

Coverage Gap Discount Program (CGDP) Sponsor Portal

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Welcome

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Coverage Gap Discount Program

User ID:

Password:

**The CGDP Portal will be unavailable for scheduled maintenance Sundays from 5-10pm ET.
Please arrange to submit transactions before or after this scheduled maintenance period.**

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Reports Users Guide



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Introduction

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

As a Sponsor participating in the CGDP (the Program), you have agreed to advance 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, and receive reimbursement from or submit adjusted reimbursements to Pharmaceutical Manufacturers participating in the program. 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 Sponsors the ability to:

- Review invoice line item information in summary (Invoice) and detail (Data) formats.
- Review Tracking reports that provide the history of all activity that occurred to a PDE.
- Review Batch payment reports submitted as part of the payment batch process detailed in the *CGDP Sponsor Portal Payments Users Guide* located under *References* on the TPAdministrator.com website.
- Review 1099 information pertaining to Manufacturers 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- Request and review reports that are not available in or have been archived off the Portal, such as Invoice, Data, and Tracking reports, using the Ad Hoc report functionality.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 Sponsor 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, Sponsors will enter their credential information (User ID and temporary password) provided by the TPA Operations Team. The User ID is the Parent Organization ID number, which categorizes the information loaded to the Portal. Information is limited to Sponsor contract numbers associated with the Parent Organization ID only. The TPA provides the initial temporary password to access the Portal to the Sponsor via email, once the onboarding process is complete.

Detailed login instructions are located in the [CGDP Sponsor 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 Sponsors' 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 Sponsors. Each participating Sponsor receives a quarterly invoice report identifying the payment due from each Drug Manufacturer for coverage gap activity that occurred during the quarter. In addition, the reports identify what Sponsors owe Drug Manufacturers due to prescription drug event (PDE) deletions and adjustments. All Part D Sponsor 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, Manufacturer 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 Manufacturer 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
 - Manufacturer 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 Sponsor 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 is distributed quarterly and identifies the payments Part D Sponsors will receive from each Drug Manufacturer as well as other information the Part D Sponsor can optionally use to identify Drug Manufacturer payments. In addition, negative amounts on the report summarize the payments Part D Sponsors are expected to refund back to each Drug Manufacturer as a result of adjusted or deleted PDEs from previous quarters. The information in this report is the same information that appears on the Payments and Receipts tab of the Portal.

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Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
BY Closeout	H4...3	2016	07/06/2016	<input type="radio"/>	
Quarterly	H4...3	201502	07/05/2016	<input type="radio"/>	

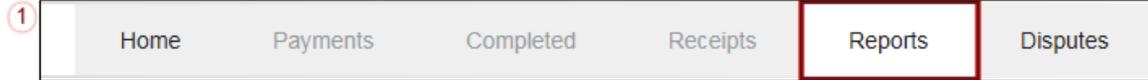
The **Reports tab – Invoice** contains five (5) regions.

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, Manufacturer 1099 Information, and Ad Hoc.
Note: Descriptions of the Data, Tracking, Batch, Manufacturer 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 Parent Org. 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

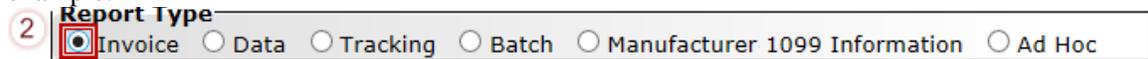
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.



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, Manufacturer 1099 Information, and Ad Hoc.

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

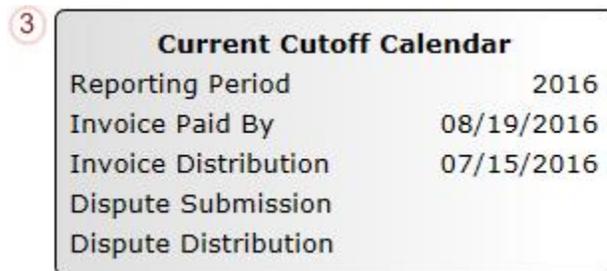


The population of the Invoice radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Descriptions of the Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc 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.



Reports Filter Region – Invoice

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

4

A Parent Org. ID	B Contract Number	C Reporting Period	D Invoice Type	E 1 - 2 out of 2
H4__3	ALL ▾	ALL ▾	ALL ▾	

- A. Parent Org. ID column defaults to the Parent Org. ID utilized to access the system.
- B. Contract Number field displays the contract number for distributed invoices. The drop down list provides update capability to select any contract number from those assigned to the Parent Org. 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.

5

A Invoice Type	B Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Download Date
BY Closeout	H4__3	2016	07/06/2016	<input type="radio"/>	
Quarterly	H4__3	201502	07/05/2016	<input type="radio"/>	

- 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. Contract Number column displays a specific contract number or all contract numbers associated with the Parent Org. 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

Sponsors 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 Sponsor 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 Sponsor for the reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0_0 | Invoice Type: Quarterly | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7_7	201601	Available	<input type="radio"/>
Quarterly	H7_7	201504	N/A	<input type="radio"/>
Quarterly	H7_7	201503	Incomplete	<input type="radio"/>
Quarterly	H7_7	201502	Incomplete	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number: H7_7 | Reporting Period: ALL

Contract Number **Reporting Period**

There is an invoice report for the selected Contract

Legend:
Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

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

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Reports' tab is highlighted. In the 'Report Type' section, the 'Invoice' radio button is selected. Below it, the 'Invoice Type' dropdown menu is set to 'Quarterly'. The 'Current Cutoff Calendar' box shows details for the reporting period. At the bottom, a table lists report entries with columns for Invoice Type, Contract Number, Reporting Period, Date Loaded, Download File, and Last Download Date. The 'Download File' column for the 'Quarterly' report has a radio button that is not yet selected.

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
Quarterly	H4__3	201502	07/05/2016	<input type="radio"/>	

- To view the quarterly invoice summary reports, populate the Download File radio button that corresponds to the applicable Contract Number in the **Reports Filter Results region – Invoice**.

This screenshot is identical to the previous one, but the radio button in the 'Download File' column of the table is now selected, indicating that the user has chosen to download the report.

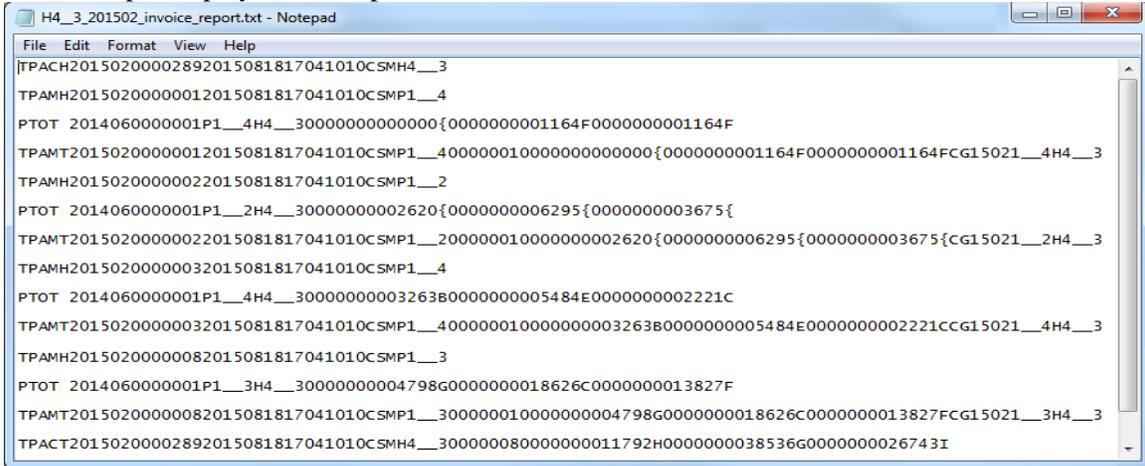
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.

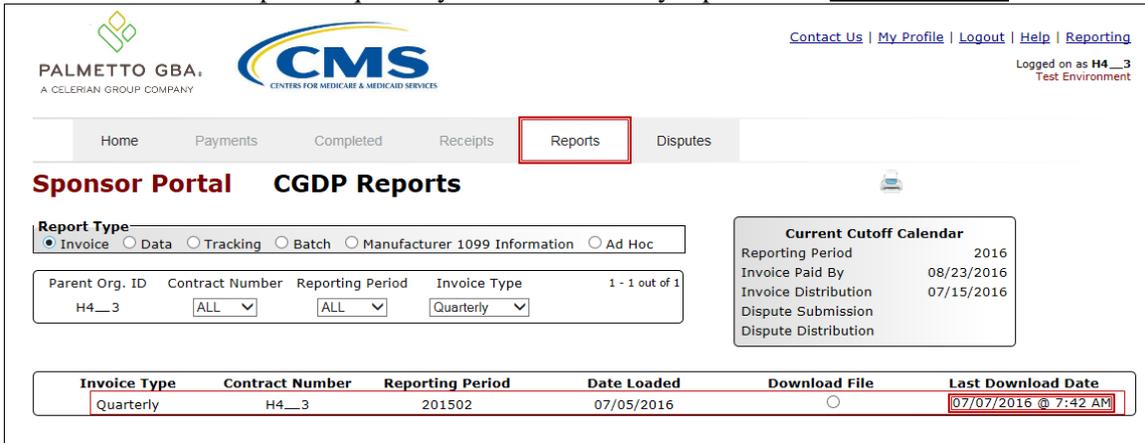
The dialog box asks: "Do you want to open or save H4__3_201502_invoice_report.txt from apps.tpadministrator.com?". It features three buttons: 'Open' (which is highlighted with a red box), 'Save', and 'Cancel'.

- 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.



