

Centers for Medicare & Medicaid Services CMS eXpedited Life Cycle (XLC)

Electronic Retroactive Processing Transmission (eRPT)

Plan User Manual

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1. Introduction

The basic purpose of this project is to provide retroactive processing documentation from the Plans to the Retroactive Processing Contractor (RPC). There are four user roles involved with eRPT. This User Manual provides the information necessary for Plan users to effectively use the Electronic Retroactive Processing Transmission (eRPT) application.

2. Overview

Currently, Medicare Advantage and Prescription Drug Plans communicate with the Retroactive Processing Contractor (RPC) in several different ways. They submit requests on CD's through a secure mail courier (UPS, FEDEX, USPS, etc.) and they receive encrypted email communications from the RPC through PK Ware. There are rare occasions where the RPC receives paper requests. In the current environment there are often questions about security with the mail system and complications with firewalls involving PK Ware.

2.1 Project Diagrams

The diagrams for the eRPT application project includes As-Is and To-Be business process models.

2.1.1 Pre-eRPT Implementation High-Level Business Process Diagram



Figure 1: Pre-eRPT Implementation High-Level Business Process Diagram

Table 1: Pre-eRPT Implementation High-Level Business Process Diagram

Events	Description
1.	Plans submits corrections to CMS or RPC
2.	CMS receives Category 1 Records
3.	RPC receives Category 2 and Approved Category 3 Records via courier.
4.	RPC Support Services receives the Category 2 and Approved Category 3 Records from courier.
5.	RPC Support Services Upload Records to RPC Internal System.
6.	RPC Processor Processes Record in RPC Internal System.
7.	RPC Support Service emails FDR's to Plans.

2.1.2 Post-eRPT Implementation High-Level Business Process Diagram



Table 2: Post-eRPT I	mplementation	Process Even	t Description
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Events	Description
1.	Plan Representative will submit the Package using the user interface. The eRPT application will capture the time when the Package is submitted. The eRPT user interface will also display a message to the submitter if the document is uploaded successfully. If there is any error during the upload, the user will be notified in the user interface. The user interface will also display the number of documents that were uploaded in the display message.
2.	Packages are retrieved from the eRPT application by the RPC at a defined interval. Based on the requests received by the RPC system eRPT application will send necessary response. RPC contractor can continue with their process after a Package is retrieved from the eRPT application to review all the documents and provide the required Response Documents (FDR, Error Reports etc.).

Events	Description
2.a	Once the Package is retrieved by RPC, a notification is sent out to the Package submitter.
3.	RPC can now upload the Package into to the RPC system, work on the Package and send the necessary response for the Package back to the eRPT application.
3.a	Once a response document is added by RPC to a Package a notification is created and sent out to the respective Plan User.

<u>Note</u>: The dotted line in the Post-eRPT Implementation Process diagram refers to the instance when a notification message will be sent to the respective user within the eRPT application.

Please review Appendix A for user rights to the user interface for the eRPT application.

2.2 Conventions

This document provides screen prints and corresponding narrative to describe how to use eRPT.

When an action is required on the part of the reader, it is indicated by a line beginning with the word "Action:" For example:

Action: Click on OK.

Fields or buttons to be acted upon are indicated in bold italics in the Action statement; links to be acted upon are indicated as links in underlined blue text in the Action statement.

<u>Note</u>: The term 'user' is used throughout this document to refer to a person who requires and/or has acquired access to the eRPT application.

2.3 Cautions & Warnings

None

3. Getting Started

The following provides an overview of how to access the system and navigate through the system.

3.1 Set-up Considerations

CMS screens are designed to be viewed at a minimum screen resolution of 800 x 600. To optimize your access to eRPT:

1) Please disable pop-up blockers prior to attempting access to eRPT.

Use Internet Explorer, version 7.0 or higher.

3.2 User Access Considerations

There are three user groups for the eRPT application.

1 The first group of users is the Plans. Plans will utilize their Individuals Authorized Access to the CMS Computer Services (IACS) ID (7 digit CMS User Id) to access the system through the Internet website provided.

2 The second and third group of users is the CMS Central Office and the Regional Office Account Managers. This group should utilize their EUA ID to access the eRPT application through the Internet or Intranet website provided.

3.3 Accessing the System

The Plans will have access to the eRPT application if they currently have access to the following roles:

- MAMA Submitter
- MAMA Representative
- MAMA Updater
- MMP User
- MCO Representative
- MAMA EPOC
- NET Representative

If they do not have access, they will need to request access by going into IACS and will need to select anyone of the role specified above. A user with access to more than one role specified above will also be able to access the eRPT application.

1 The eRPT application can be accessed using the following URL:

https://erpt.cms.hhs.gov/erpt/

2 Upon accessing the above mentioned URL, the following login screen will be displayed:

Figure 3: Terms and Conditions

C IACS Web Access Management (Login	n) - Windows Internet Explorer	
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Elle Edit Yew Favorites Iools Help		
x Google	🗸 🚰 Search 🔹 More »	Sign In 🔧
🙀 Favorites 🛛 🙀 🔊 Suggested Sites 🔹 😭	g CMS - Dev 🔹 🤷 CMS Development - FileNet 🔹 👩 CMS Prod eClient 🗃 erac - prod 🗿 NGD eClient - Login Page 🗿 Web Sice Galery 🔹	
#IACS Web Access Management (Login)		🋐 * 🖾 🖶 * Bage * Safety * Took * 🚷
U.S. Department of Health &	Human Services	🔊 www.hhs.gov
Centers for	or Medicare & Medicaid Services	
Individuals Aut	horized Access to the CMS Computer Services (IACS)	
	Terms and Conditions	
	You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network. (3) all computers connected to the for U.S. Government-authorized use only.	is network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided
	charaneters in inproject use it in its system metry teal in this system at a low as use as use and use in many persones. By using this information system, you under and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and the rail paint Overment Lypope. The government may monitor, intercept, and search and searce any search and	ix stored on this information system.
	Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.	
	To continue, you must accept the terms and conditions. If you decline, your fooin will automatically be cancelled.	
	[Accept]][Decline]	
3 Pleas	se read the Terms and Conditions.	

4 Action: Select *I Accept* button. The following screen will display:

Figure 4: Login

C IACS Web Access Manageme	ent (Login) - Windows Internet Explorer		
Go . Dime la cons.t	undest men en la la prime la prime de la	💌 🤡 Certificate Error 🛛 🔒 🐓 🗶 🦲 🗠	9
Ele Edt View Favorites Icol	ols High		
× Google	👱 🛂 Search - More 39		Sign In 🔦
🚖 Favorites 🛛 🙀 🔊 Suggested S	🖙 = 🦕 Orlis - Dev + 🆕 Orlis Development - Fleflet + 🕖 Orlis ProdieClent 🖉 erac - prod 🔊 NGD eClent - Login Page 🔊 Web Stor Galery +		
HACS Web Access Management (Lo	Login)	👌 • 🗊 - 🗆 🖶 • Bag	10 + Safety + Tools + 🔞
U.S. Department of H	Health & Human Services		💓 www.hhs.gov
Cente	ers for Medicare & Medicaid Services		
Individ	duals Authorized Access to the CMS Computer Services (IACS)		
	This server uses Data Store Authentication		
	Supporting: CARE; PORTAL; DMEPOS System (Dbids); EHRD; HETS UI; HPG; MARx External Common UI; MARx Integrated UI; System Tracking for Audit and Reinbursement (IUI);	Provider Statistical and Reimbursement System (PS&R); IPC; OnePI; PECOSAI; WMS; N	PI; APPS; ReMAS
	The Federal Information Security Management Act (FISMA) of 2002 requires that the local system used to access CMS Computer Systems has up-to-date operating system	em patches and is running anti-virus software.	
	You must have an IACS User ID and Password to login to the Communities and Applications listed above. If this is your first time logging in, please use the User ID and th	e one-time password that was emailed to you by IACS.	
	Effective September 29, 2006, your password will be set to expire every sixty days. In the event your password does expire, you will be prompted to change your password: User ID" or "Forget Your Password" buttons. If you are a new registrant, select the "New User Registration" link.	If you cannot remember your User ID or Password, you may recover them by selection	ing the 'Forgot Your
	To change your password, first login and then select "Change Password"		
	By selecting Login, the user is confirming that they have read and accepted the IACS Terms and Conditions		
	New User? Select this link: New User Registration		
	User Name:		
	Password		
	Log In Forgot Your Passnord? Forgot Your User 107		

- 5 The user can enter his 7-digit IACS ID and password to login to the eRPT application.
- 6 Action: Select Log In button.
- 7 If the wrong credentials are entered the following screen will be displayed.

Figure 5: Incorrect Login

🧭 IACS Web Access Management (Authenticatio	n Failed) - Windows Internet Explorer
COO - R https://am?.cms.cmstest/amserver/LIIA	laga
<u>File Edit View Favorites Tools Help</u>	
× Google	Search - More >>
☆ Favorites ☆ Favorites ☆ E Suggested Sites CMS - De	v 🔻 🧰 CMS Development - FileNet 👻 🙋 CMS Prod eClient 🙋 erac - prod 🙋 NGD eClient - Login Page 🖉 Web Slice Gallery
1	
U.S. Department of Health & Human	Services
Centers for Ma	edicare & Medicaid Services
Individuals Authorized /	Access to the CMS Computer Services (IACS)

Your user ID or password was incorrect. Please try again.

8 On successful login the Plan user will see the eRPT landing page.

reate	Package	
Cre	ate Package	©
* Inc	dicates Required Fields	
	Package Information	
	27 27 19 19 19 19 19 19 19 19 19 19 19 19 19	
	Submission Package	
	Category.*	
	Category 2 +	
	Parent Organization: *	
	AIDS Healthcare Foundation •	
	Contracts	
	Contract ID Count	
	+ 2 8 2 0 11 11 Page 1 of 0 ++ +1	
	Total Submission Count:	
	0	

Figure 6: Successful Login - Create Package

3.4 System Organization & Navigation

In order to navigate through the website, the user will use the menu options on the top right of the screen. These menus will allow the user to create a Package and search for Packages. The menu options are specific to the user group access rights.

3.5 Exiting the System

In order to exit the system, the user will need to follow the steps specified below:

1. Action: Select <u>Logout</u> on the top right of the screen. See diagram below for example:



eate Package						
Create Package						G
* Indicates Required Fields						
, and a more than the second sec						
Package Type: *						
Submission Package						
Category *						
Constraint of C						
Parent Organization: *						
Acension Health						
Contracts:						
Contract ID	Count					
+ / 8 / 0 · · · · F	Page 1 of 0 💀 🖬					
Total Submission Count						

2. On successfully logging out of the system the users will see following screen:

Figure 8: Exiting the System



Note: To login again the user will need to close the current browser and open a new browser and repeat steps in section 3.3.

4. Using the System

The following sub-sections provide details on how to use the various functions or features of the eRPT application.

4.1 eRPT Terminology

- 1 **<u>Package Type</u>** Package classification representing the type of package submitted by the Plan for processing.
 - a. <u>Submission Package</u> Retroactive enrollment-related transactions submitted by a Plan to RPC such as Enrollments, Disenrollments, Reinstatements, LIS Deeming Updates, Medicaids, and SCC changes.

Note: A Submission Package should not be created to respond to an EDV Review Package.

- b. <u>**Transaction Inquiry Package**</u> A request submitted to the RPC by a Plan requesting a status on a previously submitted retroactive request.
- c. <u>**Review Package**</u> Enrollment Data Validation (EDV) and Payment Validation (PayVal) requests from the RPC.

Note: All EDV packages should be responded using the Review Package created by the RPC.

- 2 **<u>Category Code</u>** A code representing a classification of a retroactive Package type request.
 - a. For Submission Package types:

- <u>Category 2</u> Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that may be submitted to the RPC without additional RO approval. Please refer RPC's SOP on their website for the types of retroactive transactions that do not require RO Approval.
- <u>Category 3</u> Untimely (i.e. current calendar month minus 3 months or more) or other (Special Cat 2 Cases, Guidance waivers, Documentation waivers and any other exceptions) retroactive transactions that may be submitted to the RPC requiring RO approval prior to submission. Please refer RPC's SOP on their website for the types of retroactive transactions that require RO Approval.
- <u>Resubmission</u> Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that have been previously submitted but not processed as requested by (NPAR) by the RPC and do not require additional RO approval for processing.
- <u>Special</u> A customized user Package submitted by the CMS Central Office Staff or Plan Users (with CMS approval) to RPC.
- b. For Review Package Types:
 - <u>Enrollment Data Validation (EDV)</u> A request submitted by the RPC to a Plan requesting supporting documentation for enrollment related transactions processed by the Plan in MARx.
 - <u>Payment Validation (PAYVAL)</u> A request submitted by the RPC to a Plan requesting supporting documentation for status changes (i.e. Medicaid, SCC, etc.) previously processed by the RPC.
- 3 <u>**Parent Organization**</u> Name of the Parent Organ<u>ization to which the Packag</u>e or document belongs.
- 4 <u>Status</u> Status of the Package. The following are the different Package status values and definitions that can be set on a Package:
 - **Draft** –When a Package has been created but not yet submitted within the eRPT application.
 - <u>Pending RO Approval</u>- When a Package is submitted by a Plan User but is awaiting an RO Approval Letter from the RO Account Manager. This status is applicable only for a Category 3 Submission Package.
 - <u>Open</u>- When a Submission Package is submitted to eRPT and ready for the RPC to download or when a Review Package is uploaded for a Plan User to respond.
 - **<u>Completed</u>** When a review Package is submitted by the Plan user with all of the Response documents.
 - **<u>Downloading</u>** When the RPC is downloading the Package.
 - In Process- When the RPC is processing the Package.
 - <u>**Closed</u>** When a retroactive Package processing has been completed by the RPC the Package status will be marked as closed.</u>
- 5 **<u>Contract Id</u>** A unique five-character alphanumeric identifier assigned by CMS.

- 6 <u>**Count -**</u> The total number of transactions by contract listed in the RPC Submission spreadsheet. The count includes all transactions across each worksheet within the spreadsheet.
- 7 **<u>Package Id</u>** A unique system-generated identifier assigned to each retroactive Package request.
- 8 <u>**Created by**</u> The eRPT User ID who created the Package. In this document, the user who created the Package is referred to as the "Package Creator".

4.2 eRPT User Interface Menu

On a successful login to eRPT, the user can see the following menu options based on their access:

4.2.1 Search

On the Search Package screen, the users can search for Packages and documents in eRPT. Depending on the type of user logging into the eRPT there are restrictions on the Packages and document that can be retrieved and viewed by the user.

Users with Plan access will be able to view the following:

- The Packages that have been created by them.
- Response documents (For example: Final Disposition Reports (FDRs), Error Report) for their respective contracts.
- Review Packages for their respective contracts.

The drop-down selection lists and free-form data entry fields allow the user to make selections that will customize their returned results in the Results grid.

The search screen provides the user with following search criteria and options:

1 Search For:

Packages-

- Submission Packages
- Transaction Inquiry Packages
- Review Packages (e.g. EDV Review)

Response Documents-

- FDR
- Error Reports
- RO Letters
 - Regional Office Approval Letter
- 2 Date:
 - This is a mandatory entry field and should be used by the user to select the date range in which the Package was saved or submitted. The search will automatically look for the dates based on the Package status. If the user is searching for a draft or Pending RO Approval Package, the eRPT application will look for Packages based on the Package's creation date. If the user is searching for a submitted Package, (with a status of Open or Closed or Rejected or In Process or Downloading) the eRPT application will look for Package sbased on the Package submitted date.

- o From-
- o **To-**
- 3 Package ID:
 - If the user knows the specific ID of the Package they are trying to find they should enter it free-form.
- 4 Category:
 - The category code values are dynamically populated based on the Search-For selection made by the user as shown below:
 - a. Submission Package
 - o Category 2
 - o Category 3
 - o Resubmission
 - o Special

b. Review Package

- Enrollment Data Validation
- Payment Validation
- 5 Status:
 - It is a dropdown containing Package status values. The status values are dynamically populated based on Search-For and Category selection made by the user as shown below. (Please refer section <u>4.1</u> or section <u>4.3.8</u> for status description)

a. Submission Package - Category 2, Resubmission and Special

- o Draft
- o Open
- Downloading
- o In Process
- $\circ \quad \text{Closed}$

b. Submission Package - Category 3

- o Draft
- Pending RO Approval
- o Open
- Rejected
- o Downloading
- o In Process
- o Closed

c. Transaction Inquiry Package

- o Draft
- o Open
- o Downloading
- o In Process
- o Closed

d. Review Package

- o Open
- Completed
- o In Process
- o Downloading
- o Closed

6 Parent Organization:

• All Plan Parent Organizations will be listed.

Note: If your Parent Organization is not available in the drop-down please contact the MAPD Help Desk.

	and the second second			
arch				
Search				
* Indicates Required Field				
Search Criteria				
Search For: *	Package ID);		
Submission Package	S 🔶			
	Catagoor			
Date: *	All	•		
10.				
	Status:	194		
	All			
	Parent Org	¢.		
	All			*
Search				
Jearch				
Results				
	122.044	The second second	Vacation	

Figure 9: Search

4.2.2 Create a Package

In eRPT, the Plan user can use the Create-Package screen to create the following types of Package:

- Submission Package
- Transaction Inquiry Package

The term 'Package' refers to a request submitted by Medicare Managed Care or Prescription Drug Plans for RPC to process. A Package within the eRPT application will consist of 3 main parts:

- **Package Details** Information about the Package such as Package Type, Category, Parent Organization etc.
- Submission Documents
 - For Submission & Transaction Inquiry Package All of the supporting documents that are required by the RPC to process the Package. (see the RPC website for details)
 - **For Review Package** All the supporting documents that are submitted by RPC for the review. (see the RPC website for details)
- Response Documents
 - **For Submission & Transaction Inquiry Package** Documents that are added by the RPC after processing the Package.
 - **For Review Package** Supporting documents that are submitted by Plans for the Enrollment Data Validation (EDV) review request.

Each of the Packages created within the eRPT application will be assigned a unique identifier called a Package ID. The supporting documentation required for a Package will vary, depending on the type and category of the Package. A user will need to upload all the required documents to a Package for successful submission of the Package to the eRPT application. Appendix D lists all the document types that are required to submit a Package.

The Packages created in the eRPT application will follow different workflows based on the Package Type and Category Type.

4.2.2.1 General Workflow

A Submission (Category 2, Special and Resubmission) or Transaction Inquiry Package follows the general workflow. The following are the steps:

- The Package is created and submitted by a Plan user or CMS user.
- The Package is downloaded by the RPC.
- The Package creator will receive a notification about Package being downloaded by the RPC.
- The RPC will begin adding FDRs and Error Reports to the Package for a particular Plan Contract.
- The respective Plan user or Package Creator will receive a Notification in their eRPT account, so it is important that these individuals check their accounts regularly.
- When the RPC completes processing the Package they will mark the Package status as *Closed*.

4.2.2.2 Submission -Category 3 Package workflow

A Category 3, Submission Package follows a slightly different workflow and requires action from the RO Account Manager upon Package submission by Plan User. Following are the steps:

The Submission -Category 3 Package is created and submitted by Plan user or CMS user.

- The Package is searched by RO Account Manager to add the respective RO Approval Letter or Reject the Package.
- If RO Account Managers <u>adds the RO Approval Letter</u> the workflow steps are as shown below:
 - The Package is downloaded by the RPC.
 - The Package creator will receive a Notification about Package being downloaded by the RPC.
 - The RPC will begin adding FDRs and Error Reports to the Package for a particular Plan Contract.
 - The respective Plan user will receive a Notification in their eRPT account. The Plan user will need to login to the eRPT application to check if there are any new notifications.
 - When the RPC completes processing the Package they will mark the Package status as *Closed*.
- If RO Account Manager *rejects* the Package the workflow steps are shown below:
 - The Package creator receives the Notification in their eRPT account.
 - The Package creator will need to create a new Package.

