Coverage Gap Discount Program (CGDP) Manufacturer Portal

Reports
Users Guide

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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Portal Reports Users Guide. This guide provides you, the Manufacturer, with information on accessing the CGDP Portal to review and download reports for distributed quarterly and Benefit Year (BY) Closeout invoices.

As a Manufacturer participating in the CGDP (the Program), you have agreed to reimburse Medicare Part D Sponsors advancing the coverage gap discount amounts on behalf of Medicare beneficiaries who received covered Part D drugs while in the coverage gap phase of the Medicare benefit. This guide will assist you in complying with the Program requirements by utilizing the CGDP Portal to review reports associated with distributed invoices.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for CGDP-qualified prescription drug event (PDE) invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's reporting functionality provides Manufacturers the ability to:

- Review invoice line item information in summary (Invoice) and detail (Data) formats.
- Review Tracking reports that provide the history of disputed line item records.
- Review Batch payment reports submitted as part of the payment batch process detailed in the ***CGDP Manufacturer Portal Payments Users Guide*** located under ***References*** on the *TPAdministrator.com* website.
- Review 1099 information pertaining to Sponsors receiving payments as part of the Program.
- Request and review reports that are not available in or have been archived off the Portal, such as Invoice, Data, and Tracking reports, using the Ad Hoc report functionality.

This ***CGDP Manufacturer Portal Reports Users Guide*** will provide information on the reporting functions available in the Portal as well as tasked-based instructions for performing report retrieval and review.

CGDP Portal Login

The Portal is a U.S. government information system. To access the Reports functionality, a user must have authorized access to the Portal. Authorized users of the Portal application must adhere to CMS information security policies, standards and procedures.

Once the Portal Login page displays, the Welcome and Site Use warning notification is presented to the authorized user and they are provided with the ability to review the Terms of Use of the application.

To access the Portal, Manufacturers will enter their credential information (User ID and temporary password) provided by the TPA Operations Team. The User ID is the Corporation ID number, which categorizes the information loaded to the Portal. Information is limited to Manufacturer P numbers associated with the Corporation ID only. The TPA provides the initial temporary password to access the Portal to the Manufacturer via email, once the onboarding process is complete.

Detailed login instructions are located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website. Instructions contained within the guide include:
- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the Portal and its tabs and links
  Note: Users will not have the ability to view other Manufacturers' data.

To correctly exit out of the Portal, you *must* select the *Logout* link in the upper right hand corner of the active page.
> **Note**: Failing to select the *Logout* link to exit the system will lock a user out of the Portal for a minimum of 30 minutes.

CGDP Portal Reports

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Each participating Drug Manufacturer receives a quarterly invoice report identifying the payment due to each Part D Sponsor for coverage gap activity that occurred during the quarter. Each Manufacturer receives prescription drug event (PDE)-level information for final action PDEs with a gap discount amount greater than zero. In addition, the reports identify what is Part D Sponsors owe Drug Manufacturers due to PDE deletions and adjustments. All Manufacturer reports appear on the Reports tab of the Portal for review and download.

There are six (6) types of reports available on the Reports tab. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc reports. The Invoice, Data, and Tracking reports are loaded in their original flat file format to the Portal and have report file formats located on the TPAdministrator.com website to assist with reading and understanding the format. The Batch report is presented in the text file format used to load the data to the Portal for processing. The Data, Tracking, and Sponsor 1099 Information reports have data loaded in an Excel spreadsheet formats to display report information for enhanced readability.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.
The **Reports tab** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Report Type Selection region** provides a user with six (6) types of reports to view by selecting the corresponding radio button.
     - Invoice
     - Data
     - Tracking
     - Batch
     - Sponsor 1099 Information
     - Ad Hoc
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices.
4. **Reports Filter region** allows a user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.
     Note: To generate Excel reports of the invoices listed on the **Payments** or **Receipts** tabs, use the *CGDP Portal Reporting Link* instructions located in the ***CGDP Manufacturer Portal Payments Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

The following sections provide an overview and step-by-step instructions for the reports available on the **Reports** tab.

CGDP Portal – Invoice Reports

The **Reports tab – Invoice** allows a user to review distributed invoice information for quarterly and Benefit Year (BY) Closeout invoices.

The Invoice report for quarterly invoices identifies the positive amounts payable by Manufacturers to Part D Sponsors. Negative amounts summarize the payments Manufacturers will receive from Sponsor as a result of adjusted or deleted PDEs from previous quarters. The Invoice report for BY Closeout invoices, the Manufacturer Reimbursement Summary Report, allows identification of amounts owed to Manufacturers for upheld disputes by specific contract and by closed benefit year.

The **Reports tab – Invoice** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection. This tabbed region remains available during report type selection.
2. **Report Type Selection region – Invoice** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
    Note: Descriptions of the Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
4. **Reports Filter region – Invoice** allows a user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region – Invoice** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Invoice Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

The default selection for the **Report Type Selection region** is <u>Invoice</u> as displayed in this example.

The population of the <u>Invoice</u> radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

> **Note**: Descriptions of the <u>Data</u>, <u>Tracking</u>, <u>Batch,</u> <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent sections of this users guide for each report type.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Current Cutoff Calendar	
Reporting Period	201601
Invoice Paid By	06/06/2016
Invoice Distribution	04/30/2016
Dispute Submission	06/30/2016
Dispute Distribution	08/29/2016

Reports Filter Region – Invoice

The **Reports Filter region – Invoice** contains five (5) columns to assist a user with narrowing distributed invoice search criteria.

A. Corporate ID column defaults to the Corporate ID utilized to access the system.
B. P Number field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
C. Reporting Period field allows a user to select reporting periods using a drop down menu. Quarterly distributed invoices are listed by calendar year and quarter, in YYYYQQ format and BY Closeout invoices are listed by calendar year distributed, in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
   - BY Closeout
   - Quarterly
E. Item Count column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Invoice

The **Reports Filter Results region – Invoice** displays information requested for quarterly or BY Closeout invoice reports.

The **Reports Filter Results region – Invoice** contains six (6) columns used to review information of distributed invoices and allows a user to download the information for review.

A. Invoice Type column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
   - BY Closeout
   - Quarterly
B. P Number column displays a specific P number or all P numbers associated with the Corporate ID.
C. Reporting Period column displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
D. Date Loaded column displays the date the distributed invoice summary files load to the Portal. Date format is DD/MM/YYYY.
E. Download File column displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
F. Last Download Date column displays the last date and time distributed invoice report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions –Invoice Reports

Accessing Quarterly Invoice Reports

Manufacturers are able to utilize the Portal to view summary reports of invoice line items available for processing. The **Reports tab – Invoice** allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed invoices and provides the ability to download the information for review.

