

**HPMS Email:**

**Date:** March 16, 2017

**Subject:** Important Note Regarding Plan Reporting Data Validation Reviewer Access to HPMS

**Message:**

Per the “Instructions for Requesting Consultant Access or Electronic Signature Access to the Health Plan Management System” memo sent on March 15, 2017, CMS has changed the process for requesting Plan Reporting Data Validation Reviewer access in HPMS to more closely align with the process used for other consultants, such as formulary and bid consultants. Plan Reporting Data Validation Reviewers will no longer be required to submit annual authorization letters. For returning reviewers, current contract number assignments will remain, and users will only be required to submit authorization letters for changes to their access in HPMS. Sponsoring organizations may access reports in HPMS to manage user access to their contract number(s). These reports can be viewed under the “User Resources > User Access Administration” link in HPMS.

Users can access the memo from the HPMS “In the News” archive or on the CMS public website at the following address:

<https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/UserIDProcess.html>