data Dispute Tracking **Batch** Manufacturer 1099 Information

Parent Org. ID:

Reporting Period	Date
201403	
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	
H0__0	Batch init. 201401	508	20141229 04:05	<input type="radio"/>	7 Failed	
H0__0	Batch init. 201401	502	20141229 02:44	<input type="radio"/>	1 Successful	

- 4) Populate the radio button in the Download column to correspond to the reviewable batch file.

In the following example, the selected batch file contains one Successful file in the Status field.

The screenshot shows the 'Sponsor Portal' for 'CGDP Reports'. It includes a navigation menu with 'Reports' highlighted. Below the menu are radio buttons for 'Invoice', 'Data', 'Dispute', 'Tracking', 'Batch', and 'Manufacturer 1099 Information', with 'Batch' selected. A dropdown menu for 'Parent Org. ID' is set to 'H0__0'. A 'Current Cutoff Calendar' box shows reporting details for 201403. The main table lists batch files with columns for Parent Org ID, Description, Batch ID, Date Time, Download, Status, and Last Download. The row for Batch ID 502 is highlighted, showing a status of '1 Successful'.

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	
H0__0	Batch init. 201401	508	20141229 04:05	<input type="radio"/>	7 Failed	
H0__0	Batch init. 201401	502	20141229 02:44	<input checked="" type="radio"/>	1 Successful	

- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.

The screenshot shows a file dialog box with the text: 'Do you want to open or save 502.txt (92 bytes) from 1#.1#.1##.#?'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red box.

- 6) Review the downloaded batch text file for line items containing the successful line items(s).

In the following example, the downloaded batch text file displays one successful line item.

The screenshot shows a Notepad window titled '502.txt - Notepad'. The text content is: 'H0__0; H1__8; 201401; P1__8; CG14011__8H1__8; 20141229; N; Success; Initiated in a batch; 20141229;'.

- 7) Once review of text file is complete, return to the **Reports** tab.

- 8) The **Reports Filter Results – Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 11:03 populate the Last Download field.

Sponsor Portal CGDP Reports

Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID:

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	20150102 11:15
H0__0	Batch init. 201401	508	20141229 04:05	<input type="radio"/>	7 Failed	20150102 11:15
H0__0	Batch init. 201401	502	20141229 02:44	<input type="radio"/>	1 Successful	20150102 11:03

- 9) Populate the radio button in the Download column to correspond to the reviewable batch file.

In the following example, the selected batch file contains seven Failed files in the Status field.

Sponsor Portal CGDP Reports

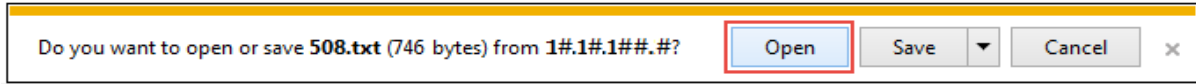
Invoice
 Data
 Dispute
 Tracking
 Batch
 Manufacturer 1099 Information

Parent Org. ID:

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	
H0__0	Batch init. 201401	508	20141229 04:05	<input checked="" type="radio"/>	7 Failed	
H0__0	Batch init. 201401	502	20141229 02:44	<input type="radio"/>	1 Successful	

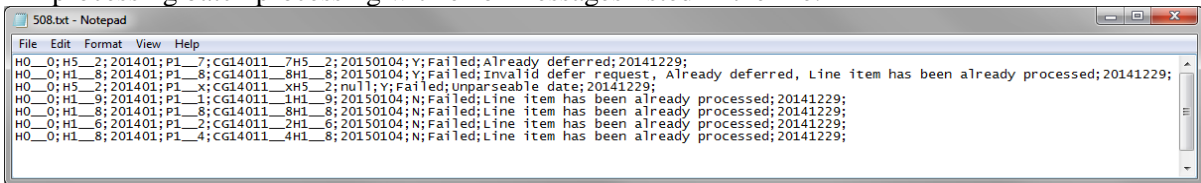
- 10) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



- 11) Review the downloaded batch text file for line items containing Failed.