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

Sponsors are able to utilize the Portal to view BY Closeout invoice summary reports of upheld dispute invoices due to Manufacturers. The Contract Reimbursement Summary Reports allows Sponsors to identify any amounts owed to the Manufacturer for upheld disputes by specific P-numbers 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 Sponsor 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 Sponsor for the reporting period.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as H4__3
 Test Environment

[Home](#) | [Payments](#) | [Completed](#) | [Receipts](#) | **Reports** | [Disputes](#)

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H4__3 | Invoice Type: ALL | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 2 out of 2

Invoice Type	Contract Number	Reporting Period	Status	Select
BY Closeout	H4__3	2016	Available	<input type="radio"/>
Quarterly	H4__3	201502	N/A	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
 For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number: ALL | Reporting Period: ALL

Contract Number	Reporting Period
H4__3	201601
H4__3	201504
H4__3	201503

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

Sponsor Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Parent Org. ID Contract Number Reporting Period Invoice Type 1 - 1 out of 1
 H4__3 ALL ALL BY Closeout

Current Cutoff Calendar
 Reporting Period 2016
 Invoice Paid By 08/23/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
BY Closeout	H4__3	2016	07/06/2016	<input type="radio"/>	

- To view a specific invoice line item report, populate the Download File radio button that corresponds to the applicable Contract Number in the **Reports Filter Results region – Invoice**.

Sponsor Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Parent Org. ID Contract Number Reporting Period Invoice Type 1 - 1 out of 1
 H4__3 ALL ALL BY Closeout

Current Cutoff Calendar
 Reporting Period 2016
 Invoice Paid By 08/23/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
BY Closeout	H4__3	2016	07/06/2016	<input checked="" type="radio"/>	

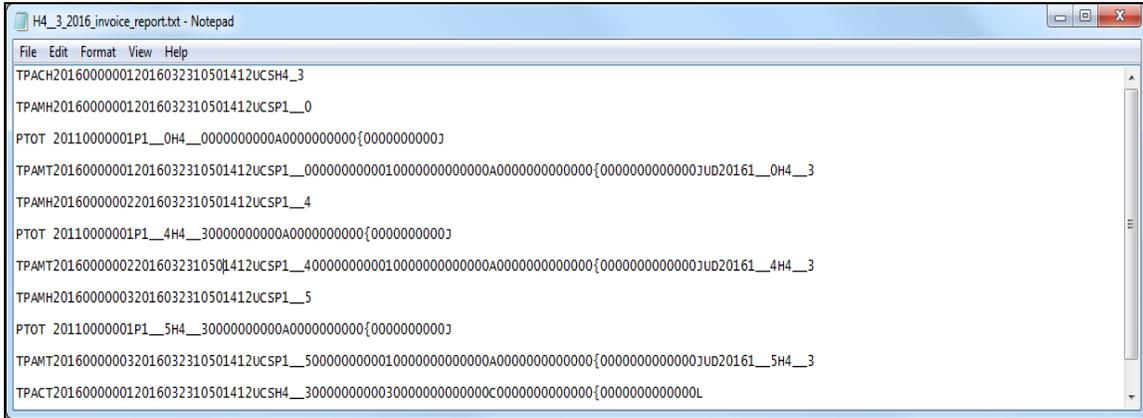
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.

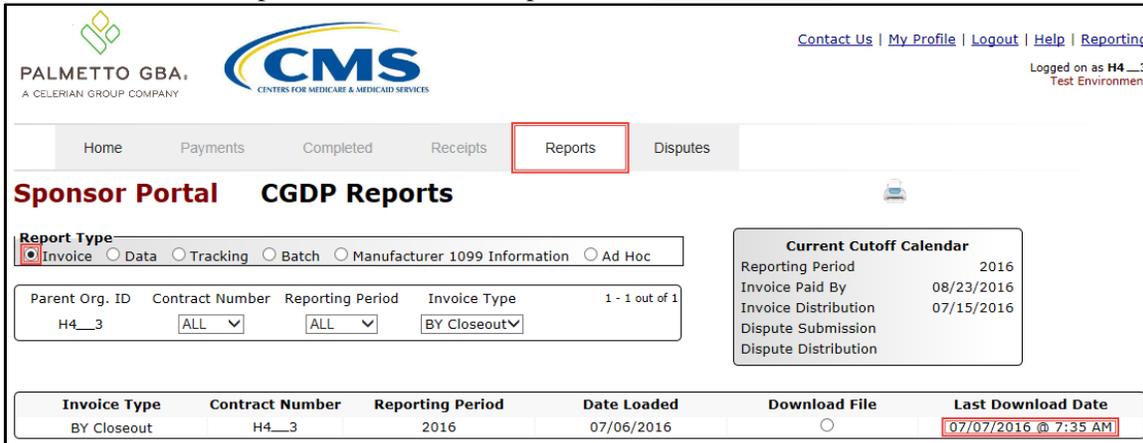
Do you want to open or save H4__3_2016_invoice_report.txt from apps.tpadministrator.com?

- 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.



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

1 Home Payments Completed Receipts **Reports** Disputes

Sponsor Portal CGDP Reports

2 **Report Type**
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

3 **Current Cutoff Calendar**
 Reporting Period 2016
 Invoice Paid By 08/19/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

4 Parent Org. ID Contract Number Reporting Period Invoice Type 1 - 3 out of 3
 H2_2 ALL ALL ALL

5

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
BY Closeout	H2_2	2016	06/10/2016	<input type="radio"/>		<input type="radio"/>	
Quarterly	H2_2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3_0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3_0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

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, Manufacturer 1099 Information, and Ad Hoc.

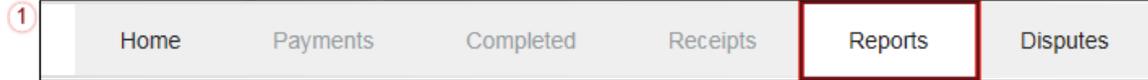
Note: Descriptions of the Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type. Description and instruction of the Invoice report type is located in the previous section.

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 Parent Org. ID or contract 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

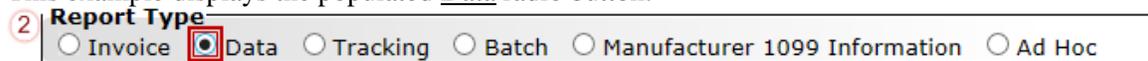
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.



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, Manufacturer 1099 Information, and Ad Hoc.

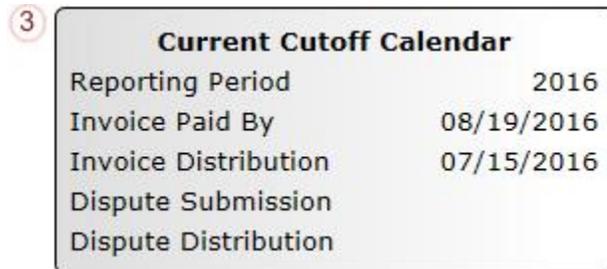
This example displays the populated Data radio button.



The population of the Data 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 Sponsor.

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 – Data

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

4

A Parent Org. ID	B Contract Number	C Reporting Period	D Invoice Type	E 1 - 3 out of 3
H2__2	ALL	ALL	ALL	

- A. Parent Org. ID column defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number field displays the contract number for distributed invoices. The drop down list provides update capability to select any contract number from those assigned to the Parent Org. 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.

5

A Invoice Type	B Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
BY Closeout	H2__2	2016	06/10/2016	<input type="radio"/>		<input type="radio"/>	
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

- 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. Contract Number column displays a specific contract number or all contract numbers associated with the Parent Org. 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.
- G. Download Spreadsheet column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.
- H. Last Spreadsheet Downloaded Date 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

Sponsors 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 Sponsor.

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 Sponsor 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 Sponsor for the reporting period.

The screenshot displays the 'Sponsor Portal Coverage Gap Discount Program Home' interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'H2__2' in a 'Test Environment'. The 'Reports' tab is highlighted in the navigation menu.

Below the navigation, there are filter options for 'Parent Org. ID', 'Invoice Type', 'Contract Number', 'Reporting Period', and 'Status'. The 'Reporting Period' dropdown is highlighted with a red box. A table below shows a list of invoice items with columns for 'Invoice Type', 'Contract Number', 'Reporting Period', 'Status', and 'Select'.

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H2__2	201504	Available	<input type="radio"/>
Quarterly	H2__2	201504	Available	<input type="radio"/>
Quarterly	S3__0	201504	Available	<input type="radio"/>
Quarterly	H2__2	201503	Available	<input type="radio"/>
Quarterly	H2__2	201503	Available	<input type="radio"/>
Quarterly	S3__0	201503	Available	<input type="radio"/>
Quarterly	H2__2	201502	Available	<input type="radio"/>
Quarterly	H2__2	201502	Available	<input type="radio"/>
Quarterly	S3__0	201502	Available	<input type="radio"/>

On the right side, there is a welcome message and a legend for report statuses: Available, Failed, Incomplete, N/A, Pending, and Successful. At the bottom right, there is a section for 'Reporting Periods with no invoice line items' with a table showing contract numbers and reporting periods.