This instruction provides direction on accessing the **Reports tab – Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review quarterly invoice reports. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

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3. On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Invoice**.

4. To view the quarterly invoice summary reports, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Invoice**.

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the data in text file format
   - *Save* to save the data in text file format
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save **P1__6_201503_invoice_report.txt** from **apps.tpadministrator.com**?   Open   Save ▼   Cancel   ✕

6. After selecting the *Open* button, the text file information for the quarterly invoice summary report output will display.

This example displays an excerpt of a text file for invoice line items.
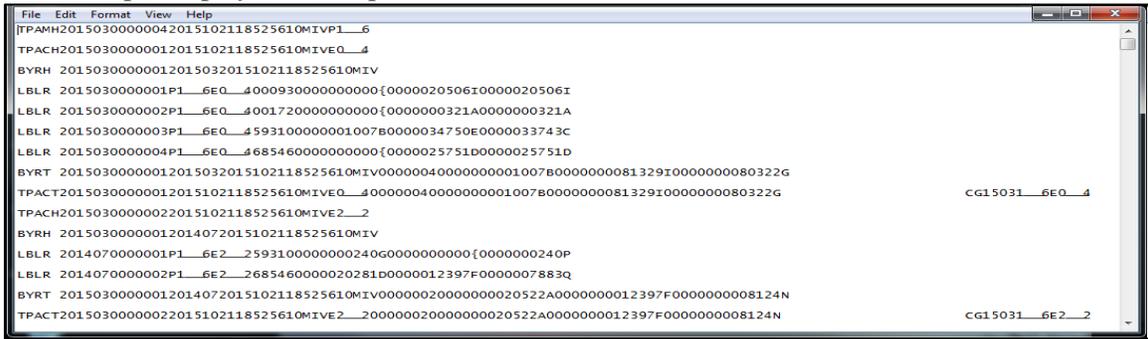
7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region – Invoice** will display the date and time of the last download of the specific quarterly invoices summary report in the Last Download column.

You have now completed accessing quarterly invoice summary reports.

Accessing Benefit Year (BY) Closeout Invoice Reports

Manufacturers are able to utilize the Portal to view BY Closeout invoice summary reports of upheld dispute invoices due from Sponsors. The Manufacturer Reimbursement Summary Report allows Manufacturers to identify any amounts owed from the Sponsor for upheld disputes by specific contracts and by benefit year.

This instruction provides direction on accessing the **Reports tab – Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review BY Closeout invoice reports. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

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3. On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Invoice**.

4. To view a specific invoice line item report, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Invoice.**

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the data in text file format
   - *Save* to save the data in text file format
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

6. After selecting the *Open* button, the text file information for the invoice line item will display.

This example displays an excerpt of a text file for BY Closeout invoice line items.

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region – Invoice** will display the date and time of the last download of the specific BY Closeout report in the Last Download column.
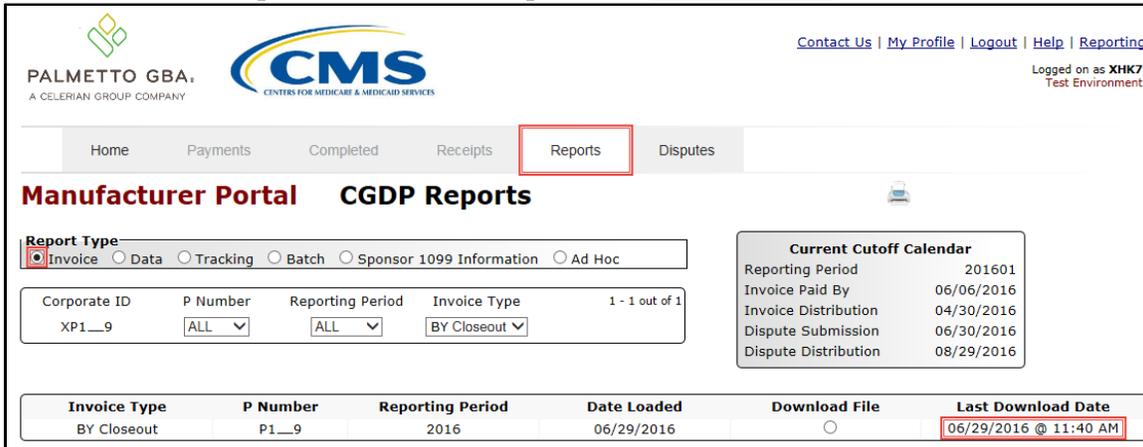
You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal – Data Reports

The **Reports tab – Data** allows a user to review detail information on distributed invoices for quarterly and BY Closeout invoices.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Data** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
2. **Report Type Selection region – Data** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
   Note: Descriptions of the <u>Tracking</u>, <u>Batch</u>, <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent instructional sections of the manual for each report type. Description and instruction of the <u>Invoice</u> report type is located in the previous section.
3. **Current Cutoff Calendar region** provides user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Data** allows a user to search for data listed by the defaulted Corporate ID or P number.
5. **Reports Filter Results region – Data** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Data Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.
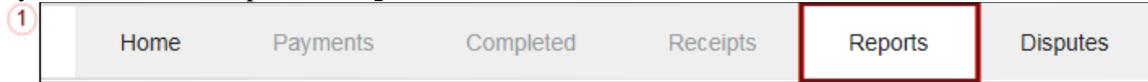
Report Type Selection Region – Data

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Data</u> radio button.

The population of the <u>Data</u> radio button provides a user with reports containing quarterly or BY Closeout detail information of the PDE's data combined to create the total invoice line item amount distributed to the Manufacturer.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Current Cutoff Calendar

Reporting Period	201601
Invoice Paid By	06/06/2016
Invoice Distribution	04/30/2016
Dispute Submission	06/30/2016
Dispute Distribution	08/29/2016

Reports Filter Region – Data

The **Reports Filter region – Data** contains five (5) fields to assist a user with narrowing invoice line item data search criteria.

A. Corporate ID column defaults to the Corporate ID utilized to access the system.
B. P Number field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
C. Reporting Period field allows a user select reporting periods for quarterly distributed invoices by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoice reports, users can select 'ALL' from the drop down list.
D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
   • BY Closeout
   • Quarterly
E. Item Count column displays the number of line items displayed on the current page of the total number of line items included for the reporting period

Reports Filter Results Region – Data

The **Reports Filter Results region – Data** displays information requested for data reports and contains eight (8) columns that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

A. Invoice Type column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
   • BY Closeout
   • Quarterly
B. P Number column displays a specific P number or all P numbers associated with the Corporate ID and based on the criteria selected in the **Reports Filter region – Data**.
C. Reporting Period column displays the distributed invoice summary by reporting period, in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
D. Date Loaded column displays the date the distributed invoice detail files load to the Portal. Date format is DD/MM/YYYY.
E. Download File column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in text file format.
F. Last Report Downloaded Date column displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

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G. <u>Download Spreadsheet</u> column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.

