



Health Plan Benefits Group/CBC

DATE: January 14, 2004

TO: All Medicare + Choice Organizations
All Medicare + Choice Demonstrations
AAHP/HIAA
BCBSA

FROM: Cindy Moreno
Acting Director

SUBJECT: Restructured Medicare+Choice Monitoring Guide Changes since March 20, 2003

CMS has revised the March 20, 2003 version of the Restructured Medicare+Choice Monitoring Guide to better describe existing CMS standards, to reflect updated CMS standards, and to correct errors. The January 2004 Restructured Medicare+Choice Monitoring Guide, version 2 will be available to you shortly on our website at www.cms.hhs.gov/healthplans/monitoring.

Attached to this memorandum is a spreadsheet that highlights the revisions made to the March 2003 Guide. The spreadsheet is included in a workbook containing instructions for interpreting the spreadsheet. We recommend that you read these instructions first before reviewing the version 2 of the Guide.

There are two available file types of the Restructured Medicare+Choice Monitoring Guide, version 2, so that you can easily decipher what has changed since March 20, 2003. One type, with file names beginning with a "C_" which stands for "changes," (e.g., *C_1-04_Chapter2.doc*) documents all changes using redline and strikeout. In these files, all Guide additions are highlighted in red text and all Guide deletions are evident through the use of crossed out text. The second type, with file names that do not begin with a "C_" (e.g., *1-04_Chapter2.doc*) are clean versions of the Restructured Medicare+Choice Monitoring Guide, version 2, and contain all of the January 1, 2004 Guide changes without the use of redline and strikeout. All of these files will soon be available for download on our website at www.cms.hhs.gov/healthplans/monitoring.

CMS' pre site visit letter will indicate which version of the Guide CMS auditors will use in conducting scheduled reviews in 2004. Generally, audits scheduled after February 16, 2004 will utilize the January 2004 Guide. If you have an upcoming review and have questions about which version of the Restructured Medicare+Choice Monitoring Guide will be used for your review, please contact your CMS regional office for further clarification.

CMS intends to update the Medicare+Choice monitoring guide as needed on a bi-annual basis. The next time any revisions are made to the Guide, we will alert you to them using the format provided on the attached spreadsheet.

Please direct any questions that you may have about this memorandum or the January 2004 Monitoring Guide to your regional office representative for clarification.

Thank you.