HUB

Risk & Insurance | Employee Benefits | Retirement & Private Wealth

RxDC Reporting Series

Part 3: Submitting RxDC Reports in HIOS

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Submitting RxDC Reports in HIOS

Agenda

- Submitting RxDC Reports
- Next Steps

Submitting RxDC Reports in HIOS

Getting Ready to Submit Reports in HIOS

You have confirmed that you are responsible for filing one or more RxDC reports in HIOS (refer to Module 1),

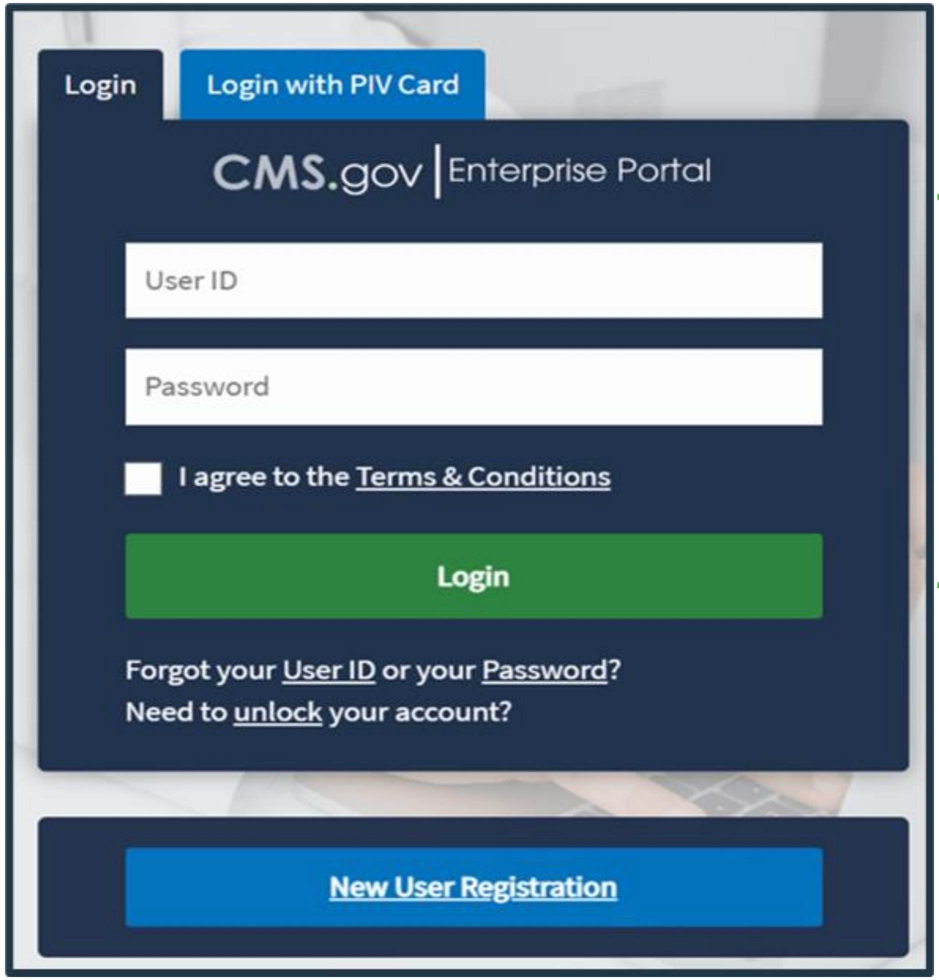
You have completed the HIOS registration process (refer to Module 2 on how to register), and

You have collected the necessary information to file the RxDC reports for your plan

Getting Ready to Submit Reports in HIOS

ALL plans file:	Some plans file:	Where to obtain these files:
○ **P2 plan information files are required for all employer-based group health plans** that are not Federal Employee Health Benefit (FEHB) plans	○ D1 – D8 reports are required for plans with medical and pharmacy benefits ○ D1 and D2 are required for plans with only medical benefits (exclude pharmacy coverage) ○ D1 and D3 – D8 are required for plans with pharmacy benefits only ○ Narrative is required for all plans	○ D1 information: The information is available in an employer's HRIS/payroll system (e.g., percentage of premiums paid by member vs. employer, stop-loss premiums, TPA fees, premium equivalents, etc.) ○ D2 information will come primarily from the TPA and, in a minor role, from the PBM for POS discounts and rebates. ○ D3 - D8 information will come from the PBM ○ Narrative information will come from the insurance carrier, TPA, and/or PBM.

