CHAPTER 6: UPLOADING THE BID SUBMISSION

CY 2007 BID SUBMISSION ZIP FILE CREATION

After reviewing the Pre-Upload Requirements associated with your CY 2007 organizations/plans, you are ready to begin uploading your Bid Submission by validating your bid data and summary of benefits information, and creating a zip file of your BPT and PBP data.

Step 1: From the CY 2007 PBP Management Screen, click on <Upload> or access the Upload function from the ACTIONS menu. The Upload function is enabled once Sections A, B, C, D and Rx (as applicable) have a Completed status and the Section A status indicates Plan Completed.

After you click on the Upload option, a message will appear referring to the terms and conditions of your bid submission. Click "Yes" to continue.

Next, a message will appear indicating that if you use an MDCN connection for HPMS, you should establish that connection before proceeding. Click "OK" to continue.

After you have agreed to the terms and conditions of your bid submission and reviewed the MDCN message, the PBP 2007 Upload screen will be displayed. From the PBP 2007 Upload screen, you will be required to complete the steps on the "Step 1: Pre-Upload Processing" tab and the "Step 2: Upload" tab to finalize your bid submission.

Step 1a: On the Step 1: Pre-Upload Processing screen tab, highlight a plan.

NOTE: By default, the plan information on the Pre-Upload Processing screen tab appears in black text. However, there is an option to change the text color display in this screen so that any unverified plans appear in red text and verified plans appear in black text. You may reset the color display to red versus black using the Options, Preferences menu in the PBP Management Screen.

Step 1b: Click on <Bid Validation> to validate the plan's PBP components and to validate the plan's BPT data against the PBP data. The software validates a plan's BPT data against the PBP data as part of the upload completion process to help resolve potential errors. Once this step has been accomplished, a green check should appear beside <Bid Validation>. The Bid Validation status will change from Pending to Validated.

NOTE: Beginning in CY 2007, the PBP has been enhanced to include the bid validations as a part of the PBP software (previously, it was a separate tool).

NOTE: The MSA and MSA Demo plan types are exempt from the Bid Validation process.

> Once the plan has been Validated, if the plan is reopened for data entry (even if no actual data entry is performed) or if an update is performed, then the Bid Validation process must be repeated.

Step 1c: On the Step 1: Pre-Upload Processing tab, highlight a plan (only <u>one</u> plan at a time may be verified) and click on <SB Verification>.

The PBP software requires that the Summary of Benefits (SB) Verification be performed before plan(s) can be uploaded. This is to help ensure that the MA and PDP plan(s) being submitted to CMS are in compliance with the terms and conditions of each organization's Medicare Advantage contract.

NOTE: Employer-Direct PDP organizations and Employer-Direct PFFS organizations are exempt from the SB Verification process.

> The SB Verification process must be repeated if the plan is reopened for data entry (even if no actual data entry is performed) or if an update is performed.

If the plan passed verification, click on <Yes> when PBP asks "Does Contract Number, Plan Number pass verification for Upload?" A green check should appear beside <SB Verification> to indicate this step has been accomplished. The SB Verification status will no longer be Pending but will contain the SB Verification date and SB Version number.

Step 2: Set Microsoft Internet Explorer as the default browser for your upload. Before uploading the Bid Submission, you must have the computer's default browser set to Internet Explorer. The instructions for setting Internet Explorer as the default browser are as follows:

- Run Internet Explorer.
- Under the TOOLS menu item, select Internet Options.
- On the Programs tab, ensure that the following option is checked: Internet Explorer should check to see whether it is the default browser.
- Close Internet Explorer.
- Run Internet Explorer again.
- When prompted whether to make Internet Explorer the default browser, select "YES".
- Close Internet Explorer.

Step 3: On the CY 2007 PBP Upload screen, click on the "Step 2: Upload" tab.

Step 4: On the Step 2: Upload tab, highlight the plan(s) to be uploaded in the Select Plans to Upload list.

Step 5: After the selected plan(s) is highlighted, click on the "Upload" button.

Step 6: The PBP software will prompt you to provide the location of the BPT spreadsheets, if the path has not already been set using the PREFERENCES Paths menu option.

On the Select BPT Spreadsheet Path screen, indicate the full pathname of the directory in which the BPT spreadsheets are located and click on "OK" to continue.

If the BPT spreadsheet path has already been set, the PBP software will confirm the path setting. Click on "Yes" to continue.

The PBP software will verify that a BPT spreadsheet exists for each plan to be uploaded. If a plan is of a type that does not require a BPT spreadsheet, a blank spreadsheet must still accompany that plan. A zip file (PBPUPLOD2007.ZIP) containing the PBP data (PBP2007.MDB) and the BPT spreadsheets will be created.

HPMS CY 2007 BID SUBMISSION UPLOAD INSTRUCTIONS

After successfully zipping the Bid Submission data in the CY 2007 PBP software, you are ready to upload these data to the HPMS for desk review and approval. Please be sure to read both the General Pre-Upload Requirements and those Pre-Upload Requirements specific to your Bid Submission transaction type prior to uploading your CY 2007 Bid Submission data.

