

STATE OF NEW MEXICO

New Mexico Human Services Department



REQUEST FOR PROPOSALS

RFP# 13-630-8000-0001

Centennial Care

Issue Date: August 31, 2012

Proposal Due Date: November 20, 2012

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SECTION 1: INTRODUCTION

1.1 General Information

This document constitutes a request for competitive, sealed proposals from managed care organizations (MCOs) to provide services to Members of the New Mexico Medicaid Managed Care Program, hereinafter referred to as “Centennial Care.”

This Request for Proposal (RFP) defines the New Mexico Human Services Department’s (HSD’s) minimum service requirements, solicits proposals, details proposal requirements, and outlines the State’s process for evaluating proposals and selecting Contractors.

Although the Managed Care Services Agreement (Contract) is exempt from New Mexico’s procurement code, HSD and the New Mexico Behavioral Health Purchasing Collaborative (the Collaborative) intend to follow the procurement process set forth in the code. (For Contract details and definitions, see Appendix I of this RFP.)

The parties to this RFP acknowledge that the Collaborative and HSD will enter into a Memorandum of Understanding (MOU) that references to HSD in sections of this RFP related to Behavioral Health will include the Collaborative, whether or not such sections make explicit reference to the Collaborative.

An electronic version of this document is available for download from the HSD website at <http://www.hsd.state.nm.us/mad/RRFPGeneral.html>.

1.2 Background Information

Managed care has been the primary service delivery system for Medicaid in New Mexico for more than a decade. The State began its Salud! program in 1997, its managed care for behavioral health in 2005, and its Coordination of Long-Term Services (CoLTS) program in 2008.

New Mexico is one of the poorest states in the nation and has a faster-than-average growth in its elderly population that qualifies for Medicaid services. Of the approximately 2 million citizens of the State, more than 25% (or approximately 560,000 people) currently receive health care through the Medicaid program. The challenges are numerous and the program is expensive, consuming more than 18% of the current State budget.

New Mexico’s Medicaid program currently operates under a myriad of federal waivers and a fee-for-service component that combined, make it administratively inefficient and

difficult to manage as well as hard for its recipients to navigate. Currently the State operates:

- A fee-for-service system for certain short-term eligibility groups and for those Native Americans who “opt out” of managed care;
- A 1915(b) waiver for its Salud! program;
- A 1915(b) and a 1915(c) waiver for its CoLTS program;
- A 1915(b) waiver for its Statewide Behavioral Health Purchasing Collaborative system;
- Two 1915(c) waivers for its two Mi Via (self-directed) programs;
- A 1915(c) waiver for the Medically Fragile;
- A 1915(c) waiver for people with AIDS;
- Two 1115(a) waivers – one for childless adults and one for the parents of Children’s Health Insurance Program (CHIP) children;
- One 1115(a) waiver for the CHIP program; and
- A 1915(c) waiver for home and community-based services for people with developmental disabilities.

Under these various waivers, the State contracts with seven (7) managed care organizations: four (4) for Salud!, one (1) for behavioral health, and two (2) for CoLTS. In addition, the State pays its Medicaid Management Information System (MMIS) vendor to process fee-for-service claims, to collect and process encounter data from the MCOs, and to serve as the financial management agency (FMA) for the Mi Via programs. It also contracts with an organization to act as a third party administrator (TPA) to conduct level of care determinations, determine medical necessity for some services in the fee-for-service program, and review and approve budgets for the Mi Via programs.

The Medicaid program is administratively complex, and it is not clear that the State is paying for quality care. The State would like to more effectively drive changes in the health care delivery system by creating a more streamlined, integrated system of care that emphasizes improved Member outcomes. To implement this approach, the State is consolidating its waivers under a single Section 1115(a) of the Social Security Act waiver authority.

Through this procurement (which will implement Centennial Care), New Mexico seeks MCO partners who can accept the challenge of developing a care coordination system with links to community supports and provide health literacy and education to their patients. MCOs will face the additional challenge of supporting care integration through the proliferation of health homes. All six services prescribed by federal law will be offered in these health homes, including intensive care management delivered at the “point of service.”

Further, MCOs will face the challenge of supporting payment incentives targeted at physicians, hospitals, and other health care providers that employ evidence-based practices and achieve benchmarked health outcomes. Over the course of the initial five years of waiver authority, New Mexico will introduce progressive quality goals focused on health outcomes, employ pilot projects (based on both geography and specific populations) to develop medical and health homes, and challenge its MCO partners to work cooperatively with the provider community and with the State to achieve a health care delivery system that is efficient and effective, controls costs by improving the health of the people it serves, and reduces health disparities across all populations.

1.3 Summary of Scope of Work

HSD requests proposals for managing the delivery of all covered physical health, behavioral health, and long-term care services under a capitated risk-bearing contract, meeting program requirements, and conducting administrative and system development functions. The desired outcome of this procurement is the creation of an integrated, comprehensive service delivery system that provides the full array of benefits and services offered through the State’s Medicaid program, (with the exception of the State’s 1915(c) waiver for developmentally disabled recipients), ensures cost-effective care, and focuses on quality over quantity.

The purpose of this competitive RFP is to select Offerors that have the experience and expertise to perform the requirements described within.

HSD seeks creative strategies to address the Medicaid program’s growth and escalating costs and to develop a comprehensive service delivery system. Selected Offerors will be expected to deliver the full range of physical health, behavioral health, and long-term-care services (home and community-based services and institutional care) in a comprehensive and integrated manner. Offerors must have the expertise and experience to manage this full array of services and to take primary responsibility for the overall wellbeing of its Members.

HSD may, with the agreement of the Collaborative, choose to provide non-Medicaid behavioral health services through a single Centennial Care MCO.

After execution of the Contract and prior to Go-Live, HSD will establish a workgroup (including the successful Offerors as well as industry representatives) who will develop policies and procedures in order to implement the Member incentives outlined in this RFP and the Contract.

Successful Contractors must comply with federal requirements, including those regarding implementation of the Patient Protection and Affordable Care Act (PPACA). Contractors will be responsible for working with HSD and the New Mexico Health Insurance Exchange to implement provisions of PPACA. Additionally, HSD reserves the right to provide a benchmark benefit package to an adult population as defined in PPACA and to implement it through the Centennial Care program. At this time, Offerors are not required to submit cost proposals for this population; however, HSD reserves the right to include this population through the contract amendment process.

1.4 Scope of Procurement

The scope of this procurement includes the implementation and operation of the Contract, which includes providing physical health, behavioral health, and long-term care services to Members statewide determined eligible for Centennial Care. (For Contract details, see Appendix I of this RFP.)

Approval of the Contract by the Federal Centers for Medicare & Medicaid Services (CMS) and HSD must be obtained before the effective date. Following the approval of the Contract, the successful Offerors shall work with HSD to demonstrate their ability to carry out the provisions outlined in the Contract, including all appendices. The Offerors will be responsible for the provision of all services described in the Contract beginning [January 1, 2014].

Following the procurement, HSD's intent is to contract with no more than five MCOs unless it is in the State's best interest to do otherwise. HSD intends to award a five-year contract; the term of the initial Contract will be five years, with options to renew at HSD's discretion. Rates will be re-evaluated every year.

1.5 Reprocurement of Services

During any period, either before the execution of the initial Contract or thereafter, HSD reserves the right to issue requests for proposal or offers to other potential contractors for performance of any portion of the services covered by this procurement or similar or comparable services.

1.6 Procurement Manager

HSD has designated a Procurement Manager who is responsible for the conduct of this procurement. Any inquiries or requests regarding this procurement should be submitted only to the Procurement Manager, in writing, by email. The RFP identification number must be referenced in all communications regarding the RFP. Questions shall be clearly labeled and shall cite the specific source that forms the basis of the question.

Offerors may contact only the Procurement Manager regarding this procurement. Other State employees, consultants, and agents do not have the authority to respond on behalf of HSD. HSD shall not assume responsibility for any answers or clarifications provided by other HSD staff, or by any other State employee or agent. An Offeror that contacts another State employee or agent in violation of this requirement will be excluded from further participation in the procurement.

The Procurement Manager's decision on any matter regarding this procurement shall be final.

Contact information for the Procurement Manager is as follows:

Michael R. Aragon
New Mexico Human Services Department
Ark Plaza
2025 S. Pacheco Street
Santa Fe, NM 87504-2348

Phone: (505) 827-3158
Fax: (505) 827-3105
Email: Centennial.RFP@state.nm.us

For hand deliveries or express mail deliveries, the following address may be used:

Michael R. Aragon
New Mexico Human Services Department
Ark Plaza
2025 S. Pacheco Street
Santa Fe, NM 87504

1.7 Offeror Qualifications/Conflicts of Interest

This RFP is open to any Offeror capable of performing the work as described in the Contract (Appendix I) and addressed in Section 1.3 of this RFP, Scope of Work, subject to the following stipulations:

- An Offeror shall be licensed by the New Mexico Public Regulation Commission, Division of Insurance, to assume risk and enter into prepaid capitation contracts at least six (6) months before the expected Centennial Care program Go-Live;
- An Offeror must be either (i) National Committee for Quality Assurance (NCQA) accredited in the State of New Mexico, or (ii) NCQA accredited in another state where it currently provides Medicaid services and achieve New Mexico NCQA accreditation within two (2) years of Go-Live;
- Pursuant to the Governmental Conduct Act, NMSA 1978, 10-16-1 et seq., an Offeror shall have no direct or indirect interest that conflicts with the performance of services covered under this Contract;
- Pursuant to NMSA 1978, § 13-19-191, § 30-24-2, and §§ 30-41-1 through 30-41-3, an Offeror shall not provide or offer bribes, gratuities, or kickbacks to applicable State personnel;
- An Offeror shall ensure that it will comply with the New Mexico Governmental Conduct Act, NMSA 1978, 10-16-1 et seq.;
- An Offeror shall complete any and all required disclosure forms, including but not limited to campaign disclosure forms and other attestations; and
- The burden is on the Offeror to present sufficient assurance to HSD that awarding the Contract to the Offeror shall not create a conflict of interest.

1.8 Procurement Library

The Procurement Manager has established a procurement library, which can be accessed by going online to <http://www.hsd.state.nm.us/mad/RRFPGeneral.html>, clicking on *RFPs*, and then clicking on *Procurement Library*. The library includes electronic documents and Web links. Items that are not online will be available in hard copy format. Offerors are encouraged to review the materials contained in the online library, or when necessary, to contact the Procurement Manager and schedule an appointment to view hard copy materials. The materials are available for review only and may not be copied or removed from the library. Copies will not be made available. Registered Offerors will be notified when information in the procurement library changes.

1.9 Definitions

This section contains definitions and abbreviations that are used throughout this procurement document. Only terms not used in the Contract will be defined in the RFP. See Section 2 of the Contract (Appendix I of this RFP) for additional terminology.

Close of Business means 5:00 p.m. Mountain Standard or Mountain Daylight Time, whichever is in effect on the given date.

Contract means a written agreement for the procurement of items of tangible personal property or services.

Contractor means a successful Offeror who enters into a binding Contract.

Determination means the written documentation of a decision by the Procurement Manager, including findings of fact supporting a decision. A determination becomes part of the procurement file.

Desirable means “preferred.” The terms “may,” “can,” “should,” “preferably,” or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

Evaluation Committee means a body appointed by HSD to evaluate Offeror proposals.

Evaluation Committee Report means a document prepared by the Procurement Manager and the Evaluation Committee for submission to the Cabinet Secretary for Contract award. It contains all written determinations resulting from the procurement.

Go-Live means the date on which the CONTRACTOR assumes responsibility for the provision of Covered Services to Members. As of the date of this RFP, the Go-Live date is anticipated to be January 1, 2014.

Mandatory means “required.” The terms “must,” “shall,” “will,” “is required,” or “are required” identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror's proposal at HSD's discretion.

Offeror refers to any person, corporation, or partnership that submits a proposal.

Procurement Manager means the person or designee authorized by HSD to manage or administer a procurement requiring the evaluation of competitive, sealed proposals.

Request for Proposal or **RFP** refers to all documents used to solicit proposals, including those attached or incorporated by reference.

Responsible Offeror means an Offeror who submits a responsive proposal and who has furnished (when required) information and data to prove that his or her financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

Responsive Offer or Responsive Proposal means an offer or proposal that conforms in all material respects to the requirements set forth in the RFP. Material respects of an RFP include but are not limited to price, quality, quantity, and delivery requirements.

Waiver refers to the authority granted to states under the Social Security Act to allow them flexibility in operating Medicaid programs, including authorization to apply for home and community-based waivers.

SECTION 2: CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the procurement schedule and describes the major procurement events as well as the conditions governing the procurement.

