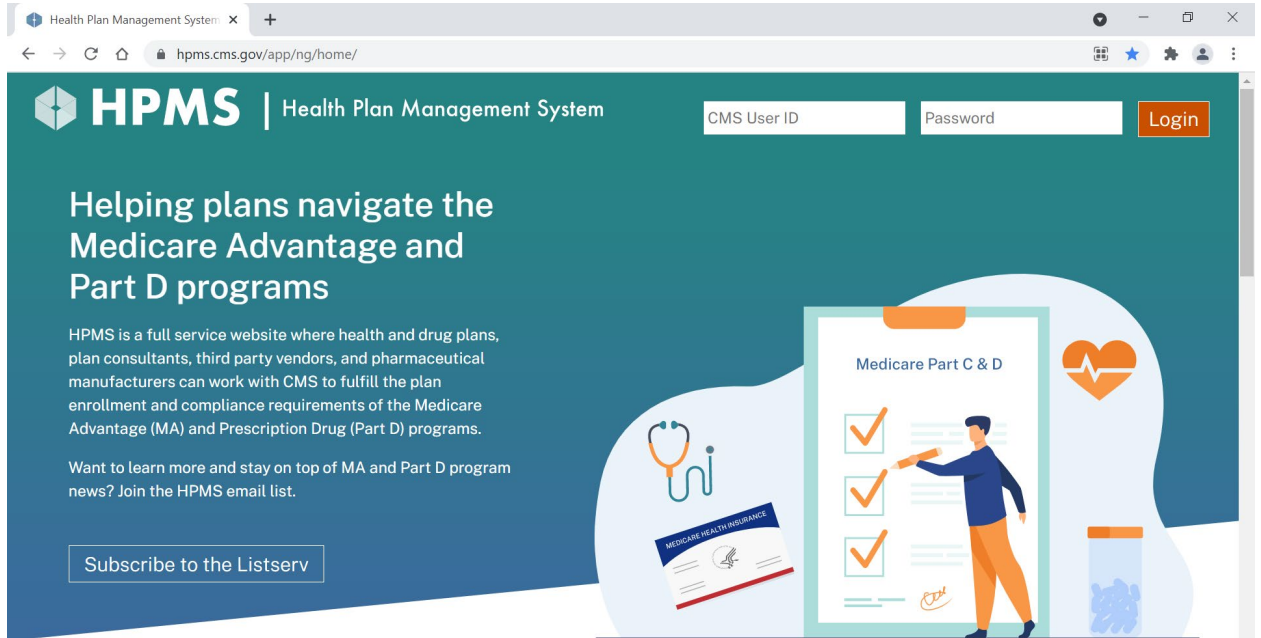


**Collection Instrument and Instructions**  
**Fiscal Soundness Reporting Requirements (FSRR)**  
CMS-906, OMB 0938-0469

1. Login to HPMS (<https://hpms.cms.gov/app/ng/home/>) with CMS issued user ID/username and password.



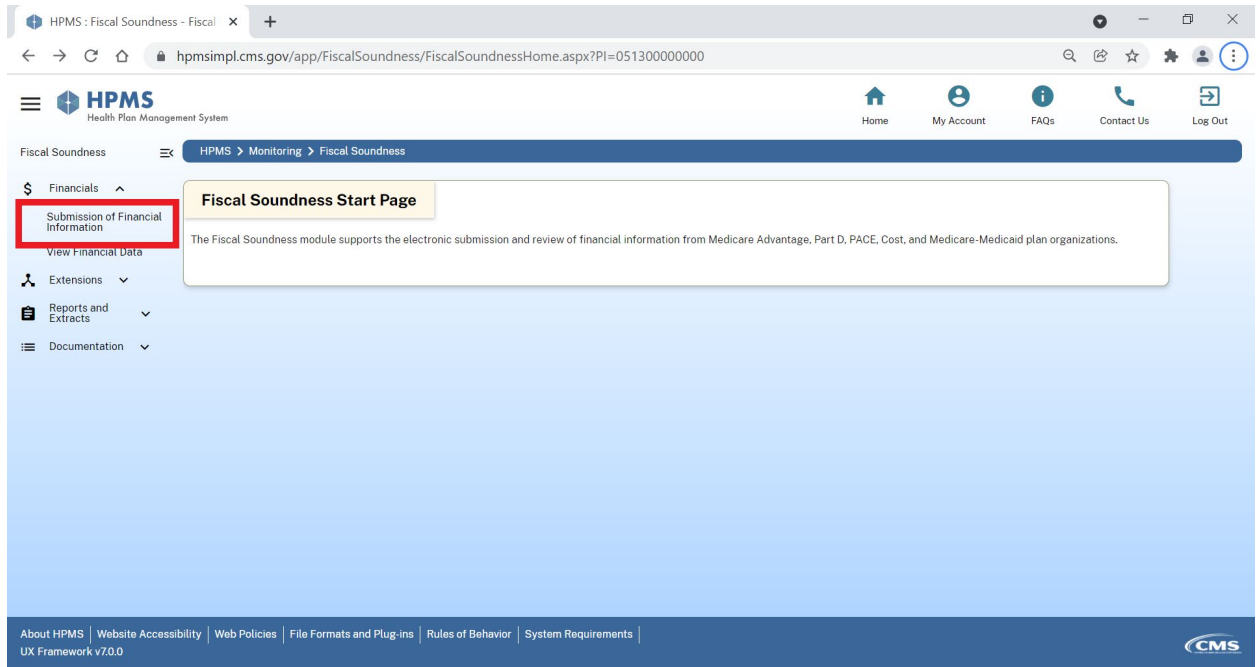
## 2. Select Monitoring

The screenshot shows the HPMS Home page. The browser address bar displays "hpmsimpl.cms.gov/app/Home.aspx". The page header includes the HPMS logo, "Health Plan Management System", and "IMPL". The user is identified as "STE TESTER" and is logged in at 5:26 PM on November 18, 2021. A navigation bar contains several menu items: "Contract Management", "Plan Bids", "Plan Formularies", "Monitoring" (highlighted with a red box), "Quality and Performance", "Risk Adjustment", "Data Extract Facility", and "User Resources". Below the navigation bar, there are two main content areas. The left area is titled "HPMS Memos" and contains three entries with dates and links to