Accessing Archived Reports
Using the MARx UI
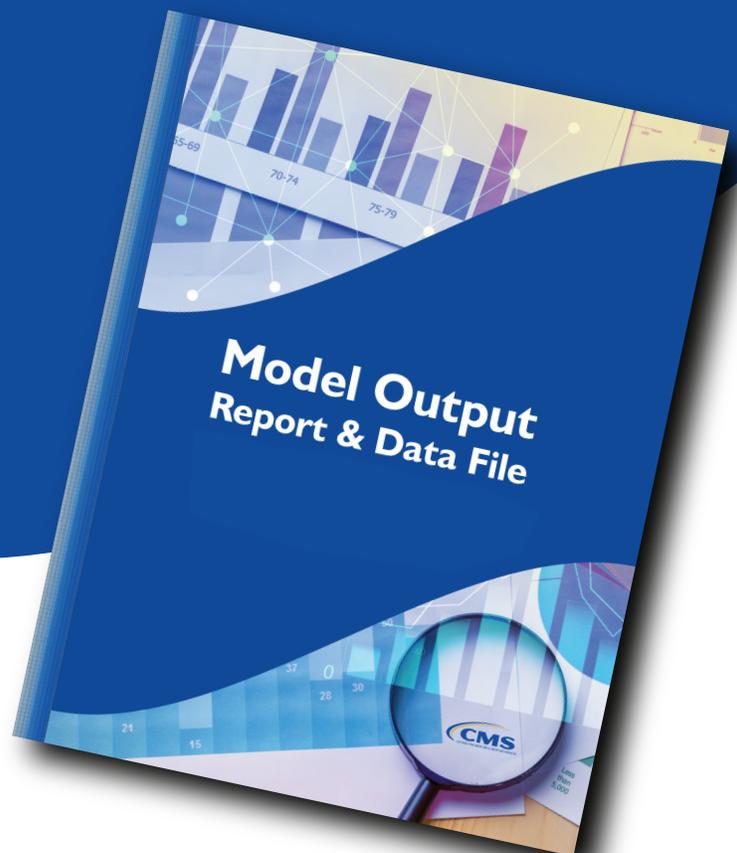
Phase 4.0
MAO-004 Report

Model Output
Report & Data File

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Introduction

Hi, I'm Chris. I'll be your guide through this interactive tutorial on how to access archived reports using the Medicare Advantage Prescription Drug User Interface web application.

Phew; that's a mouthful! To make it easy, I will refer to this online application as MARx UI.
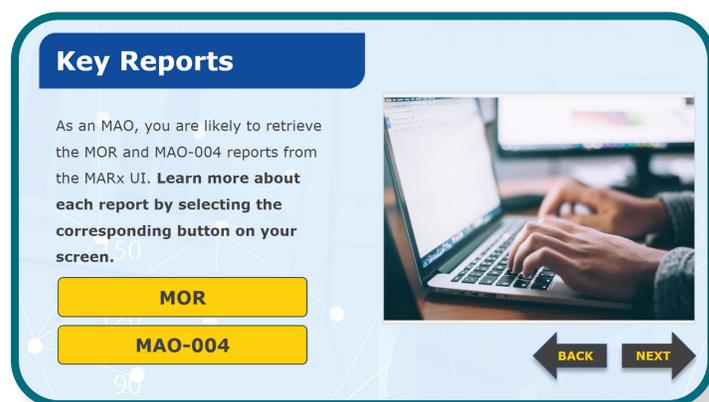
In this brief tutorial, you will learn how to sign in to MARx UI with your active EUA User ID; how to search for archived reports; and how to retrieve the reports you have selected.

Before we get started, let me briefly review two key reports, the Model Output Report (or MOR) and MAO-004, that Medicare Advantage Organizations (or MAOs) are likely to access for risk adjustment.