Contract Number	Reporting Period
H2__2	201601
H2__2	201601
S3__0	201601

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

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Current Cutoff Calendar
 Reporting Period 2016
 Invoice Paid By 08/19/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

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

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Current Cutoff Calendar
 Reporting Period 2016
 Invoice Paid By 08/19/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

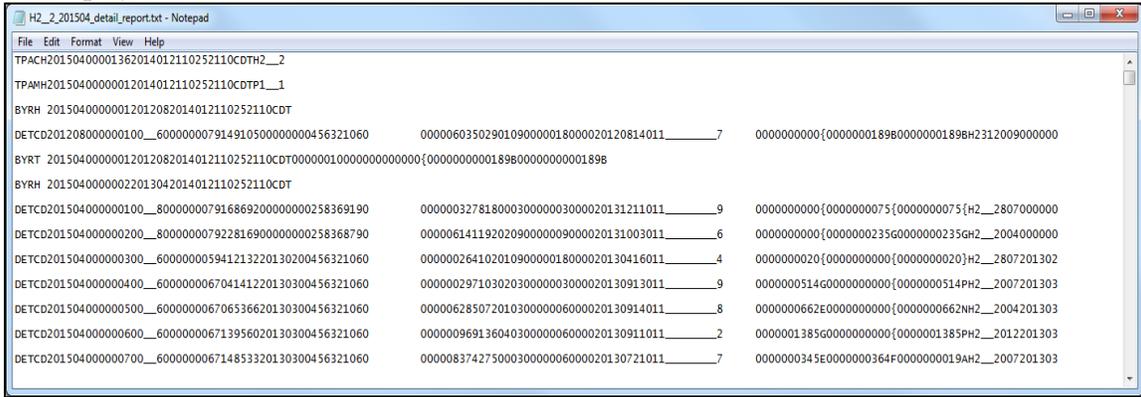
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2__2	201504	12/31/2015	<input checked="" type="radio"/>		<input type="radio"/>	
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

- 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.



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



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

Current Cutoff Calendar

Reporting Period	2016
Invoice Paid By	08/19/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>	07/06/2016 @ 11:00 AM	<input type="radio"/>	
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

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

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Current Cutoff Calendar
 Reporting Period 2016
 Invoice Paid By 08/19/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input checked="" type="radio"/>	
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

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.

Select Spreadsheet Section - Internet Explorer
 https://apps.tpadministrator.com/tpacgdp/SpreadsheetSelectionServlet

Due to the large volume of data needed to generate this report, the most efficient option at this time is to download the report in sections. Please select each section from the list below.

Section 1
 Section 2
 Section 3
 Section 4
 Section 5
 Section 6
 Section 7
 Section 8
 Section 9

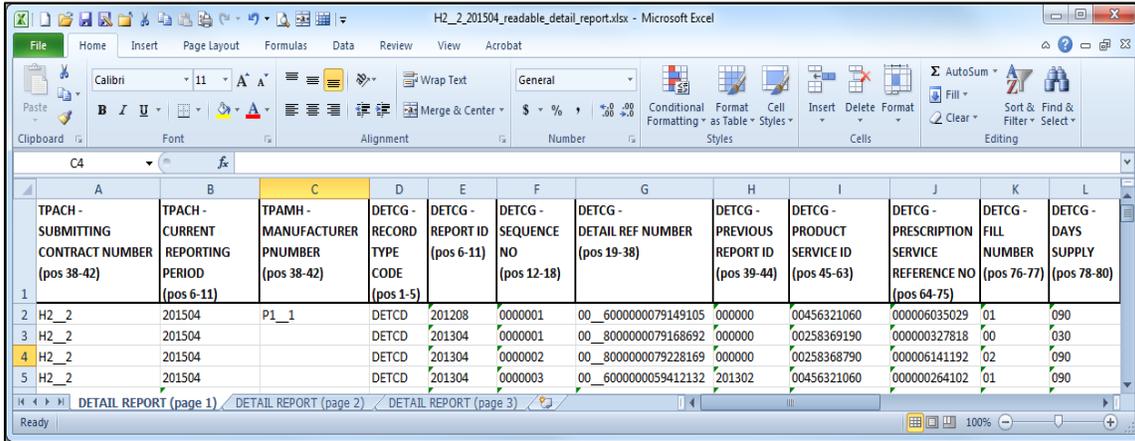
Download Report

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.

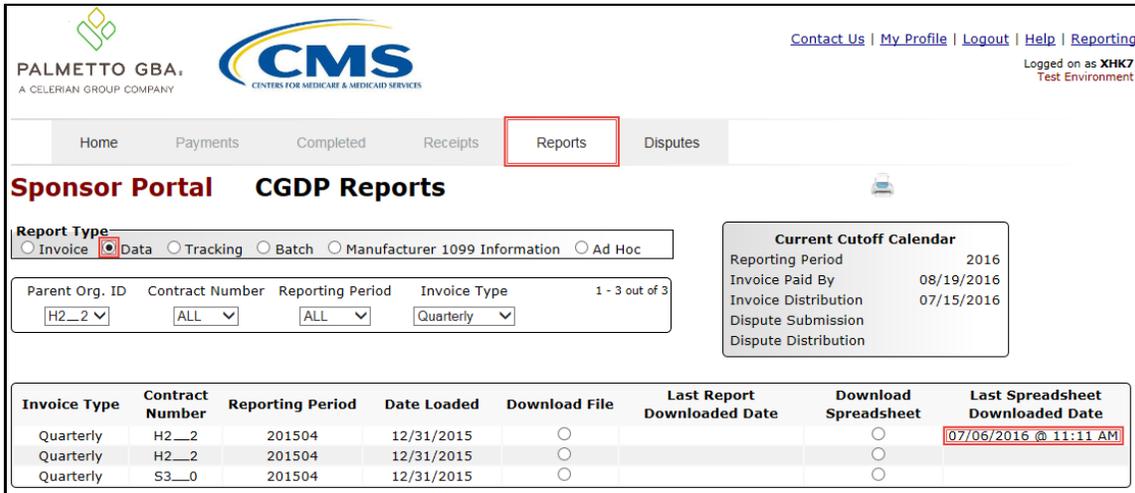
Do you want to open or save H2__2_201504_readable_detail_report.xlsx from a70lppaltedi003.a70adexmed.com?

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 detail invoice line item data reports.

Accessing Benefit Year (BY) Closeout Data Reports

Sponsors are able to utilize the Portal to view detail data reports for BY Closeout invoice line items. The Contract Reimbursement Detail Report will inform the contract of any gap discount payments due to the Manufacturer for upheld disputes from Quarter 17 or previous quarters. The Contract 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 Sponsor 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 Sponsor for the reporting period.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H4__5 | Invoice Type: ALL | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 15 out of 15

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H4__3	201702	Successful	<input type="radio"/>
Quarterly	H4__4	201702	Successful	<input type="radio"/>
Quarterly	H4__3	201701	Available	<input type="radio"/>
Quarterly	H4__4	201701	Available	<input type="radio"/>
Quarterly	H4__3	201604	Available	<input type="radio"/>
Quarterly	H4__4	201604	N/A	<input type="radio"/>
Quarterly	H4__3	201603	Available	<input type="radio"/>
Quarterly	H4__4	201603	Available	<input type="radio"/>
Quarterly	H4__1	201603	N/A	<input type="radio"/>
Quarterly	S0__3	201603	Available	<input type="radio"/>
Quarterly	H4__3	201602	Available	<input type="radio"/>
Quarterly	H4__4	201602	N/A	<input type="radio"/>
Quarterly	H4__1	201602	Available	<input type="radio"/>
Quarterly	H5__7	201602	Available	<input type="radio"/>
BY Closeout	H4__5	2016	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by: Contract Number: ALL | Reporting Period: ALL

Contract Number	Reporting Period
H4__3	201704
H4__3	201703
H4__3	201504
H4__3	201503
H4__3	201502

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

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Reports' tab is highlighted. In the 'Report Type' section, the 'Data' radio button is selected. In the 'Invoice Type' dropdown menu, 'BY Closeout' is selected. The 'Current Cutoff Calendar' shows a reporting period of 2016, with invoice paid by 08/23/2016 and invoice distribution on 07/15/2016. Below this is a table with columns: Invoice Type, Contract Number, Reporting Period, Date Loaded, Download File, Last Report Downloaded Date, Download Spreadsheet, and Last Spreadsheet Downloaded Date. The row shows 'BY Closeout' for Invoice Type, 'H4__5' for Contract Number, '2016' for Reporting Period, and '07/06/2016' for Date Loaded.

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

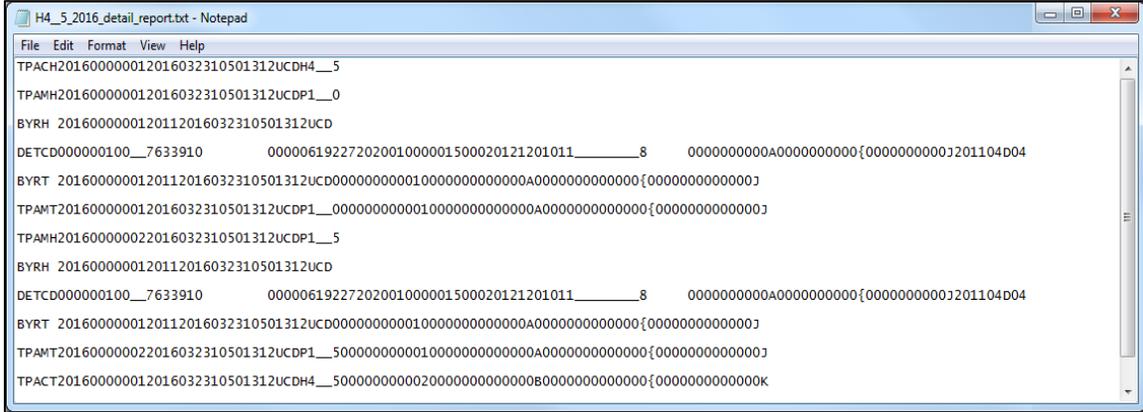
This screenshot is similar to the previous one, but the 'Download File' radio button under the 'BY Closeout' contract number is now selected. The rest of the interface remains the same.

- 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.