2.1 Procurement Schedule

The delivery schedule set forth herein represents HSD's best estimate of the schedule that will be followed. Unless stated otherwise, items will be due at Close of Business on the dates specified below. If a component of this schedule – such as *Submission of Proposal* – is delayed, the rest of the schedule will likely be shifted by the same number of days. The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Date
1. Issuance of RFP	HSD	8/31/2012
2. Distribution list response	Offerors	9/13/2012
3. Pre-proposal conference	HSD and Offerors	10:00 a.m. on 9/13/2012
4. Release of data book, cost proposal templates, and cost proposal scoring	HSD	9/17/2012
5. Deadline to submit informal questions regarding cost proposal data	Offerors	9/21/2012
6. Actuarial bidder conference	HSD and Offerors	10:00 a.m. on 9/27/2012
7. Deadline to submit written questions regarding RFP	Offerors	10/1/2012
8. Publishing of responses to written questions/RFP amendments	HSD	10/22/2012
9. Submission of proposal	Offerors	1:00 p.m. (MST) on 11/20/2012
10. Notification to Offerors that do not meet mandatory requirements	HSD	11/26/2012
11. Technical proposal evaluation	Evaluation Committee	11/26/2012 – 12/14/2012
12. Cost proposal evaluation	HSD	12/14/2012 – 12/20/2012
13. Selection of finalists	HSD	12/21/2012
14. Oral presentations (at HSD's discretion)	Offerors	1/2/2013 – 1/4/2013
15. Notice of intent to award Contract	Procurement Manager	1/7/2013
16. Contract negotiation and finalization	Contract Negotiation Team	1/8/2013 – 1/25/2013
17. Approval of Contract	HSD	1/26/2013 – 2/1/2013

18. Protest deadline	Offerors	15 Calendar Days from Contract award
19. Contract effective date	HSD	2/1/2013
20. Readiness review	HSD and selected Offerors	Following Contract effective date and before Go Live
Note: Dates are subject to change based on number of proposals to evaluate and final approval from federal partners, if applicable.		

2.2 Explanation of Events

2.2.1 Issuance of RFP

This RFP is being issued by HSD. Potential Offerors may obtain a copy of the RFP from the Procurement Manager. The RFP may also be obtained from HSD's website at <http://www.hsd.state.nm.us/mad/RRFPGeneral.html>.

2.2.2 Distribution List Response

Potential Offerors should hand-deliver or return by facsimile or by registered or certified mail the Acknowledgment of Receipt of RFP Form that accompanies this document (Appendix A of this RFP) to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated, and returned to the Procurement Manager. Failure to return this form shall constitute a presumption of receipt and agreement that the potential Offeror's organization name shall not appear on the distribution list.

At a minimum, the procurement distribution list will be used to distribute:

- written responses to questions;
- any RFP amendments; and
- the data book, cost proposal templates, and cost proposal scoring information.

2.2.3 Pre-Proposal Conference

A pre-proposal conference will be held to allow Offerors to ask questions and clarify issues concerning this RFP. The pre-proposal conference will be held at the following location:

State Personnel Office Auditorium
Willie Ortiz Building
2600 Cerrillos Road

Santa Fe, NM 87505

All visitors must enter through the front doors of the building and sign in at the main desk.

Potential Offerors are encouraged to submit written questions to the Procurement Manager in advance of the conference. The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. A public log will be kept of the names of potential Offerors that attend the pre-proposal conference. Attending the pre-proposal conference is not a prerequisite for submitting a proposal, but it is strongly encouraged.

2.2.4 Release of Data Book, Cost Proposal Templates, and Cost Proposal Scoring

HSD will release the data book, cost proposal templates, and cost proposal scoring information to Offerors on the distribution list (Section 2.2.2 of this RFP). The data book will include recent enrollment, expenditure, and utilization data for the Medicaid population.

2.2.5 Deadline to Submit Informal Questions Regarding Cost Proposal Data

Potential Offerors may submit written questions regarding the information in the data book, cost proposal templates, and cost proposal scoring. Offerors shall submit all questions in writing by email to the Procurement Manager. Questions shall be clearly labeled and shall cite the section(s) in the RFP or other document that forms the basis of the question. HSD will make every effort to answer all questions during the actuarial conference.

2.2.6 Actuarial Bidder Conference

An actuarial conference will be held to answer initial questions regarding the cost proposal data. The actuarial conference will be held at the following location:

Garrey Carruthers State Library and Archives Building
Room 2027
1205 Camino Carlos Rey
Santa Fe, NM 87507

2.2.7 Deadline to Submit Questions Regarding RFP

Potential Offerors may submit written questions as to the intent or clarity of the RFP and its appendices. Offerors shall submit all questions in writing by email to

the Procurement Manager. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document that forms the basis of the question.

2.2.8 Publish Responses to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed to all potential Offerors whose organization name appears on the procurement distribution list.

An Acknowledgment of Receipt of RFP Form (see Appendix A of this RFP) will accompany the distribution package. The form should be signed by the Offeror's representative, dated, and hand-delivered or returned by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt. HSD shall make every effort to provide answers as close to the deadline as possible. HSD reserves the right to determine, at its sole discretion, appropriate and adequate responses to written comments, questions, and requests for clarification. HSD's official responses and other official communications pursuant to this RFP shall constitute an amendment of this RFP.

HSD reserves the right to amend the RFP (including all appendices) any time before the closing date for submitting proposals. Amendments shall be sent to all Offerors who had their organization placed on the procurement distribution list pursuant to Section 2.2.2 of this RFP.

The Offeror shall have one more opportunity to submit a written request for clarification of distributed responses and/or amendments. The written request must be received by the Procurement Manager no later than seven (7) Calendar Days after the responses and/or amendments are issued.

2.2.9 Submission of Proposals

The entire proposal (including the mandatory, technical, and cost proposals) must be received for review and evaluation by the Procurement Manager. The Procurement Manager will record the date and time of receipt on each proposal. A late proposal shall not be accepted, and an Offeror's failure to submit a proposal before the deadline shall cause the proposal to be disqualified.

Proposals must be addressed and delivered to the Procurement Manager. Proposals must be sealed, and the outside of the package must be labeled to clearly indicate a response to Centennial Care's Request for Proposal. (See Section 3 of this RFP for additional information.) Proposals submitted by

facsimile will not be accepted. A proposal must respond to the written RFP and any RFP exhibits, attachments, and amendments.

HSD will not reimburse the Offeror for any costs of proposal preparation. The Offeror shall not distribute the proposal to any entity not specified in this RFP, nor shall the Offeror share its proposal with other potential Offerors.

A public log will be kept of the names of all Offeror organizations that submit proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of any proposal shall not be disclosed to competing Offerors or the general public before the Contract is awarded.

2.2.10 Notification to Offerors That Do Not Meet Mandatory Requirements

Offerors who submit proposals that do not meet mandatory requirements will be issued a letter notifying the Offeror that the technical proposal and cost proposal will not be reviewed due to failure to meet mandatory requirements.

2.2.11 Technical Proposal Evaluation

The technical proposals will be evaluated by subgroups of the Evaluation Committee appointed by HSD management. During the evaluation period, the Procurement Manager may initiate discussion with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the previously submitted proposals. Discussions SHALL NOT be initiated by Offerors.

2.2.12 Cost Proposal Evaluation

The evaluation of the Offeror's cost proposal shall be conducted after review of the mandatory and technical proposals and shall be conducted only for those Offerors that have successfully passed the mandatory and technical proposal review. HSD management shall appoint an Evaluation Committee review subgroup to review the cost proposal.

2.2.13 Selection of Finalists

Scores for the technical and cost proposals will be combined to identify finalists. The Evaluation Committee will make a recommendation to the Procurement Manager who, after presenting the Evaluation Committee Report and consulting with HSD, will notify the finalist Offerors.

2.2.14 Oral Presentations

At HSD's discretion, Offerors may be required to present their proposals and provide clarifications to the Evaluation Committee. The Procurement Manager will schedule the time for each Offeror presentation. All Offeror presentations will be in Santa Fe, New Mexico. If oral presentations occur, a 100-point scale will be used to score presentations and the score will be added to the technical and cost proposal scores.

2.2.15 Notice of Intent to Award Contract

Based on HSD's selection of the successful Offerors, the Procurement Manager shall send all Offerors a Notice of Intent to Award.

2.2.16 Contract Negotiation and Finalization

HSD reserves the right to negotiate with successful Offerors regarding provisions that are in addition to or different from those contained in this RFP or Appendix I of this RFP. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the Contract. The Contract is subject to review and approval by CMS, as specified in Section 1.4 of this RFP.

2.2.17 Approval of Contract

HSD will review and approve the final Contract.

2.2.18 Protest Deadline

Any protest by an Offeror must be timely and conform to NMSA 1978, § 13-1-172, and applicable procurement regulations. The fifteen (15) Calendar Day protest period for Responsive Offerors shall begin on the day following the Contract Award and will end at Close of Business fifteen (15) Calendar Days after the Contract Award. Protests must be written and must include the protestor's name and address as well as the RFP number. Protests must also contain a statement of grounds for protest, including appropriate supporting exhibits, and must specify the ruling requested. Protests must be addressed and delivered to the Cabinet Secretary, with a copy to the Procurement Manager and the General Counsel:

P.O. Box 2348
Santa Fe, NM 87504-2348

For hand deliveries or express mail deliveries, the following address may be used:

2009 Pacheco Street
Santa Fe, NM 87505

Protests received after the deadline will not be accepted. The State reserves the right to implement the terms of the Contract with the successful Offerors during the pendency of the protest.

2.2.19 Contract Effective Date

As stated above, the Contract is subject to the appropriate State and federal approvals. No work for which the Offeror expects payment may be performed by the Offeror until the Contract is fully executed and approved by HSD. HSD assumes no liability for any work performed by the selected Offeror in anticipation of a binding Contract prior to the approval date and the effective date of the Contract.

2.2.20 Readiness Reviews

The Offeror awarded the Contract shall demonstrate to HSD's satisfaction that it is able to meet the requirements of this RFP. The Offeror shall cooperate in "readiness reviews," which will commence shortly after the Contract is executed. The reviews may include, but are not limited to:

- desk and on-site reviews of documents provided by the Offeror;
- walk-throughs of the Offeror's operations, system demonstrations (including systems connectivity testing);
- testing of claims processing and payments with major provider types such as hospitals, physician groups, FQHCs and including IHS and tribally operated facilities; and
- interviews with the Offeror's staff.

The scope of the reviews may include any and all requirements of this RFP, as determined by HSD.

2.3 General Requirements

This procurement will be conducted in accordance with the Procurement Code, NMSA 1978, §§ 13-1-28 through 13-1-199, and the Procurement Regulations, 1.4.1 NMAC.

2.3.1 Acceptance of Conditions Governing the Procurement and Other Factors

Offerors must indicate their acceptance of the conditions governing the procurement section in the Letter of Transmittal Form. Submission of a proposal

constitutes acceptance of the evaluation process contained in Section 4 of this RFP.

2.3.2 Incurring Cost

Any costs incurred by the Offeror in preparing, transmitting, or presenting any proposal or other material submitted in response to this RFP shall be borne solely by the Offeror. Costs associated with the readiness review and preparation for Contract implementation shall be borne solely by the Offeror.

2.3.3 Prime Contractor Responsibility

Any Contract that may result from this RFP shall specify that the successful Offeror is solely responsible for fulfillment of the Contract with HSD. HSD will make Contract payments only to the prime Contractor.

2.3.4 Subcontractors

Proposed use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The Contractor shall not assign, transfer, or delegate any key functions to a subcontractor without the explicit prior written approval of HSD. The prime Contractor shall be wholly responsible for the entire performance, whether or not subcontractors are used. See Section 7.14 of Appendix I of this RFP for additional information on subcontractors.

2.3.5 Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. An amended proposal must be a complete replacement for a previously submitted proposal and must be clearly identified as such in the transmittal letter. HSD personnel will not merge, collate, or assemble proposal materials.

2.3.6 Offerors' Rights to Withdraw Proposal

Offerors may withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative, addressed to the Procurement Manager.

The approval or denial of withdrawal requests received after the deadline for receipt of proposals is governed by applicable procurement regulations.

2.3.7 Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for one hundred twenty (120) Calendar Days after the due date for receipt of proposals.

2.3.8 Disclosure of Proposal Contents

The proposals will be kept confidential until Contracts are awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “proprietary” or “confidential,” subject to the following requirements. Blanket labeling of the entire document as “confidential” or “proprietary,” however, shall result in the bid being determined non-responsive.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the nonconfidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978, §§ 57-3A-1 to 57-3A-7. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Manager shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

The State of New Mexico maintains the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal shall not affect this right.

2.3.9 No Obligation

This procurement in no manner obligates the State of New Mexico or any of its agencies to use any proposed professional services until a valid written Contract is awarded and approved by the appropriate authorities.