Please note that the term MAOs are used to encompass all Medicare Advantage, Cost, PACE, and Demonstration Organizations. Also note that only active MAOs with active EUA User IDs can access the
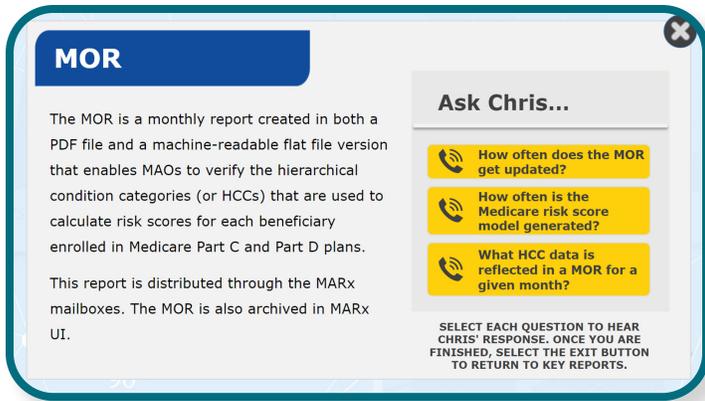
MARx UI; therefore, only they are able to access archived reports through the MARx UI. Inactive plans will only get the monthly MAO-004 reports through their designated mailboxes.

Key Reports

As an MAO, you are likely to retrieve the MOR and MAO-004 reports from the MARx UI.

Learn more about each report by selecting the corresponding button on your screen.

MOR

The MOR is a monthly report created in both a PDF file and a machine-readable flat file version that enables MAOs to verify the hierarchical condition categories (or HCCs) that are used to calculate risk scores for each beneficiary enrolled in Medicare Part C and Part D plans.

This report is distributed through the MARx mailboxes. The MOR is also archived in MARx UI.

Ask Chris...

- How often does the MOR get updated?
- How often is the Medicare risk score model generated?
- What HCC data is reflected in a MOR for a given month?

SELECT EACH QUESTION TO HEAR CHRIS' RESPONSE. ONCE YOU ARE FINISHED, SELECT THE EXIT BUTTON TO RETURN TO KEY REPORTS.

The MOR is a monthly report created in both a PDF file and a machine-readable flat file version that enables MAOs to verify the hierarchical condition categories (or HCCs) that are used to calculate risk scores for each beneficiary enrolled in Medicare Part C and Part D plans.

This report is distributed through the MARx mailboxes. The MOR is also archived in MARx UI.

MOR Frequently Asked Questions

Here are three frequently asked questions. Please select the button for each question to hear Chris' response. Once you've reviewed each question and answer, select the Exit button to continue.

Q: *How often does the MOR get updated?*

The Model Output Report is updated and distributed monthly as well as when a new Medicare risk score model is generated. Note that the HCCs 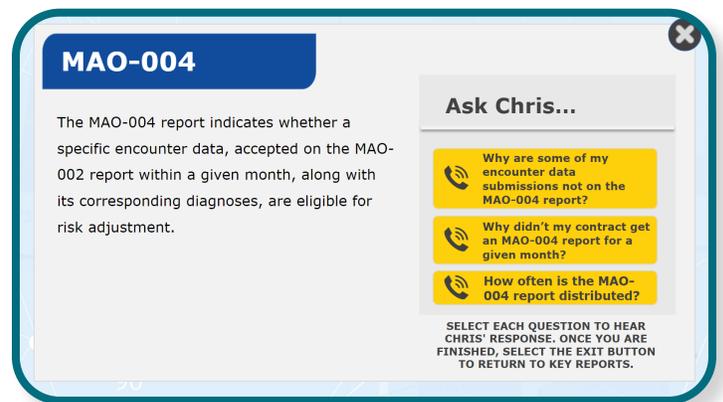and demographic information for each beneficiary do not change between model runs, but each monthly report contains information for each MAO's enrollees for that month.

Q: *How often is the Medicare risk score model generated?*

A new risk score model is typically generated three times a year for the initial, mid-year, and final payments.

