



SPECIAL BULLETIN

CMS RDS Center Makes Several Important Announcements RDS Actuaries Must Be Ready to Take Immediate Action

The Centers for Medicare and Medicaid Services (CMS) Retiree Drug Subsidy (RDS) Center announced several important changes to the website and RDS process. RDS actuaries will need to be ready to take immediate action in light of some changes, as discussed below.

The four changes announced by CMS include:

- [All RDS Actuaries Must Take Action!!!!](#)
- [RDS Secure Website Changes](#)
- [Updated RDS User Guide is Available](#)
- [Important Reconciliation Deadline Information Featured Content Update](#)

ALL RDS ACTUARIES MUST TAKE ACTION!!!!

CMS announced that all RDS Secure Website Actuaries will receive an email inviting them to re-register with the RDS Secure Website. Actuaries **are required** to complete this re-registration process, and should do so immediately upon receiving the registration email because the validation process takes several days to complete. All Actuaries with an RDS Secure Website user account will be unable to access the Website until they re-register.

CMS noted that **Actuaries must complete the validation process prior to scheduled RDS compliance deadlines** in order to assist Plan Sponsors in meeting these important deadlines. The CMS RDS Center suggested that Plan Sponsors and Actuaries communicate to discuss their re-registration progress.

The New Actuary Registration Process

An email will be sent to each Actuary and will contain a link for re-registration. Clicking on this link is the **only way** to begin the re-registration process. It is important to keep the email until you use the link for re-registration.

The new Actuary Registration process will require all Actuaries to provide their:

- Date of Birth,
- Social Security Number, and
- American Academy of Actuaries Membership Number.

After an Actuary re-registers, the RDS Center will validate the information. The information provided during Registration must correspond to the information the Academy has on file.

Multiple Role Conflict

An individual may have only one user account in the RDS Secure Website. The RDS Center validates an individual's Date of Birth and Social Security Number to ensure that each individual has only one user account at a time. If you currently have multiple user accounts, contact CMS' RDS Center Help Line at (877) 737-4357 or by email to RDS@cms.hhs.gov.

Attestation Changes

Previously during the Application process, the Plan Sponsor was asked to select the Attestation Method for the Benefit Options listed in the Application (i.e., whether any Benefit Options would be combined for purposes of the net test). Now, the Actuary is responsible for selecting the Attestation Method for the Benefit Options assigned, prior to Attesting to the Actuarial Equivalence of the Application.

RDS SECURE WEBSITE CHANGES

The RDS Secure Website Registration and Application processes have been updated with system changes, including:

- The Registration and Application processes have been restructured, including changes to assigning an Authorized Representative, assigning a Designee, and assigning an Actuary.
- Actuaries can now be assigned to an entire Application or by individual Benefit Option.
- Actuaries are now responsible for choosing the Attestation Method when Attesting to Actuarial Equivalence.
- All Actuaries are now required to re-register for the RDS Secure Website using a registration process that is more consistent with the registration process for Account Managers, Authorized Representatives and Designees.

As part of these system changes, help and on screen instructions have been updated to assist Plan Sponsors with completing the Registration and Application processes.

Users with questions should contact CMS' RDS Center Help Line at (877) 737-4357 or email their questions to RDS@cms.hhs.gov.

If the inquiry is about a specific RDS Application, CMS asks the User to include the following information in the e-mail:

- Your Name
- Your E-mail Address
- Your Phone Number
- Plan Sponsor Name
- Plan Sponsor ID
- Application ID

UPDATED RDS USER GUIDE IS AVAILABLE

CMS announced that [Version 4 of the RDS User Guide](#) is available. According to CMS, the RDS User Guide has been updated to reflect system changes to the Registration and Application process.

For example, Chapter 15: *Attest Actuarial Equivalence* has been added and now replaces "*How To Attest Actuarial Equivalence*".

CMS also noted the following User Guide chapters have been updated:

- Chapter 3: The RDS Program Big Picture
- Chapter 4: Becoming A Plan Sponsor
- Chapter 5: Registering As An RDS Secure Website User
- Chapter 6: Applying For The RDS Program
- Chapter 11: Reassigning Or Terminating RDS Secure Website User Roles
- Chapter 12: Managing Registered User Information
- Chapter 15: Attest Actuarial Equivalence (NEW)

In addition, the CMS announcement pointed out that the text of the following Agreements between CMS' RDS Center and the Plan Sponsor have been added:

- Appendix H: Plan Sponsor Agreement
- Appendix I: Reconciliation Agreement
- Appendix J: Interim Payment Agreement
- Appendix K: Attestation Agreement

IMPORTANT RECONCILIATION DEADLINE INFORMATION FEATURED CONTENT UPDATE

CMS also announced that the *Important Reconciliation Deadline Information Featured Content* on the RDS Program Website has been updated with the following language:

Note: Once the Authorized Representative completes *Reconciliation Step 12: Review and Submit Final Payment Request* in the RDS Secure Website, a page will be displayed that confirms Step 12 has been completed. **The RDS Center strongly recommends that you print that page for your records.**

To keep informed of this and other news about the RDS program, interested persons can check the RDS website at <http://rds.cms.hhs.gov/> and review recent RDS program news posts.

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