4.2.2.3 Review Package Workflow

A Review Package is a Package created by either a CMS User or the RPC requesting Plan users to provide additional information to perform a review of previously submitted transactions by a Plan to ensure they comply with CMS Guidelines. Review Packages include EDV Reviews, Pay Val Reviews, and special reviews as designated by CMS. Unlike the Submission Package and Transaction Inquiry Package the Review Package follows a different process. Following are the steps:

- The RPC or CMS User creates a Review Package for a particular Plan Contract.
- Notification is sent to the respective users in their eRPT account, who have access to the contract.
- The Plan user views the notification.
- The Plan user responds to the Package by providing all the required Response documents within seven business days of the request.
- The Plan user submits a response to the Review Package.
- The RPC will download and process the Package.
- When the RPC completes processing, the Package will be marked as Closed.

Note: A Submission Package should not be created to respond to an EDV Review Package. All EDV packages should be responded using the Review Package created by the RPC.

4.3 Plan User Functions

In eRPT, a Plan user will be able to create, view, update, delete a draft package, track and respond to Review Packages. A Plan user will also be able to view Response documents that are added to the Package by the RPC.

The following are the types of Packages that can be created by a Plan User via the User Interface:

- Submission Package
 - o Category 2
 - o Category 3
 - o Resubmission
 - o Special
- Transaction Inquiry Package

In following sub sections, we will discuss the steps to:

- Create Package Submission Package
- Create Package Transaction Inquiry Package
- Search a Package
- View a Package
- Update a Package
- Delete a Draft Package
- Tracking a Package
- View Response Documents added by the RPC via Notifications
- Search & View Documents
- Add Response Documents to Review Package

4.3.1 Create Package - Submission Package

Note: An Enrollment Data Validation Review package should not responded by creating a Submission Package. Please refer to section <u>4.3.11.3</u> to respond to an Enrollment Data Validation Review package.

- 1. Login to the eRPT application.
- 2. Action: Select Create Package.

CMG		
INTEL FOR ANDERAN DEVICES	* 1	
	4	
Create Package		
		Ċ.
Create Package		
* Indicates Required Fields		
Package Information		
Package Type *		
manumotau (Amunda		
Category. *		
Category 2		
Parent Organization: *		
AIDS Healthcare Foundation		
Contracts:		
Contract to		
+ 2		
Total Submission Count:		
0		
Continue		

Figure 10: Create Package - Submission Package

- 3. This screen allows the user to enter details for the Submission Package.
 - a. Package Type:
 - i. Submission Package
 - b. **Category** The category code is dynamically populated based on the Package type selection.
 - c. Parent Organization: (multiple organization selection list)
 - d. Contracts optional field
 - i. Contract Id Select the Contract Id from the dropdown
 - ii. Count Enter the number of transactions.
- 4. Action: To add contract information select the + sign in the contract grid and pop-up window will appear as shown below:

	Search	Create Packa
ENTERS FOR MEDICARD MENICES	La Plant I	10 Notification(s)
Create Package		<i></i>
Create Package		, v
* Indicates Required Fields		
Fackage mornauon		
Package Type: *		
Submission Package		
Category.*		
Category 2 e		
Parent Organization: *		
AIDS Healthcare Foundation		
Add Record X		
Count		
E Submit V Cancel		
a cancer		
+ / 1 / 1 / 4 Page 1 of 0 +> ++		
Total Submission Count		
		-8
Continue		

Figure 11: Create Package - Submission Package

5. For a Plan user the contract ID drop down will be populated automatically based on the contracts the Plan user has privileges to as shown below:

CRASI					and the second	Search	Create Par
							5 Notification(s)
-							
reate Package							
Create Package							C.
* Indicates Required Fields							
Package mormation							
Package Type: *							
Submission Package							
Category: *							
Category 2 .							
Parent Organization. *							
AIDS Healthcare Founda	tion	•					
Contracts:							
Add Record	×		Count				
Contract ID E6036 •							
H0117 H0141							
H0150 H0302 H0354 E	Submit a Lances						
H0474 H0490							
+ / 8 P H0544		H Page t of 0 ++ +1					
Total Submission Ct H0602							
0 H0712 H0838 H0508							
H0913							
Continue H1032							

Figure 12: Create Package - Submission Package

- 6. Action: Select Contract from the drop down for Contract ID.
- 7. Action: Enter number of transactions in the *Count* Field.
- 8. Action: Select Submit button.
- 9. The contract information will be added in the Contracts grid as shown below:

Create Package * Indicates Required Fields Package Information Pac				Search	Create Pack
Create Package * Indicates Required Fields Package Information Package Type:* Submission Package Parent Organization:* AUDS HealthCare Foundation Contract ID	CMS ENTERS FOR MEDICARE & MEDICARD SERVICES			a Pous I	<u>3 Notification(s)</u>
Create Package * Indicates Required Fields Package Information Package Information Package Type: * Submission Package Category: * Category: * Category 2 • Parent Organization: * AIDS Healthcare Foundation Contracts Contract ID Count H2109 12 Add Record * Cancel * * * * Page 1 of 0 + ++ Total Submission Count: 12					
Create Package * Indicates Required Fields Package Information Package Information Package Type: * Submission Package • Category 2 • Parent Organization: * ADDS Healthcare Foundation • Contracts: Contracts: Contract ID Contract D K2109 Contract D K2109 Contract D For a Page 1 of 0 >> +>	Create Package				
*Indicates Required Fields Package Information Package Type: * Submission Package • Category: * Category: * Category: * ADS Healthcare Foundation Contract: Contract ID Count Fields Contract ID Count Contract Co	Create Package				Ċ
Package Information Package Type:* Submission Package • Category:* Category 2 • Parent Organization:* ADDS Healthcare Foundation • Contracts: Image: Contract ID Count Image: Contract ID Image: Count Contract ID Image: Count Contract ID Image: Count Contract ID Image: Count Image: Contract ID Image: Count	* Indicates Required Fields				
Package Type: * Submission Package • Category: * Category: 2 • Perent Organization: * ADS Healthcare Foundation • Contracts: Contract ID 12 Add Record Image: Imag	Package Information				
Package Type: * Submission Package Category: * Category: * Category 2 • Parent Organization: * AIDS Healthcare Foundation • Contracts:					
Submission Package • Category:* Category 2 • Parent Organization: * AIDS Healthcare Foundation • Contracts: Contract ID Count H2109 12 Add Record X Contract D H2109 • Count	Package Type: *				
Category:* Category:* ADS Healthcare Foundation Contracts: Contract ID 12 4dd Record Contract D 12 Total Submission Count: 12	Submission Package 😝				
Category: Category: Parent Organization: * AIDS Healthcare Foundation • Contracts: Contract ID Count H2109 12 Add Record X Contract D H2109 Count Contract D H2109 Count Contract D H2109 Count Total Submission Count: 12					
Parent Organization: * AIDS Healthcare Foundation • Contracts: H2109 12 Add Record * Contract D H2109 Count Contract D H2109 Count * * * * P * * Page 1 of 0 *> ** Total Submission Count: 12	Category: *				
Parent Organization: * AIDS Healthcare Foundation • Contracts: H2109 12 Add Record * Contract D H2109 Count Contract D H2109 Count F Submit * Cancel Total Submission Count: 12	category 2 🔶				
AIDS Healthcare Foundation	Parent Organization: *				
Contracts: H2109 12 Add Record X Contract D H2109 Count Contract D H2109 Count F Submit X Cancel Total Submission Count: 12	AIDS Healthcare Foundation				
Contracts: Contract ID Count H2109 12 Add Record X Contract D H2109 Count					
Contract ID Count H2109 12 Add Record X Contract D H2109 Count Count Image: Submission Count: 12	Contracts:				
H2109 12 Add Record X Contract D H2109 Count F Submit X Cancel Total Submission Count: 12	Contract ID	Count			
Add Record X Contract D H2199 Count Count Total Submission Count: 12	H2109	12			
Contract D H2109 T Count B Submit X Cancel Total Submission Count: 12		Add Record	×		
Count		Contract ID	H2109 💌		
Submit × Cancel A Cancel A Total Submission Count: 12		Count			
+ 2 Page 1 of 0 ► ► Total Submission Count: 12			🗟 Submit 🗙 Cancel		
Total Submission Count:	+ 2 = 0 0 10 Par	ne 1 of 0	4		
Total Submission Count: 12					
12	Total Submission Count:				
	12				

Figure 13: Create Package - Submission Package

- 10. **Action:** Repeat steps 6 to 8 to add additional contract information. The user can enter 25 contract entries per Package.
- 11. Action: After entering all the contract information select *Cancel* or select *x* on the Add Record pop-up.
- 12. Action: To delete any contract information added in the contract grid complete the following steps
 - a. **Action**: Select Contract row in the contract grid. The selected contract row will be highlighted as shown below:

Create Package		
^t Indicates Required Fields		
Package Information		
Package Type: *		
Submission Package +		
Catagory: *		
Category 2		
Parent Oroanization: *		
AIDS Healthcare Foundation		
Contracts:		
Contract ID	Count	
H0571	54	
H0474	23	
H0150	25	
H0117	12	
	1 of 0 as as	
Total Submission Count:		
114		

Figure 14: Create Package - Submission Package

b. Action: Select delete sign as shown below:

dicates Required Fields	
Package Information	
Package Type: *	
Submission Package	
Category: *	
Category 2	
children i the second s	
Parent Organization: *	
AIDS Healthcare Foundation	•
AIDS Healthcare Foundation	٥
AIDS Healthcare Foundation Contracts:	\$
AIDS Healthcare Foundation Contracts: Contract ID	• Count
AIDS Healthcare Foundation Contracts: Contract ID H0571	• Count 54
AIDS Healthcare Foundation Contracts: Contract ID H0571 H0474	• Count 54 23
AIDS Healthcare Foundation Contracts: H0571 H0474 H0150	• Count 54 23 25
AIDS Healthcare Foundation Contracts: H0571 H0474 H0150 H0117	• Count 54 23 25 12
AIDS Healthcare Foundation Contracts: Contract ID H0571 H0474 H0150 H0117	• Count 54 23 25 12
AIDS Healthcare Foundation Contracts: H0571 H0474 H0150 H0117	• Count 54 23 25 12
AIDS Healthcare Foundation Contracts: H0571 H0474 H0150 H0117	• Count 54 23 25 12
AIDS Healthcare Foundation Contracts: H0571 H0474 H0150 H0117	 Count 54 23 25 12

Figure 15: Create Package - Submission Package

c. The contract information will be deleted as shown below:

* Indicates Required Fields				
Package Information				
Package Type: *				
Submission Package 😝				
Category: *				
Category 2 🔶				
Parent Organization: *				
AIDS Healthcare Foundation				
	•			
Contracts:				
С	ontract ID		Count	
H0571		54		
H0474		23		
H0150		25		
+ オ 章 0 6	Page 1 of	1		
T / W / 4 4				
Total Submission Count:				

Figure 16: Create Package - Submission Package

- 13. To edit any contract information added in the contract grid complete the following steps: a. **Action**: Select Contract row in the contract grid. The selected contract row will be
 - highlighted as shown below:

eate Package		
ndiantes Dequired Fields		
Package Information		
Package Type: *		
Submission Package		
Category: *		
Category 2 🖕		
Parent Organization: *		
AIDS Healthcare Foundation	•	
Contracts:		
Contract ID	Count	
H0117	12	
H0571	54	
H0474	23	
110414	25	
H0150		
H0150		
H0150		
H0150 + 2 ± ρ φ	✓ Page 1 of 0 → ►	
H0150 + <a>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	✓ Page 1 of 0 → ►	J

Figure 17: Create Package - Submission Package

b. Action: Select edit sign as shown below:

Indicates Required Fields Package Information				
Package Type: *				
Submission Package	•			
Cotocoor t				
Category: -				
Category 2 🖕				
Parent Organization: *				
AIDS Healthcare Foundation	•			
, abo notanio i oundation	•			
Contracts:				
Contracts:	Contract ID		Count	
Contracts: H0117	Contract ID	12	Count	
Contracts: H0117 H0571	Contract ID	12 54	Count	
Contracts: H0117 H0571 H0474	Contract ID	12 54 23	Count	
Contracts: H0117 H0571 H0474 H0150	Contract ID	12 54 23 25	Count	
Contracts: H0117 H0571 H0474 H0150	Contract ID	12 54 23 25	Count	
Contracts: H0117 H0571 H0474 H0150	Contract ID	12 54 23 25	Count	
Contracts: H0117 H0571 H0474 H0150	Contract ID	12 54 23 25	Count	

Figure 18: Create Package - Submission Package

c. Edit Record pop-up will appear on the screen as shown below:

dicates Required Field	S	
— Package Informat	ion	
Packaga Tuna *		
Submission Packa	ge 🔹	
Category: *		
Category 2 🖕		
Parent Organization: *	undation	
Parent Organization: * AIDS Healthcare Fo	oundation 🔹	
Parent Organization: * AIDS Healthcare Fo	pundation	
Parent Organization: * AIDS Healthcare Fo Contracts: Edit Record	oundation +	Count
Parent Organization: * AIDS Healthcare Fo Contracts: Edit Record Contract ID H01	oundation +	Count 12
Parent Organization: * AIDS Healthcare Fo Contracts: Edit Record Contract ID H01 Count 12	oundation +	Count 12 54
Parent Organization: * AIDS Healthcare Fo Contracts: Edit Record Contract ID H01 Count 12	oundation +	Count 12 54 23 27
Parent Organization: * AIDS Healthcare Fr Contracts: Edit Record Contract ID H01 Count 12	oundation +	Count 12 54 23 25
Parent Organization: * AIDS Healthcare For Contracts: Edit Record Contract ID H01 Count 12	oundation +	Count 12 54 23 25
Parent Organization: * AIDS Healthcare Fr Contracts: Edit Record Contract ID H01 Count 12	oundation	Count 12 54 23 25

Figure 19: Create Package - Submission Package

d. Update the required information. For our example we will update the count to 15.

Indicates Required Fields —— Package Information –		
Package Type: *		
Submission Package	•	
Category 2 🔹		
Parent Organization: *		
Parent Organization: * AIDS Healthcare Founda	ation	•
Parent Organization: * AIDS Healthcare Founda Contracts:	ation	•
Parent Organization: * AIDS Healthcare Founda Contracts: Edit Record	ation	• Count
Parent Organization: * AIDS Healthcare Founda Contracts: Edit Record Contract ID H0117	ation (• Count
Parent Organization: * AIDS Healthcare Founda Contracts: Edit Record Contract ID H0117 - Count 15	ation	• Count 12 54 23
Parent Organization: * AIDS Healthcare Founda Contracts: Edit Record Contract ID H0117 • Count 15	ation	* Count 12 54 23 25
Parent Organization: * AIDS Healthcare Founda Contracts: Edit Record Contract ID H0117 • Count 15	ation X Submit X Cancel	• Count 12 54 23 25

Figure 20: Create Package - Submission Package

- e. Action: Select Submit.
- f. The user will be able to see the updated information in the contract grid as shown below:
| Create Package | |
|------------------------------|-------|
| Indicates Required Fields | |
| Package Information | |
| | |
| Package Type: * | |
| Submission Package + | |
| | |
| Category: * | |
| Category 2 ¢ | |
| | |
| Parent Organization: * | |
| AIDS Healthcare Foundation ¢ | |
| Contracte | |
| Contract ID | Count |
| H0117 | 15 |
| H0571 | 54 |
| H0474 | 23 |
| H0150 | 25 |
| | |
| | |
| | |
| + 2 τ μ φ τ τα « Pag | |
| Total Submission Count: | |
| 114 | |
| | |

Figure 21: Create Package - Submission Package

Note: The **Total Submission Count** field will be automatically updated. The user will not be able to update the values.

Note: In the Contracts dropdown the user will be able to see only the contracts the user has access too. If a Plan user does not have access to any contract, the Contract Grid will not be available for the user on the Create Package Screen.

- 14. Action: After entering all the information required for the Package creation select *Continue*.
- 15. Documentation screen will be displayed as shown below. The user can select add documents to a Package using the options available in Documentation screen:

eate Package	
Create Package	
Documentation	
Accepted File Types: pdf, xls, xlsx	
Add files to the upload queue and click the start button.	
Document Type Filename	Status
O Add Files O First Includ	0%

Figure 22: Create Package - Submission Package

16. Action: Select *Add Files.* Windows Explorer pop-up window will be displayed for the user to select the documents as shown below:

Select file(s) to	upload by er	pt.cms.cmsval				? 🛛
Look jn:	Contract Contract	rippdf	•	G 🜶	🖻 🛄•	
My Recent Documents Desktop My Documents	H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998	187777A.pdf 187777B.pdf 187777C.pdf 187777D.pdf 187777F.pdf 187777F.pdf 187777G.pdf 187777H.pdf 187777H.pdf 187777J.pdf 187777J.pdf				
My Network Places	File <u>n</u> ame: Files of <u>t</u> ype:	PDFs			•	<u>D</u> pen Cancel

Figure 23: Create Package - Submission Package

Note: Refer RPC website for the file naming conventions.

17. Action: Select the files you want to add for the document and select *Save*. The selected document will display in the user interface:

Create Package		
Documentation		
Accepted File Types: pdf, xls, xlsx		
Add files to the upload queue and ci	k the start button.	
Document Type	Filename	Status
RPC Supporting Documentation 🗙	H1234-999887777G,µdĺ	0% 🖨 📩
RPC Supporting Documentation 💌	H1234-999887777A.pdf	0% 🗧
RPC Supporting Documentation	H1234-9998877778.pdf	0% 0
RPC Supporting Documentation	H1234-999887777C.pdf	0% 🗢
RPC Supporting Documentation V	H1234-999887777D.pdf	0% 🔍 🗸
O 7 files queued O Start Upload		0%

Figure 24: Create Package - Submission Package

18. Action: Select the appropriate Document Type value from the dropdown for each document. Please refer Table 10 to view the appropriate document type values for the documents. The default document type value for all the documents will be 'RPC Supporting Documentation' when creating a Submission Package.

Note: The default document type value will vary based on the Package type and also the step in the process.

- 19. Action: Select Start Upload.
- 20. Action: The user must upload at least one document for each of the following document types for successful submission of the Package:
 - RPC Submission Cover Letter (PDF File).
 - RPC Submission Spreadsheet (xls or xlsx File).
 - RPC Supporting Documentation (PDF File(s)).

Note: The format ".xlsm" is not supported by the eRPT. Please refer to section <u>4.5</u> for steps to convert xlsm format document.

21. On successful upload the user interface will display the following message:



Figure 25: Create Package - Submission Package

Note: Acceptable file types for uploading are PDF, XLS and XLSX.

- 22. Action: Select Ok.
- 23. **Action:** The user can either 'Save' the Package or 'Submit' the Package by selecting the respective button.

Note: The user will not need to upload any documents to save the Package.

24. Action: To save a Package click on the *Save* button. The user will see the following message:

Figure 26: Create Package - Submission Package



Note: A saved Package can be retrieved on the Search screen by searching for Packages with 'Draft' status.

- 25. Action: Select Ok.
- 26. **Action**: To submit a Package click **Submit** button. The user will then see the following message:





Note: A submitted Package can be retrieved on the Search screen by searching for Packages with an 'Open' status.

- 27. Action: Select OK.
- 28. If the user has not added all the required documents for the Package before submitting the Package the following pop-up will be displayed:

Figure 28: Create Package - Submission Package



29. Action: Select *Ok.* Repeat steps 16 through 22 to add the required documents and then submit the Package.

4.3.2 Create Package- Transaction Inquiry Package

Note: An Enrollment Data Validation Review package should not responded by creating a Submission Package. Please refer section <u>4.3.11.3</u> to respond to an Enrollment Data Validation Review package.

