



This Best Practices Job Aid is part of the Reconciliation Toolkit. It complements the Task List and Assignments Job Aid by providing best practices for each of the recommended Reconciliation tasks. Use this Job Aid from the RDS Community Information Group (CIG) to guide you through Reconciliation tasks.

### Task 1: Before Initiating Reconciliation

Task ID #	Task Name	Task Best Practices
1.1	Host a kick-off meeting	Host a kick-off meeting to communicate the RDS Reconciliation process to all individuals involved. Meeting objectives might include: <ul style="list-style-type: none"><li>• Defining user roles.</li><li>• Establishing deadlines.</li><li>• Assigning tasks.</li><li>• Managing expectations.</li></ul>
1.2	Determine Reconciliation participants	When determining Reconciliation participants, consider: <ul style="list-style-type: none"><li>• Assigning a project lead.</li><li>• Reviewing all tasks in the Task List and Assignments Job Aid and creating a list of all participants (some may be outside the Plan Sponsor's organization and some may not be RDS Secure Website users).</li><li>• Gathering names, phone numbers, and email addresses of participants in the Contact List Job Aid.</li></ul>
1.3	Prepare timeline and plan	When preparing a timeline and plan, use the Timeline of Events Job Aid and consider: <ul style="list-style-type: none"><li>• Starting at least four months prior to the Reconciliation Deadline, and selecting realistic due dates.</li><li>• Making the project endpoint two weeks prior to the Reconciliation Deadline (just in case).</li><li>• Confirming that each individual understands what tasks have been assigned to him or her, and how to complete them.</li><li>• Having the Task List and Assignments Job Aid available to update or take notes at the meetings.</li><li>• Scheduling regular meetings to monitor progress and facilitate proper communication.</li></ul>
1.4	Communicate timeline and plan	Ensure that Reconciliation participants have a copy of the detailed Task List and Assignments Job Aid, Timeline of Events Job Aid, and the Contact List Job Aid. Plan for the periodic meetings to grow in frequency.



Task ID #	Task Name	Task Best Practices
1.5	Review/change the Retiree Electronic Data Interchange (EDI) Methods and Sources	<p>Review the Retiree EDI Methods and Sources on the Application to ensure the correct method and source are set to send the final retiree files. Questions you should consider:</p> <ul style="list-style-type: none"><li>• Who is going to send the final retiree files to CMS' RDS Center? Who is going to process the Retiree Response Files? If this source is different from previously sent retiree information for a Benefit Option, then you must update EDI Methods and Sources.</li><li>• If EDI Methods and Sources have not been updated since the Application Submission Process, you should review and update them. For more information, go to the EDI Methods and Sources Job Aid (<a href="http://www.rds.cms.hhs.gov/reference_materials/job_aids/">http://www.rds.cms.hhs.gov/reference_materials/job_aids/</a>).</li></ul>
1.6	Review, assign, and re-assign RDS Secure Website roles and privileges	<p>Review, assign, and re-assign RDS Secure Website user roles and privileges because each user role will be responsible for various tasks within the Reconciliation process. Questions you should consider:</p> <p>Are there additional Cost Reporters that need to be added for Final Cost Reporting?</p> <ul style="list-style-type: none"><li>• Are there any Designees that have the Request Payment privilege that should not participate in the preparation of the Reconciliation Payment Request?</li><li>• Are there any Designees that should be granted the Request Payment privilege to help prepare the Reconciliation Payment Request?</li><li>• Are there any Designees participating in Reconciliation that need complete Electronic Funds Transfer (EFT) Information privilege?</li><li>• Are there any Designees participating in Reconciliation that need the View/Send/Receive Retiree Data privilege?</li><li>• Will the Authorized Representative be in the office and available on the planned finish date?</li><li>• Are there any role changes for an individual? For example, does a Designee need to be re-assigned as the Account Manager? In this case, the Designee must be deleted from all Applications prior to reassignment as the Account Manager for the Plan Sponsor.</li><li>• Has the Authorized Representative left the company? In this case, the Account Manager must be reassigned to another individual.</li><li>• Has the Account Manager left the company? In this case, the Authorized Representative must re-assign another individual to the Account Manager role, and that individual must complete Registration.</li></ul>



