



STEPS FOR SUBMITTING DIR REPORT FOR PAYMENT RECONCILIATION

The following instructions explain how to access the DIR module within HPMS to report DIR data for contract year 2013. More detailed instructions are provided in the “Helpful Hints” documents under the “Documentation” section in the DIR Reporting module for Contract Year 2013 in HPMS.

<p>1. Enter DIR Submission Information</p>	<p>a. Go to the DIR Submission Information page using the following navigation path: HPMS Homepage > Plan Bids > DIR Reporting > Contract Year 2013 > DIR Submission Info.</p> <p>b. For each contract, provide a response for each question or enter “N/A” as applicable. If resubmitting either the Summary or Detailed DIR Report, provide a reason for resubmitting the DIR data. Refer to the DIR Submission Info Helpful Hints document for additional instructions.</p>
<p>2. Download DIR Report Template (for Summary and Detailed DIR Reports)</p>	<p>a. Go to the DIR Download page using the following navigation path: HPMS Homepage > Plan Bids > DIR Reporting > Contract Year 2013 > (Submission) Download Templates.</p> <p>b. Download the DIR Summary and Detailed Report Templates.</p>
<p>3. Enter data into DIR Report Template to create new DIR Report</p>	<p>a. Refer to the Summary DIR Reporting Helpful Hints and Detailed DIR Reporting Helpful Hints documents for the instructions for populating, saving, and uploading the reports.</p> <p>b. If you receive any error messages when attempting to upload the report, make corrections to the DIR Report, save the file, and attempt to upload again.</p> <p>c. If you are unable to resolve the error messages, contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov</p>
<p>4. Verify data has successfully completed the unload process</p>	<p>a. Go to the DIR Unload Status Report using the following navigation path: HPMS Homepage > Plan Bids > DIR Reporting > Contract Year 2013 > DIR Reports > select either Summary DIR Unload Status Report or Detailed DIR Unload Status Report.</p> <p>b. Check the “Unload Status” column. Once it says “Successful” the DIR data will be available to view in HPMS.</p>
<p>5. Review DIR Report saved in HPMS</p>	<p>a. Go to the DIR Download page using the following navigation path: HPMS Homepage > Plan Bids > DIR Reporting > Contract Year 2013 > DIR Reports > select either Summary DIR Data Report or Detailed DIR Data Report.</p> <p>b. Review the submission information and Summary DIR values in the Summary DIR Data Report saved on HPMS.</p> <p>c. Review the Detailed DIR values in the Detailed DIR Data Report.</p> <p>d. If there any errors, make corrections to the DIR Report, save the file, and upload the corrected DIR report. If you are unable to resolve the errors, contact the HPMS Help Desk.</p>