- 1 Login to the eRPT application.
- 2 Action: Select Create Package.
- 3 This screen allows the user to enter details for the Transaction Inquiry Package.
 - a. **Package Type** Select Transaction Inquiry from the drop down.
 - b. *Parent Organization*: Select the Parent organization to which the Package belongs.

Note: If the user's Parent Organization does not display, please contact the MAPD Help Desk at mapdhelp@cms.hhs.gov or 1-800-927-8069 to create a ticket.

Create Package	
Create Package	¢
* Indicates Required Fields	
Package Information	
Texture Travel	
Transaction Inquiry Package	
Submission Package	
Transaction Inquiry Package	
AIDS Healthcare Foundation	

Figure 29: Create Package - Transaction Inquiry

- 4 Action: After entering all the information required for the Package select *Continue*.
- 5 Documentation screen will be displayed as shown below. The user can add supporting documents to a Package using the options available on the Documentation screen:

CRAC		
TIES FOR MEDICARE & MEDICALD SERVICES		PLANS <u>3 Netification(</u>
reate Package		
Create Package		
Documentation		
Accepted File Types: po	ff, xls, xlsx	
Select file	s	
Add files to the	e upload queue and click the start button.	
Document Type	Filename	Status
O Add Files O Sta	ri liptosi.	0%
Save Submit		

Figure 30: Create Package - Transaction Inquiry

- 6 Action: Select Add Files. Windows Explorer pop-up window will be displayed for the user to select the documents as shown below:
- 7 If the user wants to upload xls documents select Excel 97-2003 Workbook from Save-as-Type dropdown as shown below:

Note: If the user wants to upload 'xlsx' documents select Excel Workbook from Save-as-Type dropdown.

Save in:	🔒 ERPT	3	• 🞯 😰 📴 🔹		
(Ang	Name	*	Date modified	Туре	
2	BRPT Prod		10/18/2012 5:40 PM	File fol	
Recent Places	RO Approv	/al Letter.pdf	9/13/2011 12:50 PM	Adobe	
	TRPC Suppo	orting Documentation.pdf	8/8/2012 10:11 AM	Adobe	
12	RPC Suppo	orting Documentation1.pdf	8/8/2012 10:11 AM	Adobe	
Desktop	🔁 RPC Suppo	orting Documentation2.pdf	8/8/2012 10:11 AM	Adobe =	
ALC: NO	TRPC Suppo	orting Documentation3.pdf	8/8/2012 10:11 AM	Adobe	
Justin Party	TRPC Suppo	orting Documentation4.pdf	8/8/2012 10:11 AM	Adobe	
Libraries	TRPC Suppo	orting Documentation5.pdf	8/8/2012 10:11 AM	Adobe	
	🔁 Submissio	n_Cover_Letter.pdf	9/13/2011 12:50 PM	Adobe	
	TestDocur	nent0.pdf	8/8/2012 10:11 AM	Adobe	
Computer	TestDocur	nent1.pdf	8/8/2012 10:11 AM	Adobe	
-	TestDocur	nent2.pdf	8/8/2012 10:11 AM	Adobe	
	TestDocur	nent3.pdf	8/8/2012 10:11 AM	Adobe *	
Network	* <u>.</u>	.01			
	File <u>n</u> ame:		▼	<u>S</u> ave	
	Save as type:	PDFs	-	Cancel	
		PDFs			

Figure 31:	Create F	Package -	Transaction	Inquiry
------------	----------	-----------	-------------	---------

8 All xls documents within the local folder will be displayed as shown below:

Save in:	🔒 ERPT		G 🜶 🖻 🗔 🔹	
C.	Name	*	Date modified	Туре
ecent Places	is ERPT Prod ERPT Prod	PC_Status_Request_template.xls	10/18/2012 5:40 PM 9/13/2011 11:06 AM	File folde Microsof
Desktop				
Libraries				
Computer	4	III		,
Network	File <u>n</u> ame:		•	Save
	Save as type:	Excel 97-2003 Workbook		Cancel

Figure 32: Create Package - Transaction Inquiry

9 Action: Select the files you want to add for the document and select **Save**. The selected document will display in the user interface.

eate Package		
Documentation		
Accepted File Types: pdf, xls, xlsx		
Add files to the upload queue and clie	x the start button.	
Document Type	Filename	Status
RPC Transaction Inquiry Request 👻	Proposed_BPC_Status_Bequest_template.xts	0% 0
O 1 files queued O Start Upload		0%
O 1 files queued O Start Upload		0%

Figure 33: Create Package - Transaction Inquiry

10 Action: Select the appropriate *Document Type* value from the dropdown to each document. The default value for all of the documents will be 'RPC Transaction Inquiry Request' when creating a Submission Package. The default document type value will vary based on the Package type and also the step in the process.

Note: For Transaction Inquiry Package 'RPC Transaction Inquiry Request' is the only document type the user can select for Package submission.

11 Action: Select Start Upload.



Figure 34: Create Package - Transaction Inquiry

Note: A document is not submitted until the user receives a message indicating that it has been uploaded successfully.

- 12 Action: Select OK.
- 13 Now the user can either 'Save' as Draft Package or 'Submit' the Package by selecting the respective button.

Note: The user will not need to upload any documents to save the Package.

14 Action: To save a Package click on Save the user will see following message:

Figure 35: Create Package - Transaction Inquiry



Note: A saved Package can be retrieved on the Search screen by searching for Packages with 'Draft' status.

- 13. Action: Select Ok.
- 14. **Action**: To submit a Package click on **Submit.** The user will then see the following message:

Figure 36: Create Package - Transaction Inquiry



Note: A submitted Package can be retrieved on the Search screen by searching for Packages with 'Open' status.

- 15 Action: Select OK.
- 16 If the user has not added all the required documents for the Package before submitting the Package the following pop-up will be displayed:





17 Action: Select *Ok.* Repeat steps 6 through 10 to add the required documents and then submit the Package.

4.3.3 Search Package

Note: For our example we will search for a Draft Submission Package. The required fields on the Search page are marked with an asterisk (*).

- 1. Login to the eRPT application.
- 2. Action: Select Search on top right corner of the screen.
- 3. Action: Select following options for Search Criteria:
 - a. Search For Select Submission Package from the dropdown.
 - b. Date
 - i. *From* Enter the beginning date for search.
 - ii. To Enter the end date for search.
 - c. *Package ID* For our example we will leave it blank.
 - d. *Category* Category 2 (Default value for Submission Package Search).
 - e. Status Select Draft from the dropdown.
 - f. Parent Organization: Select 'All' from the dropdown.

Figure 38: Search Package

				ERITADII Q.Hor	
earch					
Search					C
* Indicates Required Field Search Criteria					-
Search For * Submission Packages	Package D.				
Date: 1	Category:				
From: 07-01-2012 To: 09-30-2012	Category 2 .				
	Status:				
	Parent Org.				
	All	*			
Search					
Results					
10	Туре	Category	Status	Submission Date	

4. Action: Select Search.

5. If the search criteria have any matching results the values will be displayed in the results grid as shown below. A Plan user will only see Packages to which the user has access in the results grid.

R MEDICARE & MEDICAID SERVICES						a E
arch						
Search						
* Indicates Required Field						
Search Criteria						
Search For: *		Package ID:				
Submission Packages						
Date: *		Category:				
From: 07-01-2012 To: 09-30	-2012	Category 2	•			
		Status:				
		Dian				
		Parent Org:				
		All		•		
Search						
Posulte						
ID CURDITIONOO COMPANY	CUID	Туре	Cate	jory Death	Status	Submission Date
SUB0719201200036	SUB		Category 2 Category 2	Draft		
SUB0719201200033	SUB		Category 2	Draft		
SUB0719201200032	SUB		Category 2	Draft		
SUB0719201200031	SUB		Category 2	Draft		

Figure 39: Search Package

- 6. In section <u>4.3.4</u> we will discuss steps on how to view a Package retrieved in a Search.
- 7. If the search criteria does not have any results to display the following pop-up will be displayed:

Figure 40: Search Package

	Contractory of the			State of Street Street Street	
Search					0
* Indicates Required Field Search Criteria					
County Energy	Dealerses II-				
Submission Packages +	rackage to.	No search results found.			
Date 1	Category:				
From: 09-01-2012 To 09-30-2012	Category 2 +				
	Status				
	Draft •				
	Parent Org:				
	All	•			
Search					
Results					
ID	Туре	Category	Status	Submission Date	

8. Action: Select *Ok* and repeat steps 1 to 4 to perform a new search.

4.3.4 Steps to View a Package

- 1 Login to the eRPT application.
- 2 Search for Packages as shown in section <u>4.3.3</u>
- 3 Action: Double click on Package in the result grid to view it. The "Package Details" tab will be displayed as shown below:

Note: Based on the Package status you may see a button on the top right corner of the "Package Details" tab.



Figure 41: View Package

4 Action: Select *Submission Documents* tab to view all the documents that were submitted during Package submission.

Note: Depending on the Package type and category code, the document types available may differ. Refer to Appendix C for selections available under Submission Documents.

Figure 4	2: View	Package
----------	---------	---------



- 5 Action: To view the documents select *Package Documents* to expand the selection to view the list of documents.
- 6 Action: Double click on a specific document in the list to open and view the document.
- 7 Action: If the user receives the pop up window shown in the image below, select *Cancel*.

Figure 43: View Package Document

User name Password Remember my credentials	Connect to Connecting t) erpt.cms.hhs.gov perpt.cms.hhs.gov
Password Remember my credentials		User name
		Password Password Image: Constraint of the second secon

8 The document will open as shown below:

Figure 44: View Package Document



9 Action: Select *Response Documents* to view all the Response Documents submitted by the RPC contractor as shown below:

Note: Response documents will not be available if the status is marked as Draft, Pending RO Approval or Open. Also the Response documents will only be visible if the user has access to those documents.

Packa	ige ID: SUB071	9201200022			Add RO Approval	Reject Subm	uit in the second se
Pa	ckage Details	Submission [)ocuments	Response Do	cuments		
arch	Final Disposit	tion Reports					
Search	Error Reports						
* Indeates R		ID	Co	ntract	Error Trans Count		
Starse 4							
Subre							
Children -							
Subra (Sale - France)							
Babber Gale - Straet (9)							
Date - Cale - From (2)							
(Subro Chile - Frider (S							
Daite -							
Babber Chile - From (S							
Selecter From 10 Result							
Butter Front (1) Result							
Subor Direct (S Sector Result SUB37 SUD01	Regional Office	ce Send Back Lo	etters				
Subor Osite - From (1) Econe Result Subor Subor Subor	Regional Office	ce Send Back Lo	etters				
Subor From S From S Result Subor Subor Subor Subor Subor Subor	• Regional Offic	ce Send Back Le	etters				

Figure 45: View Package Documents

9 Action: To view the documents, the user can click *Final Disposition Reports* or *Error Reports* to expand the selection to view the list of documents.

Note: The document types displayed under Response documents will vary based on the Package type. Refer to Appendix C for selections available under Response Documents.

Action: To open and view the documents double click on the document to view it.
 Download the document to the local computer by selecting the *Save icon* as shown below:

Figure 46: Save a Document



4.3.5 Steps to update a Package

Note: Only Packages in 'Draft' status can be updated.

- 1. Login to the eRPT application.
- 2. Action: Select Search.
- 3. Enter the search criteria as shown in section 4.3.3 to retrieve the Package.
- 4. Action: Select Search.
- 5. The results meeting the search criteria will be displayed in the result grid.

Figure 47: Update a Package

							Search	Create Paci
CM	S AID SERVICES						8 PLANZ 20	Notification(s)
Search								
Search								C
* Indicates Requir	ed Field							
Search Crit	teria							
			Dealer of	-				
Submission	Parkanas		Package II	J:				
Contraction	i i benages							
Date: *			Category:					
From: 07-20	-2012 To: 0	7-20-2012	Categor	y 2 🔹				
			2 1-1					
			Draft					
			Dian					
			Parent Org	g:				
			All					
			1.1					
Search								
Results								
	ID		Туре	Category		Status	Submission Date	
SUB072020	1200041	SUB		Category 2	Draft			
SUB072020	1200040	SUB		Category 2	Draft			
SUB072020	1200039	SUB		Category 2	Draft			
SUB072020	1200038	SUB		Category 2	Draft			

6. Action: Open the Package that you want to update by double clicking on the Package.

kage ID: SUB072	0201200040		Update Mode Submit Delete
ackage Details	Submission Documents	Response Documents	
— Package Det	ails		
ID.			
SUB072	0201200040		
Туре:			
Submis	sion		
Category:			
Categor	y 2		
Parent Org	1.		
America	a¿s 1st Choice Insurance Cor	ipany of NC Inc.	
Status:			
Draft			
Total Subn	nissions:		
3280			
Last Upda	ted By:		
PLAN1			
Last Upda	ted:		
07-20-20	12 21:18:16 EDT		
Created B	y:		
PLAN1			
Creation D	ate:		
07-20-20	12 19:17:28 EDT		
Contracts:			
	Contract ID	Count	

Figure 48: Update a Package

7 Action: Select *Update Mode* from the top right corner of the Package screen.

Figure	49:	Update a	Package

Package ID: SUB0720	0201200040		View Only Mode Submit Delete
Package Details	Submission Documents	Response Documents	
* Indicates Required Package Info	Fields rmation		
Package Type: * SUB			
Category: * Category 2	•		
Parent Organizatio America¿s 1st	n: * t Choice Insurance Company o	f NC Inc.	
Contracts:			
C	ontract ID	Count	
+ / 🖮 A	🗘 🏟 🖼 🖂 Page 1 🛛 of	0 >> >1	
Total Submission C 3280	Count:		
Save Save and	Submit		
			×

- 8 Action: To update the Package attributes select *Package Details* to update the attributes.
- 9 Action: Once the update is completed select Save. Note: If the Save button is not selected after updating the Package attributes, the updated information will not be saved for the Package.
- 10 Action: To add additional documents select the Submission Documents tab.

Figure 50: Update a Package

Package ID: SUB0720201200040	View Only Mode Submit Delete
Package Details Submission Documents F	esponse Documents
Package Documents	
Select files Add files to the upload queue and click the star	button.
Document Type Filename	Status
Add Files Start Upload	0%
	د

11 Action: Select Add Files. Windows Explorer pop-up window will be displayed for the user to select the documents as shown below:

Select file(s) to	upload by er	pt.cms.cmsval				? 🛛
Look jn:	Contraction ValRoundT	rippdf	•	G 🗘	📂 🛄•	
My Recent Documents Desktop My Documents My Documents	H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998 H1234-9998	87777A.pdf 87777B.pdf 87777C.pdf 87777D.pdf 87777F.pdf 87777F.pdf 87777G.pdf 87777H.pdf 87777J.pdf 87777J.pdf				
My Network Places	File <u>n</u> ame: Files of <u>type</u> :	PDFs				<u>D</u> pen Cancel

Figure 51: Update Package

12 Action: Select the files you want to add for the Package and select *Save*. The selected document will display in the user interface.

Figure 52: Update Package

6.	6	• 🖾 - 🖾 👼 • Bage • Safety • Tgols • 🚱 •
	- Annual Contract Con	·
	Package ID: SUB0315201300129 View Only Mode Submit Delete	
	Package Details Submission Documents Response Documents	
	Package Documents	
	Select files Addition to the upload queue and click the start buffor.	
	Document Type Filename Status	
"disting"	RPC Supporting Documentation M H1234-999887777A.pdf 0% 0	
		10-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
55.5m1162		
1. (***********************************	(Jang nuttine: Raft)	
	O files queued O Sant Upload OW	
	Accepted File Types, pdf, xlo, xlox	
	X	
Done		🗟 🕰 Internet 👘 🔹 🗮 100%. •

13. Select the appropriate document type value from the drop-down and select **Start Upload**. On successful upload the user interface will display the following message:

Note: The message in the pop-up will display the number of documents that were uploaded.

/lessage	rom webpage	×
	1 file(s) uploaded success	fully.
		ОК

Figure 53: Update Package

Note: Acceptable file types for uploading are PDF, XLS and XLSX. The eRPT does not accept the XLSM format. This format must be converted to an acceptable format. See section 4.5 of this manual for instructions on how to convert an xlsm file to an acceptable format.

- 14 If the user chooses to do so, the user can select to submit the Package, close the Package screen or switch back to 'View Mode' or delete the Package.
- 15 To submit the Package:
 - a. Action: Select *Submit* button on the top right corner of Package Screen as shown below:

Figure 54: Update Package

	1
Package ID: SUB0315201300129	View Only Mode Submit Delete
Package Details Submission Documents Response Documents	
Package Documents	
Select files Add files to the upload queue and click the start button.	
Document Type Filename	Status
RPC Supporting Documentation M1234-999887777A.pdf	100% 🥥
	0.447 <u></u>
O Add Titles O main Tylesed	100%
Accepted File Types: pdf, xts, xtsx	

- 16 To close the Package screen:
 - i. Action: Select x at the bottom right corner of the screen.

Figure 55: Update Package

Package ID: SUB0315201300129	View Only Mode Submit Delete
Package Details Submission Documents Response Documents	
Package Documents	
Select files Add ties to the upload queue and click the start button.	
Document Type Filename	Status
RPC Supporting Documentation M H1234-999887777A.pdf	100% 🧕
	a literature and the second
	the second se
O Add Tiles O succession	100%
O Add Tries O and Specific	109%
Add Tiles Intel Types: pdf, xia, xiax	100%
Accepted File Types: pdf, xla, xlax	109%
O And Times Other Standard Accepted File Types. ptf. xla, xlax.	100%
Accepted File Types. pdf. xla, xlax.	100%
Add Titles Types: pdf, xda, xdax.	100%

- ii. **Action:** You can also choose to click outside the Package screen and Package will be closed.
- 17. Switch to View Only Mode:
 - i. Action: Select *View Only Mode* on the top right corner of the Package screen.

Note: If the Package screen is closed before selecting the **Start Upload** for selected documents in the Submission Documents the document will not be saved for the Package. Please make sure to upload the document before closing or submitting the Package.

4.3.6 Steps to delete uploaded documents on a Draft Package

Note: The documents can be deleted only on Packages in 'Draft' status.

In the eRPT application when documents on draft package are deleted it will be permanently deleted from the application and cannot be retrieved. Documents on a draft Package can be deleted only by the Package Creator.

- 1. Login to the eRPT application.
- 2. Action: Select Search.
- 3. Enter the search criteria as shown in section 4.3.3 to retrieve the Package.
- 4. Action: Select Search.