Task ID #	Task Name	Task Best Practices
1.7	Verify that all new users are registered and that existing User Accounts are active	<p>To verify access to the RDS Secure Website, questions you should consider:</p> <ul style="list-style-type: none"><li>• Do the necessary Reconciliation participants have access to the RDS Secure Website?</li><li>• Have new users registered and been granted access to the RDS Secure Website?</li><li>• Have all users verified that their RDS Secure Website Login ID and Password are active?</li><li>• Does each individual know his or her RDS Secure Website Security Questions and Answers?</li><li>• Have all users verified that their user information is listed correctly on the RDS Secure Website?</li></ul> <p>RDS Secure Website is maintained by the U.S. Government and is protected by Federal law. Use of the RDS Secure Website without authority or in excess of granted authority, such as access through use of another's Login ID and Password, may be in violation of Federal law, including False Claims Act, Computer Fraud and Abuse Act, and other relevant provisions of Federal, civil, and criminal law. Security rules around government systems require users to have valid, appropriate, and timely access. Things to consider:</p> <ul style="list-style-type: none"><li>• Locked User Accounts: RDS Secure Website users are required to change their Password every 180 days or their account becomes locked. Passwords can be reset on the RDS Secure Website.</li><li>• Disabled User Accounts: RDS Secure Website users are required to access the RDS Secure Website at least once every 180 days or their account becomes disabled. If this happens, CMS' RDS Center sends an email containing a link allowing users to enable their account.</li></ul>
1.8	Verify that the Application is in "Approved" status	Check the RDS Secure Website Application Status page.
1.9	Ensure that all desired Interim Payment Requests have been submitted	Reconciliation cannot be initiated when there is an Interim Payment in process. Check the RDS Secure Website to find the status of the last request. Identify that the date is at least 60 days before the date planned to initiate Reconciliation.
1.10	Stop Interim Payments 90 days prior to starting Reconciliation	Plan Sponsors cannot initiate Reconciliation Step 1: Initiate Reconciliation until at least 16 calendar days have passed from the date of the last Interim Payment Determination. The Plan Sponsor should not submit an Interim Payment Request during the final 60 calendar days before the Application's Reconciliation Deadline. CIG recommends stopping Interim Payments 90 days prior to initiating Reconciliation.