Q: *What HCC data is reflected in a MOR for a given month?*

The MOR reflects any HCC data that is assigned to a beneficiary during a given model run based on risk adjustment eligible diagnoses that are submitted to CMS. A MOR distributed in May 2021, for example, will reflect HCC data used for payment for the next month–June 2021. Please note that data from this monthly MOR, in this example, will be from the Initial model run.

MAO-004

The MAO-004 report indicates whether a specific encounter data, accepted on the MAO-002 report within a given month, along with its corresponding diagnoses, are eligible for risk adjustment.

Ask Chris...

- Why are some of my encounter data submissions not on the MAO-004 report?
- Why didn't my contract get an MAO-004 report for a given month?
- How often is the MAO-004 report distributed?

SELECT EACH QUESTION TO HEAR CHRIS' RESPONSE. ONCE YOU ARE FINISHED, SELECT THE EXIT BUTTON TO RETURN TO KEY REPORTS.

The MAO-004 report indicates whether a specific encounter data, accepted on the MAO-002 report within a given month, along with its corresponding diagnoses, are eligible for risk adjustment.

MAO-004 Frequently Asked Questions

Here are three frequently asked questions. Please select the button for each question to hear Chris' response. Once you've reviewed each question and answer, select the Exit button to continue.

Ask **Chris**

Q: *Why are some of my encounter data submissions not on the MAO-004 report?*

There are two reasons why this may happen:

If the encounter data you submitted for a given month was rejected on the MAO-002 report, or

If the encounter data you submitted had dates of service prior to 2014, it will not be included on the MAO-004 report.

Q: *Why didn't my contract get an MAO-004 report for a given month?*

There are several reasons that your contract may not get an MAO-004 for a given month. These include:

If your contract did not submit records for that reporting month; or

If all the submitted records were rejected on the MAO-002 report for that month, or
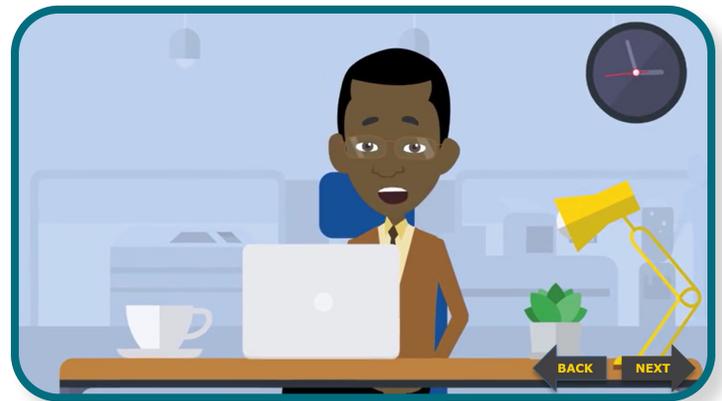
If your contract submitted all records with dates of service prior to 2014 for

that month, your contract will not receive an MAO-004 report.

Q: *How often is the MAO-004 report distributed?*

The MAO-004 report is distributed to the plan's designated mailbox by the 22nd of each month. Unlike the MORs, an MAO-004 report distributed in May 2021 will have data submitted in April 2021.
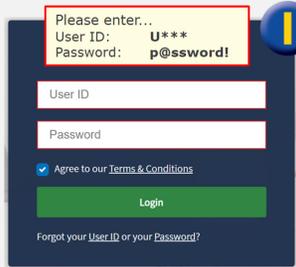
How to Access Archived Reports

Now that we've reviewed the reports you are likely to retrieve from the MARx UI web application—the Model Output Report and the MAO-004 Report—let me walk you through how to access archived copies of these reports.

Step 1: Login

- Navigate to portal.cms.gov/portal.
- Enter your active CMS.gov EUA User ID and Password.
- Select "Login."