Submitting RxDC Reports in HIOS



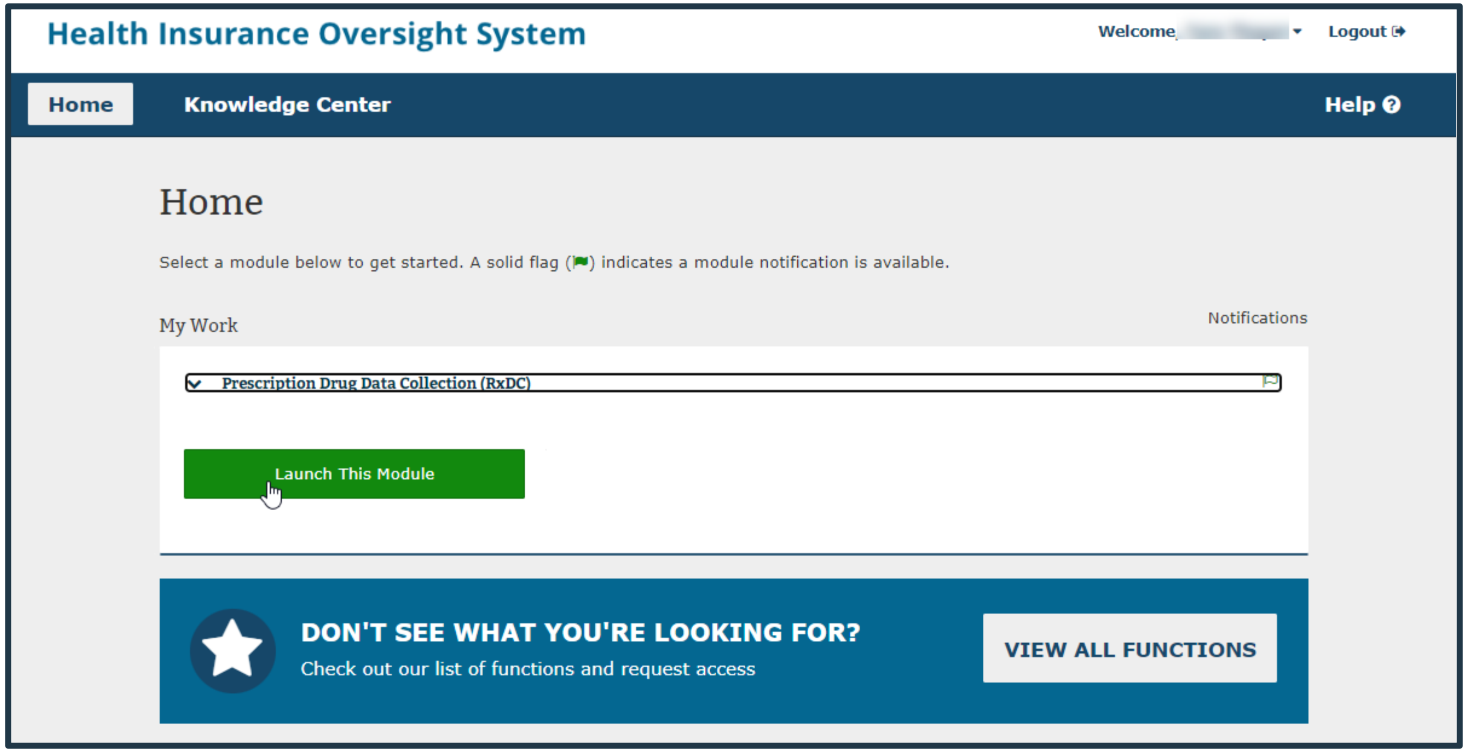
Once the New User Registration has been completed and an approval from CMS:

- Enter User ID & Password
- Click agree to Terms &Conditions
- Click Login

Submitting Information on HIOS

Submitting information on HIOS

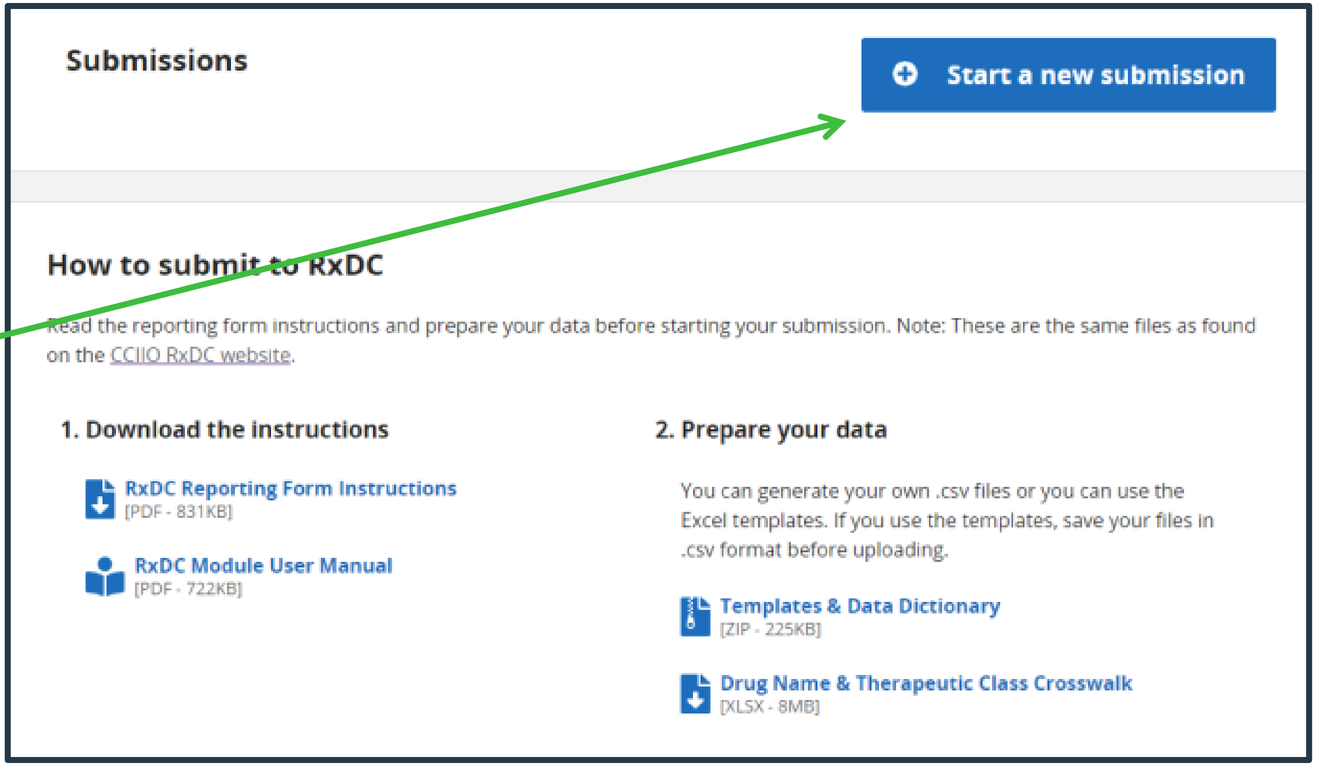
From the home page, select “Prescription Drug Data Collection (RxDC)” to submit the reporting files (e.g., P2, D1, D2, etc.).