documents. The right area features a photograph of a woman in a blue uniform looking at a shelf of files, and below it, two sections: "Announcements" and "My Favorites", each containing a list of recent updates with dates and links to documents.

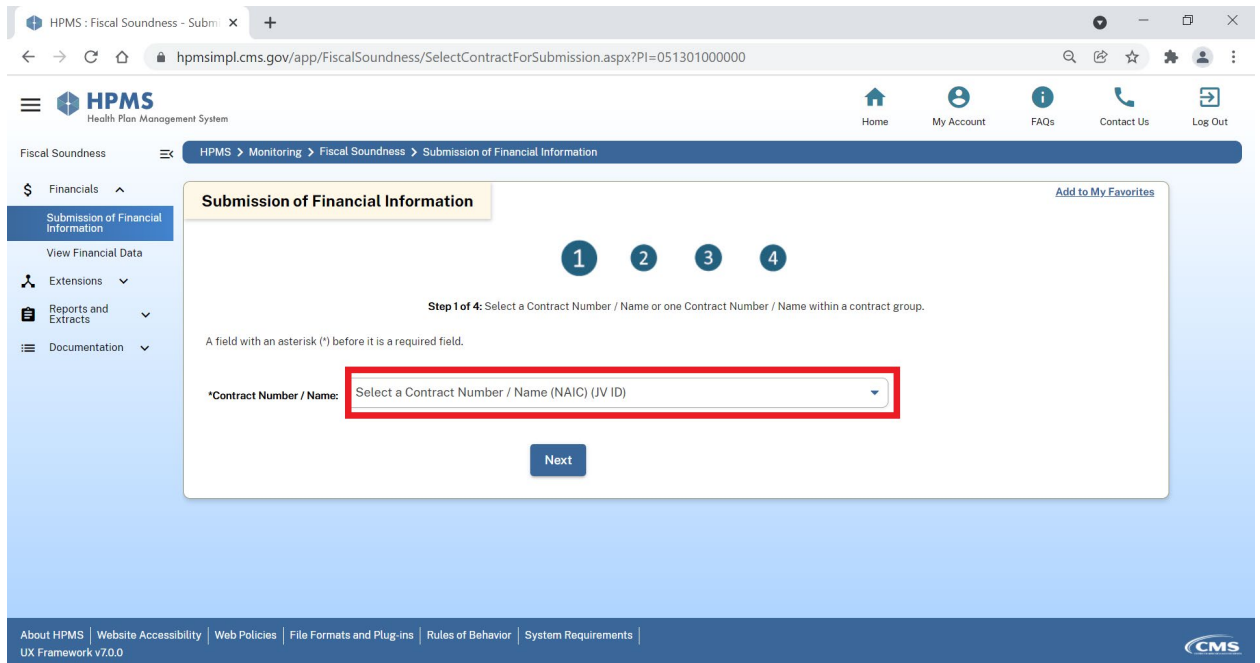
## 3. Select Fiscal Soundness

This screenshot shows the HPMS Home page with the "Monitoring" menu item selected, which has opened a dropdown menu. The "Fiscal Soundness" option in the dropdown menu is highlighted with a red box. The dropdown menu lists various sub-items: "Marketing Review", "Deeming", "PACE Quality Monitoring", "Fiscal Soundness", "Cost Reports - ASP", "Cost Report Audit", "Complaints Tracking Module", "AICE-FWA", "Financial Audit", "Compliance Activity", "Part D IPM", "Plan Reporting Data Validation", "Bid Audit", "Part C IPM", "Audit", and "Network Management". The background of the page remains the same as in the previous screenshot, showing the HPMS Memos, Announcements, and My Favorites sections.