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1.11, 1.12	Process all Retiree Response Files and Retiree Notification Files and submit retiree updates to the CMS' RDS Center	If any retiree files are received from the CMS' RDS Center, process them in the order in which they were received, updating internal subsidy records in the process. This will help ensure records are coordinated with the CMS' RDS Center before working on the Covered Retiree List (CRL).
1.13	Request the Covered Retiree List (CRL)	The CRL may be requested well in advance of Reconciliation activities. To facilitate timely processing, do not wait until Reconciliation begins to upkeep your retiree enrollment data. It should be managed all year.
1.14	Download the Covered Retiree List (CRL)	Download the CRL using the RDS Secure Website. The CRL is available within approximately 15 minutes from the time of the request. Save the file in a Comma Separated Value (CSV) format. You may open the file in an Excel spreadsheet, but be sure to import it using the Text Import Wizard. This step avoids truncating any leading zeros found in the file including the fields for the Social Security Number (SSN) and the Health Insurance Claim Number (HICN). If you have multiple Benefit Options, you will want to make sure the individual performing this task has appropriate authority.
1.15	Distribute the Covered Retiree List (CRL) to individuals who scrutinize the list at each Benefit Option level	Distribute the CRL to the individuals who scrutinize the list at each Benefit Option level. Include people who manage retiree enrollment, process claims, and report cost data. Each individual should receive only the information he or she needs. Since all Benefit Options for an Application are included in the CRL, create separate spreadsheets or documents for distribution to different individuals or teams. Provide the information in a format that is easy to review and document changes or notes.
1.16	Scrutinize the Covered Retiree List (CRL)	Scrutinize the CRL with the people who manage retiree enrollment, process claims, and report cost data. Many times the enrollment system and the claims processing system are separate. Compare the CRL against both of these systems and internal records. Reconcile any differences to ensure there are no conflicts. It is important to coordinate these updates so that the cost preparation process does not include data for anything outside the Qualifying Covered Retirees (QCR), Benefit Options, and Subsidy Periods listed in the CRL.
1.17	Submit retiree changes to the CMS' RDS Center	Submit retiree changes to CMS's RDS Center in the form of a retiree file. The file may be uploaded to CMS' RDS Center using the Upload Retiree File page on the RDS Secure Website. It may also be submitted using a Vendor Mainframe connection to the RDS Center Mainframe, or a Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR), or using a Plan Sponsor Mainframe connection to the RDS Center Mainframe. The Plan Sponsor's Retiree Electronic Data Interchange (EDI) Methods and Sources determine how they can submit retiree files.
1.18	Process Retiree Response Files and Retiree Notification Files	Process Retiree Response Files and Retiree Notification Files received from CMS' RDS Center. Retiree Response Files are created whenever CMS' RDS Center receives a retiree file on behalf of the Plan Sponsor. Weekly Notification Files are created when beneficiaries approved for subsidy under the Application have a notification event (for example: a change in Medicare entitlement). The processing of these files may include settling discrepancies with those who manage retiree enrollment, process claims, or report cost data. Changes are submitted to CMS' RDS Center in the form of a retiree file.



Task ID #	Task Name	Task Best Practices
1.19	Request the Covered Retiree List (CRL)	If there were no changes to the CRL and there were no Retiree Notification Files, this task is not applicable.
1.20	Download the Covered Retiree List (CRL)	If there were no changes to the CRL and there were no Retiree Notification Files, this task is not applicable.
1.21	Communicate the Covered Retiree List (CRL) to Cost Reporters	Communicating with Cost Reporters is essential to resolve any discrepancies with retiree data. Since the CRL includes the Plan Sponsor's full array of Benefit Options, in many cases it will need to be divided and communicated to multiple Cost Reporters. The cost data prepared and submitted by these Cost Reporters must not include data for anything outside the Qualifying Covered Retirees (QCR), Benefit Options, and Subsidy Periods listed in the CRL.
1.22	Obtain and communicate final rebate information	The drug manufacturer usually communicates the rebates to the Pharmacy Benefit Manager (PBM) or Plan Sponsor. The Cost Preparer must receive the rebate information and incorporate it into the final cost figures.
1.23	Inform Cost Reporters that they should start preparing final costs	Because the Final Cost Reports must include rebate information, they may take longer to prepare than interim costs. Pay close attention to the coordination of individual retiree cost data. Starting early will leave plenty of time to clear up any discrepancies.



### Task 2: Initiate Reconciliation

Task ID #	Task Name	Task Best Practices
2.1	Complete Step 1: Initiate Reconciliation	The Account Manager or Authorized Representative should communicate that this step has been completed. After Reconciliation is initiated, it cannot be undone. Interim Payments are now prohibited and Cost Reporting should cease until Final Cost Reporting is opened.



