MAPD PLAN CONNECTIVITY CHECKLIST

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T1 Connect: Direct

Large Plan Connectivity (≥ 100,000 in Enrollment) (≥ 10 Gigabyte File Sizes)

☐	#	Task	Suggested Timeframe
Getting Started Please visit the Plan Connectivity Preparation page on the MAPD Help Desk website at the link below to find more detailed instructions in the **Data Exchange Preparation Procedure** document and the forms referenced in this checklist: https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation.			
☐	1.	1. Obtain a Contract Number from CMS/HPMS. 2. Complete the **Request for Server to Server Access to CMS for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID**. This form is located on the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section. 3. Scan and email completed form to the Division of Payment Operations: DPOISSO@cms.hhs.gov	Suggested Timeframe June Week #2 - August Week #3
☐	2.	Verify high-level qualifier and/or security designations are accessible to CMS: • Obtain Connect: Direct software. • Complete installation and configuration of software.	Suggested Timeframe August Week #2 - October Week #1
☐	3.	Enter Connectivity Data into HPMS Plan Connectivity Data (PCD) Module at https://hpms.cms.gov/app/ng/home/ using your EUA/RACF ID. If you have difficulty logging in or accessing the PCD Module, please contact HPMS at hpms@cms.hhs.gov or 1-800-220-2028. Once data is entered into the PCD Module, Plans are required to scan, sign, and email the completed PCD form to the MAPD Help Desk at: MAPDHelp@cms.hhs.gov.	Suggested Timeframe June Week #2 - September Week #2

Security and Access			
☐	1.	Submit **EPOC Designation Letter (Template for EPOC Letter) and EPOC Access Acknowledgment** forms found at the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section.	Suggested Timeframe September Week #3
☐	2.	Individual(s) designated as the External Point of Contact (EPOC) will need to: I. Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). II. Request the role of **EPOC** for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance with requesting the role of EPOC, refer to the **EPOC Role Request User Guide.**	Suggested Timeframe October Week #1
☐	3.	EPOC will receive an email from the CMS Enterprise Portal (donotreply@cms.gov) notifying the user of CMS' approval of their role.	Suggested Timeframe October Week #1
☐	4.	Individuals must register to be either an MA Submitter for enrollment files or an MA Representative by completing the following steps: I. Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). II. Individuals will request the role of **MA Submitter** (to submit enrollment files) or **MA Representative** (acquire access to MARx UI) for your Plan contract number(s). If you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance requesting roles for MARx, refer to the **MARx Role Request User Guide**. III. **EPOCs** will receive a notification to approve the role requested. Once the pending request is approved, the user will receive an email notifying them of the role approval.	Suggested Timeframe October Week #1
Connectivity Testing			
☐	1.	During the connectivity set up process, the Enterprise File Transfer (EFT) Team will send a file through the connection type after the connectivity process has been completed. They will verify that the file was transmitted and received by the Plan. This will conclude the testing of connectivity set up.	Suggested Timeframe October Weeks #1-3
☐	2.	MAPD will email the Plan once set up is complete and the test file has transmitted successfully. Once the email is received, make sure mailbox(es) are established and accessible.	

TIBCO MFT

TIBCO Internet Server (SFTP/ HTTPS) & TIBCO MFT Platform Server
Large and Small Plan Connectivity

☐	#	Task	Suggested Timeframe
Getting Started			
Please visit the Plan Connectivity Preparation page on the MAPD Help Desk website at the link below to find more detailed instructions in the **Data Exchange Preparation Procedure** document and the forms referenced in this checklist: https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation.			
☐	1.	1. Obtain a Contract Number from CMS/HPMS. 2. Complete the **Request for Server to Server Access to CMS for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID**. This form is located on the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section. 3. Scan and email completed form to the Division of Payment Operations: 4. DPOISSO@cms.hhs.gov	Suggested Timeframe June Week #2 - August Week #3
☐	2.	Obtain and install SFTP Software (if not using HTTPS) and generate a 2018-bit Rivest, Shamir & Adleman (RSA) SSH2 key pair with a passphrase created by the Plan from their server with the connection: • Obtain required firewall/ports. ❖ **SFTP Port: 10022** ❖ **HTTPS Port: 3443**	Suggested Timeframe September Week #4
☐	3.	Enter Connectivity Data into HPMS Plan Connectivity Data (PCD) Module at https://hpms.cms.gov/app/ng/home/ with your EUA/RACFID. If you have difficulty logging in or accessing the PCD Module, please contact HPMS at hpms@cms.hhs.gov or 1-800-220-2028. Once data is entered into the PCD Module, Plans are required to scan, sign, and email the completed PCD form to the MAPD Help Desk at: MAPDHelp@cms.hhs.gov.	Suggested Timeframe June Week #2 - September Week #2
☐	4.	Complete and return the **EFT Partner Server Form which is** located on the **MAPD Help Desk website - Plan Connectivity Preparation** page in the downloads section. Return to eftadmin@cms.hhs.gov and MAPDhelp@cms.hhs.gov (optional).	
Security and Access			
☐	1.	Submit **EPOC Designation Letter (Template for EPOC Letter) and EPOC Access Acknowledgment** forms found at the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section.	Suggested Timeframe September Week #3
☐	2.	Individual(s) designated as the External Point of Contact (EPOC) will need to: I. Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC).	Suggested Timeframe October Week #1

