

# Detailed 2018 DIR Response Table

## Helpful Hints

When preparing your Detailed 2018 DIR Response Table file for Upload, please review the information provided here. Deviation from these guidelines will cause your file to be rejected. If that occurs, the HPMS page will display applicable error messages. The file will need to be corrected and uploaded again.

### Notification and Access Review Results

Not every organization is required to complete a Response Table. CMS will notify Sponsors if the review process identified any Detailed DIR data which may be incorrect, invalid, and/or incomplete. Notification will be via e-mail. Sponsors may go to HPMS and use the Access Review Results page to see the affected contracts and learn more about the reviews. (*HPMS Homepage > Plan Bids > DIR Reporting > Contract Year 2018 > Review > Access Detailed DIR Review Results.*) CMS requires a response from every organization that has a review result.

### Download Template

Users can download a partially populated Detailed 2018 DIR Response Table template file from HPMS (*HPMS > Plan Bids > DIR Reporting > Contract Year 2018 > (Response) > Download Detailed DIR Response Table Template*) by selecting a Parent Organization and navigating to the matrix that displays, by review, all contract-plans for the organization for which CMS requires a response.

Save the template by clicking the "Download to Excel" button at the bottom of the page. (Note: when prompted to Open or Save the file, better performance occurs if you **save** the file first.)

### Enter Data

Locate the saved Excel template and open it. For each review row, enter your organization's response. The following rules apply:

| Column   | Column Letter | Rules  |
|----------|---------------|--|
| Review   | A             | <ul style="list-style-type: none"><li>• Values must be numbers 1 through 11.</li><li>• Cannot be blank.</li></ul>  |
| Contract | B             | <ul style="list-style-type: none"><li>• Cannot be blank.</li><li>• Must be a valid Part D contract for the DIR year, and the user must have access rights.</li></ul> |

| Column                                  | Column Letter | Rules   |
|---|---------------|---|
| Plan ID                                 | C             | <ul style="list-style-type: none"> <li>• Cannot be blank.</li> <li>• Must be a valid Part D plan for the DIR year, and the user must have access rights.</li> <li>• Must be 3 digits.</li> </ul>        |
| Detailed DIR Valid? (Y/N)               | D             | <ul style="list-style-type: none"> <li>• Values must be: "Y" or "N".</li> <li>• Cannot be blank.</li> <li>• Cannot be "N" if Column F (Changes to Detailed DIR?) is "N".</li> </ul>                     |
| Explanation for Valid Detailed DIR      | E             | <ul style="list-style-type: none"> <li>• Cannot be blank if Column D (Detailed DIR Valid?) is "Y". Otherwise, must be blank.</li> <li>• Text cannot exceed 2000 characters.</li> </ul>                  |
| Changes to Detailed DIR? (Y/N)          | F             | <ul style="list-style-type: none"> <li>• Values must be: "Y" or "N".</li> <li>• Cannot be blank.</li> <li>• Cannot be "N" if Column D (Detailed DIR Valid? (Y/N)) is "N".</li> </ul>                    |
| Magnitude of Detailed DIR Changes       | G             | <ul style="list-style-type: none"> <li>• Cannot be blank if Column F (Changes to Detailed DIR? (Y/N)) value is "Y". Otherwise, must be blank.</li> <li>• Text cannot exceed 500 characters.</li> </ul>  |
| Explanation for Changes to Detailed DIR | H             | <ul style="list-style-type: none"> <li>• Cannot be blank if Column F (Changes to Detailed DIR? (Y/N)) value is "Y". Otherwise, must be blank.</li> <li>• Text cannot exceed 2000 characters.</li> </ul> |

### General Rules:

- There must be 8 header columns and the column names must match the template exactly.
- There must be at least one row of data besides the header row.
- The following are restricted characters that are not allowed in the file:
  - Less than symbol: <
  - Greater than symbol: >
  - Semi-colon: ;
- For each contract in the file, the data must, at least, contain a row for a review that CMS included for that contract in the Review Results.
- Duplicate response rows for the same combination of Contract + Plan ID + Review are not allowed.

### Save the File

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

- You **must** save the template as a **tab-delimited text file** (ANSI format).

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

### **Upload the File**

The upload occurs within the Upload Detailed DIR Response Tables function. (*HPMS > Plan Bids > DIR Reporting > Contract Year 2018 > (Response) > Upload Detailed DIR Response Tables.*) • Before uploading, be sure of the contracts in your file. The upload function requires that you indicate the contracts for which you are uploading. If differences are found between the contracts selected and the contracts in the file, the upload will be rejected.

- Only .txt or .zip files can be uploaded. If a .zip, it **MUST** contain exactly one tab-delimited text file.

### **Status Notification**

- As the file is uploaded to HPMS it is immediately processed through a validation check. If there are any issues HPMS will provide on-screen error notifications. If your file is rejected because of invalid data, please note that none of the data in the file will be accepted by the system. You must fix the invalid data and repeat the upload steps.
- You may upload as many times as you wish during the upload period. Only the final submission will be accepted and used.
- Please note that Access Review Results will not update based on response table or new DIR uploads. The Access Review Results will always reflect the initial review results published by CMS.

### **Troubleshooting Rejected Files**

If your file is rejected, in addition to reviewing the on-screen error messages you may want to read "Troubleshooting Text File Uploads," which is accessible from the Documentation section. (*HPMS > Plan Bids > DIR Reporting > Contract Year 2018 > (Documentation) > Troubleshooting Text File Uploads.*)

**For Additional Assistance**

- For technical assistance contact the HPMS Help Desk at 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov).
- For guidance and policy questions regarding DIR Reporting, please send an e-mail to [DIR\\_Reporting\\_Reqts@cms.hhs.gov](mailto:DIR_Reporting_Reqts@cms.hhs.gov). For all other questions regarding submission of the Response Tables, sponsors can e-mail the Reconciliation Support Contractor at [PartDPaymentSupport@acumenllc.com](mailto:PartDPaymentSupport@acumenllc.com).

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