In the following example, the downloaded batch text file displays seven lines that failed batch processing with error messages listed in the file.



- 12) Once review of text file is complete, return to the **Reports** tab.

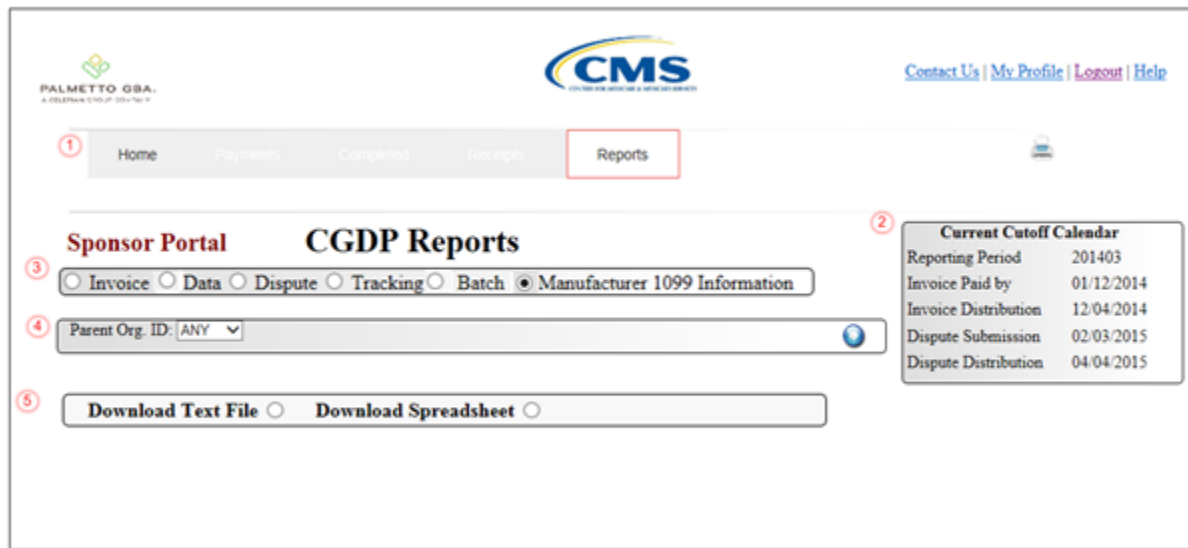
- 13) The **Reports Filter Results – Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 11:15 populate the Last Download field.

Parent Org ID	Description	Batch ID	Date Time	Download	Status	Last Download
H0__0	Batch init. 201401	510	20141229 06:05	<input type="radio"/>	81 Failed	20150102 11:15
H0__0	Batch init. 201401	508	20141229 04:05	<input type="radio"/>	7 Failed	20150102 11:15
H0__0	Batch init. 201401	502	20141229 02:44	<input type="radio"/>	1 Successful	20150102 11:03

You have now completed accessing of Batch Reports.

CGDP Portal Reports – Manufacturer 1099 Information



The **Reports – Manufacturer 1099 Information** tab provides the user with the ability to review payment batch information.

The **Reports – Manufacturer 1099 Information** tab has five regions:

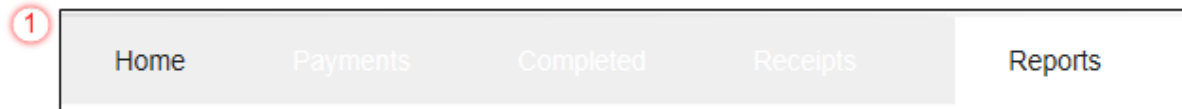
1. **Reports Tabbed region:** displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section of the users guide will define the topic of Manufacturer 1099 Information reports.

4. **Reports Filter region:** allows the user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

The following pages will describe each region and the functions associated with Manufacturer 1099 Information Reports functionality.

Reports Tabbed Region



The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Reports Current Cutoff Calendar region

Current Cutoff Calendar	
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

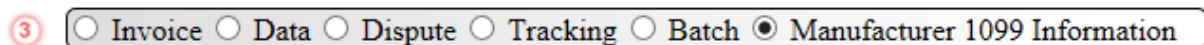
The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Manufacturer 1099 Information

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Tracking
- Batch
- Manufacturer 1099 Information

The following example displays the Manufacturer 1099 Information radio button populated.