The screenshot shows a decision dialog box with the text: "Do you want to open or save H4__5_2016_detail_report.txt from apps.tpadadministrator.com?". There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red box.

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



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

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as H4_5
 Test Environment

Home
Payments
Completed
Receipts
Reports
Disputes

Sponsor Portal CGDP Reports

Report Type

Invoice
 Data
 Tracking
 Batch
 Manufacturer 1099 Information
 Ad Hoc

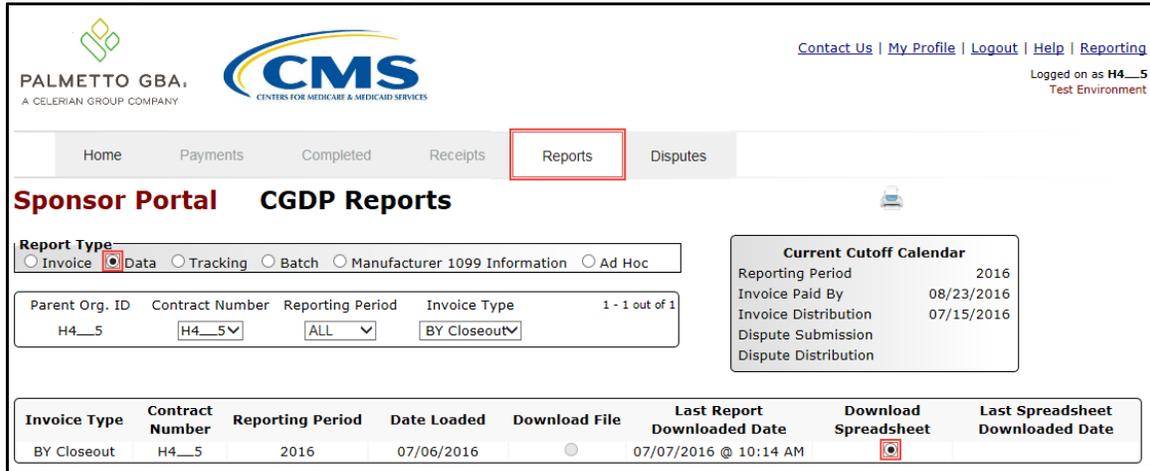
Parent Org. ID	Contract Number	Reporting Period	Invoice Type	1 - 1 out of 1
H4_5	H4_5	ALL	BY Closeout	

Current Cutoff Calendar

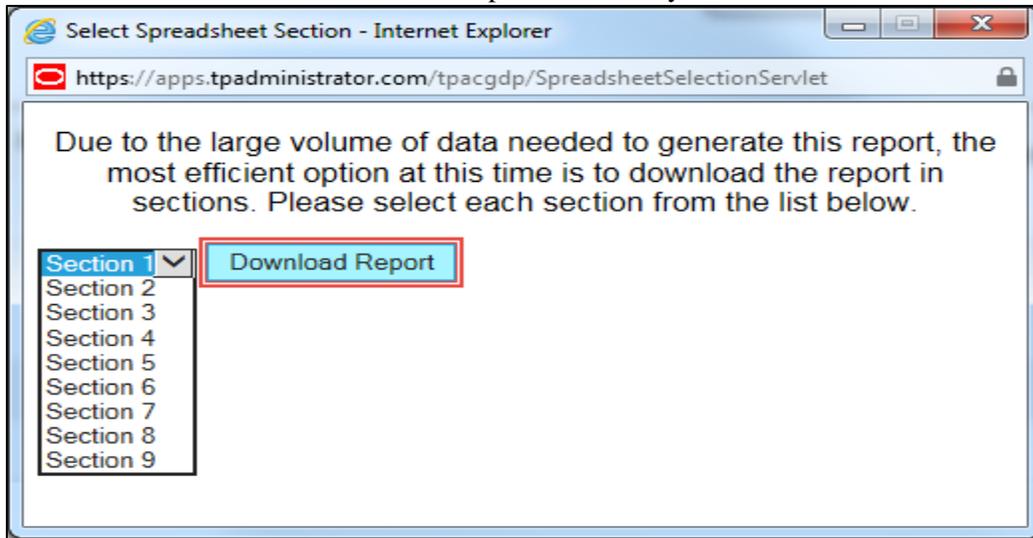
Reporting Period	2016
Invoice Paid By	08/23/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
BY Closeout	H4_5	2016	07/06/2016	○	07/07/2016 @ 10:14 AM	○	

9. To view a specific detail invoice line item report in an Excel spreadsheet format, populate the Download Spreadsheet radio button that corresponds to the applicable Contract Number 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.



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

The screenshot shows an Excel spreadsheet titled 'H4_5_2016_readable_detail_report.xlsx'. The spreadsheet contains the following data:

TPACH - SUBMITTING CONTRACT NUMBER (pos 36-40)	TPAMH - REPORT YEAR (pos 6-9)	TPAMH - MANUFACTURER P-NUMBER (pos 36-40)	DETC - RECORD TYPE CODE (pos 1-5)	DETC - SEQUENCE NO (pos 6-12)	DETC - PRODUCT SERVICE ID (pos 13-31)	DETC - PRESCRIPTION SERVICE REFERENCE NO (pos 32-43)	DETC - FILL NUMBER (pos 44-45)	DETC - DAYS SUPPLY (pos 46-48)	DETC - QUANTITY DISPENSE (pos 49-)	DETC - DATE OF SERVICE (pos 59-66)	DETC - SERVICE PROVIDER ID QUALIFIER (pos 67-68)	DETC - SERVICE PROVIDER ID (pos 69-83)	DETC - REPORTED DISCOUNT PREVIOUS (pos 84-9)
H4_5	2016	P1_0	DETC	0000001	00_7633910	000006192272	02	001	15.000	20121201	01	1	8
H4_5	2016	P1_5	DETC	0000001	00_7633910	000006192272	02	001	15.000	20121201	01	1	8

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.

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Reports' tab is selected. The 'Report Type' is set to 'Data'. The 'Parent Org. ID' is 'H4_5', 'Contract Number' is 'H4_5', 'Reporting Period' is 'ALL', and 'Invoice Type' is 'BY Closeout'. The 'Current Cutoff Calendar' shows a reporting period of 2016, with invoice paid by 08/23/2016 and invoice distribution on 07/15/2016. The table below shows the report data:

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
BY Closeout	H4_5	2016	07/06/2016		07/07/2016 @ 10:14 AM		07/07/2016 @ 10:18 AM

You have now completed accessing BY Closeout detail data reports.

CGDP Portal – Tracking Reports

The **Reports** tab – **Tracking** provides Sponsors with the ability to review the history of distributed invoice information. The **Tracking** report is a cumulative report showing the status of each gap discount PDE saved in the DDPS database. There is one (1) Tracking Report for each benefit year. Status codes on the report indicate if a PDE was invoiced or pended.

The screenshot shows the 'Reports' tab selected in the navigation menu. The 'Report Type' section has 'Tracking' selected. The 'Current Cutoff Calendar' shows the reporting period as 2016. The 'Reports Filter' section shows filters for Parent Org. ID (H0_0), Contract Number (ALL), Reporting Period (ALL), and Invoice Type (ALL). The 'Reports Filter Results' table displays the following data:

Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
Quarterly	S5_2	201214	10/21/2015	<input type="radio"/>	07/07/2016 @ 1:27 PM
Quarterly	S5_8	201214	10/21/2015	<input type="radio"/>	
Quarterly	S5_2	201117	10/21/2015	<input type="radio"/>	
Quarterly	S5_8	201117	10/21/2015	<input type="radio"/>	

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

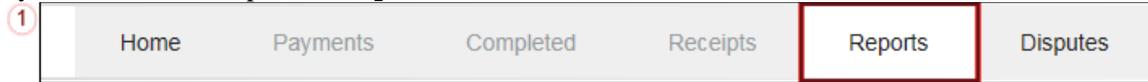
The **Reports** tab – **Tracking** contains five (5) regions.

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, Manufacturer 1099 Information, and Ad Hoc.
Note: Descriptions of the Batch, Manufacturer 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 Parent Org. ID.
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

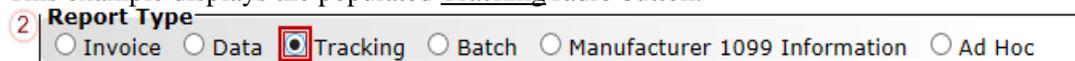
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.



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, Manufacturer 1099 Information, and Ad Hoc.

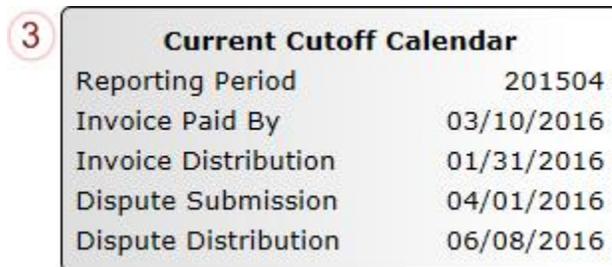
This example displays the populated Tracking radio button.



The population of the Tracking radio button allows a user to select and view the cumulative benefit year reports that provide the status of each Gap Discount PDE saved in the CMS database.

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.



A table titled 'Current Cutoff Calendar' with a red circle containing the number 3 next to it. The table lists reporting period dates for various activities.

Current Cutoff Calendar	
Reporting Period	201504
Invoice Paid By	03/10/2016
Invoice Distribution	01/31/2016
Dispute Submission	04/01/2016
Dispute Distribution	06/08/2016

Reports Filter Region – Tracking

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

4

A Parent Org. ID	B Contract Number	C Reporting Period	D Invoice Type	E 1 - 4 out of 4
H0__0	ALL	ALL	ALL	

- A. Parent Org. ID column defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number field displays the contract number for distributed invoices. The drop down list provides update capability to select any contract number from those assigned to the Parent Organization ID.
- C. Reporting Period field allows a user select reporting periods for distributed quarterly 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 report to view from the drop down menu. The Invoice Type field defaults to Quarterly.
- E. Item Count 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 cumulative 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.