CMS						
E & MEDICARD SERVICES						
earch						
Search						C
Search Criteria						
Search For:	Pac	ckage ID:				
Submission Packages •						
Date:	Cat	tegory:				
From: 06-04-2012 To: 06	-04-2012 Tv	W0 •				
	Cta	itue :				
	Di	raft •				
Search						
Results						
ID 🗢	Туре	Category	Status	Submission Date		
SUB0604201200025	SUB	2	Draft			
SUB0604201200016 SUB0604201200013	SUB	2	Draft			
SUB0604201200010	SUB	2	Draft			

Figure 56: Delete Uploaded Documents on a Draft Package

5. Action: Open the Package that you want to delete by double clicking on the Package.

Figure 57: Delete Uploaded Documents on a Draft Package

Pac	kage ID: SUB031	5201300129		Update Mode Submit Delete	^
	Package Details	Submission Documents	Response Documents		
	Package Deta	ils			
	D: SUB031	5201300129			
	Type: Submiss	ion			
	Category: Resubm	ission			
	Parent Org Advanta	ge Health Solutions			
	Status: Draft				
	Total Subm 13	issions:			
	Last Updat ERPT1	ed By:			
	Last Updat 03-15-20	ed: 13 14:40:54			~
	Created B	μ			×

6. Action: Select Submission Documents Tab.

ackage ID: SUB0315201300129	Update Mode Submit Delete
Package Details Submission Documents Response Documents Submission Occuments	
Package Documents	
	×

Figure 58: Delete Uploaded Documents on a Draft Package

7. Action: Expand Package Documents by selecting the red arrow next to it. Depending on the internet speed and size of the document users may see the following screen with downloading action:

Package ID: SUB0315201300129 Package Details Submission Documents Response Documents Package Documents Package Documents Package Documents Comparison Compa

Figure 59: Delete Uploaded Documents on a Draft Package

8. Once the downloading action is completed, the user will see all the documents has shown below:

🖉 # - Windows Internet Explorer					E 8 🗵
🚱 😔 💌 🖻 https://enpt.cms.cmsval.eppt/spine				👻 😵 Certificate Error 🛛 😽 🗶 💽	Bing P -
Ele Edit Vew Favorites Iools Help					
× Google	🛩 🐫 Search 🔹	Share More >>			Sign In 🔌 🔹
🖕 Favorites 🛛 🎪 🖉 IBM FileNet Workplace XT L	🖉 Suggested Stes 🔹 🦳 CMS - Dev 🔹 🦳 CMS Development - F	ieNet 🔹 🗿 CMS Prod eClient 🙆 erac - pr	rad 😰 NGD eClient - Login Page 😰 Web Sike Gallery 🔹		
<i>6</i> :				10 · 6	1 - 🖃 📾 - Page - Safety - Tools - 👰-
Submission Packages	1			1	
	Package ID: SUB0315201300129			Update Mode Submit Delete	
Gate:*					
From 03-01-2013	Package Details Submission Documents	Response Documents			
	- Backage Desuments				
	 Package Documents 				
		ID	Document Type	8	
	SUB0315201300129		RPC Supporting Documentation		
	SUB0315201300129		RPC Supporting Documentation		
	SUB0315201300129		RPC Supporting Documentation		
Soarek.	SUB0315201300129		RPC Supporting Documentation		
AND THE .	SUB0315201300129		RPC Supporting Documentation		
Reality	SUB0315201300129		RPC Supporting Documentation		
	SUB0315201300129		RPC Supporting Documentation	i D.	ito
51,51051320(1000132	SUB0315201300129		RPC Supporting Documentation		
SUB0315201300130	SUB0315201300129		RPC Supporting Documentation		-
SUB9315201380129	SUB0315201300129		RPC Supporting Documentation		
	SUB0315201300129		RPC Supporting Documentation		
				~	
2008					internet 🖓 🔹 💐 100% 🔹 .

Figure 60: Delete Uploaded Documents on a Draft Package

9. Action: Select Update Mode.

Figure 61: Delete Uploaded Documents on a Draft Package

ackage ID: SUB0315	5201300129		View Only Mode Submit Delete
Package Details	Submission Documents	Response Documents	
Package Docu	iments		
Add files to	files o the upload queue and click the	start button.	
Document Type	Filena	ame	Status
• Add Files	start quond		0%
Accepted File Types:	: par, xis, xisx		
			x
	Accepted File Types	Package ID: SUB0315201300129 Package Details Submission Documents Package Documents Package Documents Select files Add files to the upload queue and click the Document Type Filen: Add files Inset types: Filen: Accepted File Types: pdf, xls, xlsx	Submission Documents Response Documents • Package Documents • Package Documents • Package Documents • Select files • Select files • Add files to the upload queue and click the start button. • Document Type • Filename • Add Files • Docut Upload • Add Files • Docut Upload

10. **Action**: Expand Package Documents by selecting the red arrow next to it. Depending on the speed of the internet the users may see the downloading sign.

ckage Details Submission I	Documents Response Documents		
Package Documents			
	ID	Document Type	
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
SUB0315201300129		RPC Supporting Documentation	×
-			
Select files			
Add files to the upload queu	Je and click the start button.		
Document Type	Filename		Status



11. Action: Select the delete sign as shown below to delete a document.

kage ID: SUB031	5201300129			View Only Mode Submit Delete
Package Details	Submission Documents	Response Documents		
 Package Docu 	uments			
		ID	Document Type	
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
SUB03152013	00129		RPC Supporting Documentation	×
Select 1	files			
Add files to	o the upload queue and click the	start button.		
Document Type	Filena	ime		Status

Figure 63: Delete Uploaded Documents on a Draft Package

12. Action: The user will be displayed with a pop-up message as shown below. Select **OK** to delete the document.



Figure 64: Delete Uploaded Documents on a Draft Package

13. Action: On successful deletion the user will be displayed with a pop up message as shown below. Select OK to close the pop-up message.

Figure 65: Delete Uploaded Documents on a Draft Package



14. The document will be permanently deleted in the eRPT application and the document will disappear from the user interface as shown below:

Figure 66: Delete Uploaded Documents on a Draft Package

Package Documents ID Document Type SUB0315201300129 RPC Supporting Documentation				Response Documents	Submission Documents	ckage Details
ID Document Type SUB0315201300129 RPC Supporting Documentation					uments	Package Docu
SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation		ment Type	Document	ID		
SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supports Supports Supports SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation SuB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation SUB0315201300129 RPC Supporting Documentation SuB0315201300129 Select files	×		RPC Supporting Documentation		00129	SUB03152013
SUB0315201300129 RPC Supporting Documentation	×		RPC Supporting Documentation		00129	SUB03152013
Solart files	×		RPC Supporting Documentation		00129	SUB03152013
Add files to the upload queue and click the start button.				start button.	files o the upload queue and click the	Select Add files to

15. If you want to delete additional documents repeat step 12 to 14. If you want to update the package and add additional documents repeat step 11 to 14 from section 4.3.5

4.3.7 Steps to delete a Draft Package

Note: Only Packages in 'Draft' status can be permanently deleted.

When a Package in Draft status is deleted from the eRPT application it will be permanently deleted from the application and cannot be retrieved. A draft Package can be deleted only by the Package Creator.

- 1. Login to the eRPT application.
- 2. Action: Select Search.
- 3. Enter the search criteria as shown in section 4.3.3 to retrieve the Package.
- 4. Action: Select Search.

Search Criteria						
Search For:		Package D				
Submission Packages •						
Date:		Category:				
From: 06-04-2012 To: 0	6-04-2012	Two •				
		Status:				
		Draft •				
Search						
IDA	Ture	Cotosoo	Chattan	Coloriadas Data		
SUB0604201200025	SUB	2	Draft	Submission Date		
SUB0604201200016	SUB	2	Draft			
SUB0604201200013	SUB	2	Draft			
SUB0604201200010	SUB	2	Draft			

Figure 67: Delete a Draft Package

5. Action: Open the Package that you want to delete by double clicking on the Package.

ckage ID: SUB072	0201200041	Update	Mode Submit Delete	e
Package Details	Submission Documents	Response Documents		
Package Deta	ails			
ID:	1200041			
300072020	1200041			
Type: Submission				
Submission				
Category:				
Category 2				
Parent Org:				
AIDS Healt	hcare Foundation			
Status:				
Draft				
Last Updated	By:			
PLAN2				
Last Undated				
07-20-2012	14:42:17 EDT			
PLAN2				
Creation Date:	14.42.47 EDT			
01-20-2012	14:42:17 ED1			
Contracts:				đ
Contract I	D Count			

Figure 68: Delete a Draft Package

6. Action: Select *Delete* button on the top right hand corner of the screen. The following message will be displayed:
| the second se | Package ID: SUB072 | 0201200039 | | View Only Mode Submit Dele | te |
|---|---|------------------------------|--------------------|----------------------------|-----|
| Tundicates Requi | Package Details | Submission Documents | Response Documents | | |
| The second second second | * Indicates Required | Fields | 117 IV | | - |
| Submissio | Package Info | rmation | | | |
| (Date: ** | Package Type: * | | | | |
| Firm 07-21 | SUB | | | | |
| | Category: * | | | | |
| | Category 2 | * | | | |
| | Parent Oroanizati | | | | |
| Message from webpa | ge | 23 | • | | |
| A Package | UB0720201200039 has bee | n successfully deleted. | Count | | |
| | | ОК | | | ato |
| | | | | | |
| 562657262 | | | | | |
| | | | | | |
| | | | | | |
| | + / 🗇 / | o ¢ ⊶ ≪ Page 1 o | f0 🕨 🖬 | | |
| | + 🖍 🗃 🎜
Total Submission | o ¢ 🖙 Page 1 o
Count | f0 +> +1 | | |
| | + / Total Submission | O ¢ ⊨ ≪ Page 1 o
Count: | f0 🙌 HI | | |
| | + / Total Submission | o ¢ i≪ Page 1 o
Count | f0 ⇒ •• | | |
| | + / Colar Submission | D ¢ 14 44 Page 1 0
Count: | f0 ↦ ► 1 | | |
| | Total Submission
66
Save Save and S | D ¢ 14 44 Page 1 0
Count: | f0 🕨 🖬 | | |

Figure 69: Delete a Draft Package

7. Action: Select Ok.

4.3.8 Tracking a Package

A Package can be tracked in the eRPT application by referring to the status of the Package. The following are the status values that are supported in the eRPT application:

- <u>Draft</u> –When a Package has been created but not yet submitted within the eRPT application.
- <u>Pending RO Approval</u>- When a Package is submitted by the Plan Users but is awaiting RO Approval Letter from the RO Account Manager. This status is applicable only for a Category 3 Submission Package.
- **Open** When a Submission Package is submitted to eRPT and ready for the RPC to download or when a Review Package is uploaded for a Plan User to respond.
- **<u>Completed</u>** When a review Package is submitted by the Plan user with all of the Response documents.
- **Downloading** When the RPC is downloading the Package.
- <u>In Process</u>- When the RPC is processing the Package.

- <u>**Closed</u>** When a Submission Package has been completed by the RPC the Package status will be marked as closed.</u>
 - 1. Action: Select Search on top right of the screen.
 - 2. Action: Select following options for Search Criteria:
 - a. Search For Select Submission Package from the dropdown.
 - b. Date
 - i. *From* Enter the beginning date for search.
 - ii. **To** Enter the end date for search.
 - c. *Package ID* For our example we will leave it blank.
 - d. Category Category 2 (Default value for Submission Package Search).
 - e. Status Select 'All' from the dropdown.
 - f. *Parent Organization*: Select 'All' from the dropdown.

Note: The fields required in the search criteria are marked with an asterisk (*).

- 3. Action: Select Search.
- 4. A user can view the status of a Package in the Results grid as shown below:

rch						
licates Required Field						
- Search Criteria						
Search For: *		Package ID:				
Submission Packages						
Redet 1		Coloran				
Date: *		Calegory.				
From: 07-01-2012 To: 07-20-2	112	All	•			
		Chatran				
		Status:				
		All	•			
		Dargent Ores				
		Parent Org.				
		All	•			
		All	•			
Search		All	٠			
Search		All	•			
Search		All				
Search Results		All	Category	Status	Submission Date	
Search Results SUB0719201200030	SUB	All	Category Special	Status Downloading	Submission Date 07-19-2012-20-29-42	
Search Results 5UB0715201200030 5UB0715201200026	SUB SUB	All	Category Special Category 3	Status Downloading In Process	Submission Date 07-19-2012 20:29-42 07-19-2012 17:55-42	
Search Results SUB0715201200030 SUB071520120025 SUB0702025	SUB SUB SUB	All	Category Special Category 3 Category 3	Status Downloading In Process Open	Submission Date 07-19-2012 20-29-42 07-19-2012 17:55-32 07-19-2012 17:55-30	
Search Results UB0715201200030 SUB0715201200026 SUB0715201200025 SUB0715201200024	SUB SUB SUB SUB	АШ	Category Special Category 3 Category 3 Category 3	Status Downloading In Process Open Open	Submission Date 07.19-2012 20:29.42 07.19-2012 17.55.42 07.19-2012 17.63.42 07.19-2012 17.48.42	
Desire(h) Results ID SUB07152012000025 SUB0715201200025 SUB0715201200024 SUB0715201200024 SUB0715201200024 SUB0715201200024	SUB SUB SUB SUB SUB	All Type	Category Special Category 3 Category 2 Category 2	Status Downloading In Process Open Open Downloading	Submission Date 07-19-2012 07-94-2 07-19-2012 17-55-22 07-19-2012 17-52-30 07-19-2012 17-84-22 07-19-2012 15-29-17	
D D Results ID SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200024 SUB0715201200024 SUB0715201200021	SUB SUB SUB SUB SUB SUB	All Type	Category Special Category 3 Category 3 Category 3 Category 2 Category 2 Category 3	Status Downloading In Process Open Open Downloading Pending Ro Approval	Submission Date 07.19-2012 20 29 42 07.19-2012 17.55 42 07.19-2012 17.65 42 07.19-2012 17.43 42 07.19-2012 17.43 42 07.19-2012 15.29 17	
Search ID SUE0715201200003 SUE0715201200005 SUE071200120025 SUE07120120024 SUE071202023 SUE0712020023 SUE0712020023 SUE0712020023 SUE0712020023 SUE0712020023	SUB SUB SUB SUB SUB SUB	Type	Category Special Category 3 Category 3 Category 2 Category 2 Category 2 Category 3	Status Downloading In Process Open Open Downloading Pending RO Appreval Downloading	Submission Date 07-19-2012 02-94 2 07-19-2012 17-55-42 07-19-2012 17-54 2 07-19-2012 17-48-42 07-19-2012 15-29-17 07-19-2012 15-29-17	
Description Results ID SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200024 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200021 SUB0715201200029 SUB0715201200029	SUB SUB SUB SUB SUB SUB SUB	Туре	Category Special Category 3 Category 3 Category 3 Category 2 Category 2 Category 3 Catego	Downloading In Process Open Open Downloading Pending RO Approval Downloading Open	Submission Date 97-19-2012 20 29-42 97-19-2012 17:56-42 97-19-2012 17:48-42 97-19-2012 17:48-42 97-19-2012 15:29:17 97-19-2012 14:24 27 97-19-2012 14:24 27	
Search Results SUB0715921200003 SUB0712901200003 SUB0712901200025 SUB0712901200025 SUB0712901200023 SUB0712901200021 SUB0712901200021 SUB0712901200021 SUB0712901200021 SUB07129012900019 SUB0712901290019	SUB SUB SUB SUB SUB SUB SUB SUB	генен од Ал	Category Special Category 3 Category 3 Category 2 Category 2 Category 2 Category 2 Category 3 Resubmission Category 3 Resubmission Category 3	Status Downloading In Process Open Open Downloading Pending RO Approval Downloading Open Open	Submission Date 07-19-2012 20:29-42 07-19-2012 17:55-42 07-19-2012 17-52-42 07-19-2012 17-42-42 07-19-2012 14:24-24 07-19-2012 14:24-27 07-19-2012 14:24-23 07-19-2012 14:20-35	
Description Results ID SUB0715201200025 SUB0715201200025 SUB0715201200024 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200023 SUB0715201200019 SUB0715201200019 SUB0715201200017 SUB071520120017	SUB SUB SUB SUB SUB SUB SUB SUB SUB	текно че Ал	Category Special Category 3 Category 3 Category 3 Category 2 Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 Special Special	Downloading In Process Open Open Downloading Pending RO Approval Downloading Open Open Open	Submission Date 77-19-2012 20-29-42 07-19-2012 17-55-42 07-19-2012 17-52-30 07-19-2012 17-28-42 07-19-2012 15-29-17 07-19-2012 14-22-30 07-19-2012 14-22-30 07-19-2012 14-29-36 07-19-2012 13-49-01	
Search Results U U SUB0719201200026 SUB0719201200026 SUB0719201200026 SUB0719201200024 SUB0719201200024 SUB0719201200024 SUB0719201200024 SUB0719201200029 SUB0719201200029 SUB0719201200019 SUB071920120019 SUB07192019 SUB0719 SUB0719 SUB0719 SUB0719 SUB0719 SUB0719 SUB0719 SUB0719	SUB SUB SUB SUB SUB SUB SUB SUB SUB SUB	Type	Category Special Category 3 Resubmission Category 3 Special Resubmission	Status Downloading In Process Open Open Dewnloading Pending RO Approval Downloading Open Open Open Open Open Open Closed	Submission Date 07-19-2012 02:94-2 07-19-2012 17:55-42 07-19-2012 17:45-42 07-19-2012 17:45-42 07-19-2012 15-29:17 07-19-2012 14:24:27 07-19-2012 14:24:23 07-19-2012 14:24:30 07-19-2012 14:09-36 07-19-2012 13:04:19 07-19-2012 13:04:19 07-19-2012 13:04:19	
Description Results 10 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200025 SUB0715201200015 SUB0715201200075 SUB0715201200075 SUB0715201200015 SUB071520120015	SUB SUB SUB SUB SUB SUB SUB SUB SUB SUB	текно че АШ	Category Special Category 3 Resubmission Category 3 Special Resubmission Category 3	Status Devenloading In Process Open Opendiag Devenloading Devenloading Open Open	Submission Date 07-19-2012 20-29-42 07-19-2012 17:52-20 07-19-2012 17:52-20 07-19-2012 17:52-20 07-19-2012 15:2-21 07-19-2012 15:2-21 07-19-2012 14:2-24 07-19-2012 14:2-24 07-19-2012 14:2-24 07-19-2012 13:4-01 07-19-2012 13:4-719	
Control Contro Control Control Control Control Control Control Control Control Co	SUB SUB SUB SUB SUB SUB SUB SUB SUB SUB	такин од. Ал	Category Spical Category 3 Resubmission Category 3 Spical Resubmission Category 3 Category 2 C	Status Downloading In Process Open Open Downloading Pending RO Approval Downloading Open Open Open Open Open Closed Pending RO Approval Competed	Submission Date 07.19-2012 20:29-42 07.19-2012 17:55-42 07.19-2012 17:23:00 07.19-2012 17:48-42 07.19-2012 17:48-42 07.19-2012 15:29:17 07.19-2012 14:24:27 07.19-2012 14:24:23 07.19-2012 14:24:23 07.19-2012 14:24:23 07.19-2012 14:24:24 07.19-2012 14:24:24 07.19-2012 14:24:24 07.19-2012 14:24:25	

Figure 70: View Package Status

5. The user can double click on a Package to view the Package Details. The status of that Package will be displayed as shown below:



Figure 71: View Package Status in Package Details

6. The *Status* field confirms the Package is in a *Downloading* status.

4.3.9 View Response Documents added by the RPC via Notifications

All Submission and Transaction Inquiry Packages submitted to the eRPT application by the Plan Users will be available for the RPC users to download and provide Response documents. Following are the Response Documents that are added by RPC for Plan users:

- FDR
- RPC Error Report Notification
- RPC File Upload Error Report
- RPC Transaction Inquiry Response

All response documents to a submission Package are added for a particular Plan contract and only the users who have access to the contract will be able to view the documents. When a response document is added by the RPC contractor, the respective user will receive a notification within the eRPT application (i.e. the user will not receive an email in their email account notifying them that there is a response document. The user must login to the eRPT application to view the notification.). Following are the different notifications the users will receive when a response document is added by RPC for a submission Package,

- There is an FDR(s) uploaded by RPC for Package {0}
- There is an Error Report uploaded by RPC for Package {0}
- There is an Inquiry Response uploaded by RPC for Package {0}

All response documents to an Inquiry Package are added for the Package Creator to view. When a response document is added to a Transaction Inquiry Package only the Package creator will receive the notification in the eRPT application. The Package creator will receive the following notification when he/she receives a response document from RPC:

• There is an Inquiry Response uploaded by RPC for Package {0}.