Please enter...
User ID: **U***
Password: **p@ssword!**

User ID

Password

☑ Agree to our Terms & Conditions

Login

Forgot your User ID or your Password?

To access the MARx UI application, navigate to the CMS Portal from your internet browser. You can do this by typing portal.cms.gov/portal into the address bar of your browser window.
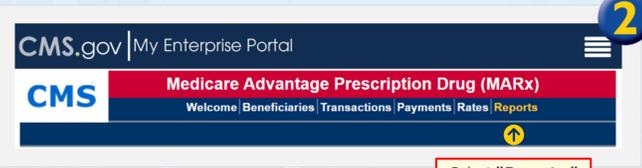
From the portal's landing page, you must enter your active CMS.gov EUA user ID and password, and then select "Login."

Remember, only active MAOs with active EUA User IDs can access the MARx UI for these archived reports.

Give it a try! Enter user ID U***, and password p-@-s-s-w-o-r-d-!, and then select the Login button.

Step 2: Reports

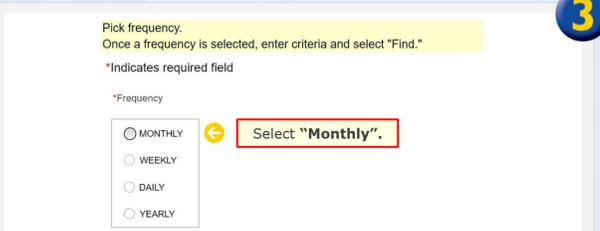Click on the "Reports" navigation link at the top of the page.

CMS.gov | My Enterprise Portal

CMS Medicare Advantage Prescription Drug (MARx)

Welcome | Beneficiaries | Transactions | Payments | Rates | Reports

Select "**Reports.**"

Once you are logged in to MARx UI, click on the "Reports" link in the header navigation.

Give it a try! Select the "Reports" link now.

Step 3: Frequency

Select "Monthly" for the frequency.

Pick frequency.
Once a frequency is selected, enter criteria and select "Find."

*Indicates required field

*Frequency

○ MONTHLY ← Select "**Monthly**".
○ WEEKLY
○ DAILY
○ YEARLY

Since we'd like to access the MOR and MAO-004 reports, which are monthly reports, select "Monthly" for the frequency.

Go ahead, select "Monthly."

Step 4: Start Month

Enter the starting month and year.

*Start Month

Type **06/2021** and then press the **Enter** key.

File Type

Report/Data File

Contract #

Find   Reset

Next, from the "Start Month" field, enter the starting month and year for the report you would like to access.

Give it a try. Enter 06/2021 for June 2021 in the "Start Month" field now.

Step 5: End Month

Enter the ending month and year.

Next, you must enter the ending month and year in the "End Month" field.

Please enter 06/2021 for June 2021 in the "End Month" field now.

Step 6: Report/Data File

Select your desired report from the "Report/Data File" dropdown.

Since we've set the report frequency to "monthly," all reports categorized as a "monthly report" will be listed under the "Report/Data File" drop-down.

It is important to note that when entering your search criteria, you must leave the "File Type" box blank.

Go ahead and select the "Report/Data File" drop-down to view a list of monthly reports.

Step 6: Report/Data File

Select your desired report from th...

The "Part D Risk Adjustment Model Output Report and Datafile" option will generate a list of Part D MORs for your selected date range.

The "Risk Adjustment Eligible Diagnosis Report" option will generate a list of MAO-004 reports for your selected date range.

The "Risk Adjustment Model Output Report and Datafile" option will generate a list of Part C MORs for your selected date range.

Step 6: Report/Data File

Select your desired report from the...