H. <u>Last Spreadsheet Downloaded Date</u> column displays the last date and time distributed spreadsheet invoice summary data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Data Reports

Accessing Quarterly Invoice Data Reports

Manufacturers are able to utilize the Portal to view detailed data reports for distributed invoice line items. The **Reports tab – Data** provides a user with reports containing detail information of the PDE's combined to create the total invoice line item amount distributed to the Manufacturer.

This instruction provides direction on accessing the **Reports tab – Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review quarterly invoice data reports. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

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3. On the **Reports** tab, populate the <u>Data</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Data**.

4. To view the detail invoice line item report in a text file format, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

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5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
    - *Open* to view the data in text file format
    - *Save* to save the data in text file format
    - *Cancel* to exit the decision message

This example displays the selected *Open* button.

6. After selecting the *Open* button, the text file information for the invoice line item will display.

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Report Downloaded Date column.

9. To view the detail invoice line item report in an Excel spreadsheet format, populate the <u>Download Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen:
   • *Open* to view the data in Excel spreadsheet format
   • *Save* to save the data in Excel spreadsheet format
   • *Cancel* to exit the decision message

This example displays the selected *Open* button.

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12. After selecting the *Open* button, an Excel spreadsheet containing the invoice line item summary will display.

13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.

14. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Spreadsheet Downloaded Date</u> column.

You have now completed accessing detail invoice line item data reports.

Accessing Benefit Year (BY) Closeout Data Reports

Manufacturers are able to utilize the Portal to view detail data reports for BY Closeout invoice line items. The Manufacturer Reimbursement Detail Report only reports on upheld disputes in which the action taken by the Sponsor to resolve the dispute resulted in a partial or full repayment of the disputed gap discount amount and the respective gap discount amount has not been previously invoiced for Sponsor payment to the Manufacturer.

This instruction provides direction on accessing the **Reports tab – Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review BY Closeout invoice data reports. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the ***TPAdministrator.com*** website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

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3. On the **Reports** tab, populate the <u>Data</u> radio button in the **Report Type Selection region** and select the specific <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Data**.

4. To view a specific detail invoice line item report in a text file format, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the data in text file format
   - *Save* to save the data in text file format
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

6. After selecting the _Open_ button, the text file information for the invoice line item will display.

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Report Downloaded Date</u> column.

9. To view a specific detail invoice line item report in an Excel spreadsheet format, populate the <u>Download Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen:
    - *Open* to view the data in Excel spreadsheet format
    - *Save* to save the data in Excel spreadsheet format
    - *Cancel* to exit the decision message

This example displays the selected *Open* button.

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12. After selecting the _Open_ button, an Excel spreadsheet containing the invoice line item summary will display.

13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.

14. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Spreadsheet Downloaded Date column.

You have now completed accessing BY Closeout detail data reports.

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CGDP Portal – Tracking Reports

The **Reports tab – Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout reports that provide the status of all upheld disputes for the closed benefit year.

The Upheld Dispute Tracking Report for Manufacturers is a report that will provide the Manufacturer with the status of invoiced PDEs that were disputed and subsequently upheld. The purpose of the report is to inform Manufacturers of any adjustment or deletion activity undertaken by the Sponsor in response to the upheld dispute.

As a reminder, Manufacturers should consider that not all adjustments to a PDE record in response to an upheld dispute will result in a full or even partial reimbursement of the gap discount to the Manufacturer. Part D Sponsors can make changes to both financial and/or non-financial elements on the PDE record to resolve the issue that led to the successfully disputed PDE, for example through an adjustment to a field such as Fill Number, Days' Supply or Quantity Dispensed on the PDE record. This type of resolution may or may not result in the Manufacturer receiving the gap discount amount back.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Tracking** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and the tabs available for selection. This tabbed region remains the same during report type selection.
2. **Report Type Selection region – Tracking** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
    > **Note**: Descriptions of the Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type. Descriptions and instructions of the Invoice and Data report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
4. **Reports Filter region – Tracking** allows the user to search data listed by the defaulted Corporate ID.

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5. **Reports Filter Results region – Tracking** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Reports – Tracking functionality.

Tabbed Region - Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

① | Home | Payments | Completed | Receipts | **Reports** | Disputes |
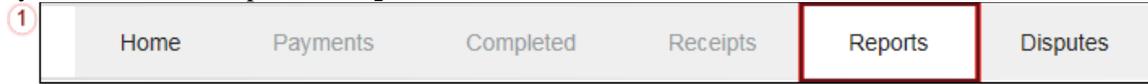
Report Type Selection Region - Tracking

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
This example displays the populated <u>Tracking</u> radio button.

② **Report Type**
○ Invoice ○ Data ◉ Tracking ○ Batch ○ Sponsor 1099 Information ○ Ad Hoc
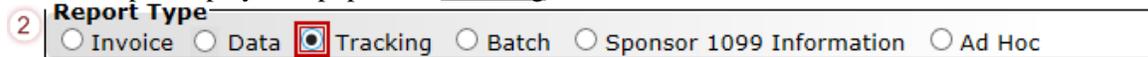
The population of the <u>Tracking</u> radio button allows a user to select and view distributed invoice line reports.

The Tracking report will provide Drug Manufacturers the history of gap discounts invoiced in Q17 which were successfully disputed but not invoiced to Sponsors as due to the Drug Manufacturer in any invoicing cycle after Q17. The Tracking report will also provide changes that Part D Sponsors make to non-financial data on disputed PDE records if that change resolves the issue that was the basis for the upheld dispute for the benefit year. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

③
Current Cutoff Calendar	
Reporting Period	201601
Invoice Paid By	06/06/2016
Invoice Distribution	04/30/2016
Dispute Submission	06/30/2016
Dispute Distribution	08/29/2016

Reports Filter Region – Tracking

The **Reports Filter region – Tracking** contains five (5) fields to assist a user with narrowing distributed invoice search criteria.

A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
C. <u>Reporting Period</u> field allows a user select reporting periods for distributed BY Closeout invoices by calendar year in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
D. <u>Invoice Type</u> field allows a user to select the type of invoice report to view from the drop down menu. The <u>Invoice Type</u> field defaults to BY Closeout.
E. <u>Item Count</u> column displays the number of tracking report line items appearing on the current page of the total number of tracking reports included for the reporting period.