Submitting Your Reports on the Module

Downloadable RxDC Resources:

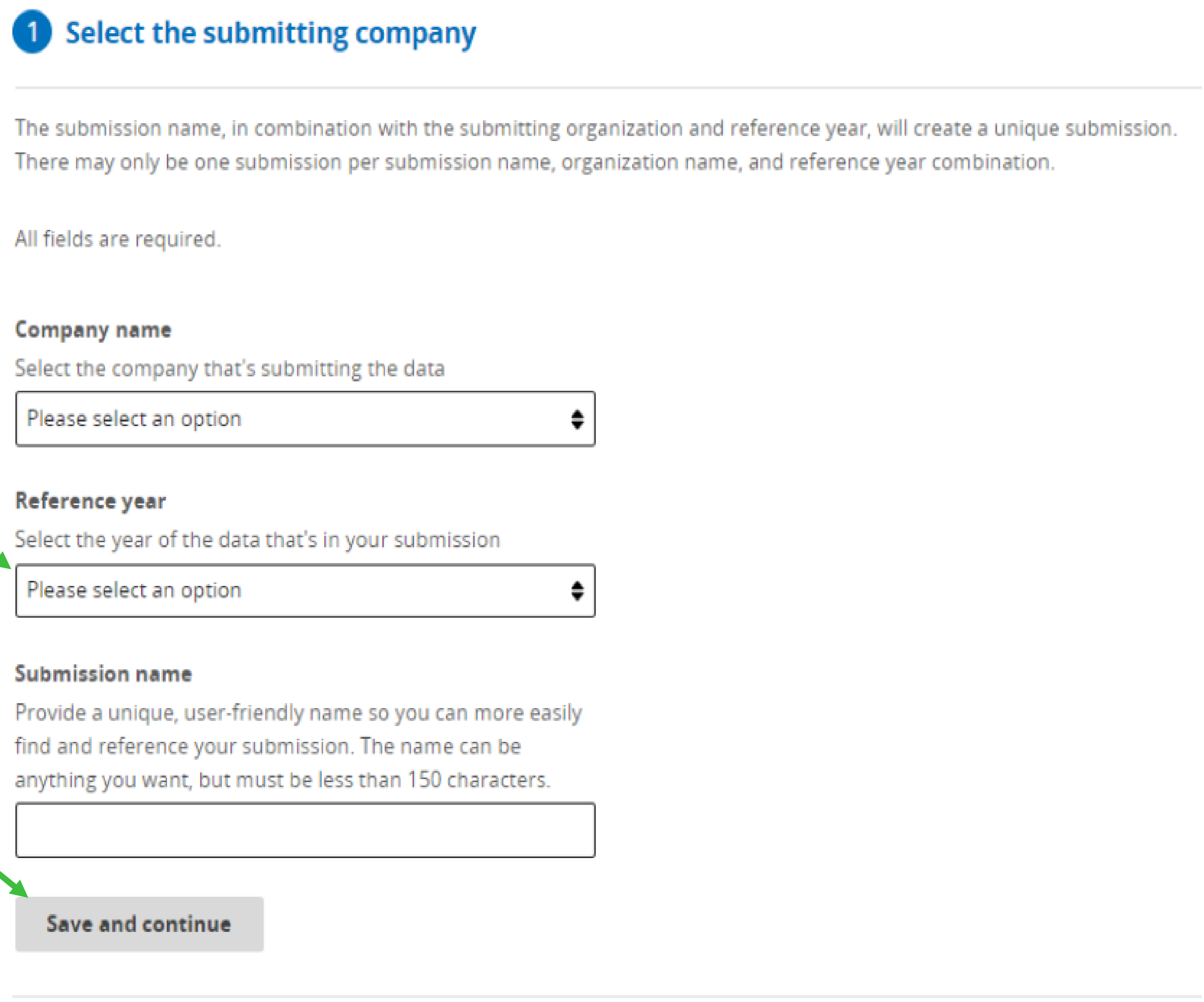
- RxDC Reporting Form Instructions - These instructions describe the data and methods you must use to fill out your plan list and data files. The instructions also describe the information you must include in the narrative file.
- RxDC Templates & Data Dictionary - groups can use their own CSV files or can select ‘Download Templates’ to use the CMS-provided Excel templates. *Note – once you have entered data, it must be saved in **CSV format** before submitting.*
- Select the ‘**Start New Submission**’ button on the Prescription Drug Data Collection Home Page to begin the submission process.



Submitting Your Reports on the Module

Step 1 of 5: Select the 'Submitting Organization' and Reference Year

- Use the drop-down boxes to select the submitting organization name and the reference year of your data submission as a group health plan.
- **NOTE**: the "reference year" requested throughout the instructions is **the calendar year for which you are reporting,** regardless of the employer's actual plan year dates (2023).
- After selecting the submitting organization and reference year, the **'Save and continue'** button will become active. By pressing the Save and continue button, a submission for the selected Company and Reference year is saved and the submission will proceed to Step 2.



P2 Group Health Plan List

Plan List: Part 2

Included in D1 Premium and Life Years?	Included in D2 Spending by Category?	Included in D3 Top 50 Most Frequent Brand Drugs?	Included in D4 Top 50 Most Costly Drugs?	Included in D5 Top 50 Drugs by Spending Increase?	Included in D6 Rx Totals?	Included in D7 Rx Rebates by Therapeutic Class?	Included in D8 Rx Rebates for the Top 25 Drugs?
(1= Yes; 0 = No)	(1= Yes; 0 = No)	(1= Yes; 0 = No)	(1= Yes; 0 = No)	(1= Yes; 0 = No)	(1= Yes; 0 = No)	(1= Yes; 0 = No)	(1= Yes; 0 = No)

Included in D1 – D8 Location: P2 | Valid Values:

- 0 or 1 | Must not be blank
- Enter 1 if a plan's data is included in the respective data file in your submission.
- Enter a 0 if the plan's data is not included in the respective data file in your submission.