The population of the Manufacturer 1099 Information radio button provides a user with reports 1099 information for each drug manufacturer. Since the TPA will no longer distribute EFT files, the report will give the user the same relevant information so that manufacturers can be easily identified. The user is able to view the file by text or spreadsheet.

Reports Filter – Manufacturer 1099 Information

4 

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

Reports Filter Results – Manufacturer 1099 Information

5 A Download Text File B Download Spreadsheet

The **Reports Filter Results – Batch region** contains seven fields used to review batched payment initiation files loaded to the system.

- A. Download Text File: View the data in a text format
- B. Download Spreadsheet: View the data on a spreadsheet

CGDP Portal DPP Work Instructions – Manufacturer 1099 Information Reports

Accessing Manufacturer 1099 Information Reports

Sponsors are able to utilize the **Manufacturer 1099 Information Reports** functionality to

This work instruction provides direction on accessing the 1099 information reports functionality.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: Contract Number: Reporting Period: Status:

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0__0	H3__9	201401	Available	<input type="radio"/>
H0__0	H5__9	201401	Pending	<input type="radio"/>
H0__0	H5__2	201401	Pending	<input type="radio"/>
H0__0	H5__0	201401	Pending	<input type="radio"/>
H0__0	H7__9	201401	Available	<input type="radio"/>
H0__0	H7__1	201401	Available	<input type="radio"/>
H0__0	H7__6	201401	Pending	<input type="radio"/>
H0__0	H8__3	201401	Available	<input type="radio"/>
H0__0	H9__7	201401	Available	<input type="radio"/>
H0__0	S0__7	201401	Incomplete	<input type="radio"/>
H0__0	S5__9	201401	Pending	<input type="radio"/>
H0__0	S5__8	201401	Incomplete	<input type="radio"/>

Legend:
Available - Invoice is ready for payment initiations
Failed - One or more items has an unsuccessful payment attempt
Incomplete - One or more items have not been paid successfully
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- To review the Manufacturer 1099 Information, select the **Reports** tab and populate the Manufacturer 1099 Information radio button.

In the following example, the Manufacturer 1099 Information radio button selected.

Sponsor Portal CGDP Reports

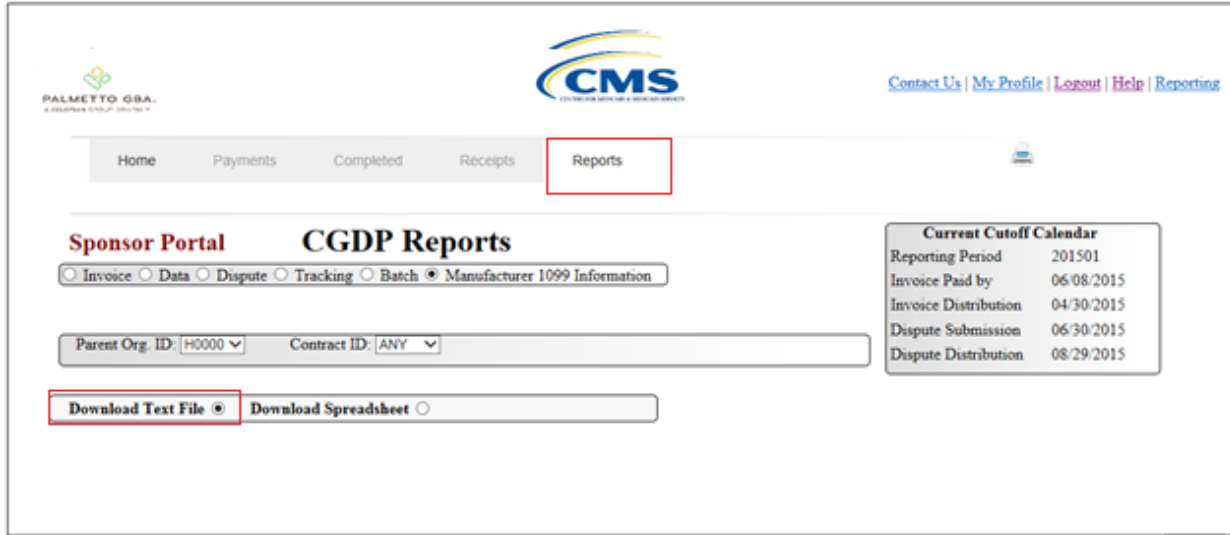
Invoice Data Dispute Tracking Batch **Manufacturer 1099 Information**