#### 4. Select Submission of Financial Information



#### 5. Select a Contract Number/Name (NAIC) (JV ID) and select Next



#### 6. Select appropriate submission type (Audited Annual or Reporting Period Ending) and select Submit New

HPMS : Fiscal Soundness - Select x +

hpmsimpl.cms.gov/app/FiscalSoundness/SelectSubmission.aspx?PI=051301010000

HPMS Health Plan Management System

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Fiscal Soundness HPMS > Monitoring > Fiscal Soundness > Submission of Financial Information > Select Reporting Period

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### Select Reporting Period

1 2 3 4

**Step 2 of 4:** Select a link to proceed with your submission, for the Reporting period. If no link is available, navigate back to Submission of Financial Information page via right hand navigation menu.

Contract Number: H0001  
 Contract Name: SAMPLE MA CONTRACT  
 NAIC#: 95158  
 JV ID:

The next page will display all contracts associated with the contract group, if applicable.

Contract Year	Audited Annual	Reporting Period Ending 3/31	Reporting Period Ending 6/30	Reporting Period Ending 9/30
2021	Due by 04/30/2021 <a href="#">Submit New</a>	Not Required to Submit	Not Required to Submit	Not Required to Submit

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## 7. Enter data elements and submit documentation

- Enter the following amounts: Total Assets, Total Liabilities, Net Income (Loss), \*Subordinated/Guaranteed Debt (Included in Total Liabilities) if applicable for PACE organizations and 1876 Cost Plans, and Cash Flow from Operations
- Upload Financial Statements by selecting Choose File
- Select Next to complete submission

HPMS : Fiscal Soundness - New f x +

hpmsimpl.cms.gov/app/FiscalSoundness/NewFinancialSubmission.aspx?PI=051301010010

HPMS Health Plan Management System

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Fiscal Soundness HPMS > Monitoring > Fiscal Soundness > Submission of Financial Information > Select Reporting Period > New Financial Submission

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A field with an asterisk (\*) before it is a required field. [Definitions and Instructions](#)

Contract Year: 2021  
 Submission Type: Audited Annual  
 Joint Venture Name:  
 NAIC#: 95158  
 FYED: 12/31

Contract Number	Contract Name	Region Responsible	Parent Organization Name	Parent Org NAIC#	Joint Venture ID
H0001	SAMPLE MA CONTRACT	Kansas City		56782	
H0002	SAMPLE MMP CONTRACT	Kansas City		56782	

\*Total Assets(in \$): 150000

\*Total Liabilities(in \$): 25000

\*Net Income (Loss)(in \$): 10000

\*Cash Flow from Operations(in \$): 5000

**Notes:**

- Accepted File Types: doc, docx, pdf, zip.
- Maximum of 20 MB per file.
- Uploaded File Name length should not exceed 150 characters.

\*File:  Test.docx

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- Verify amounts and file attached and then select Submit. A confirmation number will appear once submit is selected.

HPMS : Fiscal Soundness - Verify

hmsimpl.cms.gov/app/FiscalSoundness/VerifySubmission.aspx?PI=051301010040

HPMS Health Plan Management System

Fiscal Soundness > Monitoring > Fiscal Soundness > Submission of Financial Information > Select Reporting Period > Verification

Financials

Submission of Financial Information

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### Verify Financial Information

1 2 3 4

Step 4 of 4: Verify your information provided before submitting.

Contract Year: 2021  
Submission Type: Audited Annual  
Joint Venture Name:  
NAIC#: 95158  
FYED: 12/31

Print

Contract Number	Contract Name	Region Responsible	Parent Organization Name	Parent Org NAIC#	Joint Venture ID
H0001	SAMPLE MA CONTRACT	Kansas City	[REDACTED]	56782	
H0002	SAMPLE MMP CONTRACT	Kansas City	[REDACTED]	56782	

Total Assets (in \$): 150000  
Total Liabilities (in \$): 25000  
Net Income (Loss) (in \$): 10000  
Cash Flow from Operations (in \$): 5000

File: Test.DOCX\_11KB

Back Submit

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