Note: {0} holds the Package ID to which the response document was added by RPC.

In this section, we will discuss the steps to view response documents added by RPC via notifications.

- 1. Login to the eRPT application.
- 2. Action: Select *Notifications* on the upper right hand corner of the screen.

Figure 72: View Response Documents via Notifications

Search				c
* Indicates Required Field Search Criteria				
Search For: * Submission Packages	Package ID			
Date * From: To	Category: All •			
	Status: All a			
	Parent Org. All			
Search				
ID	Type Category	Status	Submission Date	

3. The following pop-up window will display with a list of all the Notifications for the logged in user:

V 5			
and a second distribution of the			
Fankane			
a Package			
ales Required Fields.	Notifications		
eringe movinancia	P Date Received Message		
	07-21-2012 15:40:03 There is PayVal Request RVW0721201200011 from CMS Central Office.	*	
Action Type 1	Interestion of the second seco		
Submission Packtage	07-21-2012 16:40:03 There is PayVal Request RVW0721201200015 from CMS Central Office.		
	07-21-2012 16:48:09 There is PayVal Request RVW0721201200016 from CMS Central Office.		
and the second se	07-21-2012 18:55:28 There is an EDV Request RVW0721201200017 from RPC.		
Caleiron 7	07-21-2012 17:06:52 There is PayVal Request RVW0721201200018 from CMS Central Office.		
	07-21-2012 17:42:09 There is an EDV Request RVW0721201200019 from CMS Central Office.		
New York Constrained in the	07-23-2012 13:40:55 There is an EDV Request RVW0723201200022 from RPC.		
AIDS Hightigan Physiology	07-23-2012 14:56:14 There is an Error Report uploaded by RPC for Package SUB07/9201200028		
	07-23-2012 14:58:14 There is an Error Report uploaded by RPC for Package		
Dentracta:	07-29-2012 21:59:11 There is an EDV Request RVW0729201200023 from RPC.		
Contract ID Count			
	Acknowledge Selected Notifications View Selected Package		
+ of g and a Right of theme			×
Hat Submeniory Count.			
0			

Figure 73: View Response Documents via Notifications

4. All the notifications belonging to the current user will be displayed.

07-21-2012 15:40:03 There is PayVal Request RVW0721201200011 from CMS Central Office. 07-21-2012 16:30:12 There is PayVal Request RVW0721201200012 from CMS Central Office. 07-21-2012 16:40:03 There is PayVal Request RVW0721201200015 from CMS Central Office. 07-21-2012 16:40:09 There is PayVal Request RVW0721201200016 from CMS Central Office.
07-21-2012 16:30:12 There is PayVal Request RVW0721201200012 from CMS Central Office. 07-21-2012 16:40:03 There is PayVal Request RVW0721201200015 from CMS Central Office. 07-21-2012 16:48:09 There is PayVal Request RVW0721201200016 from CMS Central Office.
17-21-2012 16:40:03 There is PayVal Request RVW0721201200015 from CMS Central Office. 17-21-2012 16:48:09 There is PayVal Request RVW0721201200016 from CMS Central Office.
07-21-2012 16:48:09 There is PavVal Request RVW0721201200016 from CMS Central Office.
07-21-2012 16:55:28 There is an EDV Request RVW0721201200017 from RPC.
07-21-2012 17:06:52 There is PayVal Request RVW0721201200018 from CMS Central Office.
07-21-2012 17:42:09 There is an EDV Request RVW0721201200019 from CMS Central Office.
07-23-2012 13:40:55 There is an EDV Request RVW0723201200022 from RPC.
07-23-2012 14:56:14 There is an Error Report uploaded by RPC for Package SUB0719201200026.
77-23-2012 14:56:14 There is an Error Report uploaded by RPC for Package SUB0719201200026.
07-29-2012 21:59:11 There is an EDV Request RVW0729201200023 from RPC.

Figure 74: View Response Documents via Notifications

5. **Action:** The user should select a checkbox for the notification that they would like to view. For our example let's select notification for Error Report.

fications			
ate Received	Message		
21-2012 15:40:03	There is PayVal Request RVW0721201200011 from CMS Central Office.		
21-2012 16:30:12	There is PayVal Request RVW0721201200012 from CMS Central Office.		
21-2012 16:40:03	There is PayVal Request RVW0721201200015 from CMS Central Office.		
21-2012 16:48:09	There is PayVal Request RVW0721201200016 from CMS Central Office.		
21-2012 16:55:28	There is an EDV Request RVW0721201200017 from RPC.		
21-2012 17:06:52	There is PayVal Request RVW0721201200018 from CMS Central Office.		
21-2012 17:42:09	There is an EDV Request RVW0721201200019 from CMS Central Office.		
23-2012 13:40:55	There is an EDV Request RVW0723201200022 from RPC.	-	
23-2012 14:56:14	There is an Error Report uploaded by RPC for Package SUB0719201200026.	P	
23-2012 14:56:14	There is an Error Report uploaded by RPC for Package SUB0719201200026.		
29-2012 21:59:11	There is an EDV Request RVW0729201200023 from RPC.	-	
29-2012 21:59:11	There is an EDV Request RVW0729201200023 from RPC.	•	

Figure 75: View the Response Documents via Notifications

- 6. Action: Select the View Selected Package button.
- 7. The Package will be displayed to the user.

Figure 76: View Response Documents via Notifications

ackage Details	Submission Documents	Response Documents	
— Package Det	ails		
ID:			
SUB07192	201200026		
Туре:			
Submissi	on		
Category:			
Category	3		
Regional Of	ice Code:		
01			
Parent Org:			
AIDS Hea	Ithcare Foundation		
Status:			
In Proces	S		

8. Action: Select Response Documents Tab to view the documents added by RPC.

Pa	ickage ID: SUB071	9201200026		
ſ	Package Details	Submission Documents	Response Documents	
	• Final Dispositi	ion Reports		
	Error Reports			
	• Regional Offic	e Send Back Letters		
L				
				×

Figure 77: View Response Documents via Notifications

9. Action: Expand Error Reports selection to view the documents as shown below:

Figure 78: View Response Documents via Notifications

Pa	ickage ID: SUB071	9201200026			•	
	Package Details	Submission Documents	Response Documents			
	• Final Dispositi	ion Reports				l
		ID	Contract	Error Trans Count		
	SUB07192012	00026	H2992	5		Ľ
	SUB07192012	00026	H3204	5		Ľ
						+
					×	¢

- 10. The user will be able to view all the error report documents added by the RPC.
- 11. Action: To open and view the documents double click on the document to view it. Download the document to the local computer by selecting the Save icon as shown below:



Figure 79: View Response Documents via Notifications

4.3.10 Search & View Response Documents

The Search feature in the eRPT application can also be used for searching the following types of documents:

- Final Disposition Reports
- Error Reports
- RO Letters
 - Regional Office Approval Letters

In this section, we will discuss the steps to search and view documents.

- 1. Login to the eRPT application.
- 2. Action: Select Search.
- 3. Enter the search criteria to retrieve the response documents,
 - a. Search For Select Final Disposition Reports from the dropdown
 - b. Date
 - i. *From* Enter the beginning date for search
 - ii. To Enter the end date for search
 - c. *Package ID* For our example we will leave it blank
 - d. *Parent Organization*: Select 'All' from the dropdown.
 - e. Contract ID For our example we will leave it blank



OR MEDICARE & MEDICAID SERVICES					8	ERPTADM 0 Notification
earch						
Search						Ċ
* Indicates Required Field Search Criteria						
Search For: *	Package ID:		Contract ID:			
	Decent One					
From: 07-01-2012 To: 09-30-2012	All	٠				
Search						
Results						
ID	Туре	Category	S	atus	Submission Date	

- 4. Action: Select Search.
- 5. The results meeting the search criteria will be displayed in the result grid.

Figure 81: Search &	& View Response	Documents
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arch					d
ndicates Required Field Search Criteria					
Search For: *	Pack	age ID:	Contract ID:		
Final Disposition Reports					
Date: *	Parer	nt Org:			
Prom. 07-01-2012					
Search					
Search Results					
Search Results ID		Contract	Successful Trans Count	Failed Trans Count	
Search Results ID SUB0719201200016	H0117	Contract	Successful Trans Count	Failed Trans Count	
Soarch Results UD SUB0719201200016 SUB0719201200016 SUB072001200016	H0117 H0141	Contract	Successful Trans Count 10 10	Failed Trans Count 5 5	
ID SUB0719201200016 SUB0719201200016 SUB0719201200026 SUB0719201200026	H0117 H0141 H1415 H0819	Contract	Successful Trans Count 10 10	Failed Trans Count 5 5 5 5 5	

6. Action: Double click on the document in the result grid to view it. The document will open as shown below. Download the document to the local computer by selecting the *Save icon* as shown below:



Figure 82: Search & View Response Document

4.3.11 Add Response Documents to Review Package

Responses to Review Packages include Plan documentation supporting EDV Review Requests, Pay Val Review Requests or other Reviews designated by CMS. In the following section we will discuss how a Plan User can:

- Search for Review Packages
- Access Review Packages via notifications
- Complete Review Packages with Response Documents

4.3.11.1 Search for Review Packages

- 1. Login to the eRPT application.
- 2. Action: Select Search on top right corner of the screen.
- 3. Action: Enter following search criteria to perform the search:
 - a. Search For: Select Review Package from the drop down.
 - b. **Date**: Select the date range for the search. Use the date available in the notification to determine the date range for the Review Package.
 - c. *Package ID* Package ID can be found from notifications.
 - d. **Category**: Select the appropriate Category Code. The Review Package Category will be available in the notifications.
 - e. Status: Select Open from the drop down.
 - f. Parent Org: Lists all the Parent Organizations.
 - g. Contract ID: It is an optional field. Enter the contract ID.
- 4. Action: Select Search.

Figure 83: Search Review Package

					ordini	Greater
ES FOR MEDICARE & MEDICAID SERVICES					a PLANE 12	? Notification(s
earch						
Search						d
* Indicates Required Field						
Search Criteria						
Search For: *		Package ID:				
Submission Packages 🔹						
Date: *		Category:				
From: 07-01-2012 To: 07-20-2012	2	All 🔹				
		Status:				
		•				
		All				
		Draft Pending RO Approval				
		Rejected				
Search		Open Downloading				
Results		In Process				
ID	Тур	Completed Closed	Category	Status	Submission Date	

5. Search results will be displayed in the results grid.

Figure 84: Search Review Package

					the second second
MS					ERPTCO 2
CARE & MEDICAID SERVICES					
and the second se		and the second se			
reh.					
cates Required Field - Search Criteria					
Search For: *		Package ID:		Contract ID:	
Review Packages •					
Data: 1		Category:			
From: 07.01.2012 To: 07.25.2	012	All			
10. 07252	012.				
		Status:			
		All 🔹			
		Parent Org:			
		Parent Org: All	•		
		Parent Org: All	٠		
Search		Parent Org: All	•		
Search		Parent Org.	•		
Search Results		Parent Org: All	Cotegory	Status	Submission Date
Search Results ID RVW0723201200022	RVW	Parent Org: All Type	Category Enrolment Data Validation	Status Open	Submission Date 07-23-2012 17-40-52
Search Results ID RVW0723201200022 RVW0723201200021	RVW RVW	Parent Org: All Type	* Enrollment Data Validation Enrollment Data Validation	Open Open	Submission Date 07.23.2012 17.46.52 07.23.2012 17.28.39
Search Results ID RVW07Z3201200022 RVW07Z3201200021 RVW0723201200020 RVW072301200020 RVW072300200020 RVW072300020 RVW072301200020 RVW072301200020 RVW072301200020 RVW072301200020 RVW072301200020 RVW072301200020 RVW072301200020 RVW072301200020 RVW07230120020 RVW07230120020 RVW07230120020 RVW07230120020 RVW07230120020 RVW07230120020 RVW07230120020 RVW07230120020 RVW07230120000 RVW07230120020 RVW07230120020 RVW072301200020 RVW07230120000 RVW07230120000 RVW07230120000 RVW07230120000 RVW07230120000 RVW0723012000 RVW07230120000 RVW07230120000 RVW07230120000 RVW07230120000 RVW07230120000 RVW07230120000 RVW07230120000 RVW0723012000 RVV0723012000 RVW0723012000 RVW0723012000 RVW0723012000 RVVV0723012000 RVVV0723012000 RVVV072301 RVVV072301 RVVV072301 RVVV072301 RVVV072301 RVVV072000 RVVV07200 RVVVV072000 RVVVV07200 RVVVV072000 RVVVV07200 RVVVV072000 RVVVV07200 RVVVV07200 RVVVV07200 RVVVV07200 RVVVV07200 RVVVV07200 RVVVVV07200 RVVVV07200 RVVVVV07200 RVVVVV07200 RVVVVV07200 RVVVVVV07200 RVVVVVV07200 RVVVVVVVVVVVVVVVVV07200 RVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV	RVW RVW RVW	Parent Org: All Type	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation	Status Open Open	Submission Date 07:23:2012 17:40 52 07:23:2012 17:28 39 07:23:2012 15:16:19
D Results ID RVW072301200022 RVW072301200021 RVW072301200020 RVW07220019	RVW RVW RVW	Parent Org: All	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation	Open Open Open Open	Submission Date 07-23-2012 17-26-39 07-23-2012 17-26-39 07-23-2012 15-19-19 07-21-2012 21-42-08
Search Results RVW0723301200021 RVW0723301200021 RVW07230020001 RVW072301200001 RVW07230020019 RVW07230019	RVW RVW PVW RVW	Parent Org: (All	Enrolment Data Validation Enrolment Data Validation Enrolment Data Validation Enrolment Data Validation Pervitement Data Validation Poyment Validation	Status Open Open Open Open	Submission Date 07:23:2012 17:46 52 07:23:2012 17:28:39 07:23:2012 15:16:19 07:21:2012 21:42:08 07:21:2012 21:06:51
D Results ID RVW0723201200022 RVW0723201200021 RVW0723201200000 RVW07212020019 RVW0721201200019 RVW0721201200017	RVW RVW RVW RVW RVW	Parent Org All	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Payment Validation Payment Validation Enrollment Data Validation	Open Open Open Open Open Open Open	Submission Date 07-23-2012 17-28-39 07-23-2012 17-28-39 07-23-2012 21-58-20 07-21-2012 21-58-20 07-21-2012 22-56-24
D Results D RVW0723001200021 RVW072301200021 RVW072301200020 RVW0721201200019 RVW0721201200019 RVW07212020019 RVW072120200017 RVW07212020016	RVW RVW RVW RVW RVW RVW	All	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Payment Data Validation Payment Validation Payment Validation Payment Validation	Open Open Open Open Open Open Open Open	Submission Date 07.23.0012.17.46.2 07.23.2012.17.26.39 07.23.2012.15.19.19 07.21.2012.21.42.08 07.21.2012.21.65.51 07.21.2012.20.65.52.42 07.21.2012.20.46.07
Dip Results ID RVW0723201200022 RVW0723201200021 RVW0722301200021 RVW0721210120019 RVW0721201200019 RVW072120120019 RVW0721201200016 RVW0721201200015	RVW RVW RVW RVW RVW RVW RVW	Parent Org All	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Payment Payment Payment Validation Payment Payment Validation Payment Payment Payment Validation Payment Payment Validation Payment P	Status Open Open Open Open Open Open Open Downloading	Submission Date 07-23-012 17-46 52 07-23-012 17-28 39 07-23-0012 17-28 39 07-23-0012 21-42-00 07-21-0012 21-42-00 07-21-0012 20-46 6-51 07-21-0012 20-46 07 07-21-0012 20-46 07
D Results D RVW072301200022 RVW0723001200021 RVW072201200019 RVW072120120019 RVW072120120019 RVW072120120019 RVW072120120015 RVW072120120015 RVW0721201200015 RVW0721201200015	RVW RVW RVW RVW RVW RVW RVW RVW	Parent org All	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Payment Validation	Open Open Open Open Open Open Open Open	Submission Date 0723-021 174 052 0723-021 1728 39 0723-021 2748 39 0723-021 2748 59 0721-021 2748 59 0721-021 2748 51 0721-021 2248 61 0721-021 2248 67 0721-021 2248 607 0721-021 2248 602 0721-021 224 51
Describ Results RVW0723201200022 RVW0723201200021 RVW0722301200021 RVW07223012000019 RVW0721201200019 RVW0721201200016 RVW0721201200016 RVW0721201200015 RVW0721201200015 RVW0721201200014 RVW072120120013	RVW RVW RVW RVW RVW RVW RVW RVW RVW	Parent org All	Category Enrollment Data Validation Payment Validati	Status Open Open Open Open Open Open Downloading Downloading Downloading Downloading	Submission Date 07.23.2012 17.40 52 07.23.2012 17.28 39 07.23.2012 17.81 91 07.21.2012 14.208 07.21.2012 21.06 51 07.21.2012 20.46 07 07.21.2012 20.46 07 07.21.2012 20.48 07 07.21.2012 20.48 07 07.21.2012 20.49 07 07.21.2012 20.49 07 07.21.2012 20.49 07 07.21.2012 20.49 07 07.21.2012 20.49 07 07.21.2012 20.49 15 07.21.2012 19.44 41
D Results D RVW072301200022 RVW072301200001 RVW072301200001 RVW0721001200019 RVW072120020019 RVW0721000016 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200014	RVW PVW RVW RVW RVW RVW RVW RVW RVW RVW RVW	Parent org All	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Payment Validation Payme	Status Open Open Open Open Open Open Downloading Downloading In Process Open	Submission Date 0723-0212 174 852 0723-0212 1728 39 0723-0212 1728 39 0723-0212 1745 19 0721-2012 2166 51 0721-2012 2166 51 0721-2012 2166 51 0721-2012 2046 07 0721-2012 2046 02 0721-2012 2046 02 0721-2012 2046 02 0721-2012 2046 02 0721-2012 2046 15 0721-2012 2030 11
Dearch Results RVW0723201200021 RVW0723201200021 RVW0723201200001 RVW0721201200019 RVW0721201200019 RVW0721201200019 RVW0721201200016 RVW0721201200016 RVW0721201200014 RVW0721201200014 RVW0721201200011	RVW RVW RVW RVW RVW RVW RVW RVW RVW RVW	Parent org All Type	Category Enrollment Data Validation Payment Validati	Status Open Open	Submission Date 07-23-0012 17 28 39 07-23-0012 17 28 39 07-23-0012 17 18 19 07-23-0012 12 14 20 00 07-21-0012 20 46 21 07-21-0012 20 45 24 07-21-0012 20 46 07 07-21-0012 20 46 02 07-21-0012 20 46 02 07-21-0012 20 40 02 07-21-0012 20 30 10 07-21-0012 19 44 41 07-21-0012 19 40 02
D Results D RVW072301200022 RVW07230120002 RVW07230120001 RVW072120120001 RVW0721201200019 RVW0721000019 RVW0721201200015 RVW0721000015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200015 RVW0721201200014 RVW0721201200012 RVW0721201200012 RVW0721201200010 RVW0721201200010	RVW PVW RVW RVW RVW RVW RVW RVW RVW RVW RVW R	Parent org All	Errollment Dark Validation Errollment Dark Validation Errollment Dark Validation Errollment Dark Validation Payment Validation Payment Validation Payment Validation Payment Validation Payment Validation Payment Validation Payment Validation Payment Validation Payment Validation	Status Open Open Open Open Open Open Open Open	Submission Date 0723-2012 174 852 0723-2012 174 852 0723-2012 151 1919 0723-2012 151 1919 0721-2012 21 66 51 0721-2012 21 66 51 0721-2012 21 66 51 0721-2012 20 46 07 0721-2012 20 46 07 0721-2012 20 46 02 0721-2012 20 46 02 0721-2012 20 46 19 0721-2012 20 40 11 0721-2012 20 40 02 0721-2012 20 40 02 0721-2012 19 40 02 0721-2012 19 40 02
Description Results ID RVW0723201200021 RVW0723201200021 RVW0723201200021 RVW0721201200019 RVW0721201200019 RVW0721201200019 RVW0721201200016 RVW0721201200016 RVW0721201200015 RVW0721201200015 RVW0721201200016 RVW0721201200012 RVW0721201200017 RVW0721201200011 RVW0721201200010 RVW0721201200019	RVW RVW RVW RVW RVW RVW RVW RVW RVW RVW	Parent Org All Type	Category Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Enrollment Data Validation Poryment Validation Poryment Validation Payment Validation Pay	Status Open Open	Submission Date 07-23-2012 17 28 39 07-23-2012 17 28 39 07-23-2012 17 28 39 07-23-2012 17 28 49 07-21-2012 2.9 45 20 07-21-2012 2.9 45 24 07-21-2012 2.9 46 07 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 46 02 07-21-2012 2.9 47 02
D Results D RVW072301200022 RVW072301200001 RVW072301200001 RVW072100019 RVW072101200019 RVW0721000016 RVW072101200015 RVW0721000015 RVW072101200015 RVW0721000016 RVW072101200015 RVW0721000014 RVW072101200012 RVW0721000012 RVW072101200012 RVW072101200012 RVW07212012000010 RVW07212012000010 RVW072120120000010 RVW07212012000010	RVW RVW RVW RVW RVW RVW RVW RVW RVW RVW	Parent org All	Category Enrollment Data Vuldation Enrollment Data Vuldation Enrollment Data Vuldation Enrollment Data Vuldation Payment Payment Vuldation Payment Vuld	Status Open Open Open Open Open Open Downloading Downloading Downloading In Process Open Open Open Completed Open Open	Submission Date 0723-2012 174 852 0723-2012 174 852 0723-2012 151 19 0723-2012 2142 00 0721-2012 2142 00 0721-2012 2145 00 0721-2012 20 551 0721-2012 20 552 24 0721-2012 20 46 07 0721-2012 20 44 07 0721-2012 20 44 02 0721-2012 20 44 11 0721-2012 20 30 11 0721-2012 19 44 41 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 36 02
Description Results ID RVW0723201200021 RVW0723201200021 RVW0723201200020 RVW0721201200019 RVW0721201200019 RVW0721201200016 RVW0721201200016 RVW0721201200016 RVW0721201200016 RVW0721201200016 RVW0721201200016 RVW0721201200016 RVW0721201200016 RVW0721201200010 RVW0721201200010 RVW0721201200010 RVW0721201200001 RVW0721201200001	RVW RVW RVW RVW RVW RVW RVW RVW RVW RVW	Puret Org All	Category Enrolmment Data Validation Enrolmment Data Validation Enrolmment Data Validation Enrolmment Data Validation Poryment Porym	Status Open Open Open Open Open Open Open Open	Submission Date 07-23-2012 17 28 39 07-23-2012 17 28 39 07-23-2012 17 28 39 07-23-2012 17 28 49 07-21-2012 2.0 46 27 07-21-2012 2.0 46 07 07-21-2012 2.0 46 07 07-21-2012 2.0 46 02 07-21-2012 2.0 40 02 07-21-2012 2.0 40 02 07-21-2012 2.0 30 11 07-22-2012 19.44 41 07-22-2012 19.46 02 07-22-2012 19.46 02 07-22-2012 19.46 02 07-22-2012 19.46 02 07-22-2012 19.46 02 07-22-2012 19.47 19 07-22-2012 19.17 38 07-14-2012 19.32 10
D Results D RVW072301200022 RVW072301200002 RVW072301200001 RVW0721200019 RVW0721201200019 RVW0721200019 RVW072101200015 RVW0721000015 RVW072101200015 RVW0721000014 RVW072101200015 RVW0721000014 RVW072101200012 RVW0721000012 RVW072101200012 RVW0721000012 RVW072101200010 RVW072101200010 RVW072101200010 RVW072101200010 RVW0721012000010 RVW0712012000010 RVW0712012000010 RVW0712012000010 RVW0712012000010 RVW0712012000010 RVW0712012000010 RVW0712012000010	RVW PVW PVW RVW RVW RVW RVW RVW RVW RVW RVW RVW R	Parent Org All	Category Enrollment Data Vuldation Enrollment Data Vuldation Enrollment Data Vuldation Enrollment Data Vuldation Payment Vuldation Enrollment Data Vuldation Enrollment Data Vuldation Enrollment Data Vuldation	Status Open Open Open Open	Submission Date 0723-2012 174 852 0723-2012 174 852 0723-2012 151 919 0723-2012 2142 00 0721-2012 2142 00 0721-2012 2145 00 0721-2012 20 55 24 0721-2012 20 55 24 0721-2012 20 46 07 0721-2012 20 44 07 0721-2012 20 44 11 0721-2012 20 30 11 0721-2012 19 36 02 0721-2012 19 36 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02 0721-2012 19 35 02

