CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 1507	**Date: May 22, 2015**
	Change Request 9135

SUBJECT: HIGLAS Release 12 (R12) Upgrade and Organizational Transitions for A/B MACs - R12 Upgrade

I. SUMMARY OF CHANGES: The purpose of this change request (CR) is for the Centers for Medicare & Medicaid Services (CMS), Office of Financial Management (OFM), Financial Management Systems Group (FMSG) to notify the Medicare Administrative Contractors (MACs) of the upcoming Healthcare Integrated General Ledger Accounting System (HIGLAS) R12 upgrade activities. These activities will include, but are not limited to, User Acceptance Testing (UAT), transition planning, UAT test and cutover status calls, UAT and End User Training and Transition Support and Reconciliation activities.

EFFECTIVE DATE: June 23, 2015
**Unless otherwise specified, the effective date is the date of service.*
IMPLEMENTATION DATE: June 23, 2015

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)
R=REVISED, N=NEW, D=DELETED-*Only One Per Row.*

R/N/D	CHAPTER / SECTION / SUBSECTION / TITLE
N/A	N/A

III. FUNDING:
For Medicare Administrative Contractors (MACs):
The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:

One Time Notification

Attachment - One-Time Notification

Pub. 100-20	Transmittal: 1507	Date: May 22, 2015	Change Request: 9135

SUBJECT: HIGLAS Release 12 (R12) Upgrade and Organizational Transitions for A/B MACs - R12 Upgrade

EFFECTIVE DATE: June 23, 2015

**Unless otherwise specified, the effective date is the date of service.*
IMPLEMENTATION DATE: June 23, 2015

I. GENERAL INFORMATION

A. Background: The Medicare Administrative Contractors (MACs) will all have new Healthcare Integrated General Ledger Accounting System (HIGLAS) Organization in the R12 HIGLAS environment. Tested HIGLAS conversion code will be utilized to transition the A and B MACs from the existing R11 HIGLAS environment. Financial Reconciliation and Reporting for each of these HIGLAS transitions will be performed by the AIS Contractor and supported by the MACs. The R12 upgrade transitions will begin in June 2015.

The HP Shared Systems (FISS & MCS) shall also support the transition to from the R11 to the R12 production environments.

The Medicare Administrative Contractors for A/B MAC Jurisdictions below will need to assess the impact of the effort defined in this CR:

1. Noridian HealthCare Solutions, Inc. A/B MAC for Jurisdictions JE and JF.

2. Novitas Solutions Inc. A/B MAC for Jurisdictions JH and JL.

3. National Government Services (NGS), A/B MAC for Jurisdictions JK and J6.

4. Palmetto Government Benefits Administrator (GBA), A/B MAC for Jurisdiction J11.

5. Diversified Services Options Corp, aka First Coast Service Options, A/B MAC for Jurisdiction JN.

6. Cahaba Government Benefit Administrators®, LLC, A/B MAC for Jurisdiction JJ.

7. *Wisconsin Physicians Services (WPS), Part A MAC for Jurisdiction J5 and A/B MAC for Jurisdiction J8.

8. *CGS Administrators, LLC, Part B MAC for Jurisdiction J15.

***NOTE**: Wisconsin Physicians Services (WPS) J5B and CGS Administrations, LLC J15A are supporting the R12 Upgrade as the PILOT contractors and have separate contract actions to support that effort.

The Part A and Part B Shared Systems Maintainers will support the change of HIGLAS Organization and workload numbers required for the R12 HIGLAS Upgrade and ensure that daily interface files shall be transferred from the A/B MACs' existing Virtual Data Center (VDC) to HIGLAS.

The A/B MAC staff and end users shall be granted the same security access, in the new Organization as they had in a previous HIGLAS Organization, assuming it does not violate any security or segregation of duty

rules. Access in the decommissioned HIGLAS Organizations will be changed to read only.

The incumbent VDC shall establish and support the Unit Acceptance Testing (UAT) Region and Production Region for both the Part A and Part B operating systems. The A/B MAC will have the responsibility of performing requests for access changes as defined above, participating in a weekly status meeting, closing out Loans and reestablishing same as part of the HIGLAS Organization transition in addition to supporting Production Cutover Activities.

The incumbent VDC shall insure files are updated appropriately for entities where data is exchanged, via batch requests for access changes as defined above, participating in a weekly status meeting, and support Production Cutover Activities.

The incumbent VDC shall insure file names (organization and workload numbers) are updated appropriately for entities where data is exchanged, via batch.

B. Policy: N/A

II. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility								
		A/B MAC			DME MAC	Shared-System Maintainers				Other
		A	B	HHH		FISS	MCS	VMS	CWF	
9135.1	The HP and CDS VDC shall support the transitioning A/B MACs defined in the background section of this CR.									CDS, HP VDC, VDCs
9135.2	HIGLAS shall support the transition and reconciliation activities defined within the background section of this CR.	X	X							HIGLAS

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility				
		A/B MAC			DME MAC	CEDI
		A	B	HHH		
	None					

IV. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:

Section B: All other recommendations and supporting information:

- The Training contractor has provided the following information for training: 3 hours for AR (includes AR/AP netting); 3 hours for AP (includes TPP); 1 hour for GL and ½ hour for Loans.