Parent Org. ID:

Current Cutoff Calendar
 Reporting Period: 201403
 Invoice Paid by: 01/12/2014
 Invoice Distribution: 12/04/2014
 Dispute Submission: 02/03/2015
 Dispute Distribution: 04/04/2015

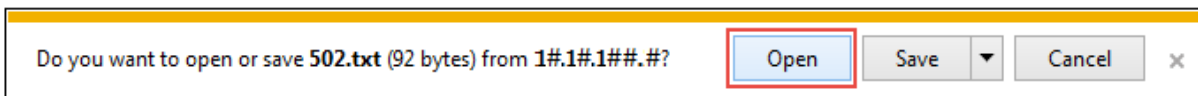
- 4) Populate the radio button in the Download Text File column.

In the following example, the selected file Download Text File button is selected.

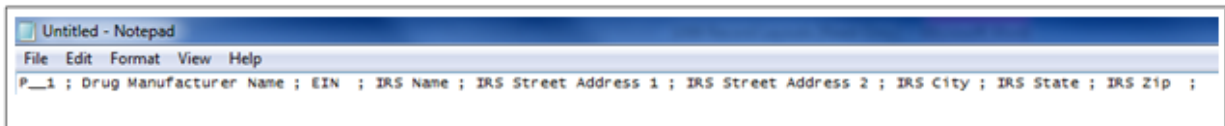


- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



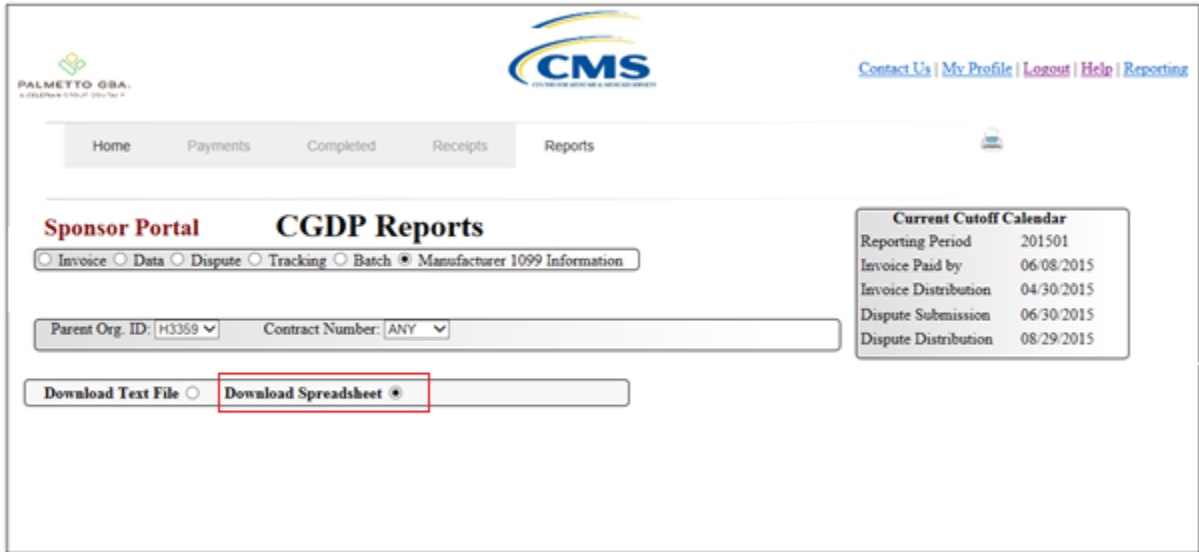
- 6) In the following example, the downloaded file displays what type of information will be available on the Manufacturer 1099 Report by choosing the Download Text File option.



