

**Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA) 111
Computer Based Training (CBT)**

Group Health Plan (GHP) Curriculum

<i>Connect Tutorial</i>	
Course Description	The Connect Tutorial course is designed for new Learning Management System (LMS) users. It provides the foundation for using the LMS and accessing the CBT modules.
Duration	7 minutes *
<i>Group Health Plan (GHP) User Guide</i>	
<i>GHP Process Overview</i>	
Course Description	The GHP Process Overview course provides a brief introduction to the GHP reporting process. This course includes the rationale for reporting, the data exchange process, registration procedures, testing procedures, reporting options, record layouts, customer service, reporting assistance, and training and education.
Duration	12 minutes *
<i>GHP Reporting Options</i>	
Course Description	The GHP Reporting Options course explains the two data reporting options which are available to Responsible Reporting Entities to enable them to comply with Section 111. It includes the various file types as well as descriptions of what is required for each of the two reporting options, Basic and Expanded.
Duration	9 minutes*
<i>General Reporting Requirements</i>	
Course Description	The General Reporting Requirements course describes the Section 111 terms and standards. The course content includes explanations of Responsible Reporting Entities, Active and Inactive Covered Individuals, file formats, and data formatting standards.
Duration	10 minutes*
<i>Section 111 Registration</i>	
Course Description	The Section 111 Registration course provides an introduction to the registration process. It includes the purpose, timeframes, and overview of registration for both current VDSA partners and all other GHP Responsible Reporting Entities.
Duration	11 minutes*

* Durations may vary based on CBT user interaction.
TBD - to be determined.

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GHP Curriculum (cont.)

<i>Group Health Plan (GHP) User Guide (cont.)</i>	
<u>MSP Input File Requirements Curriculum</u>	
<i>Overview</i>	
Course Description	The MSP Input File Overview module provides an introduction to MSP Input File requirements including, Active Covered Individuals, data elements, and formats. It also reviews individual matching criteria, MSP Occurrences, the TIN Reference File, and file process notifications.
Duration	15 minutes*
<i>Differences Between VDSA/VDEA and Section 111</i>	
Course Description	The Differences Between VDSA/VDEA and Section 111 course provides information on the changes made for Section 111 including: revisions to requirements for existing data elements (i.e. TIN, Reporter ID), addition of data elements (i.e. Small Employer Exception Indicator, Late Submission Indicator), new submission timeframes, new age thresholds, and file processing notifications.
Duration	7 minutes*
<i>Initial Submission</i>	
Course Description	The Initial Submission module provides information on what must be reported on this file. It describes the record submittal process and explains the file submission timeframes.
Duration	10 minutes*
<i>Quarterly Update Submissions</i>	
Course Description	This module explains the quarterly update file requirements. It describes the add, update, and delete transactions and provides examples. It reviews the creation of the MSP occurrence and explains how to report coverage termination dates, change MSP occurrence key information, and what to do when you don't have any changes to report.
Duration	16 minutes*
<i>Processing Response Files</i>	
Course Description	This course reviews the MSP Response File format and content, disposition and error code processing, Part D eligibility and enrollment data, and file level and threshold errors.
Duration	17 minutes*

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TBD - to be determined.

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GHP Curriculum (cont.)

<i>Group Health Plan (GHP) User Guide (cont.)</i>	
<u>Non-MSP Input File Curriculum</u>	
<i>Overview</i>	
Course Description	This learning module provides an overview of the Non-MSP Input File requirements. It reviews the Non-MSP Input File transmission process, definition of Inactive Covered Individuals, data elements, and formats.
Duration	14 minutes*
<i>Initial Submission</i>	
Course Description	The Initial Submission module provides information on what must be reported on the initial Non-MSP Input File. It describes the record submittal process and explains the file submission timeframes.
Duration	5 minutes*
<i>Add, Delete and Update Transactions</i>	
Course Description	This learning module provides an introduction to add, delete and update records and associated transactions. It also reviews detailed Non-MSP Input File requirements, submission timeframes, and initial and subsequent Non-MSP file contents.
Duration	14 minutes*
<i>Processing Response Files</i>	
Course Description	The Non-MSP Processing Response Files course describes the processing that needs to be developed to react to the response file. It reviews Part D eligibility and enrollment data, processing of D, N and S response records, and Non-MSP Input File level and threshold errors.
Duration	12 minutes*
<i>RDS Retiree File Submission</i>	
Course Description	The RDS Retiree File Submission course is designed for RREs that plan to submit retiree files to the Part D Retiree Drug Subsidy (RDS) Center on behalf of a plan sponsor (usually an employer) through the Section 111 reporting process. The course provides guidance on the RDS retiree file submission.
Duration	17 minutes*

* Durations may vary based on CBT user interaction.
TBD - to be determined.

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GHP Curriculum (cont.)

<i>Group Health Plan (GHP) User Guide (cont.)</i>	
<i>Testing</i>	
Course Description	The Testing course provides a brief overview of the testing required for both the file transfer process and the processing of all applicable file types. The course includes detailed descriptions of the MSP, Non-MSP and Query-Only Input Files.
Duration	13 minutes*
<i>File Transmissions</i>	
Course Description	The File Transmissions course reviews the methods of data transmission that may be used for data reporting. Each of the three methods (i.e. Connect: Direct, SFTP, HTTPS), the instructions for registering for an SFTP or HTTPS CMS mailbox and other important information are discussed.
Duration	23 minutes*
<i>Querying for Medicare Entitlement Information</i>	
Course Description	The Querying for Medicare Entitlement Information course details the processes that Responsible Reporting Entities may use to obtain the Medicare status of covered individuals: file transmission and the Beneficiary Automated Status and Inquiry System (BASIS).
Duration	15 minutes*
<i>Small Employer Exception</i>	
Course Description	The Small Employer Exception (SEE) course explains the requirements an employer must meet to qualify for an exception from the MSP working aged rules. It details the steps required to obtain the exemption and reporting requirements for all individuals for whom a SEE has been granted.
Duration	14 minutes*
<i>COB Secure Web Site (COBSW)</i>	
Course Description	The COB Secure Web Site (COBSW) course will provide an overview of the site's functionality as well as instructions on how to use the site.
Duration	TBD

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TBD - to be determined.