Task ID #	Task Name	Task Best Practices
2.2	Complete Step 2: Review Payment Setup	<p>Make any changes to Payment Setup that was not completed in the pre-Reconciliation process. Communicate those changes to the affected people.</p> <p>Consider assigning Designees to Vendors who report Mainframe cost data. This will allow them to monitor the receipt and processing of their Mainframe Cost Reports. For information about setting up a Vendor Designee in Payment Setup, go to: Set Up A Vendor Designee In Payment Setup (<a href="http://www.rds.cms.hhs.gov/cig/acevendordesignee.htm">http://www.rds.cms.hhs.gov/cig/acevendordesignee.htm</a>).</p> <p>Work with the Vendor to establish the proper Cost Reporter relationships in Payment Setup. Vendor Designees are frequently set up incorrectly as Plan Sponsor Designees. If possible, consider assigning only one source to report cost data for each Benefit Option to eliminate the possibility of duplicate Cost Reporting. If changing sources for Final Cost Reporting, you will not be permitted to remove a Vendor or individual Plan Sponsor Cost Reporter if they have previously reported interim costs. In this case, you may need to assign multiple sources to the Benefit Option.</p> <p>Communication is critical if multiple sources are assigned. This ensures that duplicate cost data is not included in the Final Reconciliation Request. Cost data from multiple sources for the same Benefit Option will be accepted during Final Cost Reporting. The Account Manager and Designee with the Request Payment privilege must review cost data carefully in Step 7: Review Final Costs and, if necessary, reject a duplicate Cost Report.</p> <p>If you have multiple Applications going through Reconciliation, consider Quick Access Reports (QAR). QAR is a series of reports developed by CMS' RDS Center to assist and accelerate the cost reporting activities of Plan Sponsors and Vendors. CMS' RDS Center recognizes the challenges that Plan Sponsors and Vendors face when coordinating retiree and cost submissions. QAR presents a simplified, "one-stop shopping" view of cost reporting for multiple Applications and Benefit Options. By delivering consolidated cost reporting information, QAR can ensure accuracy and uniformity of data and help improve communication between Plan Sponsors and Vendors. QAR includes:</p> <ul style="list-style-type: none"><li>• Cost Reporting Summary: displays alerts for all Applications by Benefit Option that are within 90 days of their Reconciliation Deadline.</li><li>• Cost Reporting Exception Detail: displays warning and errors detected on Mainframe Cost Reports submitted by the Vendor.</li></ul> <p>Both reports are formatted for easy importing to internal databases or spreadsheets. QAR recipients can choose to receive updated reports on a daily, weekly, or monthly basis. For more information, go to: Quick Access Report (QAR) Guide (<a href="http://www.rds.cms.hhs.gov/user_guide/qarguide.htm">http://www.rds.cms.hhs.gov/user_guide/qarguide.htm</a>).</p>





**Task 3: Finalize Retirees**

Task ID #	Task Name	Task Best Practices
3.1	Request the Covered Retiree List (CRL) - Complete Reconciliation Step 3: Request List Of Covered Retirees	Reconciliation Step 3: Request List of Covered Retirees requires you to request a CRL from CMS' RDS Center. When a CRL is requested, the CRL should be available for download in the RDS Secure Website within approximately 15 minutes from the time of the request. While you have been working with the CRL throughout the Plan Year, this is the final CRL that will be used for final cost verification. You must request the CRL to complete Step 3: Request List Of Covered Retirees.
3.2	Download the Covered Retiree List (CRL)	Download the CRL using the RDS Secure Website. It should be available within approximately 15 minutes from the time of the request. Save it in a Comma Separated Value (CSV) format. You may open the file in an Excel spreadsheet, but be sure to import it using the Text Import Wizard. This will avoid truncating any leading zeros found in the file including the Social Security Number (SSN), or Health Insurance Claim Number (HICN).
3.3	Distribute the Covered Retiree List (CRL) to the individuals who scrutinize the list at each Benefit Option level	This is likely the same group of participants that validated the list in the pre-Reconciliation process. If they have cited no changes to their records since the last CRL, and the current CRL matches the last CRL, this may be a quick review. However, if you did not thoroughly scrutinize the CRL in pre-Reconciliation or you received notifications that changed QCRs, Subsidy Periods, or Benefit Options, you must do that now. This process may include recurring steps to ensure that enrollment data coordinated with CMS' RDS Center's records.
3.4	Compare the Covered Retiree List (CRL) to the previously validated CRL	If there is no variance between the current list and the CRL you examined in the pre-Reconciliation process, this task is simple.
3.5	If there are changes to the CRL, repeat steps 1.16- 1.21 in the Task List and Assignments	If the new CRL varies from the data you validated in the pre-Reconciliation process, update internal records, resolve discrepancies, submit retiree changes, process Retiree Response Files and Retiree Notification Files, and request an additional CRL prior to completing Step 4: Finalize Covered Retirees. When you submit an add/update/delete retiree file, a Response File will be sent using the Electronic Data Interchange (EDI) Methods and Sources specified on the Application. The Account Manager and Designee with View/Send Retiree Data privilege receive an email notification that the Response File is available. It will take CMS' RDS Center three to five business days after submission of the add/update/delete retiree file to send the Retiree Response File.
3.6	Finalize the Covered Retiree List (CRL) - Complete Reconciliation Step 4: Finalize Covered Retirees	This step can only be completed by the Account Manager or Authorized Representative. This step should only be completed after the entire benefit enrollment and cost preparation staff for each of the Benefit Options has agreed to the QCRs, Benefit Options, and Subsidy Periods in the CRL.