- 7) Once review of text file is complete, return to the **Reports** tab.

8) Populate the radio button in the Download Spreadsheet column.

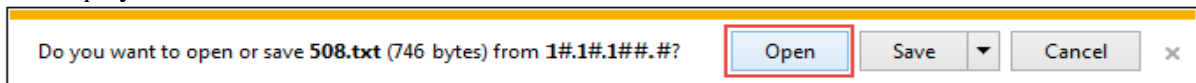
In the following example, the selected Download Spreadsheet button is selected.



9) Select one of the following decision buttons in the message that appears at the bottom of the screen:

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



10) In the following example, the downloaded file displays what type of information will be available on the Manufacturer 1099 Report by choosing the Download Spreadsheet File option.

	A	B	C	D	E	F	G	H	I
1	P Number	Drug Manufacturer Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State	IRS Zip
2									
3									

11) Once review of text file is complete, return to the **Reports** tab.

You have now completed accessing of the Manufacturer 1099 Information Reports.

CGDP Portal DPP Work Instructions – Reporting Link

Accessing the Reporting Link

Sponsors are able to utilize the **Reporting** functionality to view a readable version of the data/detail report in Microsoft Excel. This is an ad hoc reporting tool that can be used to filter invoice related information.

This work instruction provides direction on accessing the Reporting link.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

2) On the **Home** tab, in the upper right hand corner select *Reporting*.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: ALL | Contract Number: ALL | Reporting Period: ALL | Status: ALL

Parent Org. ID	Contract Number	Reporting Period	Status	Select
H0_1	H0_1	201502	N/A	<input type="radio"/>
H0_0	H0_0	201502	Pending	<input type="radio"/>
H0_0	H0_0	201502	Pending	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

3) There are 3 sections in which information can be filtered. The first section, in the example listed below, can be filtered by *Parent Org. ID*, *Contract Number*, *P Number*, *Status*, *Reporting Period*, *Invoice Amount* or *Payment Status Date*.

Note: If a filter is not chosen, all available information for all the Contract numbers the Parent Org. ID is responsible for along with all available reporting periods will be provided.

Coverage Gap Discount Program

Invoice Line Item Reporting

Select which items you want to display on the report (Invoice Line Item Report Only)

Parent Org. ID Contract Number P Number Status
 Reporting Period Invoice Amount Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select Contract Number:
 Select P Number:
 Select By Status of Invoices:
 Reporting Period:

[Run Query for Detailed Report](#)

Sponsor Summary Report

Summary Report for Contract Number:
 Reporting Period:
 Sponsor Status:

[Run Sponsor Summary Query](#)

- 4) The second section can also be filtered by the following categories; *Select Contract Number, Select P Number, Select By Status of Invoices or Reporting Period.*

Note: If a filter is not chosen, all available information for all the Contract numbers the Parent Org. ID is responsible for along with all available reporting periods will be provided once the *Run Query for Detailed Report* button is selected.

The screenshot shows the 'Coverage Gap Discount Program' interface. At the top, there are logos for Palmetto GBA and CMS. The main heading is 'Invoice Line Item Reporting'. Below this, there is a section for selecting items to display on the report, with checkboxes for Parent Org. ID, Contract Number, P Number, Status, Reporting Period, Invoice Amount, and Payment Status Date. The 'Reporting Filters (Invoice Line Item Report Only)' section is highlighted with a red box and contains the following fields: 'Select Contract Number' (text input), 'Select P Number' (text input), 'Select By Status of Invoices' (dropdown menu), and 'Reporting Period' (dropdown menu). Below these filters is a 'Run Query for Detailed Report' button. At the bottom, there is a 'Sponsor Summary Report' section with fields for Contract Number, Reporting Period, and Sponsor Status, and a 'Run Sponsor Summary Query' button.

- 5) In the example below, H_50 is selected for reporting period 201502. Once the filters are set, choose *Run Query for Detailed Report* and then click the *Open* decision button.