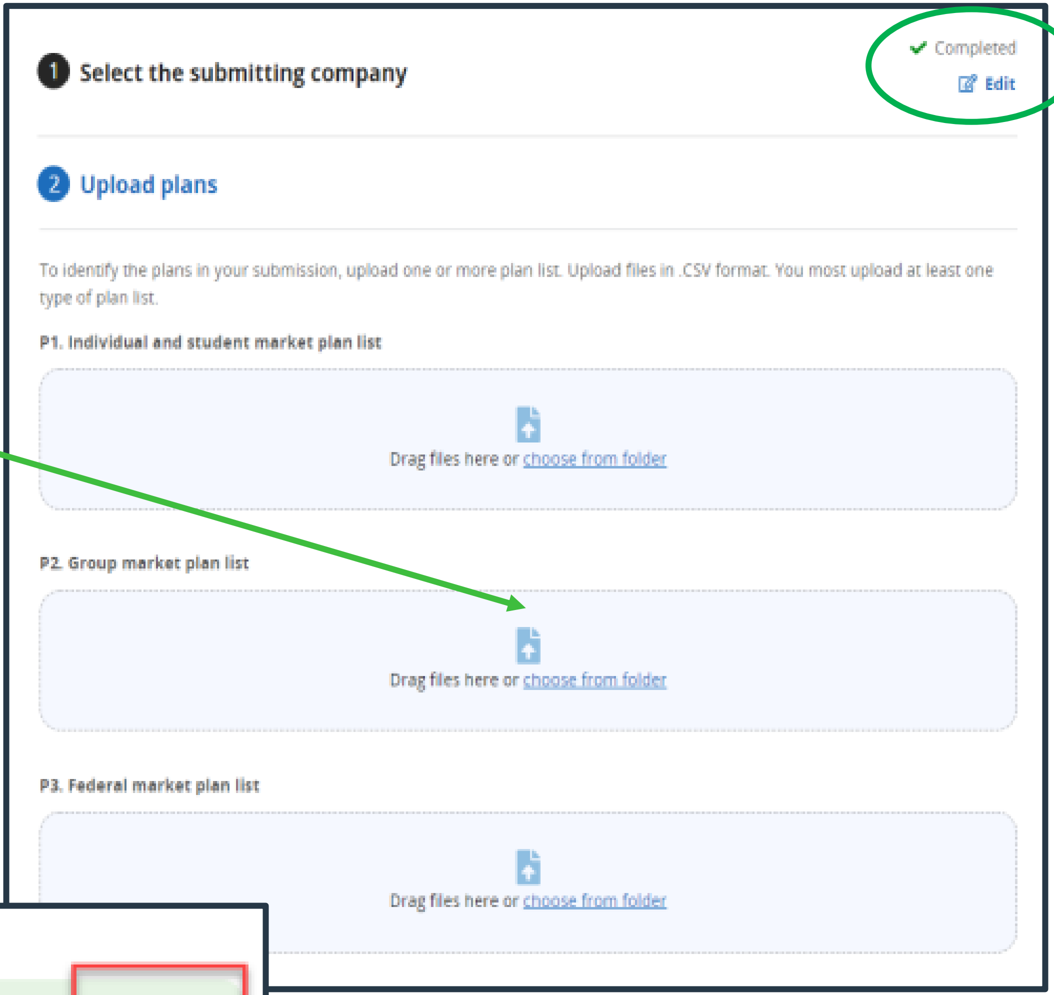
  For example, if an employer is submitting D1 and D2 on behalf of a plan, the employer should enter 1 in "Included in D1" and "Included in D2" and enter 0 for "Included in D3" through "Included in D8." *CMS will use this information to reconcile submissions when more than one reporting entity is submitting on behalf of a plan.*

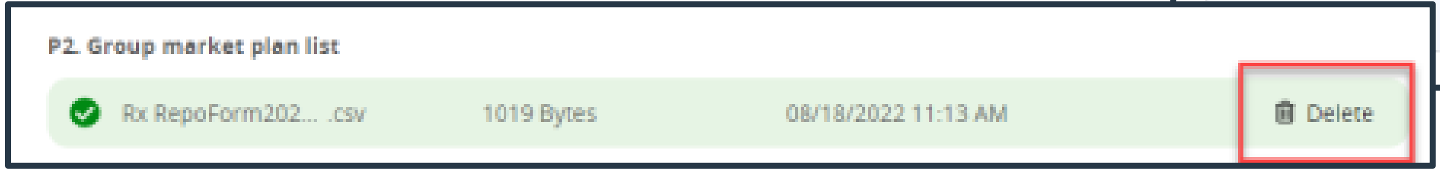
Submitting your Reports on the Module - P2

Step 2 of 5: Upload Plan List(s)

- In the Plan List section, upload your Group Health Plan List(s) P2 file (all filings must include a P2 file) by either dragging the files to the appropriate box or by selecting the 'choose from folder' link.

- Once you have uploaded the CSV file, the system indicates if it was successful or if there were errors. Successful files receive a **green check mark** by the file name with a date and time stamp. If an incorrect file was provided, select the 'Delete' button to remove any previously uploaded files.