2.3.10 Termination

This RFP may be canceled at any time, and any and all proposals may be rejected, in whole or in part, when HSD determines such action to be in the best interest of the State of New Mexico.

2.3.11 Sufficient Appropriation

Any Contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the Contractor. HSD's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Contractor as final.

2.3.12 Legal Review

HSD requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

2.3.13 Governing Law

This procurement and any agreement with Offerors that may result from it shall be governed by the laws of the State of New Mexico.

2.3.14 Basis for Proposal

Only information supplied by HSD in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

2.3.15 Contract Terms and Conditions

The Contract between HSD and a Contractor will follow the format specified by HSD and contain the terms and conditions set forth in Appendix I of this RFP, the Contract. However, HSD reserves the right to negotiate with a successful Offeror provisions in addition to or different from those contained in this RFP or Appendix I of this RFP. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the Contract.

If an Offeror objects to any of HSD's terms and conditions as contained in this Section or in Appendix I of this RFP, that Offeror must propose specific alternative language as part of its response to this RFP. HSD may or may not accept the alternative language. HSD's decision on alternative language is final and cannot be appealed. General references to the Offeror's terms and conditions, or attempts at complete substitutions, are not acceptable to HSD and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact (if any) of each proposed change, followed by the specific proposed alternate wording.

2.3.16 Offeror Terms and Conditions

Offerors must submit with proposals a complete set of any additional terms and conditions that they want included. HSD reserves the right to negotiate such requested terms and conditions. Only terms and conditions that are additional, and agreed to by HSD, as evidenced by inclusion in a duly executed Contract, will be included in the Contract between the parties.

2.3.17 Contract Deviations

Any proposed additional terms and conditions, which may be the subject of negotiation, will be discussed only between HSD and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

2.3.18 Offeror Qualifications

The Evaluation Committee (described in Section 4.2 of this RFP) may make such investigations as necessary to determine the Offeror's ability to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror that is not a responsible Offeror or that fails to submit a responsive offer as defined in NMSA 1978, §§ 13-1-83 and 13-1-85.

2.3.19 Right to Waive Irregularities

The Evaluation Committee reserves the right to waive irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements, provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

2.3.20 Change in Contractor Representatives

HSD reserves the right to require a change in Contractor representatives if the assigned representatives are not, in the opinion of HSD, adequately meeting its needs.

At its sole discretion, HSD reserves the right to refuse key personnel, of the prime Contractor or a subcontractor as defined in the Contract, for use in the performance of a Contract pursuant to this RFP.

2.3.21 Notice

Offerors are advised that any violation of federal or State law and regulation regarding attempts to improperly influence this procurement may result in criminal and/or civil penalties.

2.3.22 HSD Rights

HSD reserves the right to accept all or a portion of an Offeror's proposal.

2.3.23 Right to Publish

Throughout this procurement process and Contract term, potential Offerors, Offerors, and Contractors must secure from HSD written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent Contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the Contract.

2.3.24 Ownership of Proposals

All documents submitted in response to the RFP shall become the property of HSD, the Collaborative and the State of New Mexico.

2.3.25 Electronic Mail Address Requirement

A large part of the communication regarding this procurement will be conducted by electronic mail (email). Offerors must have a valid email address to receive this correspondence.

2.3.26 Use of Electronic Versions of this RFP

This RFP is being made available electronically. If accepted by such means, the Offeror acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by HSD, the version maintained by HSD shall govern.

2.3.27 Lobbying

No federally appropriated funds can be paid at any time by or on behalf of the Contractor or any other person, for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, or the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federally appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of a Member of Congress in connection with this federal contract, grant, loan, or

cooperative agreement, the Contractor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

SECTION 3: RESPONSE FORMAT AND ORGANIZATION

This section describes the format and organization of the Offeror's response. Failure to conform to these specifications may result in disqualification of the proposal.

3.1 Number of Responses

Offerors shall submit only one (1) proposal. Alternative proposals will not be accepted. A compliant proposal includes: (i) a mandatory requirements proposal; (ii) a technical proposal with exhibits; and (iii) a cost proposal.

3.2 Proposal Format

All proposals must be typewritten on standard 8 ½" x 11" paper. The pages should have one-inch margins, and the font size shall be no smaller than Times New Roman 12. The proposal must be set at a single-space setting of 1.15 lines within a paragraph with a blank line between paragraphs. Larger paper (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc. The documents must be placed in sturdy binders with tabs delineating each section. Offerors must comply with the page-limit requirements specified in Section 6 of this RFP.

3.3 Number of Copies

Each response to this RFP must consist of a mandatory requirements proposal, a technical proposal, and a cost proposal (as described below).

Mandatory Requirements Proposal

Each Offeror must submit one (1) original and one (1) hard copy of the mandatory requirements proposal to HSD in a sealed package that is clearly marked:

"Mandatory Requirements Proposal in Response to RFP #13-630-8000-0001 – Do Not Open"

Each Offeror must include one (1) electronic copy of the mandatory requirements proposal on CD in the sealed package with the original and with the copy of the mandatory requirements proposal. The electronic copies of the mandatory requirements proposal shall include one searchable PDF file of the entire mandatory requirements proposal (other than client references) as well as an MS Word 2007 file of the narrative. Exhibits (other than client references) must be included in the MS Word 2007 file or

PDF. The original copy must be identified as such on the front cover and the copy shall also be identified as such.

Technical Proposal

Each Offeror must submit one (1) original and six (6) hard copies of the technical proposal and exhibits to HSD in a sealed package that is clearly marked:

“Technical Proposal in Response to RFP #13-630-8000-0001 – Do Not Open”

Each Offeror must include one (1) electronic copy of the technical proposal on CD in the sealed package with the original and with each copy of the technical proposal. Each of the seven (7) CDs shall include one searchable PDF file of the entire technical proposal as well as an MS Word 2007 file of the narrative. Exhibits must be included on a separate CD in the exhibits binder in MS Word 2007 file or PDF. The original copy must be identified as such on the front cover and the copies shall also be identified as such.

Cost Proposal

Each Offeror must submit one (1) original and one (1) hard copy of the cost proposal to HSD in a separate, sealed package that is clearly marked:

“Cost Proposal in Response to RFP #13-630-8000-0001 – Do Not Open”

Each Offeror must include one (1) electronic copy of the cost proposal on CD in the sealed package with the original and with the copy of the cost proposal. The electronic copies of the cost proposal must be in MS Excel 2007. The original must be identified as such on the front cover and the copy shall also be identified as such.

3.4 Proposal Organization

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror’s ability to meet the requirements of the RFP.

Proposals must comply with the page limits provided in Section 6 of this RFP.

Attachments specified in Section 6 of this RFP will not be counted towards the page limits. Pages that exceed the specified page limits and attachments specified in Section 6 of this RFP may not be reviewed by the Evaluation Committee.

The entire proposal shall be submitted in a total of four (4) binders: one (1) binder for the mandatory requirements proposal, one (1) binder for the technical proposal, one (1) binder for the exhibits for the technical proposal, and one (1) binder for the cost proposal.

Table of Contents

The first page in each binder must be the table of contents. It must contain a list of all sections of the proposal in the binder and the corresponding page numbers. The table of contents in the electronic file must be linked to appropriate sections in the proposal.

Page Numbers

The pages in each binder must be numbered sequentially and include the proposal type (e.g., Technical – pg 1). Numbering of pages within binders should continue in sequence through each separate section. For example, “Provider Network” would begin with the page number following the last page number in “Experience and Qualifications.”

Dividers

Each section of each binder shall be separated by a divider and contain all information requested in this RFP.

The mandatory requirements proposal binder shall have dividers separating the following sections:

- Letter of Transmittal
- Proposal Summary
- Compliance and Acceptance Statement
- Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters
- Campaign Contribution Disclosure Form
- New Mexico Employees Health Coverage
- References
- Conflict of Interest Affidavit
- Organizational Chart
- Statement of Mergers, Acquisition, or Sales
- Insurance Policies

The technical proposal binder shall have dividers separating the following sections:

- Experience and Qualifications
- Provider Network/Provider Agreements
- Benefits and Services
- Care Coordination, Transition, Assessments, and Care Plans
- Information Systems and Claims Management
- Patient Centered Programs

- Native Americans
- Member and Provider Services
- Quality Assurance and Utilization Management Program
- Reporting Requirements
- Compliance Program/Program Integrity
- Financial Management
- Readiness

The exhibits binder shall have dividers separating the following sections:

- Experience and Qualifications
- Provider Network/Provider Agreements
- Care Coordination, Transition, Assessments, and Care Plans
- Information Systems and Claims Management
- Member and Provider Services
- Reporting Requirements
- Compliance Program/Program Integrity
- Financial Management
- Readiness

The cost proposal binder does not require dividers.

Responses

All information must be incorporated in response to a specific requirement and clearly referenced. HSD is not required to and will not search for responses in other sections of the proposal unless the reference is for an exhibit. A policy, brochure, manual, or reference to a policy, brochure, or manual does not constitute an adequate response. Exhibits must be referenced and described in the narrative and cannot contain a continued response. The Offeror shall refer the reader directly to an exhibit number. Exhibits shall not be counted toward the page limits and shall only be included as specified in this RFP.

SECTION 4: EVALUATION PROCESS AND SCORING

4.1 Evaluation Process

HSD shall conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. HSD shall be the sole judge in the selection of the successful Offerors. Evaluation of the proposals shall be conducted in the following phases:

- Phase I

- Review of mandatory requirements proposals to ensure that all mandatory requirements are met.
- Phase II
 - Review and scoring of the technical proposals to determine whether the Offeror meets the minimum criteria and requirements.
- Phase III
 - Review and scoring of the cost proposals to determine whether the capitated rates are within the range acceptable to HSD.
 - Oral presentations for Offerors that meet the technical threshold (at HSD's discretion).
 - Compilation of technical proposal, oral presentation, and cost proposal scores.
- Phase IV
 - Award of the Contract to the selected Offerors.

Proposals must pass each phase to move on to the next.

Phase I consists of determining whether the proposal meets mandatory requirements in Section 5 of this RFP. All proposals shall be reviewed for compliance with the requirements stated within the RFP and all its appendices. Proposals deemed nonresponsive shall be eliminated from further consideration.

Phase II consists of reviewing the technical proposals and making a determination as to the quality of the response. Only applicants who earn at least 75% of the possible points in each section for all sections of the technical proposal will advance to the next phase. If a proposal does not meet the 75% threshold for any section, then the Offeror will not advance to Phase III.

Phase III is the review of the cost proposal for Offerors achieving an adequate score on the technical proposal. At its discretion, HSD may choose to facilitate oral presentations. Scores from each Offeror's technical proposal, cost proposal, and oral presentation will be totaled, and HSD will identify proposals that meet the criteria to advance to Phase IV. Offerors whose proposals are most advantageous to HSD shall be recommended for Contract awards as specified in Section 2.2.13 of this RFP.

4.2 Evaluation Committee

HSD shall establish an Evaluation Committee that will evaluate designated sections of the proposal. HSD may, at its discretion, designate members to the Evaluation Committee who are employees of other State agencies and who have experience in specific areas of the RFP.

Each subgroup of the Evaluation Committee shall evaluate their assigned section of each qualifying proposal and document their comments, concerns, and questions using standard evaluation tools. The subgroups of the Evaluation Committee will review only the section of the proposal that is assigned to their particular subgroup. Therefore, it is imperative that the response to each question is complete and independent of information or responses in other sections of the proposal. Responses to RFP questions shall not reference other sections of the proposal unless the reference is for an exhibit.

4.3 Proposal Scoring

Failure of the Offeror to comply with the instructions of this RFP or failure to submit a complete proposal shall be grounds for deeming the proposal nonresponsive to the RFP.

Proposals deemed by the Evaluation Committee to be incomplete or not in accordance with the specified requirements shall be disqualified and the proposal returned to the Offeror with a letter of explanation.

Mandatory Requirements Scoring

Each proposal shall be evaluated to determine whether the requirements as specified in this RFP have been met. The mandatory requirements proposal will be evaluated against the following criteria:

- Proposal was submitted within the closing date and time for proposals (refer to Section 2.1 of this RFP).
- The mandatory proposal, cost proposal and technical proposal with exhibits are in separate envelopes/packaging (refer to Section 3 of this RFP).
- The specified number of copies are in sealed envelopes/packaging (refer to Section 3 of this RFP).
- The proposal contains the necessary information in the proper order.
- The Offeror has provided all forms and met all requirements in Section 5 of this RFP.

Technical Proposal Scoring Threshold

Each Offeror must obtain a minimum of seventy-five percent (75%) of the total points for each of the required sections of the technical proposal. For those Offerors that meet the minimum point threshold for each review section, the cost proposal shall then be opened.

For those Offerors that do not meet the minimum point threshold for each section, the cost proposals shall not be opened.