This screenshot is similar to the previous one but shows the filters populated. In the 'Reporting Filters' section (highlighted with a red box), 'Select Contract Number' contains 'H_50' and 'Reporting Period' is set to '201502'. The 'Run Query for Detailed Report' button is visible. At the bottom of the page, a file dialog box is open, asking 'Do you want to open or save H_50_detailed_report.xlsx from apps.tpadministrator.com?'. The 'Open' button in this dialog is highlighted with a red box.

- 6) After clicking the *Open* button, the reporting information will display in Microsoft Excel. In the following example the *Parent Org. ID, Contract, P Number, Invoice Amount, Reporting Period, Status Date and Status Description* is displayed.

	A	B	C	D	E	F	G	H	I	J	K	L
1	PARENT ORG. ID	CONTRACT	P NUMBER	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	STATUS DESCRIPTION					
2	H_50	H_50	P****	94.91	201502	08/26/2015	Unpaid					
3												

- 7) If there were no results yielded from the filter, the following message will be displayed.

Coverage Gap Discount Program

No results were found for the given set of criteria.

Invoice Line Item Reporting

Select which items you want to display on the report (Invoice Line Item Report Only)

Parent Org. ID Contract Number P Number Status
 Reporting Period Invoice Amount Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select Contract Number:

Select P Number:

Select By Status of Invoices:

Reporting Period:

[Run Query for Detailed Report](#)

Sponsor Summary Report

Summary Report for Contract Number:

Reporting Period:

Sponsor Status:

[Run Sponsor Summary Query](#)

- 8) The third and final section of the *Reporting* link is the *Sponsor Summary Report*. The information can be filtered by *Summary Report for Contract Number, Reporting Period, and Sponsor Status*.

Note: If a filter is not chosen, once the *Run Sponsor Summary Query* button is clicked, all company related information will be displayed for all available reporting periods.

The screenshot shows the 'Coverage Gap Discount Program' interface. At the top, there are logos for Palmetto GBA and CMS. The main heading is 'Invoice Line Item Reporting'. Below this, there are two sections: 'Reporting Filters (Invoice Line Item Report Only)' and 'Sponsor Summary Report'. The 'Sponsor Summary Report' section is highlighted with a red box and contains the following elements:

- Sponsor Summary Report** (Section Header)
- Summary Report for Contract Number: [Text Input]
- Reporting Period: [Dropdown Menu]
- Sponsor Status: [Dropdown Menu]
- Run Sponsor Summary Query** (Button)

- 9) In the example below, H0__0 is selected and the *Sponsor Status* selected is *Pending*. Once the filters are set, choose *Run Sponsor Summary Query* and then click the *Open* decision button.

This screenshot shows the same interface as above, but with specific filters applied. The 'Sponsor Summary Report' section is highlighted with a red box and shows:

- Summary Report for Contract Number: H0__0
- Reporting Period: [Dropdown Menu]
- Sponsor Status: Pending
- Run Sponsor Summary Query** (Button)

At the bottom of the page, a dialog box is displayed with the text: "Do you want to open or save H0__0_summary_report.xlsx from apps.tpadministrator.com?". The 'Open' button in this dialog is highlighted with a red box.

10) After clicking the Open button, the reporting information will display in Microsoft Excel.

In the following example the *Parent Org ID, Contract, Reporting Period, No. of Pending, Pending Amount, Total No. and Total Invoice Amount* is displayed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PARENT ORG. ID	CONTRACT	REPORTING PERIOD	NO. OF PENDING	PENDING AMOUNT	TOTAL NO.	TOTAL INVOICE AMOUNT							
2	HO_0	HO_0	201502	0	0	1	94.91							
3	HO_0	HO_0	201502	0	0	10	1860.77							
4	HO_0	HO_0	201502	0	0	3	13.77							

You have now completed accessing of *Reporting Link*.