- MAC transitions will occur on the weekends of June through August. The reconciliation process will be supported by the MACs and their roles are defined in the attached document titled "R12 Conversion Activity."

- The New Organization and Workload Numbers are defined in the attached document titled "New Organizations Listing."

V. CONTACTS

Pre-Implementation Contact(s): Mary Stiffler, 410-786-5415 or mary.stiffler@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):
The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

ATTACHMENTS: 2

R12 Conversion Activity Table

	Activity	Stage	Instance	Owner
1	Submit AR, AP, ERS Transfer and Post to GL	Pre-Conversion	11i	AIS
2	Generate the Financial Statements, Financial Integrity & TROR Spreadsheet	Pre-Conversion	11i	AIS
3	Generate COTS and HIGLAS Reports after the conversions begin	Pre-Conversion	11i	MAC
4	Reconcile the differences in the Financial Integrity and TROR Spreadsheets	Pre-Conversion	11i	AIS
5	Provide Explanations on the Variances in the Financial Integrity and TROR Spreadsheet	Pre-Conversion	11i	AIS
6	Provide Financial Statements, Financial Recon, TROR reports to the MACs	Pre-Conversion	11i	AIS
7	Validate the Financial and TROR Spreadsheets	Pre-Conversion	11i	MAC
8	Approve the Financial Statements, Financial Integrity and TROR Spreadsheets provided by AIS	Pre-Conversion	11i	MAC/CMS
1	Submit AR, AP, ERS Transfer and Post to GL	Post Conversion	R12	AIS
2	Generate the Financial Statements, Financial Integrity & TROR Spreadsheet	Post Conversion	R12	AIS
3	Generate COTS and HIGLAS Reports before the conversions begin	Post Conversion	R12	MAC
4	Reconcile the differences in the Financial Integrity and TROR Spreadsheet	Post Conversion	R12	AIS
5	Provide Explanations on the Variances in the Financial Integrity and TROR Spreadsheet	Post Conversion	R12	AIS
6	Provide the Financial Statements, Financial Recon, TROR reports to the MACs	Post Conversion	R12	AIS
7	Validate the Financial and TROR Spreadsheets and compare them with the differences in the Pre-Conversion and Post Closeout Fin Recon and TROR Spreadsheets from 11i	Post Conversion	R12	MAC
8	Provide HIGLAS Corrective Actions (HCA) GL JVs to the MACs to correct the Fin Recon Variances	Post Conversion	R12	AIS
9	Provide HIGLAS Corrective Actions (HCA) GL JVs for Entering GL Balances in the R12 Organization.	Post Conversion	R12	AIS
10	Enter HCA GL JVs in the R12 Organization	Post Conversion	R12	MAC
11	Approve the Financial Statements, Financial Integrity and TROR Spreadsheets provided by AIS	Post Conversion	R12	MAC/CMS
1	Submit AR, AP, ERS Transfer and Post to GL	Post Closeout	11i	AIS
2	Generate the Financial Statements, Financial Integrity & TROR Spreadsheet	Post Closeout	11i	AIS
3	Reconcile the differences in the Financial Integrity and TROR Spreadsheet	Post Closeout	11i	AIS
4	Provide Explanations on the Variances in the Financial Integrity and TROR Spreadsheet	Post Closeout	11i	AIS
5	Provide the Financial Statements, Financial Integrity & TROR Spreadsheet reports to the MACs	Post Closeout	11i	AIS
6	Provide HIGLAS Corrective Actions (HCA) GL JVs to Close out GL Balances in the R12 Organizations.	Post Closeout	11i	AIS
7	Enter HCA GL JVs in the 11i Organization	Post Conversion	11i	MAC
8	Approve the Financial Statements, Financial Integrity and TROR Spreadsheets provided by AIS	Post Conversion	11i	MAC/CMS

Part A									
New MACs	**J15A**	**J05A**	**J06A**	**J08A**	**JE A**	**JF A**	**JK A**	**J10A**	**JL A**
Organization #	15014	05011	06111	08111	01011	03011	13001	10101	12111
Contract CD	15014000000	05011000000	06111000000	08111000000	01011000000	03011000000	13001000000	10101000000	12111000000
Old Organization #	00011	05001	00450	08001	01001	03001	00308	00010	12001
Workloads	15014	05011	06014	08211	01011	02001	13001	10101	12111
	15111	05911	06111	08111	01911	03011	14421	10211	12011
	15211		06001				14221	10311	12911
			06211				14021		
							14023		

Conversion Details

PART A		
Workload Mappings	**Old Workload**	**New Workload**
J15A	**00011**	**15014**
	15101	15111
	15201	15211
J05A	**05001**	**05011**
	05901	05911
J06A	00454	06014
	06101	06111
	00450	**06001**
	06201	06211
J08A	08201	08211
	08101	**08111**
JE A	**01101**	**01011**
	01901	01911
JF A	00326	02001
	03001	**03011**
JK A	**00308**	**13001**
	14411	14421
	14211	14221
	14011	14021
	14013	14023
J10A	**00010**	**10101**
	10201	10211

