2017 P2P Worksheet/ Attestation

Helpful Hints

When preparing your 2017 P2P Worksheet file for upload, please review the information provided here. Deviation from these guidelines will cause your file to be rejected or, if accepted, to be sent back to your organization for further review. If your file is rejected, the HPMS page will display applicable error messages, and the file will need to be corrected and uploaded again.

Aggregate P2P Receivable and P2P Payable Reports

Before completing your 2017 P2P Payment spreadsheet, ensure that your organization has aggregated all applicable Report 41 (P2P Receivable) and Report 43 (P2P Payable) reports for the 2017 benefit year. Assuming that the sponsor is active from the beginning of the benefit year, each of these reports will be produced 18 times for a given benefit year, starting in January of the benefit year and ending in June of the following calendar year. For example, for the 2017 benefit year, sponsors will have P2P Receivable and P2P Payable Repots produced for January 2017 through June 2018.

Sponsors should use the File ID of P2P Receivable and Payable Reports to differentiate between the type of report (Receivable vs. Payable), as well as to identify the benefit year of data included in the report. This File ID is contained within each report and is structured as shown in the following table:

File ID Format	
P2P Receivable Reports (Report 41)	**P2P Payable Reports (Report 43)**
41COV*CCYY*###	43COV*CCYY*###

In the File ID, *CCYY* indicates the benefit year and ### indicates sequential versions of the report, with *001* assigned to the report from January of the given benefit year, and *018* assigned to the report from June of the following calendar year.

Prior to completing the 2017 P2P Payment spreadsheet, sponsors should ensure that they have access to all 18 iterations of the P2P Receivable (Report 41) Reports for the 2017 benefit year (41COV2017001 through 41COV2017018), as well as all 18 iterations of the P2P Payable (Report 43) Reports for the 2017 benefit year (43COV2017001 through 43COV2017018).

Download Template

Download a 2017 P2P Worksheet template file from the HPMS. (*HPMS > Plan Bids > Part D Attestations > Contract Year 2017 > (Download) > Download P2P Worksheet Template*.) Save the MS Excel file to a location you can access.

Enter Data

Locate the saved Excel template and open it. Complete the template. The following rules apply for each column:

Column Name	Column Letter	Rules
Payer Contract Number	A	• Cannot be blank. • Must be a valid Part D contract for the benefit year, and the user must have access rights. • Cannot contain the same value as Contract Number Paid (Column B) for the row.

Contract Number Paid	B	• Must be a valid Part D contract for the benefit year, or be blank.
		• If blank, then:
		    o Total Amount Owed (Column C) must be zero.
		    o The sum of Amounts Paid (Columns D-U) must be zero.
		    o Comments (Column V) must be populated.
		• Cannot contain the same value as Payer Contract Number (Column A) for the row.
		• The same Contract Number Paid (Column B) cannot be associated with the same Payer Contract Number (Column A) more than once in the file.

Column Name	Column Letter	Rules
Total Amount Owed	C	• Must be a positive number or zero. • Blank or negative values are not accepted. • Must be zero if Contract Number Paid (Column B) is blank. • Positive amounts from the P2P Payable Report (Report 43), at the contract level, represent payments owed to the other contract and must be counted by the sponsor in the record of P2P reconciliation payments. Negative amounts from the P2P Payable Report (Report 43) are receivables and should not be documented by the sponsor in the record of P2P reconciliation payments. • Negative amounts from the P2P Receivable Report (Report 41), at the contract level, represent payments owed to the other contract and must be captured by the sponsor in the record of P2P reconciliation payments. Positive amounts from the P2P Receivable Report (Report 41) are receivables and should not be documented by the sponsor in the record of P2P reconciliation payments. • To arrive at a total amount owed across both the P2P Receivable and Payable Reports, sponsors should sum the absolute value of the amounts owed from each report. Do not subtract amounts owed from the P2P Receivable Report from amounts owed from the P2P Payable Report, or vice versa.

Column Name	Column Letter	Rules
Total Amount Paid	D	• Must be a positive number or zero. • Blank or negative values are not accepted. • Must be zero if Contract Number Paid (Column B) is blank. • Must equal the sum of Amounts Paid columns (Columns F-W.) • Payments should be reported based on the month of the P2P Receivable and/or P2P Payable reports from which the payments originated, not the month in which your organization actually made the payments. This is why the template contains monthly amounts paid for up to six months into the following calendar year to correspond with the 18 months of P2P Receivable and Payable reports that are produced for a given benefit year. Your spreadsheet must therefore reflect all amounts paid for the 2017 benefit year regardless of when you actually made the payments, and should not reflect any payments made for other benefit years. For example, while the template collects monthly amounts paid from January 2017 through June 2018, you must still report any 2017 benefit year P2P payments that were made after June 2018. Such payments would be reported in the month from which they originated on the P2P Receivable and/or Payable reports.
Difference (Total Amount Owed - Total Amount Paid)	E	• Must equal the sum of Total Amount Owed (Column C) minus Total Amount Paid (Column D.) • Cannot be blank.
Amounts Paid for Month/Year	F-W	• Must be a positive number or zero. • Blank or negative values are not accepted. • The sum of these columns must equal the value in Total Amount Paid (Column D).
Total Amount Owed and Total Amount Paid differ because payments are not made within the same parent organization?	X	• Value must be a Y or N. • Cannot be blank. • A value is required whether or not Total Amount Owed (Column C) equals Total Amount Paid (Column D.)