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare and Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
GBA	Government Benefits Administrators
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators

Appendix B: System Code Descriptions

Error Code	Error Description
A	Available
C	Successful
CF	Clearing House Failure
D	Deferred
DB	Deferred in Batch
F	Failed
F0	Unknown failure
F001	File rejected: Each record must be in a new line
F002	File rejected: File must start with a header record
F003	File rejected: Invalid Header record
F004	File rejected: Invalid Detail record
F005	Primary ID must be 6 characters and start with XP
F006	File rejected: Each header record must contain 'HDR', Primary ID and Reporting period
F007	Invalid defer request
F008	Detail record must contain 'DET', Manufacturer, Sponsor, EFT Scheduled Date, Defer (optional)
F010	Manufacturer is not formatted properly
F011	Header row without details
F012	Already deferred
F013	No EFT information available for Sponsor
F015	Reporting period length must be 6 characters
F016	Invalid header
F017	No EFT information available for Manufacturer
F020	Contract length must be 5 characters
F023	Line item has been already processed
F025	Unparseable date
F030	Date in the past
F035	Invalid EFT
F040	Primary Id and logon do not match
F045	Line item not found.
F050	Line item not found. Attempt to pay negative invoice
F085	Scheduled payment date before invoice distribution date
F103	Single amount exception velocity amount
F105	AUTHENTICATION ERROR (Care account is not set)
F110	Payment method not found
F115	Invalid payment request
F120	Your request cannot be processed. Please revise your data and retry
F125	Routing number not found
F130	Declined
F135	Configuration is required to use the requested service

Error Code	Error Description
F140	The credentials specified do not process for the merchant location specified
F145	Terminal disabled
F150	Other UNKNOWN ERROR
F205	Read timed out
F207	Failed to create service
F209	Processing system error
F211	Invalid or missing Payment Method ID
F212	User not authorized to perform this transaction/amount
F27	Scheduled payment date after payment deadline
F305	File records belong to more than one quarter
F310	Failed - Closed / Invalid Acct
F315	Failed - Non-Sufficient funds
F320	Failed - Suspended
F325	Failed - Charged Back
F330	Failed - Resolved
F335	Invalid or missing account last four
FB	Batch Initiation Failure
FDB	Batch Defer Failure
FS120	<i>Your request cannot be processed. Please revise your data and retry</i>
FS135	<i>Configuration is required to use the requested service</i>
FS140	<i>The credentials specified do not process for the merchant location specified</i>
FS145	<i>Terminal disabled</i>
FS155	<i>AUTHENTICATION ERROR (Care account is not set)</i>
FS160	Payment method not found during scheduled job
FS165	Invalid payment request during scheduled job
FS170	Request failed during a scheduled job
FS255	Read timed out on scheduled job
I	Incomplete
INI	Payment Initiated
INIB	Initiated in a Batch
INIS	Payment Initiated by Scheduler
P	Pending
S	Scheduled Payment for Future Date
SP	Stopped Payment
W27	Scheduled payment date after payment deadline, not used

Appendix C: Sponsor Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Parent Organization ID and reporting period to be included in the header record to create a batch upload file.

The format of the header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Parent Org. ID	05	Responsible Contract Number or ST Number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the detail record(s) will be as follows

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
Contract Number	05	Submitting Contract Number
Data divider	01	; (semicolon)
P Number	05	Manufacturer P Number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P Number, Contract Number. Example of format: CGYYQQ#####H#####
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

Glossary

<u>Term</u>	<u>Definition</u>
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the <u>Invoice Amt.</u> and <u>Previous Deferred Amount</u> fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
Defer	Provides a check box available for selection when the <u>Invoiced Amt.</u> or the combination of the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number. Example: CG14031##1H1##1.

Term	Definition
Failed (Status)	Status designation of an invoice that denotes that one or more items has an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYY/MM/DD. Time format is HH:MM.
Logout	Provides one-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i>
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays the current date of a generated invoice line item payment, in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payments are due to be initialized.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account

Term	Definition
Reporting Period	Quarter and Calendar year, in YYYYQQ format, that prescription drug event data is distributed to Manufacturers and Sponsors.
Sponsor	A Part D Plan (PDP) sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage, and a cost plan offering qualified prescription drug coverage. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payments Initiation or Payments Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Parent Organization ID (Parent Org. ID)