LIS/LEP (ENDS 11/2014) OR LEP MONTHLY DATA FILE
MA MEDICAID STATUS DATA FILE
MBI CROSSWALK FILE
MONTHLY FULL ENROLLMENT
MONTHLY MEMBERSHIP DETAIL RPT AND DATA FILE
MONTHLY MEMBERSHIP REPORT - DRUG PLAN
MONTHLY MEMBERSHIP SUMMARY REPORT AND DATA FILE
MONTHLY MSP INFORMATION DATA FILE
MONTHLY PREMIUM WITHHOLDING DATA FILE
MONTHLY SUMMARY OF BILLS REPORT
MSA DEPOSIT AND RECOVERY DATA FILE
PART B CLAIMS DATA FILE
PAYMENT RECORDS REPORT
PLAN PAYMENT APPS REPORT AND DATA
PTD RISK ADJUSTMENT MODEL OUTPUT RPT AND DATAFILE
RISK ADJUSTMENT ELIGIBLE DIAGNOSIS REPORT
RISK ADJUSTMENT MODEL OUTPUT RPT AND DATAFILE
TRANSACTION REPLY/MONTHLY ACTIVITY REPORT
6-YEAR BROKER COMPENSATION DA...
820 FORMAT PAYMENT ADVICE DATA...

*Start Month
06/2021
File Type
Report/Data File
Contract #

Find   Reset

Select **"Risk Adjustment Model Output RPT and Datafile."**

For this tutorial, we will practice generating a Part C Model Output Report and data file; however, the process is the same for generating any archived report within the MARx UI web application.

Select the "Risk Adjustment Model Output RPT and Datafile" option now.

Step 7: Contract ID

Enter your contract identification number.

*Start Month   *End Month
06/2021   06/2021
File Type
Report/Data File
RISK ADJUSTMENT MODEL OUTPUT RPT AND DATAFILE
Contract #

Enter Contract ID **H####** and select **"Find"**.

Find   Reset

Once you've selected the type of report you want to generate, you must enter one contract ID into the "Contract number" field and select "Find."

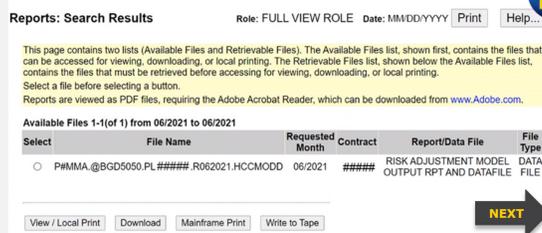**Go ahead, enter the example contract ID H#### and select "Find".**

Step 8: Retrieve

Select the file you would like to retrieve.

Retrievable Files 1-2(of 2) from 06/2021 to 06/2021

Select	File Name	Requested Month	Contract	Report/Data File	File Type
○	P#MMA.@BGD5050.PL#####.R062021.HCCMODD	06/2021	#####	RISK ADJUSTMENT MODEL OUTPUT RPT AND DATAFILE	DATA FILE
○	P#MMA.@BGD5050.PL#####.R062021.HCCMODR	06/2021	#####	RISK ADJUSTMENT MODEL OUTPUT RPT AND DATAFILE	REPORT

Retrieve   Mainframe Print   Write to Tape

Select the **HCCMODD data file** and then "**Retrieve**".

After the web application has generated a list of reports matching your search criteria, select your desired report or data file and then the "Retrieve" button.

Give it a try. Select the HCCMODD data file on your screen, and then select "Retrieve".

Step 9: Log Out/In

Log out of MARx UI while your file is being retrieved. After 5-7 minutes, log back in and re-enter your search criteria.

CMS.gov My Enterprise Portal   ≡ My Apps   ❓ Help▾   ⬅ Log Out

CMS   **Medicare Advantage Prescription Drug (MARx)**
Welcome | Beneficiaries | Transactions | Payments | Rates | Reports
Find | Standard & Ad hoc

Repeat steps 1-7.

BACK   NEXT

You must log out of the MARx UI online application while your data file or report is being retrieved. After 5 to 7 minutes, log back in and re-enter your search criteria. That means you'll be repeating steps 1 through 7.

Step 10: View/Print/Download

Select the report you'd like to view, print, or download.