**Task 4: Finalize Costs**

Task ID #	Task Name	Task Best Practices
4.1	Communicate the Final Covered Retiree List (CRL) to Cost Reporters	The Plan Sponsor must communicate finalized QCR data to the proper Cost Reporters. Final cost data must only be submitted for the QCRs, Benefit Options, and Subsidy Periods listed on the final CRL agreed to by the Plan Sponsor in Step 4: Finalize Covered Retirees.
4.2	Open Cost Reporting - Complete Reconciliation Step 5: Start Preparation Of Reconciliation Payment Request	After Step 5: Start Preparation Of Reconciliation Payment Request is completed, Final Cost Reporting will be opened and all Cost Reporters may submit final cost data.  You may return to Step 2: Review Payment Setup to add or delete Cost Reporters, but Step 2: Review Payment Setup must be complete for any Cost Reporters to submit final cost data.
4.3	Notify Cost Reporters that Cost Reporting is Opened	When Reconciliation is initiated, Mainframe Cost Reports will be rejected and Cost Reporting will be prohibited on the RDS Secure Website until Final Cost Reporting is opened by the Plan Sponsor. When Final Cost Reporting is opened after Step 5: Start Preparation Of Reconciliation Payment Requests is complete, the Account Manager or the Designees with Payment Request privilege should inform the Cost Reporters to begin submitting Final Cost Reports.
4.4	Prepare Final Costs	For information on how to prepare final cost data, go to: How To Prepare RDS Cost Data For Submission To The RDS Center ( <a href="http://www.rds.cms.hhs.gov/how_to/prepare_cost_data.htm">http://www.rds.cms.hhs.gov/how_to/prepare_cost_data.htm</a> ).
4.5	Report Final Costs	Final cost data can only be reported after the Application is in "Reconciliation Cost Reporting Opened" status. Remember the following: <ul style="list-style-type: none"> <li>• Designee Cost Reporters do not have access to the Reconciliation Checklist, but can monitor the status of the Application on the RDS Secure Website to determine when Final Cost Reporting is open and through QAR.</li> <li>• Vendor Designees can also utilize the RDS Secure Website to monitor the submission and processing of their Vendor's Mainframe Cost Reports to ensure that the Cost Reports are accepted by CMS' RDS Center and through QAR.</li> <li>• Vendors and Account Managers managing Cost Reporting for several Applications should consider QAR. Developed by CMS' RDS Center, these reports assist and accelerate the cost reporting activities of Plan Sponsors and Vendors. For more information, go to: QAR Guide (<a href="http://www.rds.cms.hhs.gov/user_guide/qarguide.htm">http://www.rds.cms.hhs.gov/user_guide/qarguide.htm</a>).</li> </ul>
4.6	Coordinate the Cost Threshold and Cost Limit for each individual Qualifying Covered Retiree (QCR)	For information on coordinating individual QCR cost data, go to Coordinating Individual Qualifying Covered Retiree Costs ( <a href="http://www.rds.cms.hhs.gov/cig/retireecosts.htm">http://www.rds.cms.hhs.gov/cig/retireecosts.htm</a> ) and Coordinating Final Costs ( <a href="http://www.rds.cms.hhs.gov/cig/finalcosts.htm">http://www.rds.cms.hhs.gov/cig/finalcosts.htm</a> ).



