

CATEGORY CLASS DRUG COUNT TOOL

Using this Guide

The following characteristics are intended to focus the user to where actions are warranted:

- Items that appear in *italics* are features. (e.g., See the *instructions tab* in the Master Review Tool)
- Items that are in **bold** type are functions. (e.g., **Click “Save.” Click “Import Data from Master Review Tool.”**)
- For space considerations, screenshots of Excel worksheets may not include the full data picture.

Loading the Data

Before you can begin the Category Class Drug Count Tool steps, **download** the tool from [SERVIS](https://servis.cms.gov/resources/document_detail?doc_detail_id=c2de042d-bf0e-4e2a-46da-53691d3dc025) (https://servis.cms.gov/resources/document_detail?doc_detail_id=c2de042d-bf0e-4e2a-46da-53691d3dc025) (states) or [CMSzONE](https://zone.cms.gov/document/2015-qhp-application-review-tools) (<https://zone.cms.gov/document/2015-qhp-application-review-tools>) (issuers)

1. Place all of the prescription drug Excel templates to be reviewed into a "Prescription Drug Templates" folder. If this folder does not already exist, please create this folder. This folder needs to be located in the same folder where this tool is saved. This folder needs to be located in the same folder where this tool is saved. You must place templates into this folder or the tool will not run.
2. In states that collect templates in SERFF, issuers may submit separate sets of templates for individual and Small Business Health Options Program (SHOP) plans. In this case, an issuer can submit two drug lists with the same ID – one for the individual Marketplace and one for the SHOP Marketplace. For this tool to distinguish between these two drug lists, the tool will need to be run separately for each set of templates.
3. To run this review, **click** on the **“Run Review Tool”** button on the *Instructions tab* of the Category Class Drug Count Tool.
4. The output files for each drug list that was reviewed are saved in the *Prescription Drug List Outputs folder* which is also included in the folder that contains the Category Class Drug Count Tool.
5. To see the results of each drug list, **open** each saved file individually. Each drug list review will be identified according to the issuer ID, issuer state, and drug list ID.

Note: Outputs will be overwritten if they are not removed from the output folder. Please remove the outputs from the "Prescription Drug List Outputs" folder before running a new review if you want to save the previous results.

Warning! Depending on the size of each drug list and the number of drug lists this process could take several minutes. After pressing the button do not do anything with Excel until the process has finished. If you interrupt the process, the process will have to start over again.

Data Analysis

1. **Click** on an issuer file in the Prescription Drug List Output folder. The output file is the result of running the Category Class Drug Count Tool. It is a separate file from the tool itself and only contains the results of a single drug list review. The name of the file indicates the issuer ID, issuer state, and drug list ID related to this output. Make sure to save all issuers files needed for later review in a new folder as running the tool for another issuer will delete previously run files saved in the Prescription Drug List Outputs folder.
 - a. In the output file, the All RxCUIs Submitted tab provides a list of every RxCUI submitted on the drug list. This tab identifies if a submitted RxCUI has been retired, its reassigned RxCUI, and the date it was retired. It also identifies the chemically distinct drug that a particular RxCUI impacts.
 - b. In the output file, the All Grouping Numbers tab provides a list of every grouping number, or chemically distinct drug that appears in the EHB Rx Crosswalk. This tab identifies if a grouping number is missing from a drug list. It also identifies the grouping number an RxCUI is in and the categories and classes that a particular grouping number will impact.
 - c. This review generates the unique count of chemically distinct drugs that were submitted on a given drug list for each category and class pairing. It then checks those counts against the state-mandated benchmarks. In the output file, the Category Class Count tab outputs the unique drug counts for all categories and classes. This tab identifies the categories and classes with a drug count not meeting the EHB standard.
2. The Category Class Count tab outputs the unique drug counts for all categories and classes. This tab identifies the categories and classes with a drug count that does not meet the EHB benchmark count. A category and class row will be highlighted in red if it does not meet the EHB benchmark count or the revaluated benchmark count. The definitions for the values that each row can take in the EHB Benchmark Count Met? column are described below:
 - **Yes:** The drug count meets the state EHB benchmark count. No further review is required.
 - **Yes – Revaluated:** The drug count does not meet the state EHB benchmark count, but it meets the revaluated benchmark count. The decision is left to the state to require a further review.
 - **No:** The drug count does not meet the state EHB benchmark count or the revaluated benchmark count. Further review is required. Ensure inadequate category/class count supporting documentation and justification (http://www.serff.com/documents/plan_management_data_instructions_ch16c_2015.pdf) is submitted.

Note: In several situations, it may be impossible for a particular category and class to meet the EHB benchmark count because the number of available chemically distinct drugs in the EHB Rx Crosswalk, which was downloaded and saved as part of the initial Qualified Health Plan (QHP) Application Review Tools package. In those situations, a further review of the drug list is not required. Please see the table located in the Category Class Count tab for these situations.

3. **Examine** justification documents for categories and classes requiring further review:
4. Using the data in the *Category Class Drug Count Prescription Drug List Outputs*, **go to** the Master Review Tool *Category Class Drug Count tab*, and **indicate** if an issuer's drug lists have met the formulary requirement.
5. After you have populated "Met" or "Not Met" from the drop-down menus at the top of each column in the SELECT REVIEW RESULT row for each issuer's drug list in the Master Review Tool *Category Class Drug Count tab*, **open** the Master Review Tool *Review Summary tab* to see the auto-populated results in row 15.
6. **Save** the Master Review Tool after you have completed the review.