Cost Proposal Scoring

This information will be made available with the data book and posted on the website <http://www.hsd.state.nm.us/mad/RRFPGeneral.html> on September 17, 2012.

Point Summary

Section Title	RFP Section Number	Page Limits	Exhibits Allowed?	Total Points Possible for Section	Points Needed to Pass
Mandatory Requirements	5.1 5.2 5.3 5.4 5.5 5.6 5.7 5.8 5.9 5.10	N/A	Y	Pass/Fail	N/A
Experience and Qualifications	6.1	20	Y	75	56.25
Provider Network/Provider Agreements	6.2	25	Y	150	112.5
Benefits and Services	6.3	30	N	125	93.75
Care Coordination, Transition, Assessments, and Care Plans	6.4	45	Y	275	206.25
Information Systems and Claims Management	6.5	40	Y	200	150
Patient Centered Programs	6.6	30	N	150	112.5
Native Americans	6.7	25	N	75	56.75
Member and Provider Services	6.8	20	Y	100	75
Quality Assurance and Utilization Management Program	6.9	20	N	100	75

Section Title	RFP Section Number	Page Limits	Exhibits Allowed?	Total Points Possible for Section	Points Needed to Pass
Reporting Requirements	6.10	15	Y	100	75
Compliance Program/Program Integrity	6.11	15	Y	75	56.25
Financial Management	6.12	15	Y	100	75
Readiness	6.13	5	Y	100	75
Cost proposal	7	N/A	N/A	400	N/A
Total				2025	

Upon completing the evaluation of the technical proposals, oral presentations (if required), and cost proposals, HSD shall tally the scores from the evaluations to determine the Offerors that will receive Contracts from the State.

Upon selection of the Offerors that will receive Contracts, HSD shall initiate the contracting process. The Offerors shall be notified in writing that the proposal has been accepted and that HSD intends to contract with the Offeror.

SECTION 5: MANDATORY REQUIREMENTS PROPOSAL

5.1 Letter of Transmittal

The mandatory requirements proposal must include a signed Letter of Transmittal. (See Appendix B of this RFP.)

5.2 Proposal Summary

The proposal summary must be two (2) pages or less. It shall provide the Evaluation Committee with an overview of the technical and business features of the proposal. This material will not be used in the evaluation process but may be used in public notifications regarding the selection of successful Offerors.

5.3 Compliance and Acceptance Statement

The mandatory requirements proposal shall include a signed statement that explicitly indicates acceptance of the Conditions Governing the Procurement stated in Section 2 of this RFP and the Offeror's agreement to comply with all requirements as described in this RFP, including all appendices, attachments, written clarifications, and amendments provided during the procurement process. If the Offeror is unwilling to comply with any terms, conditions, or other requirements of this RFP, the Offeror shall

clearly describe any deviations from the terms, conditions, or requirements, and shall include a complete explanation of alternative terms and the reasons such deviations are proposed.

5.4 Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

The Offeror must complete the Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters Form to certify compliance with federal regulations relating to suspension and debarment. (See Appendix C of this RFP.)

5.5 Campaign Contribution Disclosure

The Offeror must complete the Campaign Contribution Disclosure Form. (See Appendix D of this RFP.)

5.6 New Mexico Employees Health Coverage

The Offeror must agree with the terms of the New Mexico Employees Health Coverage Form and submit a signed copy with their proposal. (See Appendix E of this RFP.)

5.7 References

The Offeror must provide three (3) specific client references, with at least one for a state Medicaid program or other large similar government or large private industry project within the last five (5) years. Each reference must include the contact name and phone number, a brief description of the services provided, and the period of service.

References for the Offeror shall be submitted to the State using the questionnaire contained in RFP Appendix F, OR A DUPLICATE THEREOF.

Offerors are responsible for:

- Making a duplicate (hard copy or electronic document) of the appropriate form, as it appears in RFP Appendix F, and adding the following customized information to the form:
 - Offeror's name;
 - Reference organization's name; and
 - Reference contact's name, title, telephone number, and email address.
- Sending the form to each reference contact;

- Giving the contact a deadline that allows for HSD to receive the reference form prior to the deadline for receiving proposals (Section 2.1);

5.8 Conflict of Interest Affidavit

The Offeror must include a signed Conflict of Interest Affidavit. (See Appendix G of this RFP.)

5.9 Organizational Chart

The Offeror must provide an organizational chart showing the corporate structure and lines of responsibility and authority in the administration of the Offeror's business as a health plan.

5.10 Statement of Mergers, Acquisitions, or Sales

The Offeror must provide a statement of whether there have been any mergers, acquisitions, or sales of the Offeror's company within the last ten (10) years, and if so, provide relevant details. The Offeror shall include the Offeror's parent organization, affiliates, and subsidiaries.

5.11 Insurance Policies

The Offeror must provide a copy of its liability insurance policy, workers' compensation policy, and unemployment insurance policy.

SECTION 6: TECHNICAL PROPOSAL

The Offeror shall complete all requirements, including the narratives and required attachments, in this section. In responding to each question, the Offeror shall explicitly state whether a subcontractor will be used. If the Offeror intends to use a subcontractor, the Offeror must provide the name of the subcontractor in the response.

6.1 Experience and Qualifications

1. Indicate objections to Covered Services in accordance with Appendix I of this RFP and 42 C.F.R. § 438.102.
2. Describe the Offeror's form of business (e.g., individual, sole proprietor, corporation, nonprofit corporation, partnership, limited liability company) and detail the names, addresses, and telephone numbers of its officers and directors and any partners, if applicable, as well as the person the State should contact regarding the proposal. Please also provide the Offeror's federal and State taxpayer identification numbers.

3. Provide copies of all articles of incorporation, bylaws, partnership agreements, or similar business entity documents, including any legal entity having an ownership interest of five percent (5%) or more.
4. Describe the Offeror's relationship and provide any relevant documentation regarding the Offeror's relationship to parent, affiliated, and/or related business entities, including but not limited to subsidiaries, joint ventures, or sister companies. Include a copy of the management agreement with any parent organization, if the Offeror is owned by a corporation or is an affiliate or subsidiary.
5. Provide (i) a copy of the Offeror's New Mexico Insurance Division license or application for a New Mexico Insurance Division license that allows the assumption of risk for prepaid capitated contracts under New Mexico State law and (ii) a copy of any report filed with the DOI during the last twelve (12) months.
6. Provide a statement of whether there is any pending or recent (within the past five (5) years) litigation against the Offeror. This shall include but not be limited to litigation involving the failure to provide timely, adequate, or quality physical, behavioral, or long-term services. The Offeror does not need to report workers' compensation cases. If there is a pending or recent litigation against the Offeror, the Offeror shall describe the damages being sought or awarded or the extent to which adverse judgment is/would be covered by insurance or reserves set aside for this purpose. Include an opinion of counsel as to the degree of risk presented by any pending litigation and whether the pending or recent litigation will impair the Offeror's performance in a contract under this RFP. Also include any Securities Exchange Commission (SEC) filings discussing any pending or recent litigation. The Offeror shall include its parent organization, affiliates, and subsidiaries. Additionally, for the last five (5) years, list any monetary sanctions Offeror has incurred pursuant to contract enforcement from any state, federal, or private entity, including the date, amount of sanction, and a brief description of such enforcement and resolution. Include in your response, a brief description of any corrective action plan the Offeror has been under during the same time period.
7. Using the template provided in Appendix H of this RFP, identify all other publicly-funded managed care contracts for Medicaid/SCHIP and/or other low-income individuals within the last five (5) years. For each prior experience identified, please provide a brief description of the scope of work, the duration of the contract, the contact name and phone number, the number of members and the population types,

the annual contract payment, whether payment was capitated or other, and the role of subcontractors, if any.

6.2 Provider Network/Provider Agreements

1. Describe how the Offeror will ensure a sufficient network that allows for timely access to a continuum of behavioral health, physical health, and long-term care providers to deliver a full range of Covered Services. The response shall also include how the Offeror will build a sufficient provider network that specifically addresses the needs of the following populations:
 - a. individuals with substance abuse issues;
 - b. children and adolescents;
 - c. persons with a dual diagnosis of mental health and substance abuse;
 - d. linguistic and cultural minorities; and
 - e. persons who need HCBS.
2. Describe the Offeror's strategies for recruiting and retaining I/T/Us and critical access providers such as FQHCs and NEMT providers in order to maximize participation in the network and increase access to care.
3. Describe how the Offeror will work with contract providers to implement policies and procedures for coordination of physical health, behavioral health, and long-term care services, as well as how the Offeror will monitor this implementation.
4. What strategies will the Offeror implement to reduce the administrative burden for providers associated with credentialing and re-credentialing?
5. Describe the Offeror's PCP assignment process (or proposed process) and the measures taken to ensure that every Member, with the exception of dually eligible Members, is assigned a PCP in a timely manner. The description should include how the Offeror will follow up to ensure that the Member knows his or her assigned PCP, when changes are made and how to request a change.
6. Provide an example from the Offeror's previous experience of how the Offeror handled provider noncompliance with agreement requirements, and explain how the Offeror will draw upon that experience for Centennial Care. Include in the description the issue and timeframes for resolution.
7. If the Offeror has procured or rented a provider network in the State of New Mexico or has any business relationship with a provider network, please describe that relationship.

8. Describe the Offerors' strategies for monitoring contract providers, including monitoring:
 - a. provider adherence to access standards;
 - b. provider network adequacy; and
 - c. provider compliance with cost-sharing requirements.
9. Describe the Offeror's strategies for compliance with section 2702 of PPACA, including:
 - a. how provider self-reporting will work in the Offeror's system; and
 - b. how the Offeror will track Provider-Preventable Conditions.

6.3 Benefits and Services

1. Describe the Offeror's process for overseeing prescribing practices of providers, as it relates to prescription drugs. At a minimum, the response should include how the Offeror will:
 - a. identify providers who prescribe contra-indicated drugs, and address this issue when it arises;
 - b. identify and address Member drug-seeking behavior; and
 - c. ensure that medications provided to children/adolescents are appropriate to the diagnosis, symptoms, and age of the child/adolescent.
2. Describe how transportation services will be provided to Members in Rural, Frontier, and Tribal areas of the State. At a minimum, the response should include how the Offeror will:
 - a. determine the appropriate mode of transportation for a Member;
 - b. ensure that transportation providers meet prescribed pick-up and delivery standards;
 - c. ensure that drivers meet all applicable State standards;
 - d. ensure that the Offeror's NEMT quality assurance program adequately monitors and identifies issues and addresses identified issues in a timely manner; and
 - e. have policies regarding transportation of minors when a parent or legal guardian will not be in attendance.
3. What, if any, value-added services will the Offeror provide? For each value-added service, the Offeror shall:
 - a. define and describe the value-added service;

- b. identify the category or group of Members eligible to receive the proposed value-added service;
 - c. note any limitations or restrictions that apply to the value-added service;
 - d. describe how and when providers and Members will be notified about the availability of such value-added service;
 - e. describe how a Member may obtain or access the value-added service;
 - f. estimate the number of Members that would be expected to use the value-added service; and
 - g. describe if, and how, the Offeror will identify the value-added service in administrative data (encounter data).
- 4. Describe the Offeror's experience with providing more than one benefit package to Members within the same program. At a minimum, the response should include:
 - a. the target population;
 - b. the services included in each benefit package; and
 - c. the measures taken to coordinate, track, and monitor utilization of each benefit package.
- 5. Describe strategies for dealing with providing access to services in Rural, Frontier, and Tribal areas.
- 6. Describe how crisis intervention services will be provided to Members in Urban, Rural, Frontier and Tribal areas of the State to fulfill the Collaborative's vision of a statewide crisis response system that meets community and Member needs.
- 7. Describe the process the Offeror will implement to monitor the appropriateness of home and community-based services. The Offeror's response should include:
 - a. the criteria the Offeror will use to determine appropriate home and community-based care and services on an individual level and a program level; and
 - b. how the Offeror will define successful outcomes on both an individual level and a program level.