Reports Filter Results Region – Tracking

The **Reports Filter Results region - Tracking** displays information requested for tracking reports.

The **Report Filter Results region – Tracking** contains six (6) columns used to review the BY Closeout benefit year reports that provide the status of each gap discount PDE saved in the CMS database and allows the user to download the information for review.

A. <u>Invoice Type</u> column displays the type of invoice selected in the **Reports Filter region** and defaults to BY Closeout.
B. <u>P Number</u> column displays a specific P number or all P numbers associated with the Corporate ID.
C. <u>Reporting ID</u> column displays distributed BY Closeout tracking report by corresponding reporting period, in YYYY format.
D. <u>Date Loaded</u> column displays the date the distributed BY Closeout tracking reports are loaded to the Portal. Date format is DD/MM/YYYY.
E. <u>Download File</u> column displays a radio button to allow downloading of distributed BY Closeout information loaded to the Portal.
F. <u>Last Downloaded Date</u> column displays the last date and time distributed BY Closeout report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Tracking Reports

Accessing Tracking Reports

Manufacturers are able to utilize the Portal to view tracking reports that contain disputed invoice line item history. The **Reports tab – Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout report that display the status of all upheld disputes for the closed benefit year. Information provided in the tracking report will communicate whether or not correction of the disputed PDE record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

This instruction provides direction on accessing the **Reports tab – Tracking** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review BY Closeout tracking reports. Instructions for logging into the Portal can be located in the **_CGDP Manufacturer Portal Introduction and Login Users Guide_** located under **_References_** on the _TPAdministrator.com_ website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

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3. On the **Reports** tab, populate the <u>Tracking</u> radio button in the **Report Type Selection** region and select BY Closeout from the <u>Invoice Type</u> drop down list located in the **Reports Filter region**.

4. To view a specific cumulative BY Closeout report, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region**.

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the data in text file format
   - *Save* to save the data in text file format
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

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6. After selecting the *Open* button, the file information for the invoice line item will display.

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region – Tracking** will display the date and time of the last download of the specific invoice line item(s) in the Last Downloaded Date column.
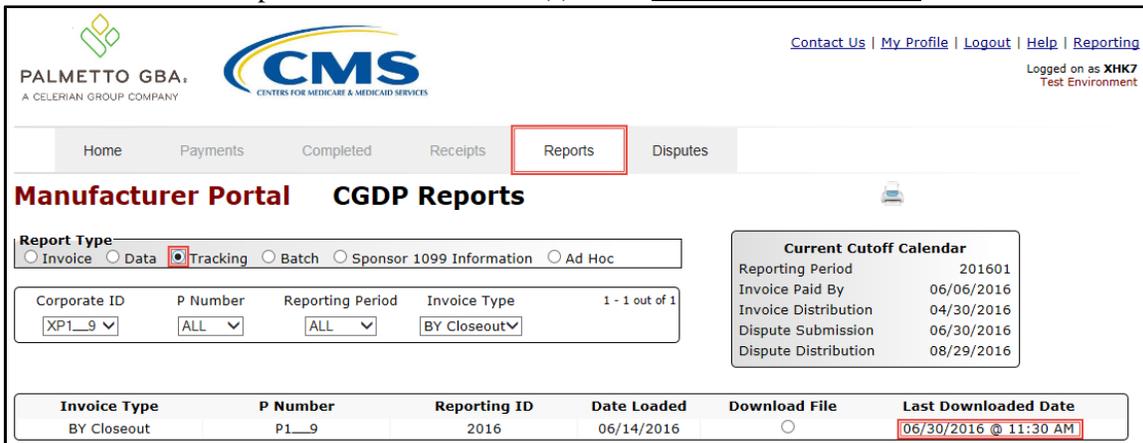
You have now completed accessing BY Closeout tracking reports in the Portal.

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CGDP Portal – Batch Reports

The **Reports tab – Batch** provides the user with the ability to review payment batch information submitted via the Portal.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Batch** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
2. **Report Type Selection region – Batch** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
   Note: Descriptions of the Sponsor 1099 Information and Ad Hoc report types follow in subsequent instructional sections of the manual. Descriptions and instructions of the Invoice, Data, and Tracking report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Batch** allows a user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region – Batch** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Batch Reports functionality.

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Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.
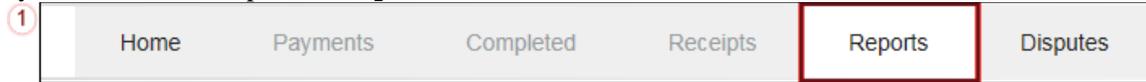
Report Type Selection Region – Batch

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated Batch radio button.

The population of the Batch radio button provides a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user is able to view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Filter Region – Batch

The **Reports Filter region – Batch** contains five (5) columns to allow a user to view batch file data uploaded to the system.
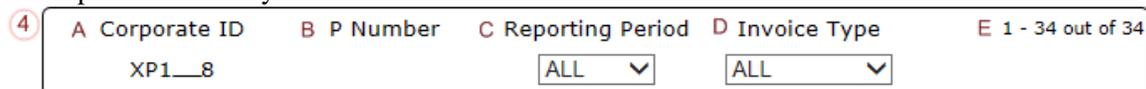
- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. P Number field remains blank.
- C. Reporting Period field allows a user to select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Manufacturers will use the Invoice Type of Quarterly.

Note: The Invoice Type of BY Closeout will not produce batch reports because Manufacturers will not process payments for BY Closeout invoices.

E. Item Count column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Batch

The **Reports Filter Results region – Batch** contains five (5) columns used to review batched payment initiation files loaded to the system.

A Corporate ID	B Submission Date	C Status	D Download File	E Last Download Date
XP1__8	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	○	01/21/2016 @ 10:29 AM
	Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	○	01/21/2016 @ 10:41 AM
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	○	01/21/2016 @ 10:41 AM
	Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	○	01/22/2016 @ 1:24 PM
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	○	01/21/2016 @ 10:39 AM
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	○	07/29/2015 @ 2:49 PM
	Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	○	07/28/2015 @ 1:23 PM
	Submitted at 07/28/2015 @ 1:21 PM	Partially Rejected	○	07/28/2015 @ 1:21 PM

A. Corporate ID column defaults to the Corporate ID utilized to access the system.
B. Submission Date column displays the batch file date and time for files loaded to the system. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.
C. Status column provides the condition of the batch file loaded to the system. Processed batches display statuses such as successfully processed, partially rejected (containing line failures), or totally rejected.
D. Download File column displays a radio button to allow downloading of batch file information loaded to the system.
E. Last Download Date column displays the last date and time batch summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Batch Reports

Accessing Batch Reports

Manufacturers are able to utilize the **Reports tab – Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items and provide a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user is able to view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

This instruction provides direction on accessing invoice batch reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review batch reports. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

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3. On the **Reports** tab, populate the <u>Batch</u> radio button in the **Report Type Selection region**.