5

A Invoice Type	B Contract Number	C Reporting ID	D Date Loaded	E Download File	F Last Downloaded Date
Quarterly	S5__2	201214	10/21/2015	<input type="radio"/>	07/07/2016 @ 1:27 PM
Quarterly	S5__8	201214	10/21/2015	<input type="radio"/>	
Quarterly	S5__2	201117	10/21/2015	<input type="radio"/>	
Quarterly	S5__8	201117	10/21/2015	<input type="radio"/>	

- A. Invoice Type column displays the type of invoice selected in the **Reports Filter region** and defaults to Quarterly.
- B. Contract Number column displays a specific contract number or all contract numbers associated with the Parent Organization ID.
- C. Reporting ID column displays distributed quarterly tracking reports by corresponding reporting period, in calendar year and quarter, YYYYQQ, format.
- D. Date Loaded column displays the date distributed tracking reports are loaded to the Portal. Date format is DD/MM/YYYY.
- E. Download File column displays a radio button to allow downloading of distributed invoice information loaded to the Portal.
- F. Last Downloaded 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 – Tracking Reports

Accessing Tracking Reports

Sponsors are able to utilize the Portal to view tracking reports that contain invoice line item history. The **Reports tab – Tracking** provides Sponsors with the capability to select and view the cumulative benefit year reports that display the status of each Gap Discount PDE saved in the CMS database.

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 the tracking reports. Instructions for logging into the Portal can be located in the [CGDP Sponsor 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 Sponsor for the reporting period.

Parent Org. ID H0...0 **Invoice Type** ALL **Contract Number** ALL **Reporting Period** ALL **Status** ALL 1 - 2 out of 2

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	S5...2	201503	Available	<input type="radio"/>
Quarterly	S5...2	201502	Incomplete	<input type="radio"/>
Quarterly	S5...8	201502	Available	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

Reporting Periods with no invoice line items
 Filter by: Contract Number ALL Reporting Period ALL

Contract Number	Reporting Period
S5...2	201601
S5...2	201504
S5...8	201601
S5...8	201504
S5...8	201503

- On the **Reports** tab, populate the Tracking radio button in the **Report Type Selection** region. Review the invoice types available for download when the Invoice Type is set to 'ALL' in the **Reports Filter** region.

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Current Cutoff Calendar
 Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/15/2016
 Dispute Submission:
 Dispute Distribution:

Parent Org. ID	Contract Number	Reporting Period	Invoice Type	1 - 4 out of 4
H0__0	ALL	ALL	ALL	

Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
Quarterly	S5__2	201214	10/21/2015	<input type="radio"/>	
Quarterly	S5__8	201214	10/21/2015	<input type="radio"/>	
Quarterly	S5__2	201117	10/21/2015	<input type="radio"/>	
Quarterly	S5__8	201117	10/21/2015	<input type="radio"/>	

- To view a specific cumulative benefit year report, populate the Download File radio button that corresponds to the applicable Contract Number in the **Reports Filter Results** region.

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Current Cutoff Calendar
 Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/15/2016
 Dispute Submission:
 Dispute Distribution:

Parent Org. ID	Contract Number	Reporting Period	Invoice Type	1 - 4 out of 4
H0__0	ALL	ALL	ALL	

Invoice Type	Contract Number	Reporting ID	Date Loaded	Download File	Last Downloaded Date
Quarterly	S5__2	201214	10/21/2015	<input checked="" type="radio"/>	
Quarterly	S5__8	201214	10/21/2015	<input type="radio"/>	
Quarterly	S5__2	201117	10/21/2015	<input type="radio"/>	
Quarterly	S5__8	201117	10/21/2015	<input type="radio"/>	

- 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 S5__2_201214_tracking_report.txt from apps.tpadministrator.com?

CGDP Portal – Batch Reports

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

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. At the top, there are logos for Palmetto GBA and CMS. A navigation bar contains tabs for Home, Payments, Completed, Receipts, Reports (highlighted), and Disputes. Below the navigation, the 'Report Type' section has radio buttons for Invoice, Data, Tracking, Batch (selected), Manufacturer 1099 Information, and Ad Hoc. A 'Current Cutoff Calendar' box displays key dates for 2016. A filter section shows 'Parent Org. ID' as H0__0 and 'Invoice Type' as ALL. The main area is a table with the following data:

Parent Org. ID	Submission Date	Status	Download File	Last Download Date
H0__0	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	<input type="radio"/>	
	Submitted at 03/11/2016 @ 10:55 AM	Totally Rejected	<input type="radio"/>	Last downloaded on 03/11/2016 @ 10:55 AM
	Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	<input type="radio"/>	Last downloaded on 09/11/2015 @ 4:12 PM
	Submitted at 09/11/2015 @ 4:11 PM	File rejected: Invalid Header record	<input type="radio"/>	
	Submitted at 08/13/2015 @ 4:18 PM	Successfully processed	<input type="radio"/>	Last downloaded on 02/24/2016 @ 11:10 AM
	Submitted at 08/13/2015 @ 4:09 PM	Totally Rejected	<input type="radio"/>	
	Submitted at 08/13/2015 @ 1:30 PM	Primary Id and logon do not match	<input type="radio"/>	Last downloaded on 08/13/2015 @ 2:25 PM

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

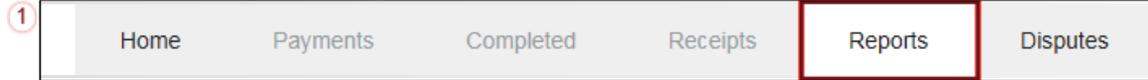
The **Reports** tab – **Batch** contains five (5) regions.

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, Manufacturer 1099 Information, and Ad Hoc.
Note: Descriptions of the Manufacturer 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 Parent Org. 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.

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, Manufacturer 1099 Information, and Ad Hoc.

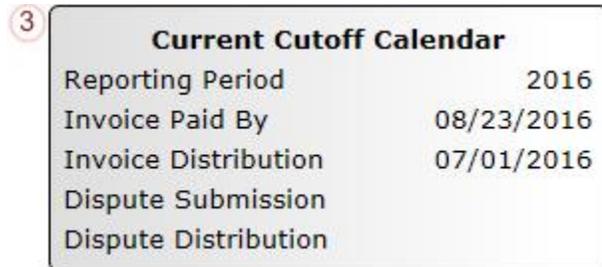
This example displays the populated Batch radio button.



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. Parent Org ID column defaults to the Parent Organization ID utilized to access the system.
- B. Contract 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, or BY Closeout invoices 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.
- 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.

5

A Parent Org. ID	B Submission Date	C Status	D Download File	E Last Download Date
H0__0	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	<input type="radio"/>	
	Submitted at 03/11/2016 @ 10:55 AM	Totally Rejected	<input type="radio"/>	Last downloaded on 03/11/2016 @ 10:55 AM
	Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	<input type="radio"/>	Last downloaded on 09/11/2015 @ 4:12 PM
	Submitted at 09/11/2015 @ 4:11 PM	File rejected: Invalid Header record	<input type="radio"/>	
	Submitted at 08/13/2015 @ 4:18 PM	Successfully processed	<input type="radio"/>	Last downloaded on 02/24/2016 @ 11:10 AM
	Submitted at 08/13/2015 @ 4:09 PM	Totally Rejected	<input type="radio"/>	
	Submitted at 08/13/2015 @ 1:30 PM	Primary Id and logon do not match	<input type="radio"/>	Last downloaded on 08/13/2015 @ 2:25 PM

- A. Parent Org. ID column defaults to the Parent Organization 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

Sponsors 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 Sponsor 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 Sponsor for the reporting period.

Parent Org. ID H0_0 **Invoice Type** Quarterly **Contract Number** ALL **Reporting Period** ALL **Status** ALL 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7_7	201601	Available	<input type="radio"/>
Quarterly	H7_7	201504	N/A	<input type="radio"/>
Quarterly	H7_7	201503	Incomplete	<input type="radio"/>
Quarterly	H7_7	201502	Incomplete	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: Contract Number H7_7 Reporting Period ALL

Contract Number **Reporting Period**
There is an invoice report for the selected Contract

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

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

Report Type

Invoice
 Data
 Tracking
 Batch
 Manufacturer 1099 Information
 Ad Hoc

Parent Org. ID: H0__0
 Contract Number:
 Reporting Period: ALL
 Invoice Type: ALL
 1 - 17 out of 17

Reporting Period	201504
Invoice Paid By	03/10/2016
Invoice Distribution	01/31/2016
Dispute Submission	04/01/2016
Dispute Distribution	06/08/2016

Parent Org. ID	Submission Date	Status	Download File	Last Download Date
H0__0	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	<input type="radio"/>	
	Submitted at 03/11/2016 @ 10:55 AM	Totally Rejected	<input type="radio"/>	03/11/2016 @ 10:55 AM
	Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	<input type="radio"/>	09/11/2015 @ 4:12 PM
	Submitted at 09/11/2015 @ 4:11 PM	File rejected: Invalid Header record	<input type="radio"/>	
	Submitted at 08/13/2015 @ 4:18 PM	Successfully processed	<input type="radio"/>	02/24/2016 @ 11:10 AM
	Submitted at 08/13/2015 @ 4:09 PM	Totally Rejected	<input type="radio"/>	
	Submitted at 08/13/2015 @ 1:30 PM	Primary Id and logon do not match	<input type="radio"/>	08/13/2015 @ 2:25 PM