6. Double click on the EDV Review Package in the search results to open the Package. The Package will open as shown below:



Figure 85: Search Review Package

7. Action: Select Submission Documents tab.

Figure 86	: Search	Review	Package
-----------	----------	--------	---------

Package ID: RVW0318201300066	Add Documents Submit
Package Details Submission Doc Submission Documents	
Package Documents	
	×

8. Action: Expand Package Document to view the documents submitted by RPC. Depending on the internet speed and size of the document users may see the following screen with downloading action:

Package ID: RVW031	8201300066				Add Documents Submit
Package Details	Submission Documents	Response Documents			
▼ Package Docu	ments				
			0		
					×
	RVSV. RVAV	Einel	ment Data Validation	Domrived Tra Clicket	03-15-2019 03-15-2013

Figure 87: Search Review Package

Note: Please wait for the downloading action to be completed to view the documents.

9. Once the downloading action is completed the documents submitted by RPC will display on the user interface as shown below:

Figure 88: Search	Review	Package
-------------------	--------	---------

age ID: RVW0318	8201300066		Add Documents Submi
ackage Details	Submission Documents	Response Documents	
 Package Docu 	ments		
		ID	Document Type
RVW03182013	00066		Enrollment Data Validation (EDV) Request Spreadsheet
	RWW		naroliment Data Validation Dominanding 03-15-2013
			Caranana (1997) (1997) (1997) (1997)

10. **Action**: Double click on the document to view it. Depending on the browser the user will see the following pop-up window

Figure 89: Search Review Package

Windows Internet Explorer
What do you want to do with RVW0313201300014_A1001001A13C13B02456H94744
Type: Microsoft Excel 12 From: swaar
 Open The file won't be saved automatically.
<u>S</u> ave
⇒ Save <u>a</u> s
Cancel

11. Action: Select *Open*. Depending on the browser the user will see the following pop up window.

Figure 90: Search Review Package

User name Password	nnecting to erpt.cm	s.hhs.gov		
Password	User	name		
Remember my credentials	Passw Re	vord member my cre	edentials	

12. Action: Select *Cancel*. The document will open has shown below.

Figure 91: Search Review Package

2 Home Insert Page Layo	out Formulas	Qata Review	View			RVW0313201	1300014_A10010014	A13C12B01816H7336	5.ds (Compatibili	ty Mode] - M	licrosoft E	xcel						a @
Arial	- 10 - A A		≫- ■w 建建 國M	rap Text erge & Cent	General er * \$ * %	•	Conditional Form	Normal	Bad Explanato	Good	d t	Neutral Linked C	Calco ell Note	ulation	• #	ert Delete F	Σ AutoSum * Ž Fill * Sort &	Pind &
Pormat Painter -	East		Alizament		- Nomb		Formatting * as Tab	le - D	_	Chulan					1.	Calle	 Clear * Filter * : 	Select *
106 - (n f	01	2	Jorgraneric		's Nome	(K) 13				JUICS						Cens	colony	
120 V Jx			0	11			12	1			0	0	0		0	Ŧ	11 11	
, D C	UE	r	6	n		Ale	haCare (Mir	Babasa	- F2 D	N	0	P	Q	R	5		0 1	
						Alu		esel, Rebecci	a Eord									
REGION TRANSACTION_ID	TTG TRC	TRANSACTION	CONTRACT	PBP	HICN	LAST NAME	FIRST NAME	EFFECTIVE DATE	APPLICATION	ELECTION TYPE	EGHP	EMPLOYER	CREDITABLE	ESRD		DISENRL. REASON	OUT OF ENROLLMENT	
												OVERRIDE				CODE		
9 -1545207972	61 011	2/12/2013	XXXXXX	1	XXXXXXXXXXXXX	QUEDDING	PLACIDA	3/1/2013	2/8/2013	1			Y	0				
9 -1548116600	61 011	2/1/2013	XXXXXX	1	XXXXXXXXXXX	LACTADEN	SATURNI	2/1/2013	1/30/2013	S			Y	0				
9 -1545268374	61 011	2/22/2013	XXXXX	2	XXXXXXXXXXXX	MATEO	DOLORES	3/1/2013	2/19/2013	S			Y	0				
9 -1546395108	61 100	2/5/2013	XXXXXX	2	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	KIM	YI	3/1/2013	2/1/2013	S			Y	0				
						·												

13. Action: To save the document to local repository. Select File -> Save As.

Figure 92: Search Review Package

roanize 🔻 New fold	er				ss - (
Cibraries Cibra	Documents libra	ry No	items match your search.	Arrange by:	Folder •
Local Disk (C:) New Volume (D:) File name: RVW	0313201300014_A1001001A13C	12B01816H73365.xls			
Save as type: Excel	97-2005 WORKDOOK (".XIS)				
Authors: vinutr	a] Save Thumbnail	lags: Add a tag	Litle: Add a title		

14. Action: Select *Save*. The document will be saved in the local repository selected by the user.

4.3.11.2 Access Review Packages via Notifications

- 1. Login to the eRPT application.
- 2. Action: Select *Notifications* on the upper right hand corner of the screen.

Figure 93: Access Review Package via Notifications

MAS					
arch					
arcii					
Search					G
* Indicates Required Field Search Criteria					
Search For: * Submission Packages	Package (D				
Date *	Category:				
Prom10					
	Status:				
	Parent Org:				
		•			
Search					
Results					
ID	Туре	Category	Status	Submission Date	

3. The following pop-up window will display with a list of all the Notifications for the user:

Figure 94: Access Review Package via Notifications

Notifications	
Date Received Message	
03-13-2013 10:24:57 There is an EDV Request RVW0313201300014 from RPC	
U3-13-2013 19/2010 Inero is very val xequest knows 12/201300015 from RPC.	
Acknowledge Selected Notifications View Selected Package	
	×

4. All the notifications belonging to the current user will be displayed.

	Notifications	
Ľ	Notifications	
	Date Received	Message
	03-13-2013 10:24:57	There is an EDV Request RVW0313201300014 from RPC.
	03-13-2013 10:26:06	There is PayVal Request RVW0313201300015 from RPC.
Ac	knowledge Selected	d Notifications View Selected Package

Figure 95: Access Review Package via Notifications

5. Action: Select a checkbox for the notification you would like to view.

	lotifications	
	Date Received	Message
	03-13-2013 10:24:57	There is an EDV Request RVW0313201300014 from RPC.
	03-13-2013 10:26:06	There is PayVal Request RVW0313201300015 from RPC.
Ack	knowledge Selected	I Notifications View Selected Package

Figure 96: Access Review Package via Notifications

6. Action: Select the *View Selected Package* button.

ackage ID: RVW031	3201300014		Add Documents	Submit
Package Details	Submission Documents	Response Documents		
Package Deta	ails			
ID:				
RVW0313	201300014			
Type:				
Review				
Category:				
Enrollmer	nt Data Validation			
Parent Org:				
Aegon N.	V.			
Status:				
Open				
Last Updated	d By:			
				3

7. Action: Select Submission Documents tab.

Package ID: RVW03 [,]	Package ID: RVW0313201300014						
Package Details	Submission Documents	Response Documents					
► Package Doc	Submission	Documents					
			×				

Figure 98: Access Review Package via Notifications

- 8. Action: Expand Package Document to view the documents submitted by RPC. Depending on the internet speed and size of the document users may see a screen with downloading action.
- 9. Once the downloading action is completed the documents submitted by RPC will display on the user interface as shown below:

Figure 99: Access Review Package via Notifications

Package Details	Submission Documents	Response Documents		
 Package Doct 	uments			
	ID		Document Type	
RVW0313201	300014	En	rollment Data Validation (EDV) Request Spreadsheet	

10. Action: Double click on the document to view it.

11. Depending on the browser the user will see the following pop-up window.

Figure 100: Access Review Package via Notifications

Windows Internet Explorer	×
What do you want to do with RVW0313201300014_A1001001A13C13B024 Size: 272 KB Type: Microsoft Excel 12 From: swaar	456H94744
Open The file won't be saved automatically.	
→ Save	
Save <u>a</u> s	
	Cancel

12. Action: Select *Open*. Depending on the browser the user will see the following pop up window.

Figure 101: Access Review Package via Notifications

User name Password Remember my credentials	Connect to Connecting t	o erpt.cms.hhs.gov o erpt.cms.hhs.gov	
Remember my credentials		User name Password	
		Remember my credentials	

13. Action: Select *Cancel*. The document will open has shown below.

							RVW03132013	00014_A1001001A	13C12B01816H7336	5.ds [Compatibili	ty Mode] - N	Aicrosoft Ex	icel						
ie insert Pagel	ayout F	ormulas	Data Review	/ View															
	1	M		~ =			. 1	1941 1944	Alexand	Deal.	0.00		Mandard	Calm	detter	1. 9		Σ	AutoSum * Ar
Ariai	* 10	* A A		14 CH 1	vrap Text	General			Normai	Bad	GODI		iveutrai	Calc	liation	. 6			FILL * ZI
at Painter B I U	• 🖽 •	<u>A</u> - A -		律律 國	lerge & Cent	er • \$ • %	• 18 28 C	onditional Form	at Check Cell	Explanato	y Inpu	rt	Linked C	Note		∓ In	sert Delete I	Format 2	Clear * Filter *
	Font			Alignment		Ts Numb	ber G				Styles						Cells		Editing
* (*	f _x																		
B C	D	E	F	G	Н	1	J	K	L	M	N	0	P	Q	R	S	T	U	V
							Aloh	aCare/Wie	sel, Rebecca	a E&D									
GION TRANSACTION	_Ю ТТС	TRC	TRANSACTION	CONTRACT NUMBER	PBP	HICN	LAST NAME	FIRST NAME	EFFECTIVE DATE	APPLICATION DATE	ELECTION TYPE	EGHP	EMPLOYER SUBSIDY OVERRIDE	CREDITABLE COVERAGE	ESRD	ESRD OVERRIDE	DISENRL. REASON CODE	OUT OF AREA	ENROLLMENT
9 -1545207972	2 61	011	2/12/2013	XXXXXX	1	XXXXXXXXXXXXX	QUEDDING	PLACIDA	3/1/2013	2/8/2013	1			Y	0			1	1
9 -1548116600	0 61	011	2/1/2013	XXXXXX	1	XXXXXXXXXXXXX	LACTADEN	SATURNI	2/1/2013	1/30/2013	S			Y	0				
9 -1543268374	4 61	011	2/22/2013	XXXXXX	2	XXXXXXXXXXXXXX	FREITAS	ELLIOT	3/1/2013	2/19/2013	S			Y	0				
9 -1546176174	4 61	011	2/7/2013	XXXXXX	2	XXXXXXXXXXXXXXXXX	MATEO	DOLORES	3/1/2013	2/5/2013	S			Y	0				
9 -1546395108	8 61	100	2/5/2013	XXXXX	2	XXXXXXXXXXX	KIM	YI	3/1/2013	2/1/2013	s			Ŷ	0				

Figure 102: Access Review Package via Notifications

14. Action: To save the document to local repository. Select File -> Save As.

Figure 103: Access Review Package via Notifications

rganize 🔻 Ne	w folder				# • (
Libraries	Docume EDV	ents library		Arrange by:	Folder 🔻
Pictures Videos Homegroup Computer Local Disk (C: R New Volume) (D:)	140	tems match your search.		
File name:	RVW0313201300014	A1001001A13C12B01816H73365.xls			
Save as type:	Excel 97-2003 Workbo	ook (*.xls)			
Authors:	vinutha	Tags: Add a tag	Title: Add a title		

15. Action: Select *Save*. The document will be saved in the local repository selected by the user.

4.3.11.3 Complete Review Package with Response Documents

- 1. Action: Search for Review Package by following steps in section <u>4.3.11.1</u> to search for Review Package.
- 2. Action: Double click on the Package to open and view the Package.

Figure 104: Complete Review Package with Response Documents

Package ID: RVW03	18201300066			Add Documents Submit	
Package Details	Submission Documents	Response Documents			
Package Det	ails				
D: RVW034	18201300066				
Type: Review					=
Category: Enrollm	ent Data Validation				
Parent On Health	g: Alliance Medical Plans				
Status:					
Last Upda	ted By:				
Last Upda 03-18-20	ted: 113 14:53:20				
Created B RPC	y:				
Creation F	lata-				V
	RVW	Enrollment Data Validation	Downloading	03-15-2013	×

3. Action: Select Add Documents. The following window will be displayed:

Package ID: RVW031	8201300066				Finished Adding Docs
Package Details	Submission Documents	Response Documents			
Add files to Document Type	iles the upload queue and click the : Filena Start Upload pdf, xls, xlsx	start button. me			Status 0%
	RVW)		Catalinical Date Validation	Donilostina	03-15-2012
	RVAV		Enrollment Data Velidation	Clused.	05-15:2013

Figure 105: Complete Review Package with Response Documents

4. Action: Select *Add Files*. Windows Explorer pop-up window will be displayed to select the documents as shown below:

Select file(s) to	upload by erp	t.cms.cmsval			? 🛛
Look jn:	CalRoundTrip	opdf	•	3 🗊 🖻 🖽	÷
My Recent Documents Desktop	1 234567890,	pdf			
My Documents					
My Computer					
My Network Places	File <u>n</u> ame: Files of <u>type:</u>	34-9998877771.pdf" "H1 PDFs	234-999887	7777J.pdf'' 💌	<u>O</u> pen Cancel

Figure 106: Complete Review Package with Response Documents

5. Action: Select the files you want to add for the document and select *Save*. The selected document will display in the user interface.

Note: The Plan Users will not need to upload the EDV Validation Spreadsheet that they received from the RPC.

Package ID: RVW031820	01300066				Finished Adding Docs Submit
Package Details S	ubmission Documents	Response Documents			
Select file Add files to the Document Type RPC Supporting Document	S upload queue and click the s Filena laton V -1234	start button. me 567890.pdf			Status 0% 오
O 1 files queued C) Start Upload		Using runkin	ne: Rash	0%
					×
	RVVV RVAV		Endliment Data Validation. Endliment Data Validation	Downloading Closed	03-16-2013. 03-16-2013

Figure 107: Complete Review Package with Response Documents

- 6. Action: The default Document type-"RPC Supporting Documentation" is automatically selected.7. Action: Select Start Upload.

ackage ID: RVW031	8201300066				Finished Adding Docs Submit
Package Details	Submission Documents	Response Documents			
Select f	files the upload queue and click the	start button.			
Document Type	Filena	ime			Status
RPC Supporting Docur	mentation 💙 -1234	567890.pdf	Message from webpage		100% 오
• 1 files queued Accepted File Types	Start Uploud Stop U	Dioad Uploaded 1/1 files			100%
					×
	RVW.	Entr	diment Data Validation Illiment Data Validation	Downloading Climited	63/15/2013 03-15-2013

Figure 108: Complete Review Package with Response Documents

- 8. Action: Select OK.
- 9. Action: To view the documents uploaded on the package select *Finished Adding Docs*. Depending on the internet speed and size of the document users may see the following screen with downloading action.