Column Name	Column Letter	Rules
Difference between total amount owed and total amount paid will be resolved at a later date?	Y	• Value must be a Y or N. • Cannot be blank. • A value is required whether or not Total Amount Owed (Column C) equals Total Amount Paid (Column D.)
Additional Comments	Z	• Text cannot exceed 500 characters. • Cannot be blank if: o Contract Number Paid (Column B) is blank. o Total Amount Owed (Column C) does not equal Total Amount Paid (Column D). o Total Amount Owed (Column C) does not equal the sum of Amounts Paid (Columns F-W).

General Rules:

- There must be 26 header columns and the column names must match the template exactly.
- There must be at least one row of data besides the header row.
- Numeric fields are to be entered as 2 digit decimals, with up to 12 digits in the whole number (14 digits total), unless otherwise noted.
- The following are restricted characters that are not allowed in the file:
    - Less than symbol: <
    - Greater than symbol: >
    - Semi-colon: ;
- If a sponsor does not have P2P activity a spreadsheet must still be submitted. The Payer Contract Number must be populated, the Contract Number Paid must be blank, Columns C-W must be zero, and the Additional Comments column must be populated.

Save the File

After entering data into the template file, it must be saved.

- You **must** save the template as a **tab-delimited text file** (ANSI format)**.**
- The steps for saving an excel file as tab-delimited text are:
    - Open the file in Excel. From the Excel menu, choose File > Save As.

  - In the pop-up dialog box, locate the "Save as Type" select list and **choose "Text (Tab Delimited) (*.txt)**." (Note: do NOT save as UTF-8, Unicode, Binary, extended ASCII, Text (Macintosh), or Text (MS-DOS).
  - Specify the save location and file title (optional) and save the file. If Excel provides a message saying that some of the features are incompatible with Text files, say "Yes" to continue the save.
  - Close the file. If prompted say Yes again to save changes and Yes again to the incompatible features warning.
- There are no required naming conventions for the file.
- Do not use password protection or other encryption on the file.

Upload the File

- The upload occurs within the Submit P2P Worksheet/Attestation function. (*HPMS > Plan Bids > Part D Attestations > Contract Year 2017 > (Submit) > Submit P2P Worksheet/Attestation*.) Only the CEO, CFO, or COO can complete the upload.
- Before uploading be sure of the contracts entered in Column A (Payer Contract Number) of your file. The Submit P2P Worksheet/Attestation function requires you to indicate the contracts for which you are uploading. If differences are found between the contracts selected and the contracts in the file in Column A (Payer Contract Number), the upload will be rejected.
- Before uploading, you must enter the Payments as of Date. This date cannot be in the future. The Payments as of Date can be the last date that P2P payments were made or it can be the date that the attestation is electronically signed.
- There is a limit to how much data can be included in one P2P Worksheet file. Files that are too large will time out. The limit is not an exact measure as it depends on multiple variable factors such as the speed of the user's internet connection and the traffic on HPMS at the time the upload is occurring. We suggest a maximum of 2500 rows. If the file times out, which is usually represented with a "404 – Page Not Found" error, we suggest creating a series of smaller files organized by Payer Contract Numbers.

  Note: All data for a single Payer Contract Number must be contained in a single file; otherwise the data in the first file will be overwritten by the data from the second file.
- Only .txt or .zip files can be uploaded. If a .zip is uploaded, it MUST contain exactly one tab-delimited text file.

Status Notification and Saving of the Attestation

- As the P2P Worksheet file is uploaded to the HPMS it is immediately processed through a validation check. If there are any issues error notifications will appear on the screen. If your file is rejected because of invalid data **none** of the data in the file will be accepted by the system. You must fix the invalid data and repeat the upload steps.

- If you want to validate the P2P Worksheet data being uploaded, you may select the number in the “Number of Rows for the Contract” column on the “Complete Attestation & Upload Supporting Doc” page.
- If the file successfully uploads you **must** also enter your title and complete the Attestation portion of the function for the upload to be saved. **If the Attestation is not completed the uploaded P2P Worksheet will not be saved**.
- You may upload and attest as many times as you wish during the upload period. Only the final submission will be accepted and used.

Troubleshooting Rejected Files

If your file is rejected, in addition to reviewing the on-screen error messages you may want to read “Troubleshooting Text File Uploads”, which is accessible from the Documentation section (*HPMS > Plan Bids > Part D Attestations > Contract Year 2017 > (Documentation) > Troubleshooting Text File Uploads*.)

For Additional Assistance

- For technical assistance you can contact the HPMS Help Desk at 1-800-220-2028 or hpms@cms.hhs.gov.
- For guidance and policy questions regarding DIR Reporting, please send an e-mail to DIR_Reporting_Reqts@cms.hhs.gov. For all other questions regarding submission of the P2P Worksheet, sponsors can e-mail the Reconciliation Support Contractor at PartDPaymentSupport@acumenllc.com.

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