4. Populate the Download File radio button to correspond to the applicable batch file to review.

Report Type
 Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Parent Org. ID: H0__0 Contract Number: ALL Reporting Period: ALL Invoice Type: ALL 1 - 17 out of 17

Current Cutoff Calendar
 Reporting Period: 201504
 Invoice Paid By: 03/10/2016
 Invoice Distribution: 01/31/2016
 Dispute Submission: 04/01/2016
 Dispute Distribution: 06/08/2016

Parent Org. ID	Submission Date	Status	Download File	Last Download Date
H0__0	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	<input checked="" type="radio"/>	
	Submitted at 03/11/2016 @ 10:55 AM	Totally Rejected	<input type="radio"/>	03/11/2016 @ 10:55 AM
	Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	<input type="radio"/>	09/11/2015 @ 4:12 PM
	Submitted at 09/11/2015 @ 4:11 PM	File rejected: Invalid Header record	<input type="radio"/>	
	Submitted at 08/13/2015 @ 4:18 PM	Successfully processed	<input type="radio"/>	02/24/2016 @ 11:10 AM
	Submitted at 08/13/2015 @ 4:09 PM	Totally Rejected	<input type="radio"/>	
	Submitted at 08/13/2015 @ 1:30 PM	Primary Id and logon do not match	<input type="radio"/>	08/13/2015 @ 2:25 PM

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 H0__0_batch_report.txt from apps.tpadadministrator.com?

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

H0__0_batch_report (1).txt - Notepad

File Edit Format View Help

HDR; H0__0; 201504
 DET; S5__2; P1__0; CG15041__0S5__2; 20160311; N; Payment Initiated

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 Last Download column.

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and a user login status. Below the navigation bar, the 'Reports' tab is selected. The 'Report Type' section has 'Batch' selected. A filter section shows 'Parent Org. ID' as 'H0__0' and 'Reporting Period' as 'ALL'. A 'Current Cutoff Calendar' box on the right lists various dates. The main table displays a list of report submissions with columns for Parent Org. ID, Submission Date, Status, Download File, and Last Download Date. The first row is highlighted, showing a successful submission on 03/11/2016 with a last download date of 03/15/2016 at 10:47 AM.

Parent Org. ID	Submission Date	Status	Download File	Last Download Date
H0__0	Submitted at 03/11/2016 @ 10:57 AM	Successfully processed	○	03/15/2016 @ 10:47 AM
	Submitted at 03/11/2016 @ 10:55 AM	Totally Rejected	○	03/11/2016 @ 10:55 AM
	Submitted at 09/11/2015 @ 4:12 PM	Partially Rejected	○	09/11/2015 @ 4:12 PM
	Submitted at 09/11/2015 @ 4:11 PM	File rejected: Invalid Header record	○	
	Submitted at 08/13/2015 @ 4:18 PM	Successfully processed	○	02/24/2016 @ 11:10 AM
	Submitted at 08/13/2015 @ 4:09 PM	Totally Rejected	○	
	Submitted at 08/13/2015 @ 1:30 PM	Primary Id and logon do not match	○	08/13/2015 @ 2:25 PM

You have now completed accessing Batch Reports.

CGDP Portal – Manufacturer 1099 Information Reports

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

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

The screenshot shows the CGDP Sponsor Portal interface. At the top left, there are logos for PALMETTO GBA (A CELLERAN GROUP COMPANY) and CMS (CENTERS FOR MEDICARE & MEDICAID SERVICES). On the top right, there are links for Contact Us, My Profile, Logout, Help, and Reporting, along with the text 'Logged on as H4...3 Test Environment'. Below the logos is a navigation bar with tabs: Home, Payments, Completed, Receipts, Reports (highlighted with a red box and a circled 1), and Disputes. Under the Reports tab, there are two main sections: 'Sponsor Portal' and 'CGDP Reports'. The 'CGDP Reports' section has a 'Report Type' dropdown menu with options: Invoice, Data, Tracking, Batch, Manufacturer 1099 Information (selected with a red box and a circled 2), and Ad Hoc. Below this is a 'Parent Org. ID' field with the value 'H4...3' and a 'Choose Format' section with options: Download Text File and Download Spreadsheet (circled 4). To the right of the report type selection is a 'Current Cutoff Calendar' box (circled 3) containing a table:

Current Cutoff Calendar	
Reporting Period	2016
Invoice Paid By	08/23/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

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

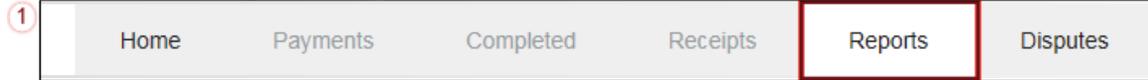
The **Reports tab – Manufacturer 1099 Information** contains four (4) regions.

1. **Tabbed region – Reports** displays tabs available for selection and the tab that is currently active.
2. **Report Type Selection region – Manufacturer 1099 Information** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc.
Note: Description of the Ad Hoc report type follows in a subsequent instructional section of the manual. Descriptions and instructions of the Invoice, Data, Tracking, and Batch 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. **Parent Org ID Choose Format region** displays the defaulted Parent Org ID and allows the user to select the report format to download the **Manufacturer 1099 Information** report, in either a text file or Excel spreadsheet.

The upcoming pages will describe each region and the functions associated with Manufacturer 1099 Information 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 – Manufacturer 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, Manufacturer 1099 Information, and Ad Hoc.

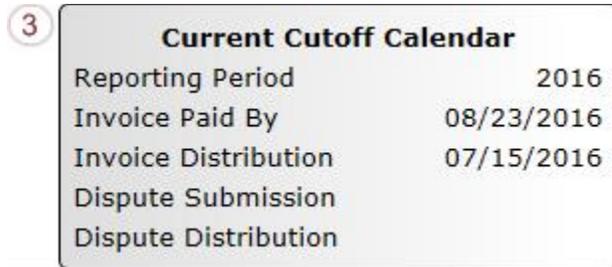
This example displays the populated Manufacturer 1099 Information radio button.



The population of the Manufacturer 1099 Information radio button provides a Sponsor with 1099 information for each Manufacturer participating in the Program. This 1099 information report will provide a user with relevant, easily identifiable, non-bank account information for Manufacturers. 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.



Parent Org ID and Choose Format Region

The **Parent Org ID and Choose Format region** contains the Parent Org ID column that defaults to the Parent Organization 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.



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

CGDP Portal Instructions – Manufacturer 1099 Information Reports

Accessing Manufacturer 1099 Information Reports

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

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 Manufacturer 1099 Information reports. Instructions for logging into the Portal can be located in the ***CGDP Sponsor 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 Sponsor for the reporting period.

SPALMETTO GBA.
A CELERIAN GROUP COMPANY

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Contact Us | My Profile | Logout | Help | Reporting
Logged on as H0_0

Home | Payments | Completed | Receipts | **Reports** | Disputes

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: H0_0 | Invoice Type: Quarterly | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7_7	201601	Available	<input type="radio"/>
Quarterly	H7_7	201504	N/A	<input type="radio"/>
Quarterly	H7_7	201503	Incomplete	<input type="radio"/>
Quarterly	H7_7	201502	Incomplete	<input type="radio"/>

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

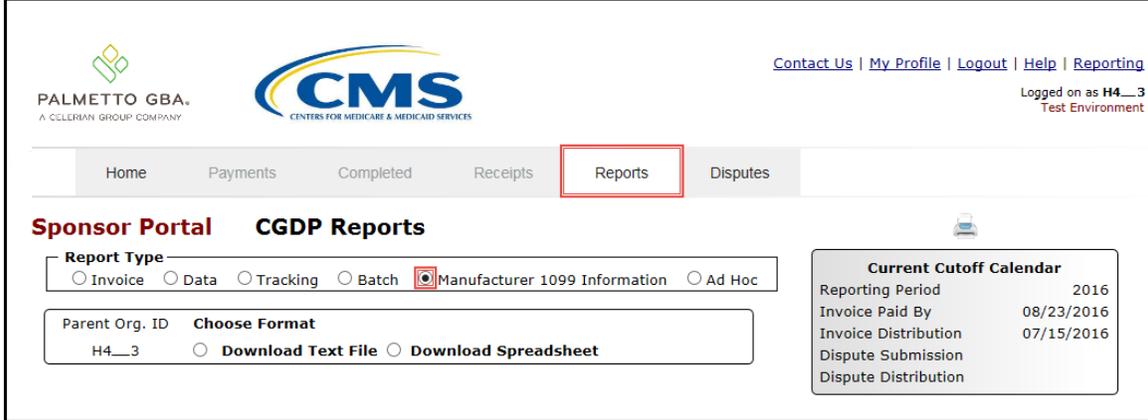
For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

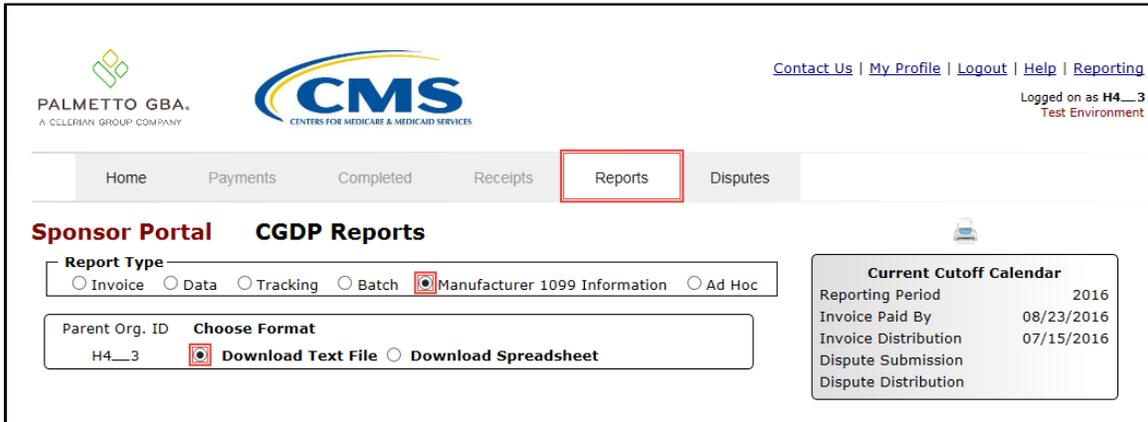
Reporting Periods with no invoice line items
 Filter by: Contract Number: H7_7 | Reporting Period: ALL

Contract Number **Reporting Period**
 There is an invoice report for the selected Contract

- To review the Manufacturer 1099 Information, select the **Reports** tab and populate the Manufacturer 1099 Information radio button.