Figure 109: Complete Review Package with Response Documents

🖉 # - Windows Interne	et Explorer								E 🖻 🛛
COO- Entres//e	and costonsval and formation						💌 😵 Certificate Error 😽 🔀	Bing	P -
Ele Edit View Favorit	tes Iools Help								
× Google			👻 🛂 Search	- 🔣 Share More »					Sign In 🔌 🕶
🚖 Favorites 🛛 🖕 🔊 IBI	M FileNet Workplace XT L 👩	Suggested Sites 🔹 🛅 🛛	MS - Dev 🔹 🚞 CMS Development - I	FileNet 🔹 🗿 CMS Prod eClient 🚪	erac - prod 🕡 NGD eClient - Login Pa	🕫 🗃 Web Sice Gallery 🔹			
Æ #							<u>ن</u>	• 🖾 · 🖾 👼 • Be	ge • Safety • Tools • 🔞 •
54	under Nen A			Paciene Dr.		Contract D			
R	Review Packages		10001200000				Province Province		
		ackage ID. RVVV03	18201300066				Add Documents Submit		
E.	nm-03.01.2013	Package Details	Submission Documents	Response Documents					
	Search								
16	and the second sec								
8	VVV0318201300055								
	20 V/03 1520 1300058								
	NW0315201300051								
R	WW0315201300850								
R	VV/0315201309046								
R	EVW/0315201300045								
8	WW0316201300042								
R	VVV0316201300041/								
形	200/0315201300035								
R	WW0315201300035								
16. 	CVW0346201000029								
6	NAVA335201380028						×		
R	LVW0315201300023		RVW .	15	moliment Data Validation	Downleading	 03-15-2013		
R	VVVD316201300020		RWY	E	noticity state them.	Cinned	03-16-2013		~
Done								3 😌 Internet	• •

Note: The documents will display on the user interface once it has been downloaded.

10. Action: The users will see Package Documents selection once the download action on the user interface is completed. Expand Package Documents by selecting the red arrow. All the documents uploaded by the user will display as shown below.

ackage ID: RVW031	8201300066		1	Add Documents Submi
Package Details	Submission Documents	Response Documents		
 Package Docu 	iments			
		ID	Document Type	
RVW03182013	300066		RPC Supporting Documentation	
RVW03182013	300066		RPC Supporting Documentation	

Figure 110: Complete Review Package with Response Documents

Note: You may see downloading action when you expand the Package Documents or Package Details depending on the internet speed. The downloading action will not save the documents on your local machine and you will need to manually download the documents if you want.

- 11. If the user wants to upload additional documents repeat step 3 to 8. If the user wants to delete any uploaded documents please contact the MAPD Help Desk and create a ticket.
- 12. Action: Select *Submit* if you have completed adding all the documents or select *Finished Adding Docs* to switch to View Mode.
- 13. Action: Select Submit. The following message will be displayed:

Package ID: RVW0729201200023		Finished Adding Docs Submit
Package Details Submission Documents Response D	locuments	
Add files to the upload queue and click the start button.		
Document Type Filename		Status
	Package ID RVW0729201200023 has been submitted for processing.	
	ОК	
Add Files Start Opload		0%
Accepted File Types: pdf, xls, xlsx		

Figure 111: Complete Review Package with Response Documents

- 14. Action: Select OK.
- 15. The Package status will be updated to Completed and will be available for RPC to download and process.

Note: If the package was submitted by mistake and the users had additional documents to upload, they can contact the MAPD Help Desk at mapdhelp@cms.hhs.gov or 1-800-927-8069 to reopen the review package.

4.4 Notifications

Notifications are messages sent to users to notify them about an action that has been completed on the Package

Notifications are created within the eRPT application when:

- A Response document is added by the RPC for the Plan or for CMS Regional Office to review.
- A Category 3 Submission Package is rejected by the Regional Office user.
- If a CMS Central Office user deletes a Package created by the Plan User.
- When RPC downloads the package.

The following table lists all the notifications that a user can receive based on the RPC response:

Notification Message	Notification Description
RPC successfully downloaded Package <package id=""></package>	This notification is to the Package creator. This notification is sent automatically by eRPT when RPC successfully downloaded the Package
There is an Error Report uploaded by RPC for Package <package id=""></package>	This notification will be sent to the Plan when the RPC I uploads an error report for a Package relating to a specific contract. Only the users who have access to the contract can view the error report. The notification will be sent to all the users who have access to the contract. If the Package Creator does not have access to a contract he/she will not be able to view the document and notification.
There is FDR(s) uploaded by RPC for Package <package id=""></package>	This notification will be sent to the Plan when the RPC uploads a FDR for a Package relating to a specific contract. Only the users who have access to a contract can view the error report. The notification will be sent to all the users who have access to the contract. If the Package Creator does not have access to a contract the user will not be able to view the document and notification.
There is an Inquiry Response uploaded by RPC for Package <package id=""></package>	This notification is sent to the Package Creator when a response document is added to the Transaction Inquiry Package.
There is PayVal Request <package id="">from RPC.</package>	This notification will be sent to the Plan when the RPC creates a review Package to a specific contract. Only the users who have access to the contract can view the PAYVAL package. The notification will be sent to all the users who have access to the contract.
There is an EDV Request <package id="">from RPC.</package>	This notification will be sent to the Plan when the RPC creates a review Package for a specific contract. Only the users who have access to the contract can view the EDV package. The notification will be sent to all the users who have access to the contract.
The Package <package id="">has been deleted by CMS Central Office user <user name="">. Please contact the user if you have any questions.</user></package>	This notification will be sent to the Package Creator when a CMS Central Office user deletes a Package.

Table 3: eRPT Notifications

Notification Message	Notification Description
The Package <package id=""> has been rejected by CMS Regional Office user <user name="">. Please contact the user if you have any questions.</user></package>	This notification will be sent to the Package Creator when a CMS Regional Office user rejects a Category 3 Package.

In the following sub-sections we will discuss:

- View Notification
- Acknowledge Selected Notification
- View Selected Package

4.4.1 View Notifications

- 1 Login to the eRPT application.
- 2 Action: Select 'Notifications' on the upper right hand corner of the screen.

Figure 112: Notifications

Search					C
Search Criteria Sech Far * Submission Packages s Date * From To	Peckage D: Catagory: All • Datas: All • All •				
ResultsID	Туре	Category	Status	Submission Date	

3 The following pop-up window will display a list of all the Notifications for the logged in user:



Date Received Message © 71-0-300 14 05:50 90°C successBuf divertiseded package FW0791200100005. © 72-300 24 14 22:20 Ref successBuf divertiseded package RW0791201200001.	
Acknowledge Selected Notifications View Selected Package	Gilenoug Bar

4 **Action:** Select **x** at the right hand bottom corner of the pop-up window. This will close the Notification window. You can also click outside the pop-up window to close the notifications window.

4.4.2 Acknowledge Notifications

- 1. Repeat steps in section <u>4.4.1</u>
- 2. All the notifications belonging to the current user will be displayed:

Figure 114: Acknowledge Notifications

	Date Received	Message	
06	6-29-2012 14:52:03	The package SUB0629201200019 is been rejected by CMS Regional Office user CMS Regional Office 1 Us	
08	6-29-2012 14:54:07	RPC successfully downloaded package SUB0629201200018.	
08	6-29-2012 14:54:33	There is FDR(s) uploaded by RPC for Package SUB0629201200018.	
08	6-29-2012 18:38:29	There is an EDV Request RVW0629201200017 from RPC.	
08	6-29-2012 18:41:48	There is an EDV Request RVW0629201200018 from RPC.	
06	6-30-2012 22:01:55	The package SUB0630201200024 is been deleted by CMS Central Office user CMS Central Office User. Pl	
07	7-01-2012 00:50:02	The package SUB0630201200025 is been rejected by CMS Regional Office user CMS Regional Office 1 Us	
cka	nowledge Selec	rted Notifications View Selected Package	
cki	nowledge Selec	cted Notifications View Selected Package	
ckı	nowledge Selec	cted Notifications View Selected Package	
ckı	nowledge Selec	cted Notifications View Selected Package	

3. **Action**: Select the checkbox of the notification you want to acknowledge.

Figure 115: Acknowledge Notifications

	Notifications	
	Date Received	Message
V	06-29-2012 14:52:03	The package SUB0629201200019 is been rejected by CMS Regional Office user CMS Regional Office 1 Us
	06-29-2012 14:54:07	RPC successfully downloaded package SUB0629201200018.
	06-29-2012 14:54:33	There is FDR(s) uploaded by RPC for Package SUB0629201200018.
	06-29-2012 18:38:29	There is an EDV Request RVW0629201200017 from RPC.
	06-29-2012 18:41:48	There is an EDV Request RVW0629201200018 from RPC.
	06-30-2012 22:01:55	The package SUB0630201200024 is been deleted by CMS Central Office user CMS Central Office User. Pl
	07-01-2012 00:50:02	The package SUB0630201200025 is been rejected by CMS Regional Office user CMS Regional Office 1 Us $$
Ac	knowledge Sele	cted Notifications View Selected Package

- 4 Action: Select Acknowledge Selected Notifications.
- 5 The notification will disappear from the notifications window:

Figure 116: Acknowledge Notifications

	lotifications				
	Date Received	Message			
	06-29-2012 14:54:07	RPC successfully downloaded package SUB0629201200018.			
	06-29-2012 14:54:33	There is FDR(s) uploaded by RPC for Package SUB0629201200018.			
	06-29-2012 18:38:29	There is an EDV Request RVW0629201200017 from RPC.			
	06-29-2012 18:41:48	There is an EDV Request RVW0629201200018 from RPC.			
	06-30-2012 22:01:55	The package SUB0630201200024 is been deleted by CMS Central Office user CMS Central Office User. Please contact the user if you have an	y q		
	07-01-2012 00:50:02	The package SUB0630201200025 is been rejected by CMS Regional Office user CMS Regional Office 1 User. Please contact the user if you have	ve		
Ac	knowledge Selected No	tifications View Selected Package			
			×		

4.4.3 View Selected Package

- 1 Action: Repeat steps in section <u>4.4.1</u>
- 2 All the notifications belonging to the current user will be displayed.
- 3 Action: Select a Notification for the Package you would like to view.
- 4 Action: Select the *View Selected Package* button.

Γ	Notifications	
	Date Received	Message
V	06-29-2012 14:52:03	The package SUB0629201200019 is been rejected by CMS Regional Office user CMS Regional Office 1 Us
	06-29-2012 14:54:07	RPC successfully downloaded package SUB0629201200018.
	06-29-2012 14:54:33	There is FDR(s) uploaded by RPC for Package SUB0629201200018.
	06-29-2012 18:38:29	There is an EDV Request RVW0629201200017 from RPC.
	06-29-2012 18:41:48	There is an EDV Request RVW0629201200018 from RPC.
	06-30-2012 22:01:55	The package SUB0630201200024 is been deleted by CMS Central Office user CMS Central Office User. Pl
	07-01-2012 00:50:02	The package SUB0630201200025 is been rejected by CMS Regional Office user CMS Regional Office 1 Us
Ac	cknowledge Selec	cted Notifications View Selected Package

5 The Package will be displayed.



Package ID:	Package ID: SUB0620201200033			Update Mode Su	bmit Delete		
Package	etails Submission Docu	ments Response Documents	Notes				
arch	Package Details						
Search							
* Indicates Required Field	D: SUB0620201200033						
Search Criteria	2						
Server For 1	SUB						
Sabriissian Päckagen	Category:						
The second s	Category 3						
From: 06-01-2012 To	Parent Org:						
	AIDS Healthcare Found	lation					
	Status:						
	Dian.						
Rouen	2012-06-20 16:11:37.393						
Kesults :	Contracts:						
	Contract ID Count						
SUB0520201200032							
SUB0620201200029							
SUB0615201200026							
SUB0611201200024							
SUB0511201200023							
SUE06611201200021							
SUB0611201200020							
SUB0611201200018							
SUB6611201200017							
SUB0811201200016 SUB0811201200016							
SUB0611201200014							
SUB6611201200013 SUB0611201200012							
					×		

6 **Action:** Refer to section <u>4.3.4</u> to view the steps to view the Package Details, Submission Documents and Response Documents.

4.5 Convert 'xlsm' document to 'xls' document

In the eRPT application a user can upload documents which are available only in the following formats:

- PDF documents Documents with.pdf extension.
- Excel documents Documents with .xls or .xlsx extension.

In this section, we will discuss how documents with unsupported excel formats like 'xlsm' can be converted to acceptable formats to upload in the eRPT application. For our example, we will discuss how to convert the RPC submission spreadsheet that is available on the Reed & Associates website in 'xlsm' format to 'xls' format. An 'xlsm' document can be identified by its extension. This type of document will have the extension ".xlsm" as shown in Figure 94.

> 🚖 Favorites	Documents library					
) 词 Libraries	ERPT Prod					
📢 Homegroup	EDV Validation Spreadsheet - Copy.xls					
	Import File REINSTMT.xlsm Proposed_RPC_Status_Request_template.xls					
🖳 Computer						
0	Regional_Office_Approval_Letter_Example1.pdf	Tegional_Office_Approval_Letter_Example1.pdf				
🗣 📭 Network	🔁 Regional_Office_Approval_Letter_Example2.pdf					
	Ta RO Approval Letter.pdf					
	RPC Submission Spreadsheet.xlsm					
	RPC Supporting Documentation.pdf					
	RPC Supporting Documentation1.pdf					
	RPC Supporting Documentation2.pdf					
	T RPC Supporting Documentation3.pdf					
	72 RPC Supporting Documentation4.pdf					
	RPC Supporting Documentation5.pdf					
	Z Scanned_document_03-02-2012_15-14-03.pdf					
	🔁 Submission_Cover_Letter.pdf					

Figure 119: xlsm Documents
Note: Please convert the RPC Submission Spreadsheet document to xls after it is been completed with all the required information and validated using the validation function available within the spreadsheet.

4.5.1 Steps to convert 'xlsm' to 'xls'

1 Locate the complete RPC Submission Spreadsheet on your local directory.

😽 Favorites	Documents library
	ERPT
🕞 Libraries	FRPT Prod
	EDV Validation Spreadsheet - Copy.xls
🛛 🔣 Homegroup	EDV Validation Spreadsheet.xlsx
	Import File REINSTMT.xlsm
P 🖳 Computer	Proposed_RPC_Status_Request_template.xls
~	Regional_Office_Approval_Letter_Example1.pdf
> 📭 Network	Regional_Office_Approval_Letter_Example2.pdf
	RO Approval Letter.pdf
	RPC Submission Spreadsheet.xlsm
	RPC Supporting Documentation.pdf
	TRPC Supporting Documentation1.pdf
	T RPC Supporting Documentation2.pdf
	T RPC Supporting Documentation3.pdf
	72 RPC Supporting Documentation4.pdf
	T RPC Supporting Documentation5.pdf
	Z Scanned_document_03-02-2012_15-14-03.pdf
	🔁 Submission_Cover_Letter.pdf

Figure 120: Steps to convert 'xlsm' to 'xls'

2 **Action:** Open the RPC Submission Spreadsheet by double clicking on the document.

Figure 121: Steps to convert 'xlsm' to 'xls'

X I	a "7 - C"	· - -					RPC Submissi	ion Spreadsheet.xlsm -	Microsoft Excel											X
File	Hom	ne Insert Page Layout Formulas	Data Revi	iew View															۵ 🕜	- # X
	🔏 Cut	Arial * 10 * A* /	. = = =	***	Wrap Text	Text		Normal_LIS T N	lormal_Toolk	Normal	Bad	Good	•	*		Σ AutoSum	27 8	۱.		
*	I Form	nat Painter B Z U * 🖾 * 🥸 * 🗛			Merge & Center	* \$ * % , 768 *	Formatting * as Table *	Neutrai	alculation	Check Cell	Explanatory	пурелінк	¥	insert Delet	- Format	2 Clear *	Filter * Selec	t *		
	Clipboard	Fiz Font	G.	Alignment		G Number	a		St	les				Cells		Ec	liting			
1	Security Wa	arning Some active content has been disabled.	Click for more o	details. Enable	e Content															×
	G23	• (*																		~
- 24	A	B	С	D	E	F	G	н	1		J	к	L	M	N	Q	R	S	Т	U
1		Retro Submissio	in & Plan Su	ummary Sectio	on - Complet	e all Applicable Secti	ons (enter info in yel	low cells)												
2 <u>C</u>	ategory o	of Submission (2 or 3):																		
3 0	rganizati	ion Name					Contact Name:	2												
4 N	lailing Ad	ddress					Phone #:													=
5 C	ity, State.	, Zip Code					E-Mail Address:													
6		Complete the Two R	owe Below	for all Catego	n 3 Peques	te: (Do not comple	to this section for Categ	one 2 Permetel												
10	MS Reald	onal Office Account Manager Name and	Region #:			ter ter not compre	Lotal Number Approv	ed:		2										
8 A	M's Appro	oval Date (include approval notice with	docs):																	
9	Validate F	Ret Fort																		
10 -										Er	nrollments									
11 1	Contract Number	Plan Type	PBP	Segment	HIC	Last_Name	First_Name	Election Perio (select from list	d Start_	Date	End_Date R	Application leceipt Date								
12		N.C. LDAOD	004		1000000000	41	0		mm/dd	yyyy	mm/dd/yyyy i	mm/dd/yyyy								
14	00000	National PACE	001		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Ale	Ginger		6/1/2	m		1/15/2011								
15																				
16																				
18																				
19																				
20																				
22																				
23																				
24																				
26																				
27																				

3 Action: Select *File ->Save As*.

Home	Insert Page Layout Formulas Data Review View	NPC Submission Spreadsheet.xism - Microsoft Excel
ve ve As ven	Information about RPC Submission Spreadsheet C:\Users\vinutha\Documents\ERPT\RPC Submission Spreadsheet.vlsm	
ent	Security Warning Active content might contain viruses and other security hazards. The following content has been disabled: Image: Security Warning Content Image: Security Warning Active content might contain viruses and other security hazards. The following content has been disabled: Image: Security Warning Image: Security Warnin	Properties * Size 76.5KB Title ElectronicSubmission SpreadSheet
t e & Send o Options	Permissions Anyone can open, copy, and change any part of this workbook. Protect Workbook *	Tags Add a tag Categories Add a category Related Dates Last Modified Today, 9:33 AM Created 12/1.3/2002 8:59 AM Last Printed 12/1/2011 5:13 PM
Exit	Prepare for Sharing Check for Subserve Prepare for Sharing Before sharing this file, be aware that it contains: © Comments © Comments © Document properties, printer path, author's name and related dates Headers and footers Hidden columns Invisible objects Content that people with disabilities are unable to read Versions Versions	Related People Les Lowrey Author Add an author Last Modified By vinutha Related Documents Image: Comparison of the second se

Figure 122: Steps to convert 'xlsm' to 'xls'