> If you have already used the upload feature in CY 2007 PBP to create a compressed (zipped) file to upload, and you subsequently make changes to the data in either the CY 2007 PBP or BPT, you must re-run the upload feature to create a new compressed file and re-upload.

Step 1: Log onto the HPMS.

Step 2: On the HPMS Home Page, select "**Plan Bids**" and then select "**Bid Submissions**" from the fly out.

Step 3: On the Bid Submission Start Page, select "**Contract Year 2007**".

Step 4: On the Bid 2007 Start Page, click on "**Upload**" and then select "**Bid Submission**" from the drop down.

Step 5: On the Upload Bid Submission Page, review the table that lists the plans the HPMS expects to be uploaded. Determine if the Contract Numbers, Plan IDs, Segment IDs, and Plan Names you intend to upload match those that the HPMS has on record as being downloaded by your MA plan. Any discrepancies identified must be resolved using

the **HPMS Manage Plans** functionality for adding, editing, and deleting plan information.

NOTE: You can upload your own plans or the plans of other users who share Contract Numbers with you. To upload another user's plans, click on the "Select user proxy here" link at the top of the Upload Bid Submission Page. You will now be on the Upload User Proxy Selection Page. Select the "Act as proxy for" radio button and the list of users will become active. Select one of the users in the list and then click on the "Next" button at the bottom of the page. You will now be returned to the Upload Bid Submission Page. The proxy relationship that you have established is only active for the current upload session. To cancel your proxy, click on the "Upload my own plans" radio button and the list of users will become inactive. Click on the "Next" button at the bottom of the page to upload your own plans.

Step 6: From the **Upload This Plan** column, check the plans for upload then click on the "Next" button to continue to the Upload Bid Submission **Pre-Upload Warnings** page. The plans selected here should match those selected on the PBP Upload screen.

NOTE: You may upload one Contract Number/Plan ID/Segment ID combination (i.e., one BPT/PBP) at a time. You may also choose to upload multiple plans at one time.

Step 7: Review the **Pre-Desk Review Warnings** displayed for your plan(s). If appropriate, review the table providing the plans that have not yet been uploaded to the HPMS. If appropriate, review the table providing the counties or regions within your service area that are currently pending CMS approval.

Bid Submission data for a Contract Number will not be forwarded for desk review and approval until all of the required upload conditions are met.

NOTE: You must contact your CMS Plan Manager to resolve any issues related to the approval of the pending counties or regions as part of your service area and to ensure that counties and regions that have been approved for CY 2007 have also been updated in PICS.

Step 8: Once you have determined that all of the CY 2007 BPT/PBP **Pre-Desk Review Warnings** have been met, you are ready to upload your data. Click on the "Next" button to continue.

Step 9: Enter the name of the file that you would like to upload. If you are unsure of the file name and/or location, press the Browse button to look for the file on your computer.

NOTE: If you initiated the upload process and launched your Internet browser from the PBP software, then the location of your upload zip file should be displayed. Otherwise, if you installed the PBP software to a default directory, then the upload zip file will be located at either c:\program files\pbp2007\pbpuplod2007.zip or d:\program files\pbp2007\pbpuplod2007.zip.

You may upload your Bid Submission data one or more times on or prior to June 5, 2006. HPMS will use the last upload received on or prior to June 5, 2006 as the official submission. After this official submission, CMS will only allow resubmissions when requested by a Bid Desk Reviewer.

In addition, if you are resubmitting your CY 2007 Bid Submission data, it is strongly recommended that you check the date of the pbpuplod2007.zip file to ensure that you are uploading the latest version of your data.

Step 10: Verify that the following information is correct:

- Your Name:
- Your E-mail Address:

If this information is incorrect, press the "Edit" button to edit.

Step 11: Select the "Send" button to upload your file. After selecting the send button, you will receive a pop-up window with a reminder to check the date of the pbpuplod2007.zip file to ensure that you are uploading the latest copy of your data. Click on "OK" in the pop-up window and then wait for the "This file has been successfully uploaded!" to appear. Once this message appears on the screen, your file has been successfully uploaded to HPMS. **Please make a note of your Upload Confirmation Number**.

NOTE: Preliminary validation of the data in the file that you uploaded will be performed prior to sending the file on to CMS for full desk review and approval. Within the next few days, you will receive e-mail notification of the results of this preliminary validation as well as your Upload Confirmation Number. If you do not receive an e-mail confirming upload, receipt, and validation of your file, please contact the HPMS Help Desk at 1-800-220-2028 or hpms@cms.hhs.gov.

If you are uploading a large file or many plans, the upload could take a long time. Please do not close the browser window or click on any other buttons until you receive a confirmation that your upload is complete.

Step 12: Exit your Microsoft Internet Explorer browser. Return to the CY 2007 PBP software, and indicate in the pop-up window whether the HPMS upload process was successful. If the upload was successful, enter the confirmation number and click on "OK".