4. Populate the <u>Download File</u> radio button to correspond to the applicable batch file to review.

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
    - *Open* to view the data in text file format
    - *Save* to save the data in text file format
    - *Cancel* to exit the decision message

This example displays the selected *Open* button.

6. After selecting the *Open* button, review the downloaded batch text file for line items containing both success and failed line items.

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region – Batch** will display the date and time of the last download of the specific batch file item(s) in the <u>Last Download</u> column.

You have now completed accessing <u>Batch</u> Reports.

CGDP Portal – Sponsor 1099 Information Reports

The **Reports tab – Sponsor 1099 Information** provides a user with the ability to review Sponsor 1099 related non-bank account information for entities receiving payments from Manufacturers via the Portal.

This 1099 information report will give a user relevant, easily identifiable, non-bank account information for Sponsors such as business name, tax identification number/employer identification number (TIN/EIN), and mailing address.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Sponsor 1099 Information** contains four (4) regions.

1. **Tabbed region – Reports** displays tabs available for selection and the tab that is currently active.
2. **Report Type Selection region – Sponsor 1099 Information** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

    Note: Description of the <u>Ad Hoc</u> report type follows in a subsequent instructional section of the manual. Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, <u>Tracking</u>, and <u>Batch</u> report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
4. **Corporate ID Choose Format region** displays the defaulted Corporate ID and allows the user to select the report format to download the **Sponsor 1099 Information** report, in either a text file or Excel spreadsheet.

The upcoming pages will describe each region and the functions associated with <u>Sponsor 1099 Information</u> Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.

| Home | Payments | Completed | Receipts | **Reports** | Disputes |
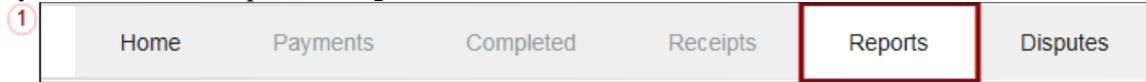
Report Type Selection Region – Sponsor 1099 Information

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Sponsor 1099 Information</u> radio button.

Report Type
○ Invoice ○ Data ○ Tracking ○ Batch ◉ Sponsor 1099 Information ○ Ad Hoc

The population of the <u>Sponsor 1099 Information</u> radio button provides a Manufacturer with 1099 information for each sponsor participating in the Program. This 1099 information report will provide a user with relevant, easily identifiable, non-bank account information for Sponsors. A user is able to view the file in text or spreadsheet format.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.
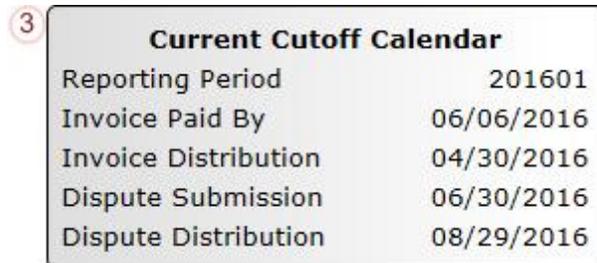
Current Cutoff Calendar

Reporting Period	201601
Invoice Paid By	06/06/2016
Invoice Distribution	04/30/2016
Dispute Submission	06/30/2016
Dispute Distribution	08/29/2016

Corporate ID and Choose Format Region

The **Corporate ID and Choose Format region** contains the <u>Corporate ID</u> column that defaults to the Corporate ID utilized to access the Portal and allows a user to view 1099 data uploaded to the system. It also contains two (2) radio buttons to allow a user to select between text files or Excel spreadsheet files to view 1099 data.

Corporate ID **Choose Format**

XP1__8   A ○ **Download Text File**   B ○ **Download Spreadsheet**

A. <u>Download Text File</u> radio button selected to view the Manufacturer 1099 data in a text file format.
B. <u>Download Spreadsheet</u> radio button selected to view the Manufacturer 1099 data in an Excel spreadsheet format.

CGDP Portal Instructions – Sponsor 1099 Information Reports

Accessing Sponsor 1099 Information Reports

Manufacturers are able to utilize the **Sponsor 1099 Information Reports** functionality in the Portal to view non-bank account information to assist with 1099 reporting for payments made to Sponsors.

This instruction provides direction on accessing the 1099 information reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review Sponsor 1099 Information reports. Instructions for logging into the CGDP Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturers for the reporting period.

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3. To review the <u>Sponsor 1099 Information</u>, select the **Reports** tab and populate the <u>Sponsor 1099 Information</u> radio button.

4. To view the 1099 information in text file format, populate the <u>Download Text File</u> radio button.

5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the data in text file format
   - *Save* to save the data in text file format
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

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6. After selecting the _Open_ button, review the downloaded text file for Sponsor 1099 Information.

This example displays the downloaded text file with the type of information available on the Sponsor 1099 Information report after selecting the Download Text File radio button.
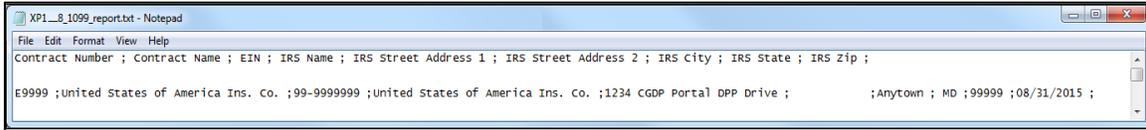
7. Once review of the text file is complete, return to the **Reports** tab.