4 Save As pop up window will be displayed to the user as shown below:

ganize 🔻 New fo	lder						(
Recent Places	* Name	^	Date modified	Туре	Size		
	📕 ERPT Prod		11/12/2012 12:21	File folder			
Libraries	🔄 Import File REIN	VSTMT.xlsm	9/6/2012 4:27 PM	Microsoft Excel M	37 KB		
Documents	RPC Submission	n Spreadsheet.xlsm	12/27/2012 9:33 AM	Microsoft Excel M	77 KB		
Music							
Pictures							
Videos							
Homegroup							
Homegroup	E.						
Homegroup Computer	E						
Homegroup	E						
Computer Local Disk (C:) New Volume (D:)	-						
Homegroup Computer Local Disk (C:) New Volume (D:)	E CSubmission Soreadshare	t visco					
Homegroup Computer Local Disk (C:) New Volume (D:) File <u>n</u> ame:	C Submission Spreadshee	txism					
Homegroup Computer Local Disk (C:) New Volume (D:) File <u>n</u> ame:	C Submission Spreadshee	<mark>ttxism</mark> ook (*.xism)					
Homegroup Computer Local Disk (C:) New Volume (D:) File <u>n</u> ame: Save as <u>type</u> : Exc Authors: Les	C Submission Spreadshee el Macro-Enabled Workbo Lowrey	<mark>t.xlsm</mark> ook (*.xlsm) Tags: Add a	tag	Title: Electron	icSubmission S	preadSheet	

Figure 123: Steps to convert 'xlsm' to 'xls'

5 Action: Select 'Excel 97-2003 Workbook (*.xls) from Save as type dropdown.

Save As	Excel Workbook (*.xlsx) Excel Macro-Enabled Work	book (*.xlsm)		
) 🔵 🚽 🚺 🕨 Co	Excel Binary Workbook (*.x	lsb)		
	Excel 97-2003 Workbook (*	xls)		
organize 🔻 🛛 Ne	XML Data (*.xml) Single File Web Dage (* mb	ti* mhtml)		
Recent Places	Web Page (* htm:* html)	s, annung		
And Heeener Heees	Excel Template (*.xltx)			
	Excel Macro-Enabled Temp	olate (*.xltm)		
libraries	Excel 97-2003 Template (*.)	dt)		
Documents	Text (Tab delimited) (*.txt)			
A Music	Unicode Text (*.txt)			
	XML Spreadsheet 2003 (*.xr	ni) http://www.		
Pictures	CSV (Comma delimited) (*	KDOOK ('XIS)		
Videos	Formatted Text (Space deli	mited) (*.prn)		
	Text (Macintosh) (*.txt)	(ipin)		
Homegroup	Text (MS-DOS) (*.txt)			
a nemegroup	CSV (Macintosh) (*.csv)			
	CSV (MS-DOS) (*.csv)			
🖳 Computer	DIF (Data Interchange Forn	nat) (*.dif)		
👗 Local Disk (C:)	SYLK (Symbolic Link) (*.slk			
- New Volume	Excel Add-In (".xlam)	() () () () () () () () () ()		
	DDF (* ndf)			
	XPS Document (*.xps)			
File <u>n</u> ame:	OpenDocument Spreadshe	et (*.ods)		
Save as <u>t</u> ype:	Excel Macro-Enabled Work	book (*.xlsm)		
Authors:	Les Lowrey	Tags: Add a tag	Title: ElectronicSubmission SpreadSheet	
	Save Thumbnail			
Hide Folders			Too <u>l</u> s 🔻 Save Cancel	i.
				-

6 The new extension will be selected for the Save as type as shown below:

Alternation and a second se	1999-1999 1999 - 1999 - 1999	*	1651 X-065	055		
Kecent Places	Name		Date modified	Туре	Size	
Libraries	📕 ERPT F	Prod	11/12/2012 12:21	File folder		
Documents	EDV Va	alidation Spreadsheet - Copy.xls	9/14/2011 8:55 AM	Microsoft Excel 97	273 KB	
Music	Propo	osed_RPC_Status_Request_template	. 9/13/2011 11:06 AM	Microsoft Excel 97	2,633 KB	
Pictures						
Videos						
	E					
Homegroup						
84 - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A - 1 A						
Computer						
Computer						
Computer Local Disk (C:)						
Computer Local Disk (C:)						
Computer Local Disk (C:) New Volume (D:)	• C Submission Sp	preadsheet.xls				
Computer Local Disk (C:) New Volume (D:) File name: RF Save as type: Ex	T C Submission Sp :el 97-2003 Work	preadsheet.xls				
Computer Local Disk (C:) New Volume (D:) File name: RF Save as <u>t</u> ype: Ex	• ² C Submission Sp :el 97-2003 Work	preadsheet.xls :book (*.xls)				

Figure 125: Steps to convert 'xlsm' to 'xls'

7 Action: Select Save.

8 **Action**: The following Microsoft Excel – Compatibility Checker will be displayed to the user. Select **Continue**.

Figure 126: Steps to convert 'xlsm' to 'xls'

s, click Cancel and	save ther
Occurr	ence
8	1
1 <u>Find</u> <u>Help</u> Excel 97-2003	E
2	<u> </u>
	s, click Cancel and Occurr 1 <u>Find Help</u> Excel 97-2003 2

9 A new copy of RPC Submission Spreadsheet will be created in the 'xls' format. A copy of RPC Submission Spreadsheet in 'xlsm' format will also be available to the users.

rganize 🔹 Share with 👻 Burn	New folder
😽 Favorites	Documents library
J Libraries	
🖏 Homegroup	EXPLOSE TO A Copy.xls EDV Validation Spreadsheet - Copy.xls EDV Validation Spreadsheet.xlsx
📮 Computer	Import File REINSTMT.xlsm Proposed_RPC_Status_Request_template.xls
Network	T Regional_Office_Approval_Letter_Example1.pdf Regional_Office_Approval_Letter_Example2.pdf
	 RPC Submission Spreadsheet.xls RPC Supporting Documentation.pdf RPC Supporting Documentation1.pdf RPC Supporting Documentation2.pdf RPC Supporting Documentation3.pdf RPC Supporting Documentation4.pdf RPC Supporting Documentation5.pdf RPC Supporting Documentation5.pdf Scanned_document_03-02-2012_15-14-03.pdf Submission_Cover_Letter.pdf

Figure 127: Steps to convert 'xlsm' to 'xls'

10 To check the document extension, navigate to the document location and check the complete file name. The last four characters in the file name should be '.xls' as shown below.

ganize 🔻 Share with 🔻	Burn New folder
7 Favorites	Documents library ERPT
🗃 Libraries	ERPT Prod
	EDV Validation Spreadsheet - Copy.xls
🕹 Homegroup	EDV Validation Spreadsheet.xlsx
	Import File REINSTMT.xlsm
📮 Computer	Proposed_RPC_Status_Request_template.xls
	Regional_Office_Approval_Letter_Example1.pdf
Network	Regional_Office_Approval_Letter_Example2.pdf
	TIRO Approval Letter.pdf
	RPC Submission Spreadsheet.xls
	RPC Submission Spreadsheet.xlsm
	TIRPC Supporting Documentation.pdf
	RPC Supporting Documentation1.pdf
	TARPC Supporting Documentation2.pdf
	T RPC Supporting Documentation3.pdf
	TRPC Supporting Documentation4.pdf
	TRPC Supporting Documentation5.pdf
	5 Scanned_document_03-02-2012_15-14-03.pdf
	🔁 Submission_Cover_Letter.pdf

Figure 128: Steps to convert 'xlsm' to 'xls'

Note: This document is ready to be uploaded via the eRPT application for your Submission Package. Please make sure to follow the steps provided in the above section to convert all 'xlsm' documents. If the documents are not converted using other steps there is a tendency for the documents to get corrupted and the user will not be able to upload the documents via the eRPT application

11 If the documents are corrupted during conversion the user will receive the following error message during upload:

Documentation			
Accepted File Types: pdf, xls, xlsx		A problem occurred while uploading a file to the server. Fault Message: Unfortunately this document type is not authorized and cannot be uploaded to ERPT, RPC Submission Spreadsheet.vis	
Add files to the upload queue and c	lick the start button. Filename	ОК	Status
RPC Submission Spreadsheet 🔹	RPC Submissio	on Spreadsheet.xls	0% 0

Figure 129: Steps to convert 'xlsm' to 'xls'

Note: This conversion should not modify any information that has already been added in your RPC Submission Spreadsheet. If you experience any issues, please contact the MAPD Help Desk at mapdhelp@cms.hhs.gov or 1-800-927-8069.

5. Troubleshooting & Support

Reference the below information should an error occur during usage of the eRPT system.

5.1 Error Messages

Based on the error message the user should contact the MAPD Help Desk. The user will need to create a ticket with the Help Desk. The user will need to provide the following information when reporting an issue,

- Error Message
- Package ID
- Steps followed to create the issue

5.2 Special Considerations

None

5.3 Support Points of Contact

Table 4: Support Point of Contact

Contact	Organization	Phone	Email	Role	Responsibility
MAPD Helpdesk	CMS	1-800- 927- 8069	mapdhelp@cms.hhs.gov	Help desk support	1st level user support & problem reporting

Appendix A

5.4 User Access

	User Group	Create	View	Update	Delete (Soft)	Search	Add Documents	Comments
1.	The Plans	х	*X	*X	*X	*Х	*Х	All Plan users having an IACS will have access to create a Package. Only a Package Creator will be able to Read, Update, Delete and Search a Package.
								 Limited View Access - A Plan user can only view the submission Packages that were created by the Plan User. Limited Update access - The Plan user can update only a draft submission Package that was created by the Plan User. Limited Delete access - The Plan user can delete only a draft submission Package that was created by the respective Plan user. Limited Search access - The Plan user can only search for a Package that was created the Plan user. * Limited Add/Upload documents - The Plan user can Add/Upload documents to a submission Package that was created by the Plan user. Note: Asterisk means the user will have limited access to the functionality.
2.	Plan Package	х	Х	х	х	Х	х	
								Package Creator will be able to Read, Update, Delete, and Search and add documents to a Package.
								 View Access - A Plan user can only view the submission Packages that were created by the Plan User.

Table 5: Submission Package

User Group	Create	View	Update	Delete (Soft)	Search	Add Documents	Comments
							 Update access - The Plan user can update only a draft submission Package that was created by the Plan User. Limited Delete access - The Plan user can delete only a draft submission Package that was created by the Plan user. Search access - The Plan user can only search for a Package that was created by the Plan user. Add/Upload documents - The Plan user can Add/Upload documents to a Draft Submission Package that was created by the Plan user. Note: Asterisk means the user will have limited access to the functionality.

Table 6: EDV / Pay Val Review Packages

	User Group	Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
1.	The Plans		*Х	*Х			*Х	 Users restricted by Contract #. All Plan users having an IACS/EUA ID will have access to upload documents for their respective Contract EDV/PayVal Review. Limited Update access - The Plan user belonging to the contract will be able to mark the Package as complete. Limited View Access - A Plan user can only view Packages belonging to their contracts. Limited Add/Upload documents - A Plan user can

User Group	Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
							Add/Upload only response documents to a review Packages that were submitted to them. Note: Asterisk means the user will have limited access to the functionality.

Table 7: Transaction Inquiry Package

	User Group	Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
1.	The Plans	X	*Х	*Х	*Х	*Х	*Х	 All Plan users having an IACS will have access to create a Package. Only a Package Creator will be able to Read, Update, Delete and Search a Package. Create Access – A Plan user has complete access to create a package. Limited Read Access - A Plan user can only view the transaction inquiry Package that was created by that Plan user. Limited Update access - The Plan user can update only a draft transaction inquiry Package that was created by that Plan user. Limited Delete access - The Plan user can delete only a draft transaction inquiry Package that was created by that Plan user. Limited Delete access - The Plan user can delete only a draft transaction inquiry Package that was created by that Plan user. Limited Search - The Plan user can only search for a Package that was created by the Plan user * Limited Add/Upload documents - The Plan user can Add/Upload documents to a transaction inquiry Package that was created by that Plan user. Note: Asterisk means the user will have limited access to the functionality.
2.	Package Creator	Х	Х	Х	*Х	Х	X	Package Creator will be able to Read, Update, Delete, and

User Group	Create	View	Update	Delete (Soft)	Search	Add/Upload Documents	Comments
							 Search and add documents to a Package. View Access - A Plan user can only view the submission Packages that were created by the Plan User. Update access - The Plan user can update only a draft submission Package that was created by the Plan User. Limited Delete access - The Plan user can delete only a draft submission Package that was created by the Plan User. Limited Delete access - The Plan user can delete only a draft submission Package that was created by the Plan user. Search access - The Plan user can only search for a Package that was created by the Plan user. Add/Upload documents - The Plan user can Add/Upload documents to a Draft Submission Package that was created by the Plan user. Note: Asterisk means the user will have limited access to the functionality.

Appendix B

A Package can be tracked in the eRPT application by referring to the status of the Package. The following are the status values and descriptions of the statuses that are supported in the eRPT application.

Note: The status value on a Package is dependent on the Package Type and Package Category.

Package Status	Description
Draft	When a Package is created but not yet submitted to the eRPT application.
Pending RO Approval	When a Package is submitted by the Plan Users but waiting for the RO Approval Letter from the Regional Office Account Manager. This status is applicable only for Category 3 -> Submission Package
Open	When a submission Package is submitted to eRPT and ready for the RPC to download or when a review Package is uploaded for a Plan User to respond.
Completed	When a review Package is submitted by the Plan User with all the response documents.
Downloading	When the RPC is downloading the Package.
In Process	When the RPC is processing the Package.
Closed	When the processing of a retroactive submission Package has been completed by the RPC.

Table 8: Package Status & Description

Appendix C

The following table lists the selections that will be available for users under Submission Documents and Response Documents tab:

Type of User	Package Type - Category Code	Submission Documents	Response Documents
Plan User	Submission Package - Category 2	Package Documents	Final Disposition Reports Error Reports
	Submission Package - Category 3	Package Documents Regional Office Approval Letter	Final Disposition Reports Error Reports
	Submission Package - Special	Package Documents	Final Disposition Reports Error Reports
	Submission Package - Resubmission	Package Documents	Final Disposition Reports Error Reports
	Transaction Inquiry Package	Package Documents	Package Documents
	Review Package	Package Documents	Package Documents

Table 9: Document Selection

Appendix D

Following table lists the documents that are required and can be submitted during Package creation and submission: Note: Please refer to the RPC SOP on the website regarding the supporting documentation

Package Type	Document	eRPT Document Type Value
Submission Package - Category 2	 Cover Letter (PDF File) Spreadsheet (xls or xlsx File) Supporting Documentations (PDF(s) File(s)) 	 RPC Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Submission Package - Category 3	 Cover Letter (PDF File) Spreadsheet (xls or xlsx File) Supporting Documentations (PDF(s) File(s)) 	 RPC Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Submission Package - Resubmission	 Cover Letter (PDF File) Spreadsheet (xls or xlsx File) Supporting Documentations (PDF(s) File(s)) 	 RPC Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation
Submission Package - Special	 Cover Letter (PDF File) Spreadsheet (xls or xlsx File) Supporting Documentations (PDF(s) File(s)) Note: Uploading documents to Special – Submission Package is optional 	 RPC Cover Letter RPC Submission Spreadsheet RPC Supporting Documentation

Table 10: Required Documents for Package Submission

Package Type	Document	eRPT Document Type Value
Transaction Inquiry Package	 Inquiry Request Form (xls or xlsx File) 	 RPC Transaction Inquiry Request
Review Package	 EDV Validation Spreadsheet (xls or xlsx File) Supporting Documentations (PDF(s) File(s)) 	 EDV Validation Spreadsheet RPC Supporting Documentation

Acronyms

Table 11: Acronyms

Acronym	Literal Translation
RO AM	CMS Regional Office Account Manager
CMS	Centers for Medicare & Medicaid Services
EDV	Enrollment Data Validation
eRPT	Electronic Retroactive Processing Transmission
FDR	Final Disposition Report
IACS	Individual Authorized Access to CMS Computer Services
MA	Medicare Advantage
PAYVAL	Payment Validation
PDP	Prescription Drug Plan
RPC	Retroactive Processing Contractor
SOP	Standard Operating Procedure

Glossary

Table 12: Glossary

Term	Definition
Contract ID	A unique five-character alphanumeric identifier assigned by CMS's Health Plan Management System (HPMS) and Medicare Drug and Health Plan Contract Administration Group (MCAG) to qualifying organizations approved to offer Medicare Advantage health and cost plans. Medicare Advantage contract numbers are prefixed with the following alphabetic characters identifying the type of product offered or the type of organization approved to offer a particular health care plan and are followed by 4-digits:
	H or 9 = Local Managed Care Contractors
	R = Regional Managed Care Contractors
	S = Medicare Prescription Drug Plans
	F = Fallback Plans
	For example, Hnnnn where nnnn=the assigned 4-digit number.
Error Reports	A list identifying specific transaction requests within the RPC Submission Spreadsheet submitted by a MA, MAPD and PDP sponsoring organizations which were unable to be imported into the RPC system. The report is returned to the submitter for correction and resubmission to the RPC.

Term	Definition
Final Disposition Report	A report indicating the CMS processing status of each transaction request that was previously submitted on the RPC Submission Spreadsheet and successfully imported into the RPC system for processing.
MARx	Medicare Advantage Prescription Drug System, the name for the current application that processes enrollment and Plan payments for Medicare Advantage and Part D etc.
Notification	A system message triggered by a workflow or processing event that is displayed to the user within the eRPT application. The message typically instructs the user to take some form of action or informs the user that a specific processing event has occurred.
Parent Organization	The main corporate or non-subsidiary name of the organization offering a Plan, including a Part C and/or D Plan.
The Plans	Consist of Plan Sponsors or a designated submitting organization.
Response Documents	The Documents that are added to the Package by the RPC user.
Retroactive Processing Contractor (RPC)	The CMS contractor responsible for processing retroactive beneficiary enrollment/disenrollment change requests submitted by Plan Sponsors.

Term	Definition
Review Package	The Enrollment Data Validation (EDV) review process performed by the RPC consists of a monthly sample review of enrollment related transactions submitted to CMS. All organizations that submit activity via the MARx UI, or batch-submitted actions will be selected for review. The RPC will request supporting documentation for the transactions selected within the monthly EDV sample set. The monthly sample review will be for the previous month's activity in MARx reported on each organization's Transaction Reply Report (TRR). Upon receipt of the documentation, the RPC shall review the documentation submitted for the sampled transactions to verify the documentation provided by the organization supports the transaction submitted to CMS.
Scenario	A scenario is a sequence of steps taken to complete a user requirement, similar to a use case.
Submission Documents	These are the documents that are added to the Package during creation of a Submission Package.
Submission Package	Retroactive enrollment-related transactions submitted by a Plan to RPC such as Enrollments, Disenrollments, Reinstatements, LIS Deeming Updates, Medicaids, and SCC changes. Submissions are further classified by the following types:
	1. Category 2 - Timely retroactive enrollment

Term	Definition
	transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that may be submitted to the RPC without additional RO approval. Please refer RPC's SOP on their website for the types of retroactive transactions that do not require RO Approval.
	2. Category 3 - Untimely (i.e. current calendar month minus 3 months or more) or other (Special Cat 2 Cases, Guidance waivers, Documentation waivers and any other exceptions) retroactive transactions that may be submitted to the RPC requiring RO approval prior to submission. Please refer RPC's SOP on their website for the types of retroactive transactions that require RO Approval.
	3. Resubmission - Timely retroactive enrollment transactions (including Payment Validation Adjustments and Caseworker Approved CTM Cases) that have been previously submitted but not processed as requested by (NPAR) by the RPC and do not require additional RO approval for processing.
	4. Special - A customized user Package submitted by the CMS Central Office Staff or Plan Users (with CMS approval) to RPC.
Submitting Organization	An organization with the authorized capability of submitting Packages/inquires to eRPT.
Transaction Inquiry Package	A request submitted by a Plan Sponsor to the Retroactive Processing Contractor (RPC) requesting the processing status of previously submitted
	retroactive transactions.

Term	Definition
User Interface	The mechanism by which the user will view, search, create, delete and update Packages and documents in the eRPT application