6.4 Care Coordination, Transition, Assessments, and Care Plans

- 1. Describe the staffing and organizational structure of the Offeror's care coordination unit. The Offeror may use flowcharts and/or organizational charts in its response. At a minimum, the Offeror shall include in the narrative response:
 - a. the title, function, and responsibilities of each member of the care coordination unit;
 - b. how the Offeror will ensure a diverse and culturally sensitive staff; and

- c. strategies the Offeror will employ to manage caseloads and minimize staff turnover.
- 2. Identify any measurable results in terms of clinical outcomes and program savings that have resulted from the Offeror's care coordination and/or service coordination initiatives.
- 3. Describe the Offeror's process for coordinating Medicaid and Medicare care for dual eligibles, and providing Medicaid wrap-around services to dual eligibles.
- 4. Describe or propose innovative programs to serve special populations through integrated medical/behavioral health service delivery models. Describe the program model services, treatment approach, special considerations, and expected outcomes for the special populations.
- 5. Explain how the Offeror will make use of existing resources at the local level to enhance the care coordination model and engage Members in culturally appropriate manners.
- 6. Describe strategies for reaching Members to engage in care coordination activities. Please address specifically:
 - a. Members who are homeless and/or transient;
 - b. Members with significant behavioral health issues (mental health and/or substance abuse);
 - c. Members with significant cognitive deficiencies;
 - d. Members living in Rural and Frontier, and Tribal areas;
 - e. Members in out-of-home care (foster care, nursing home);
 - f. Members for who are not English speakers; and
 - g. Members who are resistant to participation in care coordination.
- 7. Describe how the Offeror will collaborate with non-Medicaid providers such as Juvenile Justice, and Children, Youth and Families Services. Specifically address the following:
 - a. inclusion of representatives in the development and maintenance of care plans;
 - b. sharing information and ensuring confidentiality; and
 - c. ensuring continuity of care and continuous eligibility from the perspective of providers.

8. Explain the Offeror's approach to achieving compliance with the maximum Member-to-care-coordinator ratios. Include a description of systems you will employ to:
 - a. monitor and balance caseloads;
 - b. reassign care coordinators to adjust for caseloads;
 - c. notify Members of care coordinator assignment and changes in care coordinators;
 - d. address conflicts between Members and care coordinators; and
 - e. accommodate for travel requirements in Rural, Frontier, and Tribal areas.
9. New Mexico is working toward the initiation of a Health Home model during the first year of Centennial Care. Members who qualify for and select to participate in a Health Home would receive comprehensive services within this model, including most care coordination activities. Upon implementation of Health Homes, the successful Offerors will be required to delegate major functions of care coordination. Please explain how the Offeror would work in cooperation with a Health Home while maintaining oversight of care coordination for the Offeror's Members. Please include efforts or systems to ensure:
 - a. quality;
 - b. contract compliance; and
 - c. Member satisfaction without duplicating services provided by the Health Home.
10. Describe the resources (including systems and data) that will be available for use in care coordination to inform decisions and enhance monitoring. In the response, the Offeror must address:
 - a. technology used by care coordinators;
 - b. electronic health records;
 - c. health information exchange;
 - d. pharmacy data;
 - e. national data; and
 - f. internal and external reports.
11. The following are three examples describing potential Members. Please describe the care coordination process the Offeror would implement for each Member. The Offeror's response should address each of the care coordination elements listed below:
 - a. HRA;
 - b. comprehensive assessment;
 - c. evaluation of the quality and accuracy of the comprehensive assessment;
 - d. development of the care plan;

- e. referral to needed services;
- f. monitoring of care plan regarding accuracy, quality, and needed services;
- g. provision of Member access to individual care coordinators as needed;
- h. relationship with Utilization Management and other internal and external parties;
and
- i. resolution of conflict and crisis situations.

Scenario 1

José is a 12-year-old boy who requires home physical, occupational, and speech therapy due to facial, chest, and leg injuries sustained in a motor vehicle accident, complicating his cerebral palsy. A local rehabilitation provider has just closed, leaving José without services, and there is no other contracted home based rehabilitation provider in the area.

Scenario 2

Mark is a 40-year-old drug user who is diagnosed with depression. Mark works nights, doing cleaning and maintenance chores, and he has been sleeping in his car since losing his space in a rooming house. Mark has no relatives in the area. He was recently found unconscious by a coworker and taken to the emergency room. Mark has been diagnosed with a subarachnoid hematoma.

Scenario 3

Bella is a 79-year-old diabetic, diagnosed with dementia and heart disease. She needs nursing facility level of care, but she has chosen to live in a small home on the Navajo Reservation with her daughter and two children under five years of age. Bella's home allows for little privacy and is often without electricity.

6.5 Information Systems and Claims Management

1. Submit detailed flowcharts, narrative descriptions, and operation manuals of your existing or planned systems to meet the requirements in the Contract (Appendix I of this RFP), addressing – at a minimum – the functional areas listed below. The Offeror's response shall describe the extent to which these systems are: (i) currently implemented as opposed to planned; and (ii) integrated (or planned to be integrated) with other systems, internal and external. To the extent that the Offeror has a system in place, please describe your experience in implementing and operating in other accounts.
 - a. eligibility, enrollment, and disenrollment management and data exchange;
 - b. provider network management, certification, enrollment, and confirmation file exchange;
 - c. Member and provider information access (please include screenshots of websites);

- d. report generation and transmission;
 - e. care coordination;
 - f. level and setting of care assessments, determination, tracking, and communicating;
 - g. claims processing, edits, corrections, and adjustments due to retroactive eligibility changes or other reasons;
 - h. claims adjudication, payment, and coordination of benefits for claims with third party liability;
 - i. claims adjudication, payment, and coordination for Medicare crossover claims;
 - j. encounter submissions, correction, voiding, and resubmission; and
 - k. financial management and accounting activities.
2. Describe the electronic and physical architecture and elements that will ensure that the requirements in Section 4.20.3 of Appendix I of this RFP, for system and information security and access, including HIPAA standards for security and privacy, are met. Describe the extent to which these elements are currently implemented as opposed to planned. Describe the Offeror's experience in implementing and operating these systems in other accounts.
 3. Describe the Offeror's process for system change management, whether internally initiated, requested by HSD, or federally or otherwise mandated. The response should describe process for all aspects of change implementation, from initial planning to testing and production control operations.
 4. Describe in detail how the Offeror will ensure that its systems will meet the requirements in Section 4.20.4 of Appendix I of this RFP. At a minimum, the Offeror's description should encompass:
 - a. information and telecommunications systems architecture;
 - b. business continuity/disaster recovery strategies;
 - c. availability and/or recovery time objectives by major system;
 - d. monitoring of tools and resources;
 - e. continuous testing of all applicable system functions; and
 - f. both periodic and ad-hoc testing of Offeror's business continuity/disaster recovery plan.
 5. Describe the Offeror's current and planned use and support of new and existing technology in health information exchange (HIE), electronic health records (EHR) and personal health records (PHR), including strategies that will be used to promote HIE and EHR, and how you will ensure that Members have access to a downloadable, portable PHR.

6. Provide a description, timeline, project plan, and list of potential risks and strategies for mitigating them, regarding how the Offeror will implement all new information systems and all changes to any existing systems in support of the resulting Contract. Please include a draft Gantt chart schedule and workplan detail for the transition phase. At a minimum, the Offeror's response shall include:
 - a. capability and capacity assessment to determine if the following are required to meet Contract requirements: new or upgraded systems, enhanced systems functionality, and/or additional systems capacity;
 - b. implementation and configuration of systems (e.g., business rules, valid values for critical data, data exchanges/interfaces) to accommodate Contract requirements;
 - c. system setup for intake, processing, and acceptance of one-time data feeds from the State and other sources (e.g., initial set of Members, claims/service utilization history for the initial set of Members, active/open service authorizations for the initial set of Members); and
 - d. internal and joint (managed care plan and State) testing of one-time and ongoing exchanges of eligibility/enrollment, provider network, claims, and other data.
7. Please describe how the Offeror will collect and use data, including at a minimum, the following activities:
 - a. identification of practice patterns of various provider types, and the application of those findings;
 - b. identification of trends and patterns that define future program direction, control expenditures, and prevent and detect fraud and abuse;
 - c. collection and submission of data as required for external requests, such as Healthcare Effectiveness Data and Information Set (HEDIS) and the Mental Health Statistics Improvement Project (MHSIP); and
 - d. drug utilization review.
8. Describe the Offeror's methodology for ensuring that claims payment accuracy standards will be monitored and improved through audit. At a minimum, the Offeror shall address the following:
 - a. the process for auditing a sample of claims;
 - b. the sampling methodology itself;
 - c. documentation of the results of these audits; and
 - d. the processes for implementing any necessary corrective actions resulting from an audit.

9. Describe how the Offeror will ensure that all subcontractors and providers submit claims and encounters, such that the Offeror can meet the claims payment and encounter submission timeliness and accuracy standards in Sections 4.19.1 and 4.19.2 of Appendix I of this RFP.
10. Describe how the Offeror will assign pricing to encounters that reflect services that are not paid as fee-for-service claims, including but not limited to:
 - a. services covered under subcapitated or other non-fee-for-service arrangements;
 - b. services performed by the Offeror's staff (e.g., care coordination); and
 - c. any other services for which there is no paid amount on the claim.
11. Describe how the Offeror will establish special provider reimbursement systems and claims submission capability, and how the Offeror will have the ability to make special payments to unique providers, such as FQHCs and I/T/Us, including contracted and noncontracted where applicable.
12. Describe how the Offeror will meet current and emerging federal standards for electronic coding and transmission of health care data, including but not limited to:
 - a. HIPAA transaction and operating rules, required and anticipated; and
 - b. ICD-10 implementation.
13. Describe the Offeror's experience in providing Medicare encounter data in HIPAA-compliant formats to federal and state authorities.
14. Describe how the Offeror will work with the State to share information regarding Medicare and Medicaid participating providers, Member complaints, and HEDIS data for dual eligibles.

6.6 Patient-Centered Programs

Self-Direction

1. Describe the Offeror's strategy for overseeing the self-direction process. At a minimum, the Offeror's response should include the strategies for effectively:
 - a. coordinating with an FMA;
 - b. ensuring that support brokers and care coordinators work collaboratively and do not duplicate tasks and activities;
 - c. monitoring for and addressing fraud and abuse; and
 - d. ensuring that the Member is the center of the process.

2. Describe the Offeror's involvement in, and the process for, helping a Member who is self-directing services to develop a budget, monitor a budget to ensure appropriateness to address Member needs, and adjust the budget as needed.
3. What criteria will the Offeror use to determine instances in which it is appropriate for spouses or other family members to serve as providers?

Personal Responsibility

4. Regarding implementation of a Member incentive program, please describe how the Offeror will:
 - a. educate Members about the benefits of participating in a Member incentive program and the methods the Offeror will use for this outreach;
 - b. encourage Members to participate in an incentive program; and
 - c. measure outcomes for those who participate.
5. Describe how the Offeror will educate Members and providers about cost sharing requirements and seek to minimize Members' cost sharing payments.

Patient-Centered Medical Homes

6. Describe the strategies the Offeror will employ to increase the number and use of Patient-Centered Medical Homes.
7. What strategies will the Offeror use to monitor and track the outcomes achieved by Members participating in Patient-Centered Medical Homes?

Health Homes

8. What resources will the Offeror make available to providers to facilitate the designation, credentialing, and operation of Health Homes?
9. What strategies will the Offeror use to monitor and track the outcomes achieved by Members participating in Health Homes?

6.7 Native Americans

1. Describe the strategies and resources that the Offeror will use to operationalize the delivery of culturally competent care to Native Americans, both on and off the reservation, and the process that the Offeror will use to ensure that culturally appropriate materials are available to Native Americans.

2. Describe how the Offeror will monitor the adequacy of medical transportation for Native Americans residing in Rural, Frontier, and Tribal areas and the strategies the Offeror will implement to minimize access issues.
3. Describe how you will contract with IHS and Tribal 638 organizations for:
 - a. nonemergency medical transportation services;
 - b. care coordination and case management services;
 - c. behavioral health services, including the treatment of substance abuse; and
 - d. any other Medicaid-covered services provided outside of a clinic or hospital.

The Offeror's description should also include any special issues that the Offeror foresees in building and sustaining these contractual relationships, and the Offeror's strategies to overcome these issues.

4. Describe the process the Offeror will implement in order to facilitate the availability of a sufficient number of appropriately credentialed providers in IHS, Tribal 638 facilities, and/or urban Indian health clinics as PCPs.
5. Describe the processes that the Offeror will follow in order to:
 - a. ensure that I/T/Us are reimbursed at a minimum of one hundred percent (100%) of the rate currently established for the IHS facilities or Tribal 638 facilities by the Office of Management and Budget (OMB) in accordance with the provisions of Section 4.10.2.2 of Appendix I of this RFP;
 - b. allow Native American Members to seek care from any I/T/U, whether or not the provider is a Contract Provider; and
 - c. exempt all services provided by I/T/Us from prior authorization.
6. Describe the Offeror's methods to communicate effectively with Native American Members in Rural, Frontier, and Tribal areas (both on and off the reservation), including but not limited to how the Offeror will ensure the following:
 - a. all materials are culturally appropriate;
 - b. translation services are available;
 - c. local media (radio and television) are used; and
 - d. outreach is provided through Tribal, fraternal, or religious organizations.

6.8 Member and Provider Services

1. Describe the resources and processes the Offeror will dedicate to maintaining current online information about the Offeror's provider network and providing hard-copy information to Members in the timelines established by the Contract.