	10301	10311
JL A	**12101**	**12111**
	12001	12011
	12901	12911
J11A	**00380**	**11001**
	11003	11013
	11501	11511
JN A	**00090**	**09101**
	09201	09211
JH A	**00400**	**04011**
	07001	07011
	04301	04311
	04901	04911

J11A	JN A	JH A
11001	09101	04011
11001000000	09101000000	04011000000
00380	00090	00400
11001	09101	04011
11013	09211	07011
11511		04311
		04911

Part B									
New MACs	**J05B**	**JE B**	**JF B**	**J06B**	**JK B**	**J15B**	**J08B**	**J11B**	**JL B**
Organization #	05112	01112	03112	06302	13212	15212	08212	11202	12302
Contract CD	05112000000	01112000000	03112000000	06302000000	13212000000	15212000000	08212000000	11202000000	12302000000
Old Organization #	05002	01002	03002	00951	13002	15002	08202	00880	00900
Workloads	05112	01112	02402	06202	13212	15212	08212	11202	12512
		01182	02212	06102	14222	15112	08112	11322	12412
		01212	03112	06302	14422			11512	12302
			03312					11402	12102

Conversion Details

PART B		
Workload Mappings	**Old Workload**	**New Workload**
J05B	**05102**	**05112**
JE B	**01102**	**01112**
	01192	01182
	01202	01212
JF B	00836	02402
	02202	02212
	03102	**03112**
	03302	03312
J06B	00954	06202
	00952	06102
	00951	**06302**
JK B	**13202**	**13212**
	14212	14222
	14412	14422
J15B	**15202**	**15212**
	15102	15112
J08B	**08202**	**08212**
	08102	08112
J11B	**00880**	**11202**
	11312	11322
	11502	11512

	00883	11402
JL B	12502	12512
	12402	12412
	00901	**12302**
	00903	12102
JH B	**04402**	**04412**
	04302	04312
	07202	07212
	07302	07312
	07102	07112
J10B	**10102**	**10112**
JN B	**09102**	**09112**
	09202	09212

JH B	J10 B	JN B
04412	10112	09112
04412000000	10112000000	09112000000
04002	10002	09002
04412	10112	09112
04312		09212
07212		
07312		
07112		

Workload	Mac Jurisdiction	HIGLAS Organization ID	Contract Code
00380	J11A	84	00380000000
11003	J11A	84	00380000000
11501	J11A	84	00380000000
00308	JK A	101	00308000000
14011	JK A	101	00308000000
14013	JK A	101	00308000000
14211	JK A	101	00308000000
14411	JK A	101	00308000000
00090	JN A	121	00090000000
09201	JN A	121	00090000000
00400	JH A	123	00400000000
04301	JH A	123	00400000000
04901	JH A	123	00400000000
07001	JH A	123	00400000000
00901	JL B	203	00900000000
00903	J12B	203	00900000000
12402	J12B	203	00900000000
12502	J12B	203	00900000000
00880	J11B	223	00880000000
00883	J11B	223	00880000000
11312	J11B	223	00880000000
11502	J11B	223	00880000000
00450	J06A	323	00450000000
00454	J06A	323	00450000000
06101	J06A	323	00450000000
06201	J06A	323	00450000000
00951	J06B	365	00951000000
00952	J06B	365	00951000000
00954	J06B	365	00951000000
00010	J10A	405	00010000000
10201	J10A	405	00010000000
10301	J10A	405	00010000000
00011	J15A	407	00011000000
15101	J15A	407	00011000000
15201	J15A	407	00011000000
04302	JH B	445	04002000000

New Workload Mapping Received

04402	JH B	445	04002000000
07102	JH B	445	04002000000
07202	JH B	445	04002000000
07302	JH B	445	04002000000
01101	JE A	485	01001000000
01901	JE A	485	01001000000
12001	J12A	505	12001000000
12101	JL A	505	12001000000
12901	J12A	505	12001000000
00326	JF A	525	03001000000
03001	JF A	525	03001000000
01102	JE B	545	01002000000
01192	JE B	545	01002000000
01202	JE B	545	01002000000
05001	J05A	565	05001000000
05901	J05A	565	05001000000
00836	JF B	605	03002000000
02202	JF B	605	03002000000
03102	JF B	605	03002000000
03302	JF B	605	03002000000
05102	J05B	625	05002000000
13202	JK B	645	13002000000
14212	JK B	645	13002000000
14412	JK B	645	13002000000
09102	JN B	666	09002000000
09202	JN B	666	09002000000
10102	J10B	706	10002000000
15102	J15B	725	15002000000
15202	J15B	725	15002000000
08102	J08B	845	08202000000
08202	J08B	845	08202000000
08101	J08A	865	08001000000
08201	J08A	865	08001000000