Reports: Search Results Role: FULL VIEW ROLE Date: MM/DD/YYYY Print Help... **10**

This page contains two lists (Available Files and Retrievable Files). The Available Files list, shown first, contains the files that can be accessed for viewing, downloading, or local printing. The Retrievable Files list, shown below the Available Files list, contains the files that must be retrieved before accessing for viewing, downloading, or local printing.
Select a file before selecting a button.
Reports are viewed as PDF files, requiring the Adobe Acrobat Reader, which can be downloaded from www.Adobe.com.

Available Files 1-1(of 1) from 06/2021 to 06/2021

Select	File Name	Requested Month	Contract	Report/Data File	File Type
○	P#MMA.@BGD5050.PL.#####.R062021.HCCMODD	06/2021	#####	RISK ADJUSTMENT MODEL OUTPUT RPT AND DATAFILE	DATA FILE

View / Local Print Download Mainframe Print Write to Tape **NEXT**

Your retrieved data file or report, shown at the top of the Search Results page, is now available to view, print, or download.

Resources

Resources

Select each resource to learn more.

❓ MAPD Help Desk

Report Resources and Mailbox Support

📗 Quick Guide

BACK NEXT

We've compiled a list of helpful resources.

Select each resource button on your screen to learn more.

Resources

Select each resource to learn more.

❓ MAPD Help Desk

Report Resources and Mailbox Support

📗 Quick Guide

For MARx UI access and technical inquiries, please email:
MAPDHelp@cms.hhs.gov
or call **1-800-927-8069**

BACK NEXT

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Resources

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❓ MAPD Help Desk

Report Resources and Mailbox Support

📗 Quick Guide

- For MOR or MAO-004 general questions: RiskAdjustmentOperations @cms.hhs.gov
- For job aides, tools, and instructional videos: CSSC Operations
- For report layout questions: Plan Communications User Guide (PCUG)

BACK NEXT

For MOR or MAO-004 general questions: RiskAdjustmentOperations@cms.hhs.gov

For job aides, tools, and instructional videos: CSSC Operations

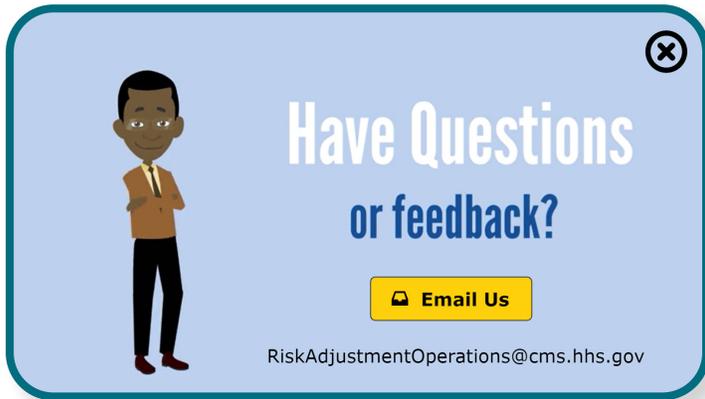For report layout questions: Plan Communications User Guide (PCUG)

Resources

Select each resource to learn more.

❓ MAPD Help Desk

Report Resources and Mailbox Support

📗 Quick Guide

Click below to download a PDF copy of the steps on accessing reports in this tutorial:
Download Guide (PDF)

BACK NEXT

Conclusion

Have Questions or feedback?

📧 **Email Us**

RiskAdjustmentOperations@cms.hhs.gov

Congratulations! You have just completed the interactive tutorial: Accessing Archived Reports Using MARx UI. You now know how to sign in to MARx UI; how to search for archived reports; and how to retrieve the reports you have selected.

Again, note that only active MAOs with active EUA User IDs are able to access the MARx UI for these archived reports.

Have questions or feedback about this tutorial? Simply select the Email Us button on your screen, or email Risk Adjustment Operations @cms.hhs.gov.