8. To view the 1099 information in spreadsheet format, populate the Download Spreadsheet radio button.
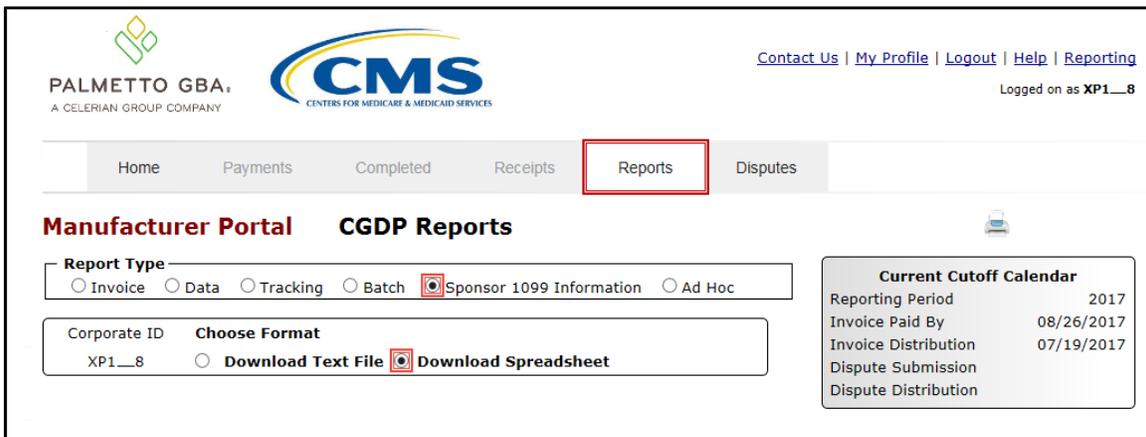
9. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - _Open_ to view the data in text file format
   - _Save_ to save the data in text file format
   - _Cancel_ to exit the decision message

This example displays the selected _Open_ button.

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10. After selecting the *Open* button, review the downloaded Excel spreadsheet for <u>Sponsor 1099 Information</u>

This example displays the type of information available on the <u>Sponsor 1099 Information</u> report after selecting the <u>Download Spreadsheet</u> radio button.
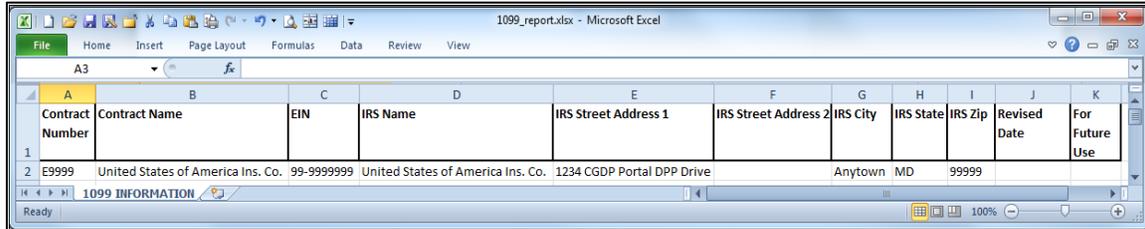
11. Once review of the Excel file is complete, return to the **Reports** tab.

You have now completed accessing the <u>Sponsor 1099 Information</u> reports.

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CGDP Portal – Ad Hoc Reports

The **Reports tab – Ad Hoc** is used to provide a user with the ability to access special data and reports, such as archived reports or other documentation, which are not readily available on the Portal.

The **Ad Hoc** functionality allows a user to view data requested from the TPA using contact information listed on the *Contact Us* link. Fulfilled report requests are available via the population of the Ad Hoc radio button. Reports that can appear under the Ad Hoc radio button can consist of:

- Archived reports: Reports typically removed from the Portal two (2) years after initial load. Reports that are archived off the Portal consist of:
  - Invoice
  - Data
  - Tracking
  - Dispute Resolution
- Special request data: Reports or notifications that do not conform to the existing report formats available on the Reports tab

Requested reports, accessible via the Ad Hoc radio button, will be available for download for one (1) of the following periods:

- Fourteen (14) calendar days from request date
- Seven (7) calendar days after download

Reports are removed from the system depending on which time period expires first, request date or last download date.

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The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Ad Hoc** contains five (5) regions.

1. **Tabbed region – Reports** displays the tabs available for selection and the tab page that is currently active.
2. **Report Type Selection region – Ad Hoc** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
      Note: Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, and <u>Sponsor 1099 Information</u> report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Ad Hoc** allows a user to search data listed by the defaulted Corporate and all P numbers associated with that Corporate ID.
5. **Reports Filter Results region – Ad Hoc** displays results based on data requested for review.

The upcoming pages will describe each region and the functions associated with <u>Ad Hoc</u> Reports functionality.

Tabbed Region – Reports

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.
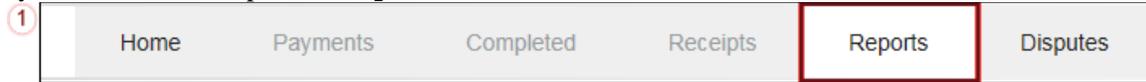
Report Type Selection Region – Ad Hoc

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated Ad Hoc radio button.

The population of the Ad Hoc radio button provides a Manufacturer with the ability to request reports for Invoice, Data, Dispute Return, and Dispute Resolution files for data older than Q2 2015.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.
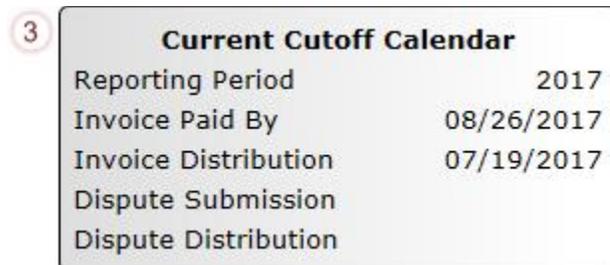
Reports Filter Region – Ad Hoc

The **Reports Filter region – Ad Hoc** contains three (3) fields that allow a user to view ad hoc data loaded to the system.
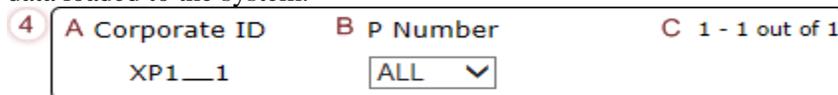
     A. Corporate ID column defaults to the Corporate ID utilized to access the system.
     B. P Number field defaults to ALL, but allows a user to sort reports visible by P number associated with the Corporate ID.
     C. Item Count column displays the number line items displayed on the current page of the total number of items available for the Corporate ID.

Filter Results Region – Ad Hoc

The **Reports Filter Results region – Ad Hoc** contains six (6) columns to allow a user to display or download requested reports.

> **Note**: Reports that have a date greater than 2015Q2 will not be available on the <u>Ad Hoc</u> page.