Task ID #	Task Name	Task Best Practices
4.7	Manage Final Cost Reports - Open Reconciliation Step 6: Manage Submission Of Final Cost Reports	The Plan Sponsor should monitor the progress of final costs submission to ensure that the reports are received and accepted by CMS' RDS Center. Reconciliation Step 6: Manage Submission of Final Cost Reports allows the Account Manager and/or Designee with the Request Payment privilege to monitor submission of Final Cost Reports and all reporting sources for the entire Application. When a Mainframe Final Cost Report is received and has no critical errors, it will display on the RDS Secure Website in the Benefit Option Final Cost Report one to two business days after it is sent. The Plan Sponsor should view the Audit Trail for warnings and errors detected on Mainframe Cost Reports.
4.8	Communicate rejected Cost Reports to Mainframe Cost Reporter	The Plan Sponsor is not required to assign a Vendor Designee in Payment Setup to Vendor Cost Reporters who report by Mainframe. If a Vendor Designee is not assigned, the Vendor may not be able to monitor its Cost Report submissions. Mainframe Cost Reports rejected by CMS' RDS Center will be placed in a status of "Mainframe: Errors Detected." The Account Manager and Designee with the Request Payment privilege should monitor for this status in Step 6: Manage Submission Of Final Cost Reports and notify the appropriate Vendor Cost Reporter.
4.9	Verify with Cost Reporters that all Cost Reports have been submitted	Final Cost Reports are only required for those Benefit Options included in a Final Payment Request. The Account Manager and Designee with Payment Request privilege should ensure that all Cost Reports have been successfully submitted prior to closing Final Cost Reporting especially if Interim Payments have not been previously requested. If a Mainframe Cost Report is rejected by CMS' RDS Center after a Final Cost Report was accepted for the same Benefit Option and source, Reconciliation can proceed with the previously accepted report. If the costs differ between the accepted and rejected report, the Plan Sponsor should contact the Cost Reporter to ensure that the correct figures have been successfully reported. Cost Reporting Edits occur when saving, submitting, and closing Cost Reporting. All errors must be resolved to close Cost Reporting. Make sure to read warnings carefully.
4.10	Close Cost Reporting - Close Reconciliation Step 6: Manage Submission Of Final Cost Reports	To Close Cost Reporting, the Plan Sponsor must submit Final Cost Reports for all Benefit Options included in an Interim Payment Request and all reports must be in "Data Entry: Saved" status. The Plan Sponsor should communicate to the Cost Reporters when Step 6: Manage Submission Of Final Cost Reports is complete. CMS' RDS Center will not accept Cost Reports when the Application Status is "Reconciliation Cost Reporting Closed." Cost Reports in "Submitted" status will be reviewed in Step 7: Review Final Costs.
4.11	Communicate Cost Reporting is closed to Cost Reporters	The Account Manager and Designee with the Request Payment privilege should notify Cost Reporters that Cost Reporting is closed. Cost Reporters must notify the Plan Sponsor if additional Cost Reports must be submitted so that the Plan Sponsor may reopen Final Cost Reporting.
4.12	Resolve any Cost Reports submitted after Cost Reporting is closed	Warnings display on the RDS Secure Website if Cost Reports are submitted by Mainframe transmission after Final Cost Reporting is closed. The Account Manager and Designee with Request Payment privilege should continue to monitor for these reports and contact the Cost Reporter if the figures vary from the last accepted Cost Report.