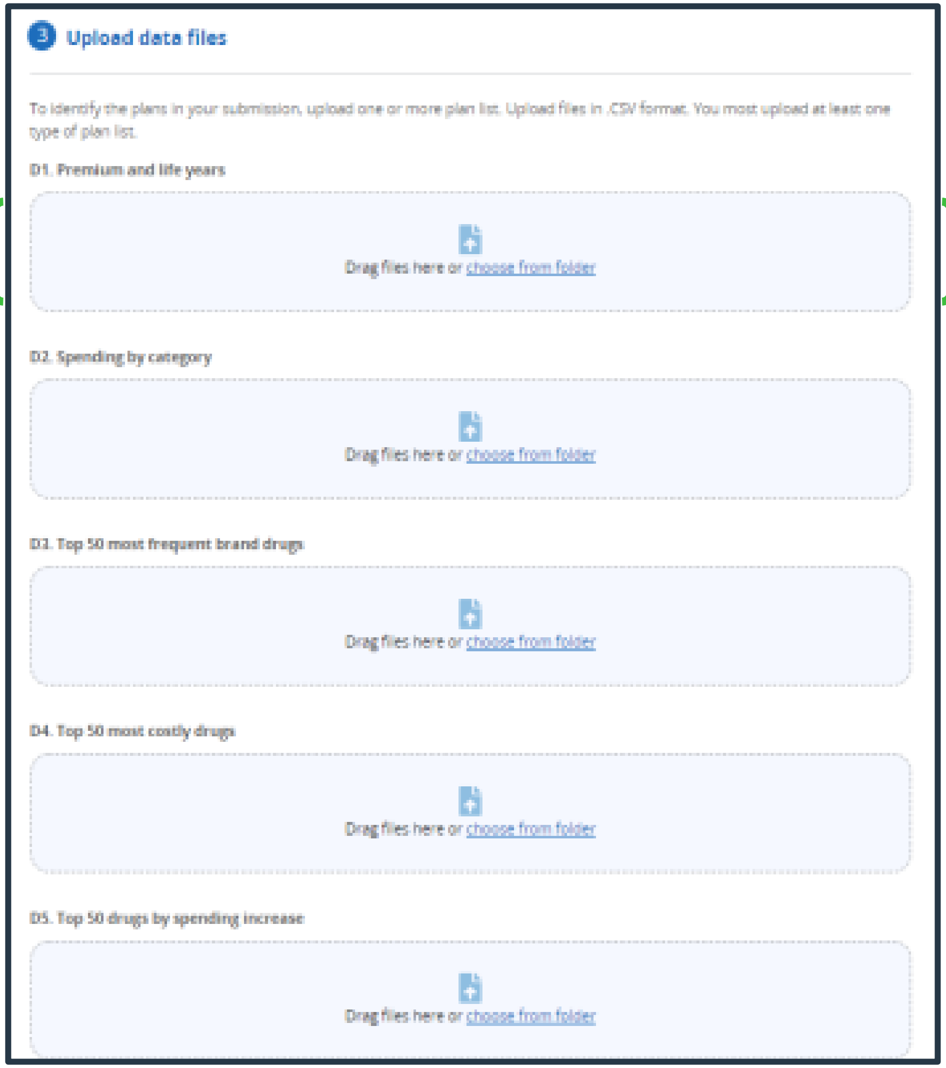




Submitting Your Reports on the Module

Step 3 of 5: Upload Data File(s)

- In the Data Files section, you may upload up to eight separate files. **NOTE:** If the group needs to self-report, most likely they will only be filing the D1 report, however other reports can also be submitted if the TPA or PBM will not file on the plan's behalf.
  - **D1. Premium and Life Years**
  - D2. Spending by Category
  - D3. Top 50 Most Frequently Dispensed Brand Drugs
  - D4. Top 50 Most Costly Drugs
  - D5. Top 50 Drugs by Spending Increase
  - D6. Rx Totals
  - D7. Rx Rebates by Therapeutic Class
  - D8. Rx Rebates for the Top 25 Drugs
- The specific data being requested within each of the files can be found within the RxDC Reporting Form Instructions on the RxDC Home Page. ***Reminder:*** *The system will only accept CSV files.*



See Module 1 for more guidance on completing the D1 report.

Assembling Your Narrative Response for the Module

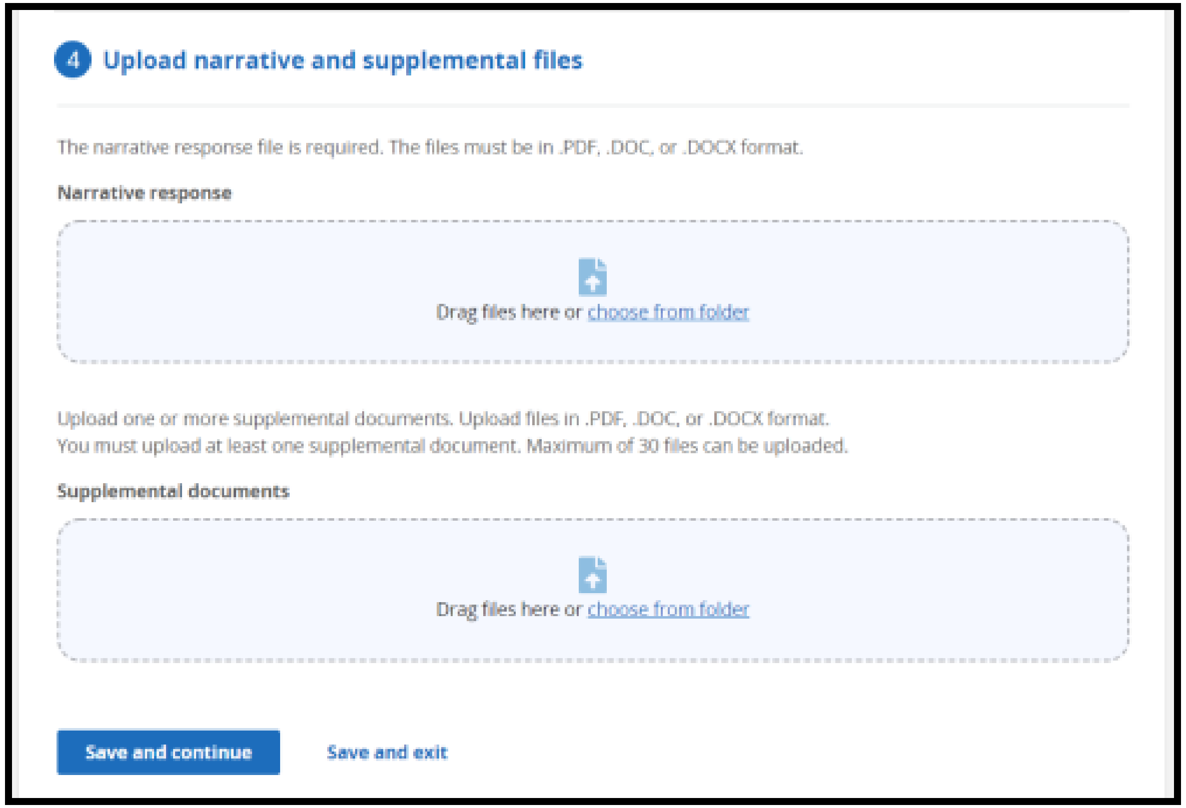
Step 4: Upload Narrative and Supplemental Files - Please note that most TPAs and PBMs are handling the narrative response. The narrative response will likely address the following topics:

- **Employer size**
- **Net payments from federal or state reinsurance or cost-sharing reduction programs**
- **Drugs missing from the CMS crosswalk**
- **Prescription drug rebates included or excluded in the D1 Rx Totals**
- **Medical benefit drugs and bundled/alternative payment arrangements**
- **Allocation methods for prescription drug rebates**
- **Impact of prescription drug rebates on premium and out-of-pocket costs**

Submitting Your Reports on the Module

Step 4: Upload Narrative and Supplemental Files

- The system allows only one narrative document and up to thirty supplemental documents to be uploaded. Once all files have been uploaded, click the ‘Save and continue’ button and go to Step 5.