		II. Request the role of **EPOC** for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance with requesting the role of EPOC, refer to the **EPOC Role Request User Guide**.	
☐	3.	EPOC will receive an email from the CMS Enterprise Portal (donotreply@cms.gov) notifying the user of CMS' approval of their role.	Suggested Timeframe October Week #1
☐	4.	Individuals must register to be either an MA Submitter for enrollment files or an MA Representative by completing the following steps: I. Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). II. Individuals will request the role of **MA Submitter** (to submit enrollment files) or **MA Representative** (acquire access to MARx UI) for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance requesting roles for MARx, refer to the **MARx Role Request User Guide**. III. **EPOCs** will receive a notification to approve the role requested. Once the pending request is approved, the user will receive an email notifying them of the role approval.	Suggested Timeframe October Week #1
Connectivity Testing			
☐	1.	During the connectivity set up process, the Enterprise File Transfer (EFT) Team will send a file through the connection. They will verify that the file was transmitted and received by the Plan. This will conclude the testing of connectivity set up.	Suggested Timeframe October Weeks #1-3
☐	2.	MAPD will email the Plan once set up is complete and the test file has transmitted successfully. Once the email is received, make sure mailbox(es) are established and accessible.	

Gentran

Small Plan Connectivity (<100,000 in Enrollment) (<2 Gigabyte File Sizes)

☐	#	Task	Suggested Timeframe
Getting Started Please visit the Plan Connectivity Preparation page on the MAPD Help Desk website at the link below to find more detailed instructions in the **Data Exchange Preparation Procedure** document and the forms referenced in this checklist: https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation.			
☐	1.	1. Obtain a Contract Number from CMS/HPMS. 2. Complete the **Request for Server to Server Access to CMS for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID**. This form is located on the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section. 3. Scan and email completed form to the Division of Payment Operations: 4. DPOISSO@cms.hhs.gov	Suggested Timeframe June Week #2 - August Week #3
☐	3.	Enter Connectivity Data into HPMS Plan Connectivity Data (PCD) Module at https://hpms.cms.gov/app/ng/home/ with your EUA/RACFID. If you have difficulty logging in or accessing the PCD Module, please contact HPMS at hpms@cms.hhs.gov or 1-800-220-2028. Once data is entered into the PCD Module, Plans are required to scan, sign, and email the completed PCD form to the MAPD Help Desk at: MAPDHelp@cms.hhs.gov.	Suggested Timeframe June Week #2 - September Week #2
Security and Access			
☐	1.	Submit **EPOC Designation Letter (Template for EPOC Letter) and EPOC Access Acknowledgment** forms found at the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section.	Suggested Timeframe September Week #3
☐	2.	Individual(s) designated as the External Point of Contact (EPOC) will need to: I. Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). II. Request the role of **EPOC** for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). III. **NOTE:** For assistance with requesting the role of EPOC, refer to the **EPOC Role Request User Guide**.	Suggested Timeframe October Week #1
☐	3.	EPOC will receive an email from the CMS Enterprise Portal (donotreply@cms.gov) notifying the user of CMS' approval of their role.	Suggested Timeframe October Week #1
☐	4.	Individuals must register to be either an MA Submitter for enrollment files or an MA Representative by completing the following steps:	Suggested Timeframe October Week #1

		I. Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). II. Individuals will request the role of **MA Submitter** (to submit enrollment files) or **MA Representative** (acquire access to MARx UI) for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance requesting roles for MARx, refer to the **MARx Role Request User Guide**. III. **EPOCs** will receive a notification to approve the role requested. Once the pending request is approved, the user will receive an email notifying them of the role approval.	
Connectivity Testing			
☐	1.	During the connectivity set up process, the Enterprise File Transfer (EFT) Team will verify that mailboxes are set up.	Suggested Timeframe October Weeks #1-3
☐	2.	MAPD will email the Plan once set up is complete and the test file has transmitted successfully.	