Requested reports will be available for download for one (1) of the following periods: two (2) weeks from request date or one (1) week after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

A P Number	B Reporting Period	C Report Type	D Date Loaded	E Download File	F Last Downloaded Date
P1__1	201404	Invoice	07/25/2017	○	

(⑤)

A. <u>P Number</u> column displays to the P number associated with the specific <u>Report Type</u> requested.
B. <u>Reporting Period</u> column displays to the quarterly reporting period for the requested <u>Report Type</u>. Format of <u>Reporting Period</u> is YYYYQQ, where YYYY represents the calendar year and QQ represents the quarter. Example: The <u>Reporting Period</u> of 201501 represents calendar year 2015 first quarter.
C. <u>Report Type</u> column displays to the requested report. Report types available for Ad Hoc requests consist of Invoice, Data, Dispute Return, and Dispute Resolution reports.
D. <u>Date Loaded</u> column displays the date the requested Ad Hoc file was loaded to the Portal. Files will remain available in the **Reports Filter Results region – Ad Hoc** page for fourteen (14) calendar days from the <u>Date Loaded</u> or seven (7) calendar days after the <u>Last Download Date</u>, whichever comes first.
E. <u>Download File</u> column displays a radio button to allow a user to view the specific <u>Report Type</u> in a text file format.
F. <u>Last Download Date</u> column displays the last date the specific <u>Report Type</u> was downloaded in DD/MM/YYYY and HH:MM AM/PM format. Files will remain available in the **Reports Filter Results region – Ad Hoc** page for fourteen (14) calendar days from the <u>Date Loaded</u> or seven (7) calendar days after the <u>Last Download Date</u>, whichever comes first.

CGDP Portal Instructions – Ad Hoc Reports

Submitting and Accessing Ad Hoc Reports

Manufacturers are able to utilize the **Ad Hoc Reports** functionality to view distributed invoice reports prior to the Q2 2015 invoicing period. Report types available for review on the Ad Hoc report page: Invoice, Data, Dispute Return, or Dispute Resolution reports.

This instruction provides direction on accessing the Ad Hoc reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. To submit a request for a CGDP Invoice, Data, or Dispute Resolution report dated 2015Q1 or earlier, users should contact the TPA utilizing the *Contact Us* link. The Ad Hoc request, submitted via email or phone, should contain the reporting period and report type, which should be loaded to the Portal for viewing and downloading. Access to submit a request does not require authorized access to the Portal.

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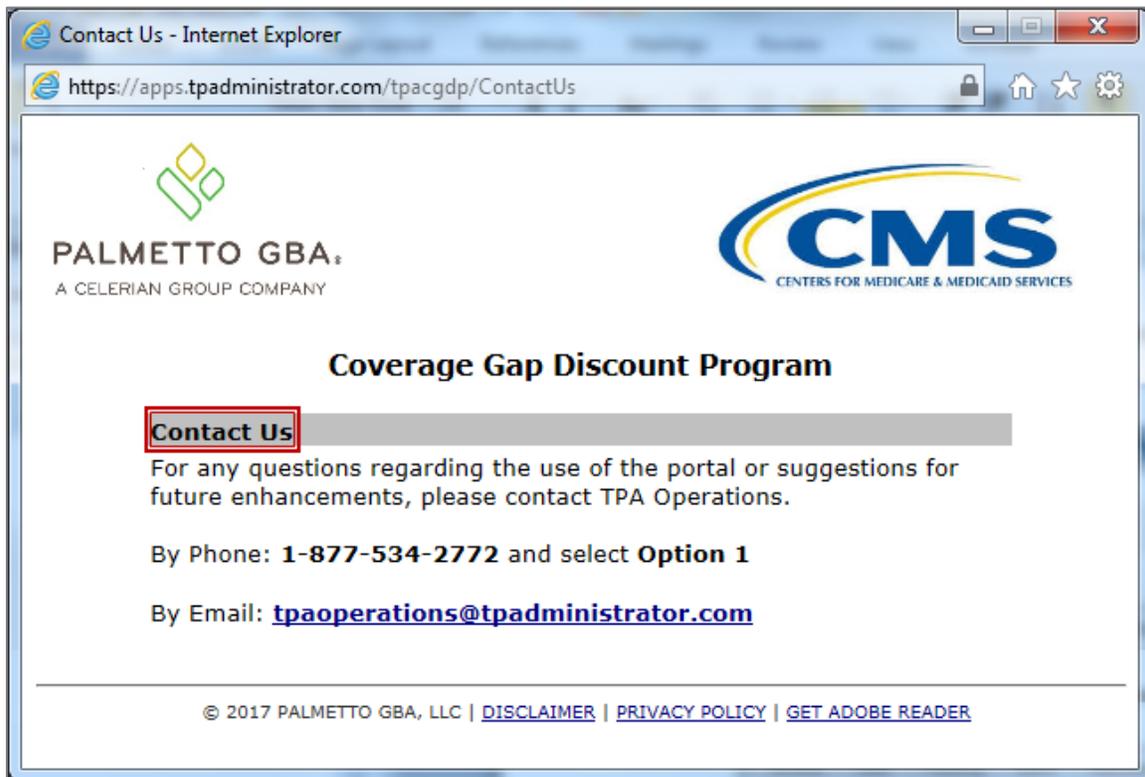
2. Authorized end users will access the Portal to review completed Ad Hoc reports requests. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

3. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for review and download.

4. To review the Ad Hoc report request, select the **Reports** tab and populate the Ad Hoc radio button.

5. To view the requested ad hoc reports in text file format, populate the <u>Download File</u> radio button corresponding to the specific requested report.

6. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

-   *Open* to view the data in text file format
-   *Save* to save the data in text file format
-   *Cancel* to exit the decision message

This example displays the selected *Save* button.

> **Note**: It is recommended to save the requested report, since requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

7. After selecting the *Open* button, review the downloaded text file for <u>Ad Hoc</u> reports.

This example displays the downloaded text file with the type of information available on the <u>Ad Hoc</u> report after selecting the corresponding <u>Download File</u> radio button.
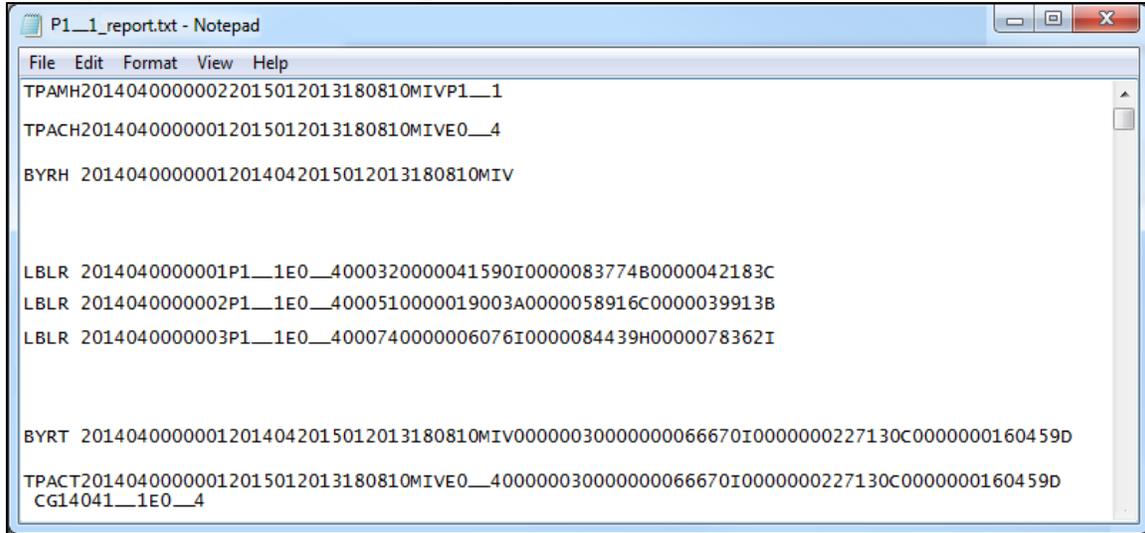
8. Once review of the text file is complete, return to the **Reports** tab.