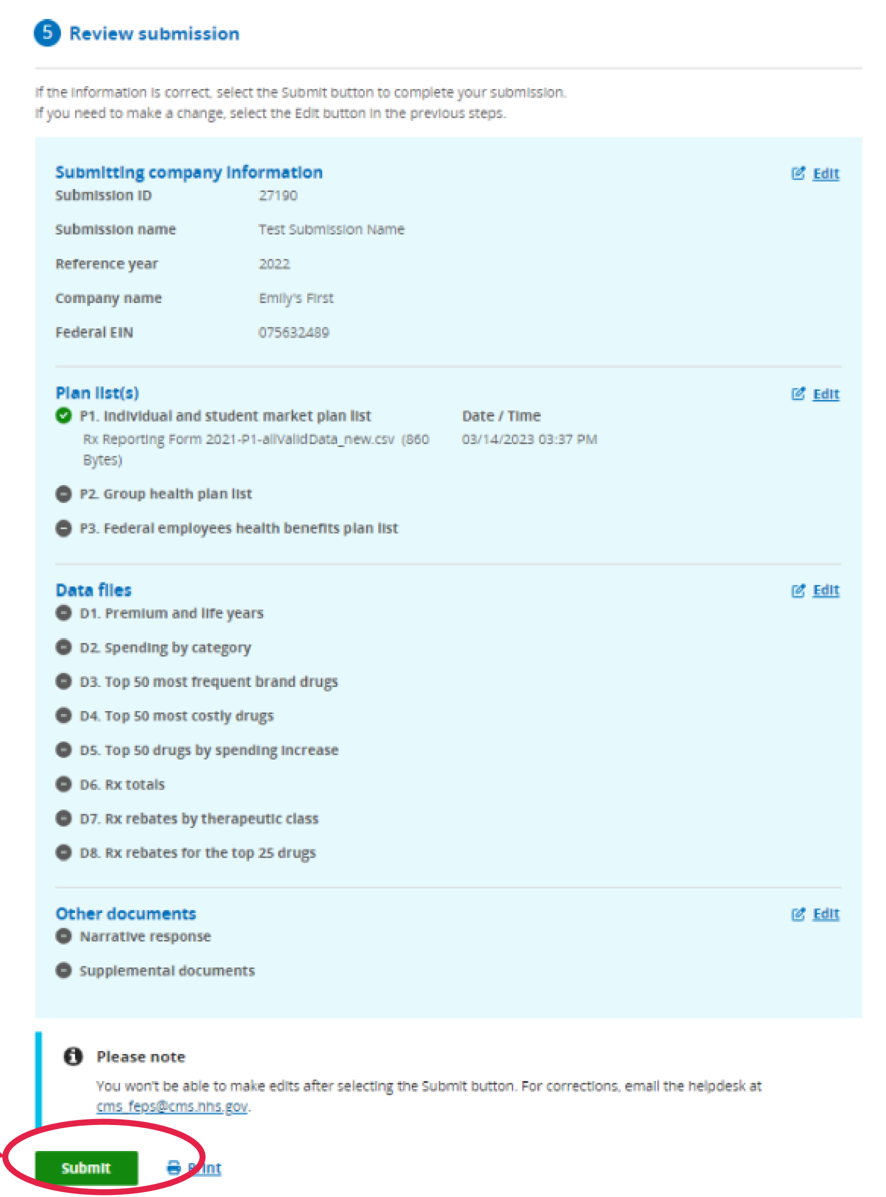


Submitting Your Reports on the Module

Step 5 of 5: Review Submission

- This is the last opportunity to review what you uploaded. If any section requires edits (e.g., the organization information, uploaded files, or other documents), click the Edit button located within the banner of all previous steps.

- The Review Submission page lists all successfully uploaded files and indicates which ones were not included in the submission. When you have finished your review, you'll press the **'Submit'** button.

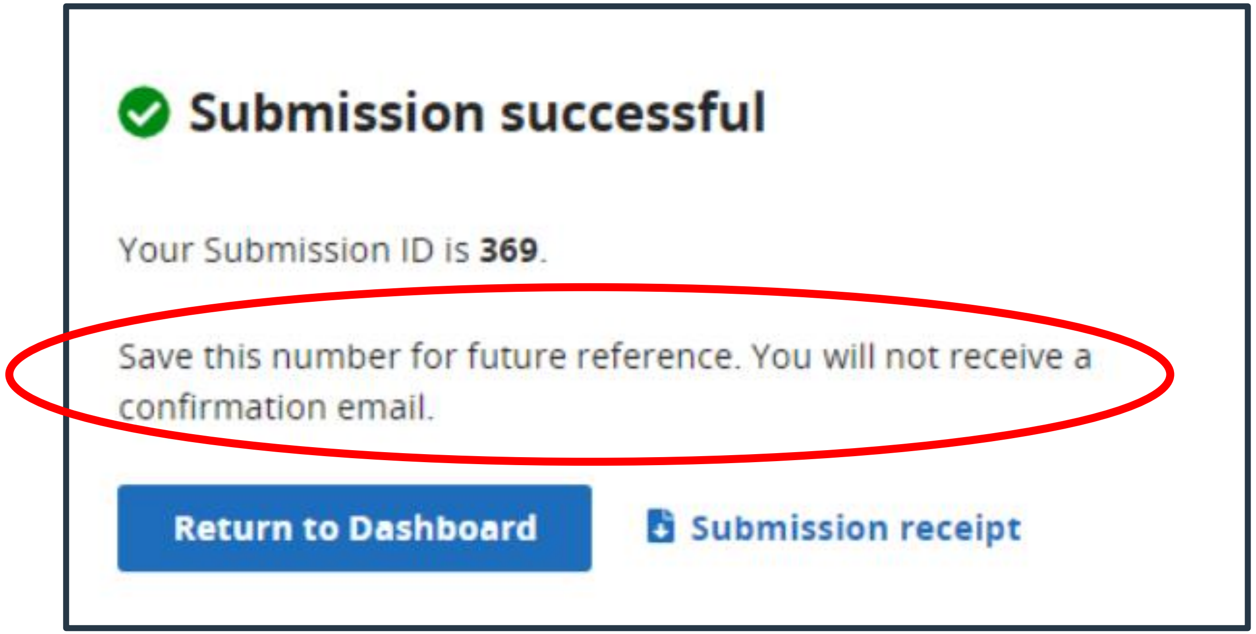


Submitting Your Reports on the Module

Successful File Submission

- If the submission was successful, you will receive a Submission successful alert. <u>Write down your submission ID number and take a screenshot of the confirmation message for your records. You will not receive a confirmation email.</u>