- To view the 1099 information in text file format, populate the Download Text File radio button.



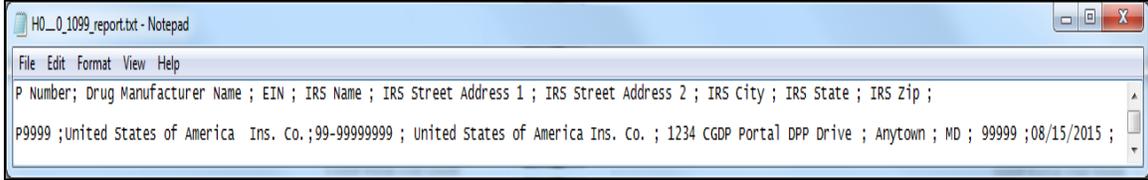
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.

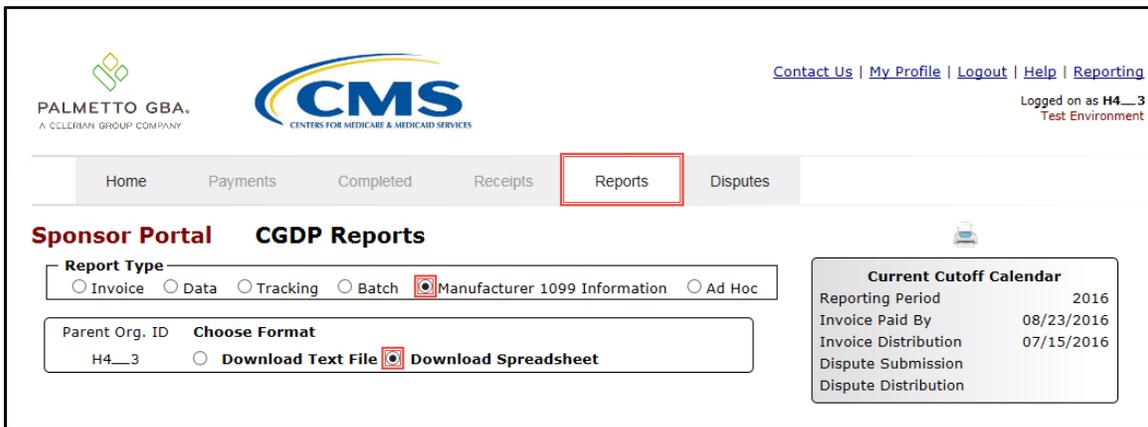


- After selecting the *Open* button, review the downloaded text file for Manufacturer 1099 Information.

This example displays the downloaded text file with the type of information available on the Manufacturer 1099 Information report after selecting the Download Text File radio button.



- Once review of the text file is complete, return to the **Reports** tab.
- To view the 1099 information in spreadsheet format, populate the Download Spreadsheet radio button.



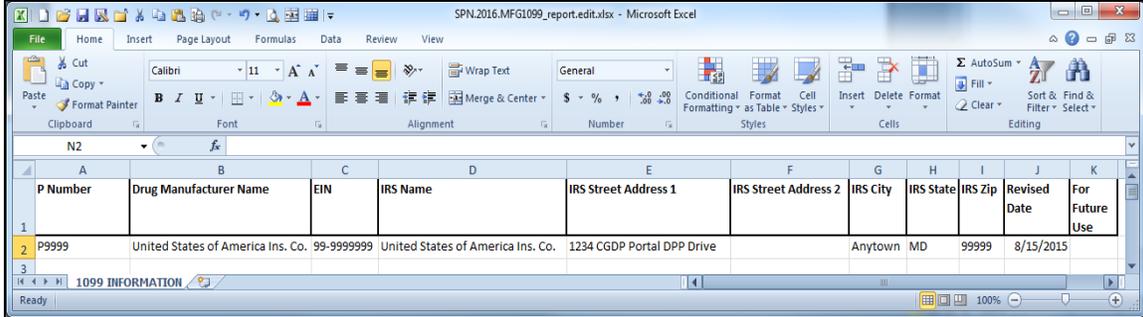
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open* to view the data in text file format
 - Save* to save the data in text file format
 - Cancel* to exit the decision message

This example displays the selected *Open* button.



10. After selecting the Open button, review the downloaded Excel spreadsheet for Manufacturer 1099 Information

This example displays the type of information available on the Manufacturer 1099 Information report after selecting the Download Spreadsheet radio button.



11. Once review of the Excel file is complete, return to the **Reports** tab.

You have now completed accessing the Manufacturer 1099 Information reports.

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.

The screenshot displays the 'CGDP Reports' page in the Sponsor Portal. At the top, there are logos for Palmetto GBA and CMS, along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'S1_0' in a 'Test Environment'. A navigation bar contains tabs for 'Home', 'Payments', 'Completed', 'Receipts', 'Reports' (which is highlighted with a red box and labeled '1'), and 'Disputes'. Below the navigation bar, the page title is 'Sponsor Portal CGDP Reports'. There are two main sections: 'Report Type' (labeled '2') with radio buttons for 'Invoice', 'Data', 'Tracking', 'Batch', 'Manufacturer 1099 Information', and 'Ad Hoc' (which is selected); and search filters (labeled '4') for 'Parent Org. ID' (value: S1_0) and 'Contract Number' (value: ALL). To the right, a 'Current Cutoff Calendar' box (labeled '3') shows: Reporting Period: 2017, Invoice Paid By: 08/26/2017, Invoice Distribution: 07/19/2017, Dispute Submission, and Dispute Distribution. At the bottom, a table (labeled '5') lists report details:

Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Downloaded Date
H0_4	201501	Invoice	07/25/2017	<input type="radio"/>	

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

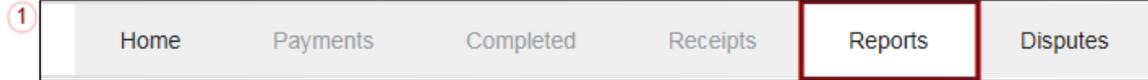
The **Reports tab – Ad Hoc** contains five (5) regions.

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, Manufacturer 1099 Information, and Ad Hoc.
Note: Descriptions and instructions of the Invoice, Data, Tracking, Batch and Manufacturer 1099 Information 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 Parent Org. ID and all contract numbers associated with that Parent Org. 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 Ad Hoc 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, Manufacturer 1099 Information, and Ad Hoc.

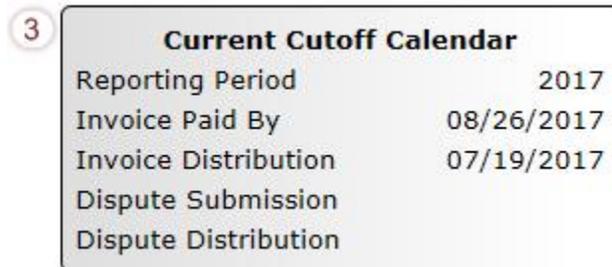
This example displays the populated Ad Hoc radio button.



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

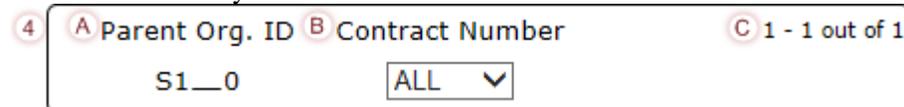
Current Cutoff Calendar Region

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. Parent Org. ID column defaults to the Parent Organization ID utilized to access the system.
- B. Contract Number field defaults to ALL, but allows a user to sort reports visible by contract number associated with the Parent Org. ID.
- C. Item Count column displays the number line items displayed on the current page of the total number of items available for the Parent Org. ID.

Reports 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 [Ad Hoc](#) 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 Contract Number	B Reporting Period	C Report Type	D Date Loaded	E Download File	F Last Downloaded Date
H0_4	201501	Invoice	07/25/2017	<input type="radio"/>	

- A. Contract Number column displays to the contract number associated with the specific Report Type requested.
- B. Reporting Period column displays to the quarterly reporting period for the requested Report Type. Format of Reporting Period is YYYYQQ, where YYYY represents the calendar year and QQ represents the quarter. Example: The Reporting Period of 201501 represents calendar year 2015 first quarter.
- C. Report Type column displays to the requested report. Report types available for Ad Hoc requests consist of Invoice, Data, Tracking, and Dispute Resolution reports.
- D. Date Loaded 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 Date Loaded or seven (7) calendar days after the Last Download Date, whichever comes first.
- E. Download File column displays a radio button to allow a user to view the specific Report Type in a text file format.
- F. Last Download Date column displays the last date the specific Report Type 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 Date Loaded or seven (7) calendar days after the Last Download Date, whichever comes first.