Task ID #	Task Name	Task Best Practices
4.13	Consider Warnings when reviewing final costs	Warnings occur in Step 7: Review Final Costs when unusual Cost Reporting events occur such as multiple sources reporting costs or an additional Cost Report is submitted after the Benefit Option costs are reviewed in Step 7: Review Final Costs. The warnings will suggest the appropriate actions. The Account Manager and Designee with the Request Payment privilege should consider these warnings carefully and take the appropriate action.
4.14	Resolve Errors by rejecting Cost Reports or reopening Cost Reporting	All Cost Reports successfully submitted in Step 6: Manage Submission Of Final Cost Reports are edited upon initial entry into Step 7: Review Final Costs. If errors are detected, error messages will display and the Plan Sponsor will not be permitted to complete Step 7: Review Final Costs. To resolve the errors, the Plan Sponsor may choose to reject specific Cost Reports or reopen Cost Reporting. If a Cost Report is rejected, it is excluded from the Final Reconciliation Payment Request and further editing in Step 7: Review Final Costs.
4.15	Complete Review of Costs - Reconciliation Close Step 7: Review Final Costs	The final costs accepted in Step 7: Review Final Costs will determine the final subsidy amount. The Account Manager or Designee with Request Payment privilege should review all cost data to ensure: <ul style="list-style-type: none"><li>• Final costs are accurate.</li><li>• Final costs are complete.</li><li>• Final costs are not duplicated.</li></ul>
4.16	Consider Revisions to Final Costs	When considering revisions to Final Costs, the Plan Sponsor should pause to consider that all individual retiree costs have been accurately coordinated and no revisions to final costs are necessary before proceeding with finalizing the Reconciliation Payment Request. The Plan Sponsor is required to coordinate individual retiree cost data in the following situations: <ul style="list-style-type: none"><li>• Multiple cost reporters are reporting costs for a single Benefit Option.</li><li>• Any individual retirees are enrolled in more than one Benefit Option during the same time period or different time periods.</li><li>• If any individual retirees are enrolled in one Benefit Option for two or more separate subsidy periods.</li></ul> Cost data for these situations should be considered carefully by the Plan Sponsor to ensure proper reporting. For more information, go to: How should coordination of individual retiree cost data be handled?
4.17	Complete Reconciliation Step 8: Enter Revisions To Final Costs	Step 8: Enter Revisions To Final Costs is currently unavailable; therefore, you must accurately report all final cost when submitting final costs in Step 6: Manage Submission Of Final Cost Reports. For more information about submitting final cost data, go to: How to Submit Final Cost Data ( <a href="http://www.rds.cms.hhs.gov/user_guide/reconciliationguide.htm">http://www.rds.cms.hhs.gov/user_guide/reconciliationguide.htm</a> ).



### Task 5: Provide Payment Information

Task ID #	Task	Best Practices
5.1	Complete Reconciliation Step 9: Finalize Reconciliation Payment Request	The difference between costs accepted in Step 7: Review Final Costs and the current costs from the last Payment Request or the sum of the net costs from all Payment Requests determine the calculation for Final Reconciliation Subsidy Amount. The Account Manager or Designee with the Request Payment privilege should review this amount carefully. If this is the first time a negative number appears and it was not expected, review the calculated Final Payment Request. If accepted, the amount will be submitted to the Authorized Representative for final approval in Step 12: Review And Submit Reconciliation Payment Request.
5.2	Complete Reconciliation Step 10: Review Electronic Funds Transfer (EFT) Information	If there are no changes to the banking information, review the information for accuracy and complete the step. CMS' RDS Center automatically sends a pre-note if there have not been any recent Payment Requests. The Authorized Representative in Step 11 Approve Electronic Funds Transfer (EFT) Information must verify information, including any changes.



## Task 6: Approve and Submit the Reconciliation Payment

Task ID #	Task	Best Practices
6.1	Complete Reconciliation Step 11: Approve Electronic Funds Transfer (EFT) Information (if necessary)	The Authorized Representative may only complete this step. If the banking information was not changed in Step 10: Review Electronic Funds Transfer (EFT) Information, this step will complete automatically.
6.2	Complete Reconciliation Step 12: Review And Submit Reconciliation Payment Request	Consider the availability of the Authorized Representative to sign the Reconciliation Agreement and complete Step 12: Review And Submit Reconciliation Payment Request Information. This final step must be completed by the Reconciliation Deadline.