2. Describe the Offeror's approach to Member health education and health literacy. The response shall include:
 - a. the Offeror's plans for building and maintaining a network of Community Health Workers (community health advisors, lay health advocates, promotoras, outreach educators, community health representatives, peer health promoters, and peer health educators);
 - b. the Offeror's plans for conducting activities that promote/increase health literacy to Members that speak Spanish and Native languages; for persons who are deaf, blind, hard of hearing or visually impaired; for those who cannot read; and for Members living in Rural, Frontier, and Tribal areas;
 - c. how the Offeror will determine which health education activities are relevant given the target population;
 - d. how the Offeror will measure the effectiveness of strategies and use information to make changes to its approach; and
 - e. what means of communication will be employed to connect with Members.
3. Describe in detail the Offeror's Member services line and provider service line for this RFP, including, at a minimum:
 - a. training of Member services and provider services help-line staff (initial, ongoing, and in the event of program or operational changes);
 - b. process for routing calls to appropriate persons, including escalation, and how help-line staff determine whether a call must be escalated;
 - c. the type of information available to Member services and provider services help-line staff and how it is provided and updated (e.g., hard copy at the person's desk or online search capacity);
 - d. process for handling calls from Members with limited English proficiency and persons who are hearing impaired;
 - e. after-hours procedures and staffing for Member services line;
 - f. monitoring process for ensuring the quality and accuracy of information provided to Members and providers; and
 - g. monitoring process for ensuring adherence to performance standards.
4. Describe how the Offeror will assist a Member with an urgent need (e.g., a back-up ventilator or necessary medication or supplies) who calls the Offeror's Member services line, and how the Offeror will ensure staff is trained appropriately and consistently to handle such situations.
5. Describe the Offeror's approach to ongoing training and information dissemination for all provider types regarding Centennial Care program updates (both operational

and policy related) and new service approaches and evidence-based and promising practices.

6. Provide a brief description of the proposed provider training. The description should include:
 - a. the types of programs to be offered, including the modality of training;
 - b. what topics will be covered;
 - c. which providers will be invited to attend;
 - d. how the Offeror proposes to maximize provider participation;
 - e. how provider training will be evaluated;
 - f. the frequency of provider training; and
 - g. the resources made available to the provider for training.

6.9 Quality Assurance and Utilization Management Program

1. Describe the Offeror's prior authorization (PA) process. This narrative shall include, at a minimum:
 - a. how PAs will be applied for Members requiring out-of-network services, or services for conditions that threaten the Member's life or health;
 - b. how the Offeror will ensure that services are not arbitrarily or inappropriately denied or reduced in amount, duration, or scope;
 - c. the process for Member access to emergency and nonemergency transportation;
 - d. the Offeror's process for accessing dental services that require authorization; and
 - e. how the Offeror will ensure and monitor for consistent application of review criteria.
2. Describe how the Offeror incorporates Member feedback into program development and opportunities for improvement. The description should include how the Offeror will use information from:
 - a. the Member Advisory Board;
 - b. the Native American Advisory Board;
 - c. the CAHPS survey; and
 - d. the MHSIP survey.
3. Describe how the Offeror will use the QM/QI system to identify, track, and improve the quality of the system's performance and the quality of services by providers.
4. Describe the Offeror's capability (data management systems, hardware and software, qualified and trained personnel, data reporting) to collect, maintain, and manage all data elements required by HEDIS.

6.10 Reporting Requirements

1. Describe, in detail, the Offeror's data analytic capabilities for reporting, analysis, and evaluation, including:
 - a. capability to produce system-generated reports for, at a minimum, grievances and appeals, claims payment, utilization management, care coordination, Member services and materials;
 - b. how the Offeror handles requests for ad hoc reports;
 - c. staffing levels, skills, and team structure available for data collection, reporting, analysis, and application of problem solving and process improvement; and
 - d. processes to be implemented to ensure accuracy and timeliness of reports.
2. Describe the Offeror's approach to – and identify staff positions involved in – developing, implementing, and monitoring corrective action plans in response to trends identified in reports. The response shall address internal continuous quality-improvement activities involving reporting and provide an outline of this process.
3. Describe how the Offeror will manage all subcontracts through program reviews/audits and reporting, to ensure that all subcontractors are held to the same contractual requirements as the Offeror.
4. Provide sample care coordination and claims reports that demonstrate the Offeror's knowledge and understanding of these areas. Sample reports shall include reports used internally to self-monitor performance as well as those submitted to agencies with whom the Offeror has contracted in other states. The Offeror may substitute sample reports it has developed to meet New Mexico-specific requirements if the Offeror chooses.

6.11 Compliance Program/Program Integrity

1. Provide a flowchart of the Offeror's grievance and appeal system that reflects all of the steps in the process.
2. Describe how the Offeror will identify, track, and analyze Member grievances and appeals and timeframes for resolution. The description should include how the Offeror will use the data resulting from the grievance system to improve the Offeror's operational performance.
3. Describe the Offeror's fraud and abuse detection/prevention program activities for employees and providers, including reporting and follow-up, continuous monitoring of compliance, identification of issues, and ongoing training.

6.12 Financial Management

1. Describe innovative actions, plans, and systems that the Offeror will utilize to reduce administrative costs.
2. Describe how the Offeror will comply with net worth, solvency, reinsurance, and surplus requirements and maintain a fidelity bond that meets the amount specified for the time specified under the New Mexico Insurance Code. The Offeror shall also include a statement of whether, in the last ten (10) years, the Offeror, a predecessor company, the Offeror's parent organization, affiliates, and/or subsidiaries has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, provide an explanation detailing relevant facts, including the date on which the Offeror emerged from bankruptcy or expects to emerge. If still in bankruptcy, provide a summary of and anticipated timeframe for approval of a plan of reorganization.
3. Provide copies of the Offeror's most recent audited financial statements for each line of business operated, showing a separation between commercial and public accounts and among various contracts and various public fund sources for which the Offeror is responsible.
4. Describe any findings in any of the Offeror's prior three (3) years of audits (including subsidiaries or other organizational entities sharing the same financial management and accounting staff) in which the finding is associated with the management or expenditure of public or governmental funding sources. Explain any corrective action taken in the past, or currently being taken, to address these findings.
5. Describe how the Offeror will identify other insurance held by its Members and other insurance that may be required to pay for services provided to Members (third-party liability) and coordinate benefits with third parties, including pay and chase methodologies.
6. Describe the Offeror's capacity for providing program and fiscal reports on a monthly, annual, or ad hoc basis as required or requested by the State.
7. Describe the Offeror's capacity and experience in maintaining accounting systems that are in accordance with generally accepted governmental accounting principles and standards.

6.13 Readiness

1. Provide an organizational chart or diagram of the organizational structure the Offeror will employ to fulfill the requirements of this RFP. The organizational chart or diagram should include, at a minimum, the key staff, lines of reporting, and the physical location of staff and functional/program areas. Include a description to supplement the chart.
2. Provide the names, titles, job descriptions and resumes of the following personnel:
 - Implementation manager;
 - Contract manager;
 - Provider network development manager; and
 - Information technology director.
3. Please provide a Centennial Care-specific workplan that captures (i) key activities and timeframes, and (ii) projected resource requirements from the Offeror's organization for implementing requirements specified in Appendix I of this RFP. The work plan should cover activities from Contract award to Go-Live.

SECTION 7: COST PROPOSAL

7.1 Introduction

Historical data outlined in Section 7.2 of this RFP, including a narrative, will be made available for prospective bidders. This data can be utilized in constructing cost proposals.

Cost proposal instructions, including templates and evaluation criteria, will be made available to prospective bidders. A certified statement regarding Independent Price Determination must be included with the cost proposal. If the Offeror fails to include the certified statement regarding Independent Price Determination, or if the cost submission deviates from the required format, the Offeror will be disqualified.

7.2 Historical Data/Information

HSD will make available applicable historical data for each program, which may include, but is not limited to, the following available information:

- Eligibility data;
- Encounter records;
- Financial statements; and
- Programmatic changes.

The historical data will be offered so that interested prospective bidders can evaluate it when constructing their cost proposal submission. The data will be made available upon request to interested entities who have submitted the letter of intent to bid. Requests for the historical data should be directed to:

Michael R. Aragon, Procurement Manager
New Mexico Human Services Department
Ark Plaza
2025 S. Pacheco Street
Santa Fe, NM 87504-2348

Phone: (505) 827-3158

Fax: (505) 827-3105

Email: Centennial.RFP@state.nm.us

Requestors of this information acknowledge that the data is intended for use in understanding the potential populations and services under Centennial Care and may be used to inform the development of cost proposals. Use of this information for any other purposes may not be appropriate, and HSD provides no guarantee that this data may be appropriate for any other purpose.

7.3 Overview of Rate Structure

The rate structure will be outlined in the data book narrative, cost proposal instructions, and cost proposal templates. Due to the fact that certain program elements, including populations and services, are not finalized at the time of the procurement release and may not be finalized during the program evaluation, prospective bidders are advised that cost proposal submissions for this competitive procurement process will be based on the current program design, covered populations, and covered services. Contractors that receive an award will be informed of changes impacting the program design, covered populations, and covered services as these changes are finalized.

7.4 Bidding Rules, Requirements, Process, and Adjustments

Bidders will be provided with templates and instructions for use to submit their bids. No deviations from the template will be allowed. Deviations from the template will constitute noncompliance and result in the bid's being considered nonresponsive. However, clarifying notes and explanations related to the bids will be permitted.

Bidders will be awarded points based on the criteria outlined in the cost proposal instructions. Certain details beyond the scoring information, templates, and instructions will not be entertained.

The rates for bidders that are awarded a Contract will be binding based on the successful execution of a Contract. However, adjustments to these rates may be required to reflect changes to the program and/or populations that are unknown at the time of the procurement process, and are finalized between the time of the awards and the effective date of the Contract.

If adjustments to the rates are required, the successful bidders' rates will be utilized as the baseline during the first year of the Contract. The State and its actuaries will then calculate the projected rate impact of these program changes on the rate ranges developed for this competitive bid process. The successful bidders' baseline rates will then be adjusted based on the relative position of their winning bids within the revised rate ranges.

Examples of the types of potential changes that could require adjustments to the baseline rates are:

- Modifications that arise from the 1115(a) waiver application
- Impact of Health Care Reform (PPACA)
- Changes deemed "material" by the State and its actuaries, which may include:
 - Significant changes in program demographics;
 - Programmatic changes not currently approved by the State; and
 - Other implications, such as taxes.

After the award, HSD will communicate the impacts and the basis for any adjustment to a successful bidder's baseline rates.

SECTION 8: APPENDICES

Appendix A – Acknowledgment of Receipt of RFP Form

ACKNOWLEDGMENT OF RECEIPT OF RFP FORM

Centennial Care
RFP # 13-630-8000-0001

In acknowledgment of receipt of this Request for Proposal (RFP), the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with Appendix I.

The acknowledgment of receipt should be signed and returned to the Procurement Manager no later than 5:00 p.m. on September 13, 2012. Only potential Offerors who return this completed form, indicating the intent to submit a proposal, will receive copies of all Offerors' written questions, the written responses to those questions, and RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

EMAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the RFP.

Firm does/does not (*circle one*) intend to respond to this RFP.

Michael R. Aragon, Procurement Manager
Centennial Care RFP# 13-630-8000-0001
New Mexico Human Services Department
Ark Plaza
2025 S. Pacheco Street
Santa Fe, NM 87504-2348
Phone: (505) 827-3158
Fax: (505) 827-3105
Email: Centennial.RFP@state.nm.us

Appendix B – Letter of Transmittal Form

Letter of Transmittal Form**RFP#:** _____**Offeror Name:** _____

Items #1 to #7 EACH MUST BE COMPLETED IN FULL. Failure to respond to all seven items WILL RESULT IN DISQUALIFICATION OF THE PROPOSAL!

1. **Identity (Name) and Mailing Address** of the submitting organization:

2: Person authorized by the organization to contractually obligate the organization:

Name _____

Title _____

Email address _____

Telephone number _____

Fax number _____

3. Person authorized to negotiate the contract on behalf of the organization:

Name _____

Title _____

Email address _____

Telephone number _____

Fax number _____

4. Person to be contacted for clarifications:

Name _____

Title _____

Email address _____

Telephone number _____

Fax number _____

5. Use of subcontractors (Select one)

____ No subcontractors will be used in the performance of this contract OR

____ The following subcontractors will be used in the performance of this contract:

 (Attach extra sheets, as needed)

6. Please describe any relationship with any entity that will be used in the performance of this contract.

 (Attach extra sheets, as needed)

7. ____ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section 2.3.1 and 5.3 of this RFP.

____ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section 4 of this RFP.

____ I acknowledge receipt of any and all amendments to this RFP.

_____, 2012
 Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

**Appendix C – Certification Regarding Debarment, Suspension, Proposed Debarment, and
Other Responsibility Matter's Form**

SUSPENSION AND DEBARMENT FORM

The entering of a contract between HSD and the successful offeror pursuant to this RFP is a “covered transaction,” as defined by 45 C.F.R. Part 76 and other applicable federal regulations. HSD’s contract with the successful offeror shall contain a provision relating to debarment, suspension, and responsibility. See Section 7.29 of the Contract Terms and Conditions (Appendix I). All Offerors must provide as a part of their proposals a certification to HSD in the form provided below. Failure of an offeror to furnish a certification or provide such additional information as requested by the Procurement Manager for this RFP will render the offeror non-responsible. Furthermore, the offeror shall provide immediate written notice to the Procurement Manager for this RFP if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Although HSD may review the veracity of the certification through the use of the federal Excluded Parties Listing System or by other means, the certification provided by the offeror in paragraph (a), below, is a material representation of fact upon which HSD will rely when making a contract award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to HSD, HSD may terminate the contract resulting from this request for proposals for default.

The certification provided by the offeror in paragraph (a), below, will be considered in connection with a determination of the offeror's responsibility. A certification that any of the items in paragraph (a), below, exists may result in rejection of the offeror’s proposal for non-responsibility and the withholding of an award under this RFP. If the offeror’s certification indicates that that any of the items in paragraph (a), below, exists, the offeror shall provide with its proposal a full written explanation of the specific basis for, and circumstances connected to, the item; the offeror’s failure to provide such explanation will result in rejection of the offeror’s proposal. If the offeror’s certification indicates that that any of the items in paragraph (a), below, exists, HSD in its sole discretion, may request, that the U.S. Department of Health and Human Services and any other applicable federal agency grant an exception under 45 C.F.R. §§ 76.120 and 76.305 and any other applicable federal regulations if HSD believes that the procurement schedule so permits and an exception is applicable and warranted under the circumstances. In no event will HSD award a contract to an offeror if the requested exception is not granted for the offeror.

(a)(1) By signing and submitting a proposal in response to this RFP, the offeror certifies, to the best of its knowledge and belief, that:

(i) The offeror and/or any of its Principals-

(A) Are / are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency;

(B) Have / have not, within a three-year period preceding the date of the offeror's proposal, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;

(C) Are / are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this certification;

(D) Have / have not, within a three-year period preceding the date of offeror's proposal, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and

(E) Have / have not been excluded from participation from Medicare, Medicaid, other federal health care programs or other federal behavioral health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7 and other applicable federal statutes.

(F) Have / have not within the last ten (10) years, been convicted of, pled guilty to, or pled nolo contendere to any felony and/or any Medicaid, Medicare, or health care related offense or have been debarred or suspended by any federal or state government body, and if so, an explanation providing relevant dates. Offeror shall include the Offeror or any of the Offeror's employees, agents, independent contractors, or proposed subcontractors, the Offeror's parent organization, affiliates, and subsidiaries.

(ii) "Principal," for the purposes of this certification, shall have the meaning set forth in 45 C.F.R. § 76.995 and shall include an officer, director; owner, partner, principal investigator, or other person having management or supervisory responsibilities related to a covered transaction. "Principal" also includes a consultant or other person, whether or not employed by the participant or paid with Federal funds, who: is in a position to handle Federal funds; is in a position to influence or control the use of those funds; or occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

(iii) For the purposes of this certification, the terms used in the certification, such as *covered transaction*, *debarred*, *excluded*, *exclusion*, *ineligible*, *ineligibility*, *participant*, and *person* have the meanings set forth in the definitions and coverage rules of 45 C.F.R. Part 76 and other applicable federal regulations.

(iv) Nothing contained in the foregoing certification shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

OFFEROR:_____

SIGNED BY:_____

TITLE:_____

DATE:_____

Appendix D – Campaign Contribution Disclosure Form

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member, or a representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR, WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect, or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law,

daughter-in-law, or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the Request for Proposal and ending with the award of the contract or the cancellation of the Request for Proposal.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

— OR —

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member, or a representative.

Signature

Date

Title (Position)

Appendix E – New Mexico Employees Health Coverage Form

New Mexico Employees Health Coverage Form

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds \$250,000 dollars.
2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the State.
3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following website link to additional information: <http://www.insurenwemexico.state.nm.us/>.
4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it), these requirements shall apply the first day of the second month after the Offeror reports combined sales (from State and, if applicable, from local public bodies if from a State price agreement) of \$250,000; \$500,000; or \$1,000,000.

Signature of Offeror: _____ Date_____

Appendix F – Reference Form

Reference Form

The State of New Mexico, as a part of the RFP process, requires proposing vendors to submit a minimum of three (3) business references, as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the *Reference Form* directly to the Procurement Manager by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of information.

RFP # 13-630-8000-0001 REFERENCE QUESTIONNAIRE FOR:

(Name of company requesting reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, Human Services Department , via facsimile or e-mail at:

Name: Michael R. Aragon, Procurement Manager
Address: 2025 S. Pacheco Street
Santa Fe, NM 87504-2348

Telephone: (505) 827-3158
Fax: (505) 827-3105
Email: Centennial.RFP@state.nm.us

no later than 1:00 P.M. on November 20, 2012, and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the State of New Mexico Procurement Manager listed above. When contacting us, please be sure to include the RFP number listed at the top of this page.

CONFIDENTIAL INFORMATION WHEN COMPLETED

Company providing reference:	
-------------------------------------	--

Contact name and title/position:	
Contact telephone number:	
Contact e-mail address:	

QUESTIONS:

1. In what capacity have you worked with this vendor in the past?
COMMENTS:

2. How would you rate this firm's knowledge and expertise?
____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?
____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

4. What is your level of satisfaction with hard-copy materials produced by the vendor?
____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

5. How would you rate the dynamics/interaction between the vendor and your staff?
____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

6. Who were the vendor's principal representatives involved in your project, and how would you rate them individually? Would you comment on the skills, knowledge, behaviors, or other factors on which you based the rating?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

COMMENTS:

7. How satisfied are you with the products developed by the vendor?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

8. With which aspect(s) of this vendor's services are you most satisfied?
COMMENTS:

9. With which aspect(s) of this vendor's services are you least satisfied?
COMMENTS:

10. Would you recommend this vendor's services to your organization again?
COMMENTS:

Appendix G – Conflict of Interest Affidavit

AFFIDAVIT

[illegible]

I, _____ (name), being first duly sworn upon my oath, depose and state the following:

1. I am a former employee of the _____ (name of Department/Agency), having separated/retired from state employment as of _____ (date).
2. I am a current employee of the _____ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole-source or small-purchase procurement methods.
3. The Department/Agency and I have entered into an agreement in the amount of \$_____.
4. Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act that directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.
5. To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28 et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

Name _____

Subscribed and sworn to before me by _____ (name of former employee) this _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires:

Appendix H – Experience Template

Experience Template

Use the template below to provide information for question 7 in RFP Section 6.1.

Brief description of the scope of work	
Duration of the contract	
Contact name	
Phone number	
Number of members and the population types	
Annual contract payment and whether payment was capitated or other	
Role of subcontractors, if any	

Appendix I – Centennial Care Contract



**State of New Mexico
Human Services Department**

Medicaid Managed Care Services Agreement

Among

**New Mexico Human Services Department,
New Mexico Behavioral Health Purchasing Collaborative
and
[]**



PSC: []
Term: []

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PSC: []

State of New Mexico Human Services Department

MEDICAID MANAGED CARE SERVICES AGREEMENT

This agreement (the “Agreement” or the “Contract”) among the New Mexico Human Services Department (“HSD”), the New Mexico Behavioral Health Purchasing Collaborative (the “Collaborative”) and [] including any successors and/or assignees (“CONTRACTOR”) is entered into by and among the Parties on this [] day of [], 2013.

RECITALS

WHEREAS, HSD’s General Counsel and Chief Financial Officer have made a determination that this Agreement is exempt from the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, § 13-1-98.1, because it is for the purpose of creating a network of health care providers to provide services to Medicaid-eligible Recipients that will or are likely to reduce health care costs, improve quality of care or improve access to care; and

WHEREAS, this Agreement is subject to NMSA 1978, § 9-7-6.4.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises, covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, HSD, the Collaborative and the CONTRACTOR (each individually a “Party” and collectively the “Parties”) hereby agree as follows:

1 Introduction

- 1.1 References to the “State” shall mean the State of New Mexico including, but not limited to, any entity or agency of the State of New Mexico.
- 1.2 All of the CONTRACTOR’s responsibilities pursuant to this Agreement must be performed in the continental United States of America and, where specified, in the State of New Mexico.
- 1.3 All services purchased under this Agreement shall be subject to the following provisions, which are incorporated herein by reference and shall include, but are not limited to:
 - 1.3.1 The Request for Proposal (RFP), all RFP amendments, HSD’s answers to offerors’ questions, and HSD’s written clarifications;

- 1.3.2 The CONTRACTOR's proposal (including any and all written materials presented in the oral presentation during the procurement process, if any) where not consistent with this Agreement and subsequent amendments to this Agreement; and
- 1.3.3 All applicable instruments HSD may use from time to time to communicate, update and clarify information including but not limited to: letters of direction, policy manuals, guidance memoranda, correspondence, and other communication including all updates and revisions thereto, or substitutions and replacements thereof. These instruments are governed by the provisions of this Agreement in the event of conflict.
- 1.4 The Parties understand and agree that references to specific statutes, regulations, dates and other matters of a similar nature refer to currently existing and known statutes, regulations, and dates. The Parties understand and agree that such existing statutes, rules, regulations and dates may change after execution of this Agreement, and that new enactments, adoptions, amendments, substitutions, replacements, successors, or the like shall be given full force and effect and shall govern this Agreement in the spirit in which this Agreement is made.
- 1.5 The CONTRACTOR shall have the regulatory authority, prior to Go-Live, to enter into capitated agreements, assume risk and meets applicable requirements and/or standards delineated under State and federal statutes and regulations.
- 1.6 The CONTRACTOR possesses the required authorization and expertise to meet the terms of this Agreement.
- 1.7 The Parties to this Agreement acknowledge the need to work cooperatively to address and resolve problems that may arise in the administration and performance of this Agreement. The Parties agree to document agreements in writing prior to implementation of any new Contract requirements.
- 1.8 The Parties to this Agreement acknowledge that the Collaborative and HSD will enter into a memorandum of understanding such that references to HSD in sections of this Agreement related to Behavioral Health will also include the Collaborative, whether or not such sections explicitly include the Collaborative.
- 1.9 HSD and/or the Collaborative may, in the administration of this Agreement, seek input on health care related issues from any advisory group or steering committee. HSD and/or the Collaborative may seek the input of the CONTRACTOR on issues raised by advisory groups or steering committees that may affect the CONTRACTOR.
- 1.10 The CONTRACTOR shall make reasonable efforts to notify HSD of the CONTRACTOR's or its subcontractors' potential public relations issues that could affect HSD, the Collaborative, the State or the Agreement.
- 1.11 To the extent the State offers a benchmark benefit package during the term of this Agreement, in accordance with its Medicaid State Plan, the CONTRACTOR shall provide such benefit package as directed by HSD.

1.12 The CONTRACTOR shall, by Go-Live, become a SNP or offer Medicare products in all counties agreed to by the Parties.

2 Definitions, Acronyms and Abbreviations

1115(a) Waiver refers to the State of New Mexico's Medicaid demonstration project, authorized by CMS pursuant to section 1115(a) of the Social Security Act to implement Centennial Care.

Abuse means: (i) any intentional, knowing or reckless act or failure to act that produces or is likely to produce physical or great mental or emotional harm, unreasonable confinement, sexual abuse or sexual assault consistent with the Resident Abuse and Neglect Act, NMSA 1978, 30-47-1, et seq.; or (ii) provider practices that are inconsistent with sound fiscal, business, medical or service-related practices and result in an unnecessary cost to the Medicaid program, or in reimbursement for services that are not Medically Necessary Services or that fail to meet professionally recognized standards for health care. Abuse also includes Member practices that result in unnecessary cost to the Medicaid program pursuant to 42 C.F.R. § 455.2.

Action means, for purposes of an Appeal: (i) the denial or limited authorization of a requested service, including the type or level of service; (ii) the reduction, suspension or termination of a previously authorized service; (iii) the denial, in whole or in part, of payment for a service; (iv) the failure of the CONTRACTOR to provide services in a timely manner, as defined by HSD or its designee; or (v) the failure of the CONTRACTOR to complete the authorization request within specific timeframes set forth in 42 C.F.R. § 438.408.

Activities of Daily Living (ADL) means eating, dressing, maintaining oral hygiene, bathing, ensuring mobility, toileting, grooming, taking medications, transferring from a bed to a chair and walking, consistent with HSD regulations.

Adult means an individual age nineteen (19) or older unless otherwise specified.