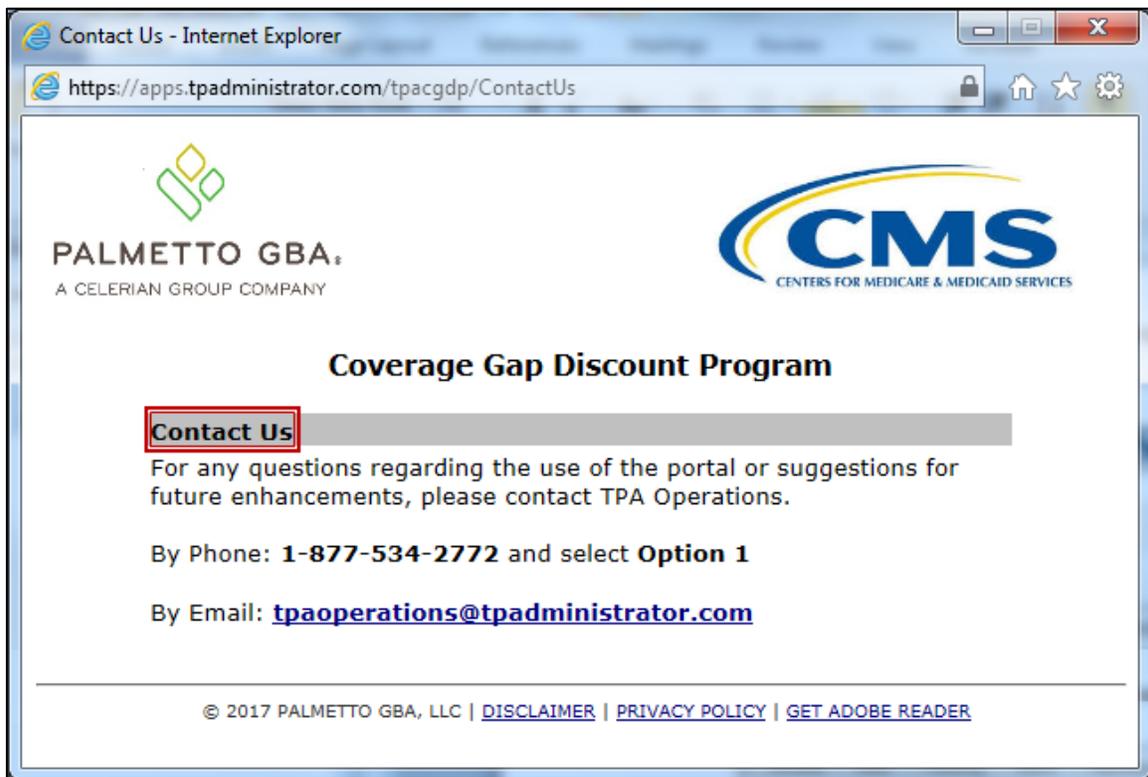
CGDP Portal Instructions – Ad Hoc Reports

Submitting and Accessing Ad Hoc Reports

Sponsors 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, Tracking, 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 Invoice, Data, Tracking, 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.



- 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 Sponsor Portal Introduction and Login Users Guide** located under **References** on the TPAdministrator.com website.
- After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for review and download.

Sponsor Portal Coverage Gap Discount Program Home

Parent Org. ID: S1__0 | Invoice Type: ALL | Contract Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H0__4	201604	Available	<input type="radio"/>
Quarterly	S1__0	201604	Available	<input type="radio"/>
Quarterly	H0__4	201603	Available	<input type="radio"/>
Quarterly	S1__0	201603	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Contract Number	Reporting Period
H0__4	201602
H0__4	201504
H0__4	201503
H0__4	201502
S1__0	201602

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

Sponsor Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Parent Org. ID: S1__0 | Contract Number: ALL | 1 - 1 out of 1

Current Cutoff Calendar

Reporting Period	2017
Invoice Paid By	08/26/2017
Invoice Distribution	07/19/2017
Dispute Submission	
Dispute Distribution	

Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Downloaded Date
H0__4	201501	Invoice	07/25/2017	<input type="radio"/>	

- To view the requested ad hoc reports in text file format, populate the Download File radio button corresponding to the specific requested report.

Sponsor Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Manufacturer 1099 Information Ad Hoc

Parent Org. ID: S1__0 Contract Number: ALL

Contract Number	Reporting Period	Report Type	Date Loaded	Download File	Last Downloaded Date
H0__4	201501	Invoice	07/25/2017	<input checked="" type="radio"/>	

Current Cutoff Calendar

Reporting Period	2017
Invoice Paid By	08/26/2017
Invoice Distribution	07/19/2017
Dispute Submission	
Dispute Distribution	

- 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.

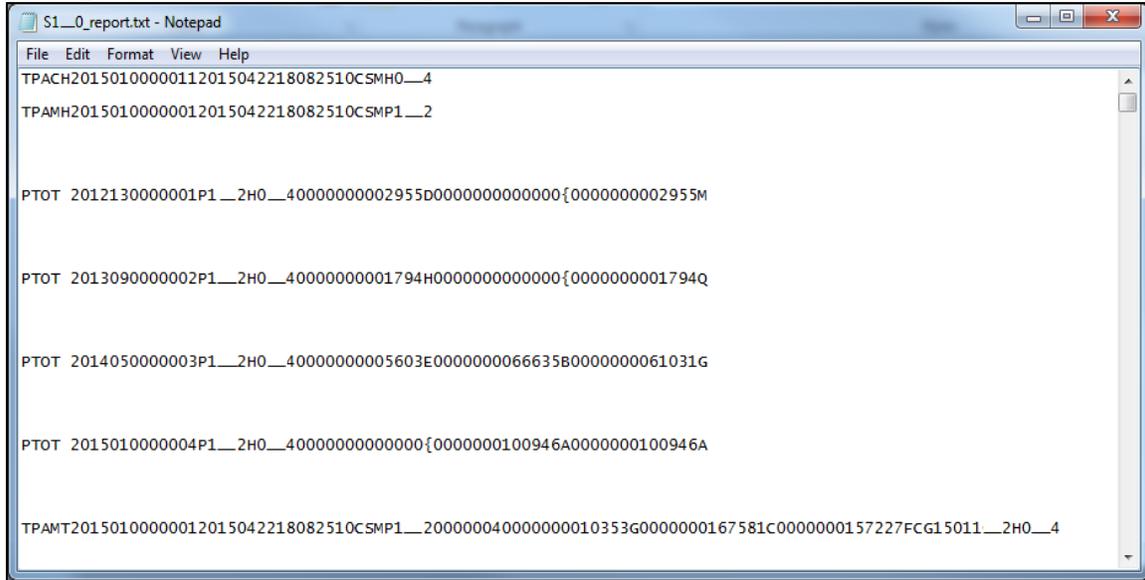
Do you want to open or save S1__0_report.txt from a ##### 3.a7##### d.com?

Open Save Cancel

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.

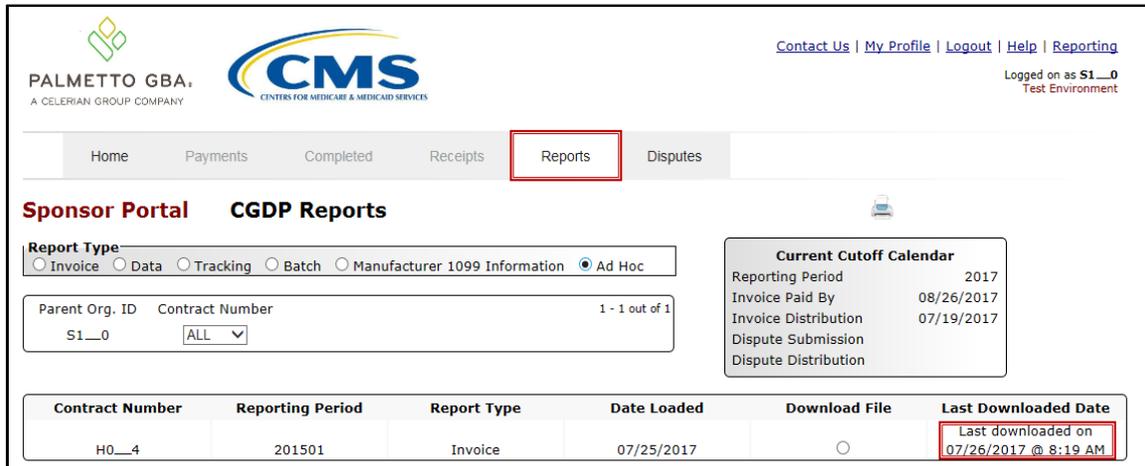
7. After selecting the Open button, review the downloaded text file for Ad Hoc reports.

This example displays the downloaded text file with the type of information available on the Ad Hoc report after selecting the corresponding Download File 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 Last Download Date 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 Ad Hoc reports.

Summary

This Sponsor 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 Sponsors. Reports are distributed to the Portal on the "*Quarterly Invoice Receipt Date*" as defined in the [CGDP Calendar](#).

This guide presented six (6) 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 Part D Sponsor reports appear on the Reports tab, both quarterly reports 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

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 <u>Invoice Amount</u> and <u>Previous Deferred Amount</u> 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 <u>Invoiced Amount</u> or the combination of the <u>Invoiced Amount</u> and the <u>Previous Deferred Amount</u> 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.

Term	Definition
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
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. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i>
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.

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 Amount	Deferred 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. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
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.

Term	Definition
Total Received	<p>For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors.</p> <p>For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.</p>
Total Successful	<p>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.</p>
User ID	<p>Credential information provided by TPA to Manufacturer or Sponsor for access to system.</p> <p>User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer.</p> <p>User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.</p>