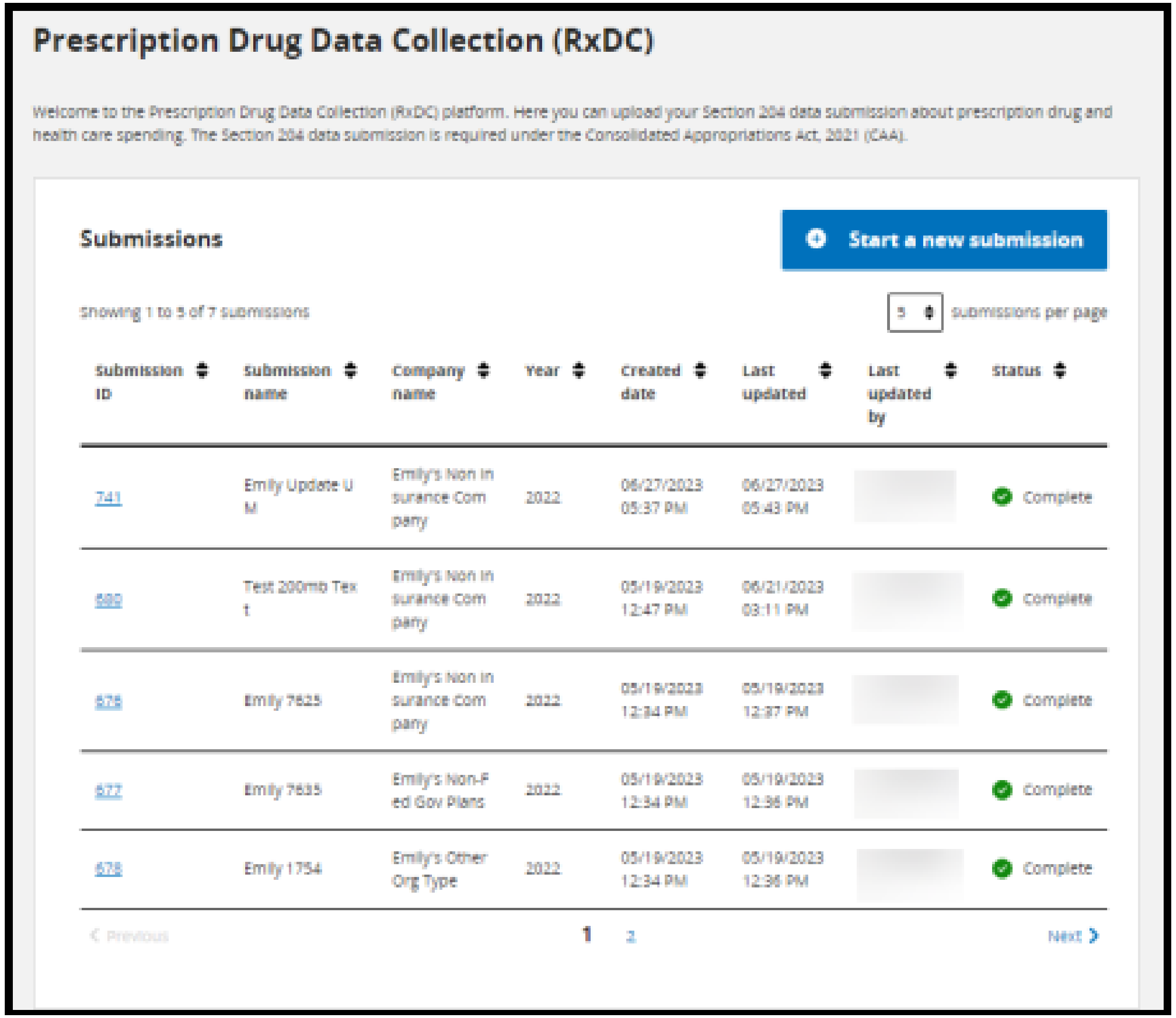
- After recording your submission ID number, select the ‘Return to Dashboard’ button to return to the RxDC Home Page, or select the ‘Submission receipt’ to prompt a printable version of the Submission successful page.



Submitting Your Reports on the Module

Viewing the Submission Dashboard with existing data

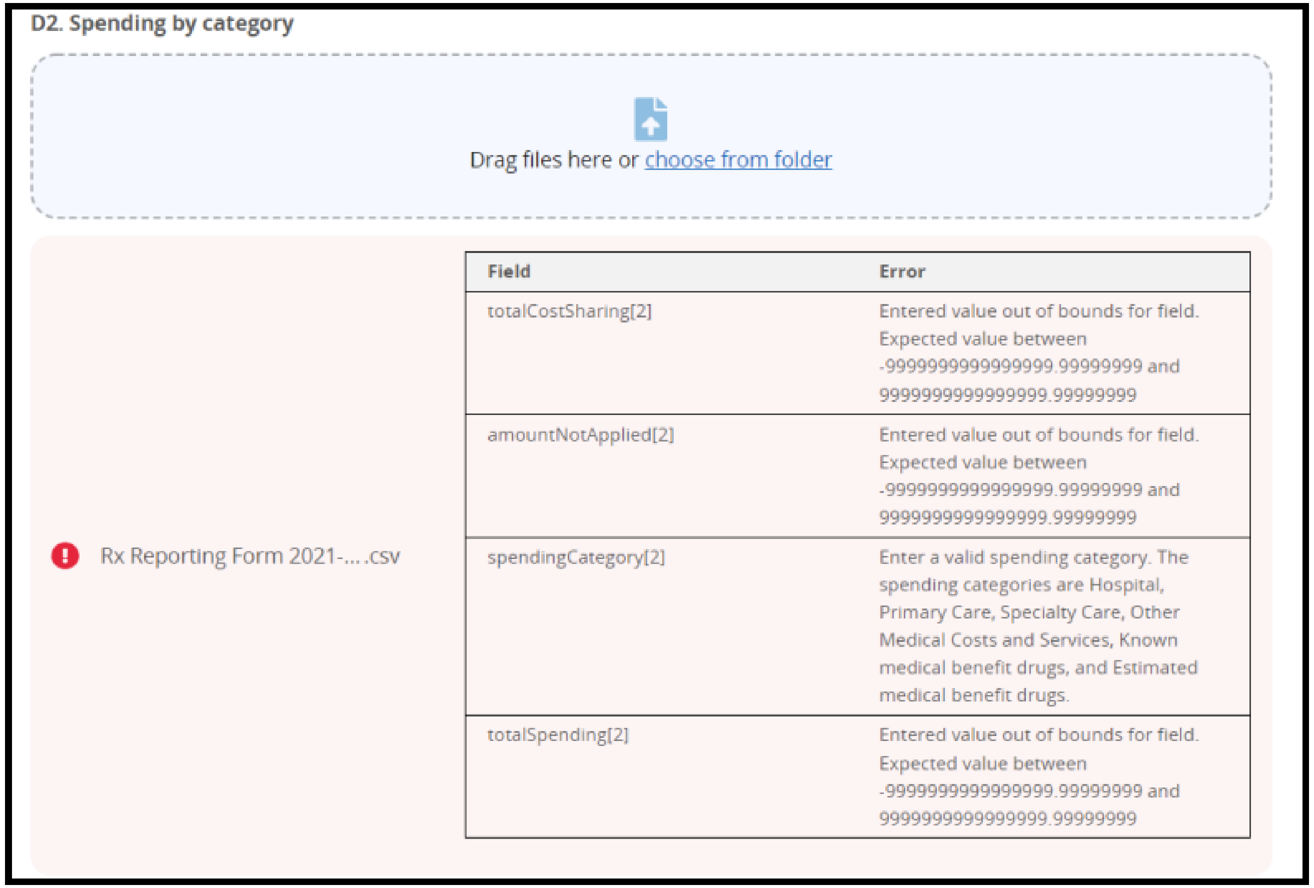
- Once you’ve submitted your files to the system, the Dashboard page will be updated to show a table listing out all existing ‘In Progress’ and ‘Completed’ submissions. You can sort the items within the table or select the Submission ID of a particular submission to view or resume it on this page.