9. Return to the **Reports** tab to review the <u>Last Download Date</u> column populated with the most recent date and time of download for the file.
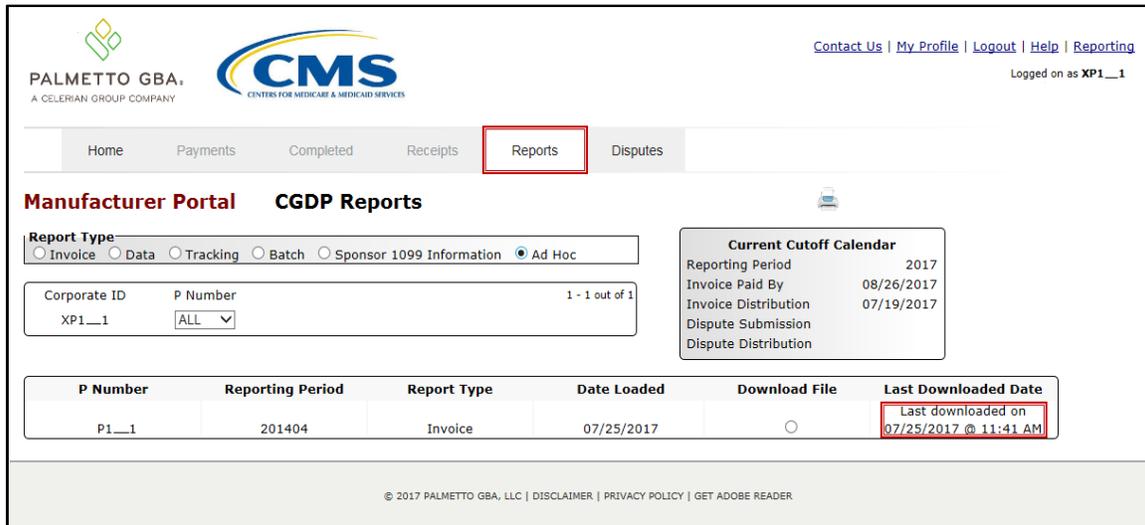
Note: Requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

You have now completed submitting and accessing requested <u>Ad Hoc</u> reports.

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Summary

This Manufacturer Users Guide introduced the CGDP Portal's reporting functionality.

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Reports are distributed to the Portal on the "*Quarterly Invoice Receipt Date*" as defined in the CGDP Calendar.

This guide presented six (6) different types of reports available on the Reports tab in the Portal. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc reports. All of these Manufacturer reports appear on the Reports tab, both quarterly and BY Closeout reports, which are available for review and retrieval.

> **Note**: Report formats are located on the *TPAdministrator.com* website to assist end users with reading the text file formats of quarterly and BY Closeout invoice reports.

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
BY	Benefit Year
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare & Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
GBA	Government Benefits Administrators
HPMS	Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
NCPDP	National Council of Prescription Drug Programs
NDC	National Drug Coder
NPI	National Provider Identifier
NSF	Non-sufficient Funds
PIN	Personal Identification Number
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators
TIN	Tax Identification Number
UPIN	Unique Physician Identification Number
USD	United States Dollar

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Appendix B: Error Message Descriptions

Error Descriptions	Process
Batch File Errors	
File rejected: File must start with a header record	Batch
File rejected: Invalid Header record	Batch
File rejected: Each header record must contain 'HDR', Primary ID and Reporting period	Batch
File Rejected: Invalid Reporting Period	Batch
Header row without details	Batch
Partially Rejected	Batch
Totally Rejected	Batch
File Rejected: Improperly Formatted	Batch
Primary Id and logon do not match	Batch
Line item not found.	Batch
Batch Initiation Failure	Batch
Batch Defer Failure	Batch
Initiation Failure Errors	
Debit Failed Due to Closed/Invalid Account	Initiation: Bank Error
Debit Failed Due to Insufficient Funds	Initiation: Bank Error
Debit Failed Due to Suspended Account	Initiation: Bank Error
Debit Failed Due to Charged Back Account	Initiation: Bank Error
Debit Failed Due to Resolved Account	Initiation: Bank Error
Debit Failed Due to Debit Block	Initiation: Bank Error
Scheduled payment date before invoice distribution date	Initiation
Other UNKNOWN ERROR	Initiation
Invalid Bank Account	Initiation
Invalid CARE Account	Initiation
Initiation Failure	Initiation
Post-Initiation Failure Errors	
Credit Failed Due to Closed/Invalid Account	Post-Initiation
Credit Failed Due to Charged Back Account	Post-Initiation
Reporting Failure Errors	
Unknown failure	Reporting
Line item has been already processed	Reporting
Single amount exception velocity amount	Reporting
Terminal disabled	Reporting
Other UNKNOWN ERROR	Reporting
Your request cannot be processed, Please revise your data and retry	Reporting
Declined	Reporting
Processing System Error	Reporting
Failed - Closed / Invalid Acct	Reporting
Failed - Non-Sufficient funds	Reporting
Failed - Charged Back	Reporting
Failed - Resolved	Reporting
Invalid Routing Number	Reporting
Terminal disabled	Reporting

Glossary

Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Defer	Provides a check box available for selection when the Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.

Term	Definition
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.
Failed (Status)	Status designation of an invoice that denotes that one (1) or more items have an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one (1) or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. *From Medicare Coverage Gap Discount Program Agreement, item I.j.*
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.

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Term	Definition
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to Manufacturers and Sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage and a cost plan offering qualified prescription drug coverage. *From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.*
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.

Term	Definition
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payment Initiation or Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer. User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.