



**CENTER FOR MEDICARE**

---

**TO:** All Part D Plan Sponsors

**FROM:** Cynthia G. Tudor, Ph.D., Director, Medicare Drug Benefit and C & D Data Group

**SUBJECT:** Upgrades to the Automated TrOOP Balance Transfer Process

**DATE:** March 27, 2013

The purpose of this memorandum is to announce the effective date of two upgrades to the automated TrOOP balance transfer (ATBT) process to support the successful transfer of data within the 15-day compliance timeframe that became effective in January 2013. In our October 26, 2012 memorandum, "Change to Compliance Timeframe for Automated TrOOP Balance Transfer," we announced that CMS worked with the National Council for Prescription Drug Program's (NCPDP) Work Group 1 Financial Information Reporting Task Group to revise the timing of the ATBT transactions to increase the number of the transactions sent during the new 15-day compliance period and to reschedule the last three transactions in the sequence to enable sponsors to report data changes that occur late in the current year or in the early months of the subsequent year.

Beginning April 1, 2013, the Part D Transaction Facilitator will implement the new ATBT transaction schedule. Under the new schedule, transactions will be sent as follows:

- The first transaction sequence will be sent one day prior to the effective date of the change or on the day the facilitator receives notice of the enrolment change, if later.
- The second sequence will be sent on the day following the initial series.
- During the first month, subsequent transaction sequences will be sent on days 8, 10, 12, 14, 21 and 28 following the second sequence.
- The next ATBT transaction sequence will be sent on day 73; i.e., 45 days (or a month and half) after the sequence sent on day 28.
- The next sequence will be sent on day 118; i.e., 45 days (or a month and half) later.
- Additionally, there will be three scheduled transaction sequences sent on December 1 of the current year and January 15 and February 28 of the subsequent year, for any beneficiary who had a FIR sequence prior to any of those dates.

In addition, beginning April 2, 2013, the Transaction Facilitator will be sending a new report, the Daily Cumulative FIR Aging Report. This report will identify all beneficiaries whose balances have not successfully transferred, as well as provide additional information to assist sponsors in complying with CMS' ATBT requirements. Drafts of the layout for the new report and a report guide, including a sample report, were emailed on February 4, 2013 by the Transaction Facilitator to the ATBT contacts who receive the current daily and bi-weekly TBT reports. Copies of these documents are attached for your information. The Daily Cumulative FIR Aging Report will replace the current two daily reports of rejected TBT transactions and the bi-weekly

report of unresolved TBT exceptions. As of August 1, 2013, these latter reports will no longer be transmitted.

If you have any questions concerning this memorandum, please contact Deborah Larwood at 410-786-9500 or via email at [Deborah.Larwood@cms.hhs.gov](mailto:Deborah.Larwood@cms.hhs.gov). Please direct any questions concerning the new report or the ATBT process to [TBTSupport@relayhealth.com](mailto:TBTSupport@relayhealth.com).