Submitting Your Reports on the Module - Error Message

File Submission Error Window

- If your file upload contains errors, the system will show a red banner with additional details on which fields need attention.
- If you receive an error message, make corrections and re-upload the file.


D2. Spending by category

Drag files here or choose from folder

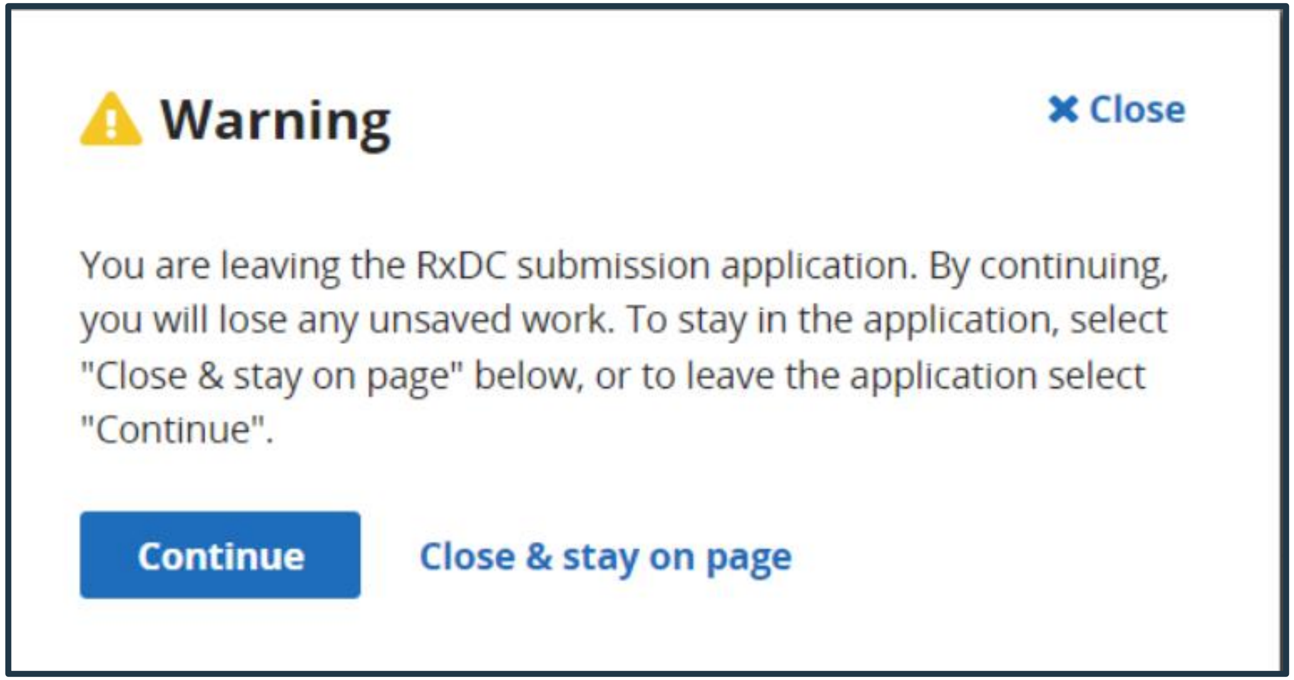
Rx Reporting Form 2021-... .csv

Field	Error
totalCostSharing[2]	Entered value out of bounds for field. Expected value between -9999999999999999.99999999 and 9999999999999999.99999999
amountNotApplied[2]	Entered value out of bounds for field. Expected value between -9999999999999999.99999999 and 9999999999999999.99999999
spendingCategory[2]	Enter a valid spending category. The spending categories are Hospital, Primary Care, Specialty Care, Other Medical Costs and Services, Known medical benefit drugs, and Estimated medical benefit drugs.
totalSpending[2]	Entered value out of bounds for field. Expected value between -9999999999999999.99999999 and 9999999999999999.99999999

Submitting Your Reports on the Module - Saving Your Work

Return to Home Page

- This safeguard warning appears if you are about to navigate away from an active submission and alerts you to save your work.



Next Steps

Next Steps: Key Takeaways for Employers

IMPORTANT:

Retain copies of the information you filed and confirmation that your submission was accepted

Discuss responsibilities for filing reports for upcoming calendar years with your insurance carrier, TPA, and PBM

Remember that RxDC reports are due on **June 1st of each calendar year** for the prior reporting year.

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Thank you.