# CMS Request for Additional Information (RAI)/Sponsor Response

## Sample Information:

| | |
|---|---|
| Program Area: | |
| Sample Number: | |

## Purpose:

To provide transparency for Sponsors on potential questions from the CMS audit team related to sample case files reviewed during a desk review approach.

## Instructions:

1. CMS will populate the sample information and case specific questions into Column 1.
2. CMS will submit the questions to the Sponsor and include for each question whether a written response is being requested or whether the question(s) will be addressed during a webinar session with the Sponsor.
3. When questions are addressed through webinars; the Sponsor should be prepared to address all parts of the question and pull up/show any relevant documentation that supports their response. CMS may ask for supporting documentation to be uploaded following the webinar.
4. When written responses are requested, enter responses for each question and/or document request in the ‘Sponsor Responses’ column of this document. Sponsors must provide relevant supporting documentation as needed to support written responses.
5. After responding to the questions, save this completed document along with any applicable supporting documentation in a ZIP file and upload the complete ZIP file to the Health Plans Management System (HPMS).


OMB Approval 0938-1395 (Expires MM/DD/CCYY)

# Questions/Documentation Requests

| CMS Questions/Documentation Requests | Sponsor Responses<br><br>Please carefully review the instructions on the first page of this document before responding to the questions. Reviewing the instructions will help to reduce the need for additional questions. |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |