New deployment items in the HPMS/CCM Module:

1. The following new fields have been added:
   a. Activity Frequency **(New Customization in Admin Screen)**
   b. Activity Rationale
   c. Audit Elements **(New Customization in Admin Screen for CCM)**
   d. CAP Required
   e. Add CAP Attachment
   f. Compliance Score **(New Customization in Admin Screen)**
   g. Results
   h. Include in Compliance Committee Agenda
   i. Compliance Committee Date

sCCM

Admin > Manage Items

Activity Frequency	Audit Elements	Classification Categories	Compliance Scores	Correspondence Types	Entities

Activity Frequency

Add Item

Search

Name	Active		
testing frequency	☑	Edit	Deactivate
every 2 weeks	☑	Edit	Deactivate
Monthly	☑	Edit	Deactivate

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Admin > Manage Items

Activity Frequency	Audit Elements	Classification Categories	Compliance Scores	Correspondence Types	Entities

Audit Elements

Add Item

Search

Name	Active		
Part D CDAG	☑	Edit	Deactivate
Part C&D CPE	☑	Edit	Deactivate
Part D FA	☑	Edit	Deactivate
Part C ODAG	☑	Edit	Deactivate
SNP MOC	☑	Edit	Deactivate

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Admin > Manage Items

Activity Frequency	Audit Elements	Classification Categories	Compliance Scores	Correspondence Types	Entities

Compliance Scores

Add Item

Search

Name	Active		
Pass	☑	Edit	Deactivate
Fail	☑	Edit	Deactivate

2. Post Closure Documents

When a Correspondence has been closed the Correspondence Owner or Admin may add any additional notes or attachments to the file.

3. Task Owner Notes

On the Task edit screen a Task Owner may now enter notes to add details regarding the task or steps taken.

4. Custom Reporting

Customized Reports may now be built, exported, and saved as templates with the module.

Screen 1

Compliance Correspondence module®

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☰

▦ Dashboard	
▤ Reporting	

Custom Reporting

| Correspondences | Actions | Tasks | Disseminations | Reviews |

Correspondences by Status ⌃

Screen 2

Compliance Correspondence module®

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csCCM ☰   Custom Reporting

▦ Dashboard	
▤ Reporting	
🗀 Archives	
👥 Regulatory Analyzer	
⚙ Admin	

Create New Report

My Saved Correspondences Templates ⌃

Report Name	Description	Created By	Created On	Updated By	Updated On			⚙
			No records found	Updated By				

System Saved Correspondences Templates ⌃

Search

Report Name	Description	Created By	Created On	Updated By	Updated On			⚙
Corrective Action Plan Report	This report captures all correc	Michelle Larson	06-20-2025 01:58:26 PM	Michelle Larson	06-20-2025 01:58:26 PM	CAPs.xlsx	✎ 🗑	
Open Correspondence	test	Michelle Larson	06-12-2025 11:44:45 AM	Michelle Larson	06-19-2025 11:33:10 AM	Open Correspondence.xlsx	✎ 🗑	
report for all	asdfsdf	Hannah LaMere	06-03-2025 02:27:45 PM	Hannah LaMere	06-12-2025 12:08:11 PM	everyone report.xlsx	✎ 🗑	

Screen 3

Compliance Correspondence module®

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csCCM ☰   Custom Reporting

▦ Dashboard	
▤ Reporting	
🗀 Archives	
👥 Regulatory Analyzer	
⚙ Admin	

Create New Report

Report Settings:

Save Report Template
◉ No   ○ Only for me   ○ Everyone

Export File Name (.xlsx) *

[   ]

[Next]

Select Output Fields:

Select Filters:

[Generate Report]   [Close]