Advance Directive means written instructions (such as an advance health directive, a mental health advance directive, a psychiatric advance directive, a living will, a durable health care power of attorney or a durable mental health care power of attorney) recognized under State law (whether statutory or as recognized by the courts of the State) relating to the provision of health care when an individual is incapacitated. Such written instructions must comply with NMSA 1978, §§ 24-7A-1 through 24-7A-18, and 24-7B-1 through 24-7B-16.

Adverse Determination means a determination consistent with 42 C.F.R. § 438.408 by the CONTRACTOR or the CONTRACTOR's utilization review agent that the health care services furnished, or proposed to be furnished, to a Member are not medically necessary or not appropriate.

Agency-Based Community Benefit means the consolidated benefit of HCBS and personal care services that are available to Members meeting the nursing facility level of care. A list of the services available in the Agency-Based Community Benefit is included in Attachment [2].

Agreement Termination Date means the effective date of termination of this Agreement.

Appeal means a request by a Member for review by the CONTRACTOR of a CONTRACTOR Action.

Authorized Certifier means one of the following, the CONTRACTOR's CEO, CFO, or an individual with delegated authority to sign for and who reports directly to the CEO and/or CFO.

Behavioral Health is the umbrella term for mental health (including psychiatric illnesses and emotional disorders) and substance abuse (involving addictive and chemical dependency disorders). The term also refers to preventing and treating co-occurring mental health and substance abuse disorders.

Behavioral Health Planning Council (BHPC) means the body created to meet federal and State advisory council requirements and to provide consistent, coordinated input to the Behavioral Health service delivery system in New Mexico.

Birthing Options Program means the State of New Mexico operated program that provides birthing options to pregnant women.

Business Days means Monday through Friday, except for State of New Mexico holidays.

CAHPS means the Consumer Assessment of Healthcare Providers and Systems.

Calendar Days means all seven days of the week, including State of New Mexico holidays.

CAP means corrective action plan developed by the MCO.

Centennial Care means the State of New Mexico's Medicaid program operated under section 1115(a) of the Social Security Act waiver authority.

C.F.R. means the Code of Federal Regulations.

Claim means a bill for services submitted to the CONTRACTOR manually or electronically, a line item of service on a bill, or all services for one Member within a bill.

Clean Claim means a Claim that can be processed without obtaining additional information from the provider of the service or from a third party. It includes a claim with errors originating in HSD's system. It does not include a Claim from a provider who is under investigation for Fraud or Abuse, or a Claim under review for medical necessity.

CMS means the Centers for Medicare & Medicaid Services.

Cold Call Marketing means any unsolicited personal contact by the CONTRACTOR with a potential Member for the purpose of Marketing.

Collaborative means the interagency Behavioral Health purchasing collaborative, established under NMSA 1978, § 9-7-6.4, responsible for planning, designing and directing a statewide Behavioral Health system.

Community Benefit means both the Agency-Based Community Benefit and the Self-Directed Community Benefit subject to an individual's annual allotment as determined by HSD.

Community Health Workers means lay members of communities who work either for pay or as volunteers in association with the local health care system in Tribal, Urban, Frontier and Rural areas and usually share ethnicity, language, socioeconomic status and life experiences with the Members they serve. Community Health Workers include, among others, community health advisors, lay health advocates, promotoras, Outreach educators, community health representatives, peer health promoters, and peer health educators.

Confidential Information means any communication or record – whether oral, written, electronically stored or transmitted, or in any other form – consisting of: (i) confidential Member information, including HIPAA-defined protected health information; (ii) all non-public budget, expense, payment and other financial information; (iii) all privileged work product; (iv) all information designated by HSD or any other State agency as confidential, and all information designated as confidential under the laws of the State of New Mexico; and (v) information utilized, developed, received, or maintained by HSD, the Collaborative, the CONTRACTOR, or participating State agencies for the purpose of fulfilling a duty or obligation under this Agreement and that has not been disclosed publicly.

Contract Administrator shall have the meaning ascribed to such term in Section [7.41] of this Agreement.

Contract Manager shall have the meaning ascribed to such term in Section [3.3.4] of this Agreement.

Contract Provider means an individual provider, clinic, group, association, vendor or facility employed by or contracted with the CONTRACTOR to furnish medical, Behavioral Health or Long-Term Care services to the CONTRACTOR's Members under the provisions of this Agreement.

CONTRACTOR Proprietary Software means software: (i) developed by the CONTRACTOR before the effective date of this Agreement; or (ii) software developed by the CONTRACTOR after the effective date of this Agreement that is not developed for HSD, in connection with this Agreement or with funds received by HSD.

Core Service Agencies (CSA) means multi-service agencies that help to bridge treatment gaps in the child and Adult treatment systems, promote the appropriate level of service intensity for Members with complex Behavioral Health service needs, ensure that community support services are integrated into treatment, and develop the capacity for Members to have a single point of accountability for identifying and coordinating their Behavioral Health, health and other social services.

Covered Services means those physical, Behavioral Health and Long-Term Care services listed in Attachment [2] of this Agreement delivered in accordance with this Agreement.

Critical Incident means a reportable incident that may include, but is not limited to: Abuse; neglect; exploitation; death; environmental hazard; law enforcement intervention; and Emergency Services.

Cultural Competence means a set of congruent behaviors, attitudes and policies that come together in a system or agency or among professionals that enables them to work effectively in cross-cultural situations. Cultural competency involves integrating and transforming knowledge, information and data about individuals and groups of people into specific clinical standards, service approaches, techniques and Marketing programs that match an individual's culture to increase the quality and appropriateness of health care and outcomes.

Custom Software means any software developed by the CONTRACTOR or HSD in conjunction with this Agreement, and with funds received from HSD. The term does not include the CONTRACTOR's Proprietary Software or Third Party Software.

CYFD means the New Mexico Children, Youth, and Families Department.

DCAP means a directed corrective action plan developed for the CONTRACTOR by HSD.

Developmental Disability 1915(c) Waiver means the State of New Mexico's Medicaid home and community-based waiver program for individuals with developmental disabilities authorized by CMS pursuant to section 1915(c) of the Social Security Act.

Dual Eligible(s) means individuals who – by reason of age, income and/or disability – qualify for Medicare and full Medicaid benefits under section 1902(a)(10)(A) or 1902(a)(10)(C) of the Social Security Act, under section 1902(f) of the Social Security Act, or under any other category of eligibility for medical assistance for full benefits.

Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) means the federally required Early and Periodic Screening, Diagnosis and Treatment program. as defined in section 1902(r) of the Social Security Act and 42 C.F.R. Part 441, Subpart B for Members under the age of twenty-one (21). It includes periodic comprehensive screening and diagnostic services to determine physical and Behavioral Health needs as well as the provision of all Medically Necessary Services listed in section 1905(a) of the Social Security Act even if the service is not available under the State's Medicaid plan.

Electronic Health Record (EHR) means a record in digital format that is a systematic collection of electronic health information. Electronic health records may contain a range of data, including demographics, medical history, medication and allergies, immunization status, laboratory test results, radiology images, vital signs, personal statistics such as age and weight, and billing information.

Emergency Medical Condition means a medical or Behavioral Health condition manifesting itself through acute symptoms of sufficient severity (including severe pain) such that a prudent layperson with average knowledge of health and medicine could reasonably expect the absence of immediate medical attention to result in: (i) placing the Members' health (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; (ii) serious impairment to bodily functions; (iii) serious dysfunction of any bodily organ or part; or (iv) serious disfigurement to the Member.

Emergency Services means Covered Services that are inpatient or outpatient and are (i) furnished by a provider that is qualified to furnish these services and (ii) needed to evaluate or stabilize an Emergency Medical Condition.

Encounter means a record of any claim adjudicated by the CONTRACTOR or any of its subcontractors for a Member, including Medicare claims for which there is no Medicaid reimbursement amount and/or a record of any service or administrative activity provided by the CONTRACTOR or any of its subcontractors for a Member that represents a Member-specific service or administrative activity, regardless of whether that service was adjudicated as a claim or whether payment for the service was made.

Encounter Data is information about Claims adjudicated by the CONTRACTOR for services rendered to its Members. Such information includes whether Claims were paid or denied and any capitated and subcapitated arrangements.

External Quality Review Organization (EQRO) means an organization contracting with the State to serve as an external quality review entity, quality improvement organization or independent review entity in accordance with section 1902(a)(30)(C) of the Social Security Act.

Fair Hearing means the administrative decision-making process that requires aggrieved individuals be given the opportunity to confront the evidence against them and have their evidence considered by an impartial finder of fact in a meaningful time and manner.

FAQs means frequently asked questions.

Federally Qualified Health Center (FQHC) means an entity that meets the requirements of, and receives a grant and funding pursuant to, the Public Health Service Act. An FQHC also includes an outpatient health program, a facility operated by a tribe or tribal organization under the Indian Self-Determination Act (PL 93-638), and an Urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act, codified at 25 U.S.C. 1601 et seq.

Fiscal Management Agency (FMA) means an entity contracting with the State that provides the fiscal administration functions for Members receiving the Self-Directed Community Benefit. The FMA must be an entity operating under Section 3504 of the IRS code, Revenue Procedure 70-6 and Notice 2003-70, as the agent to Members for the purpose of filing certain federal tax forms and paying federal income tax withholding, FICA and FUTA taxes. The FMA also files State income tax withholding and unemployment insurance tax forms, pays the associated taxes,

and processes payroll based on the eligible Self-Directed Community Benefit services authorized and provided.

Force Majeure means any event or occurrence that is outside of the reasonable control of the Party concerned and that is not attributable to any act or failure to take preventive action by the Party concerned.

Fraud means an intentional deception or misrepresentation by a person or an entity, with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes Fraud under applicable federal or State law.

Frontier means the following counties in New Mexico: Catron, Harding, DeBaca, Union, Guadalupe, Hidalgo, Socorro, Mora, Sierra, Lincoln, Torrance, Colfax, Quay, San Miguel and Cibola.

FTE means full-time equivalent.

“FTP” means file transfer protocol.

Go-Live means the date on which the CONTRACTOR assumes responsibility for the provision of Covered Services to Members. As of the date of this Agreement, the Go-Live date is anticipated to be January 1, 2014.

Grievance means an expression of dissatisfaction about any matter or aspect of the CONTRACTOR or its operation, other than a CONTRACTOR Action.

HCBS means home and community-based services.

Health Care Acquired Condition (HCAC) means a medical condition with which an individual was diagnosed that could be identified by a secondary diagnostic code described in section 1886(d)(4)(D)(iv) of the Social Security Act (other than deep vein thrombosis or pulmonary embolism following total knee replacement or hip replacement surgery in pediatric and obstetric patients).

Health Education means programs, services or promotions that are designed or intended to inform the CONTRACTOR’s actual or potential Members about issues related to healthy lifestyles, situations that affect or influence health status, or methods or modes of medical treatment.

Health Home means, as defined in section 2703 of PPACA, an individual provider, team of health care professionals, or health team that meets all federal requirements and provides the following six services to persons with one or more specified chronic conditions: (i) comprehensive care management; (ii) care coordination and health promotion; (iii) comprehensive transitional care/follow-up; (iv) patient and family support; (v) referral to community and social support services; and (vi) use of Health Information Technology (HIT) to link services, if applicable.

Health Information Exchange (HIE) means the transmission of health-care-related data among facilities, health information organizations and government agencies according to national standards.

Health Information Technology (HIT) means the area of information technology involving the design, development, creation, use and maintenance of information systems for the health care industry.

Health Literacy means the degree to which Members are able to obtain, process and understand basic health information and services needed to make appropriate health decisions.

Healthcare Effectiveness Data and Information Set (HEDIS) means the tool used by health plans to measure performance of certain health care criteria developed by the National Community for Quality Assurance.

HIPAA means the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. 160, et seq.

HITECH Act means the Health Information Technology for Economic and Clinical Health Act of 2009; 42 U.S.C. 17931, et seq.

HRA means health risk assessment, as further explained in Section [4.4.2] of this Agreement.

HSD means the New Mexico Human Service Department or its designee.

ICF/MR/DD means an individual with mental retardation or developmental disabilities with an intermediate care facilities level of care.

Indian Health Service (IHS) means the division of the United States Department of Health and Human Services responsible for providing health services to Native Americans.

I/T/U means the Indian Health Service, Tribal health providers, and Urban Indian providers, including facilities that are operated by a Native American/Alaskan Indian tribe, authorized to provide services as defined in the Indian Health Care Improvement Act, 25 U.S.C. 1601 et seq.

Key Personnel refers to those positions listed in Section [3.3.3] of this Agreement.

Limited English Proficiency (LEP) means the restricted ability to read, speak, write or understand English by individuals who do not speak English as their primary language.

Long-Term Care is the overarching term that refers to the Community Benefit, the services of a Nursing Facility, and the services of an institutional facility.

Managed Care Organization (MCO) means an entity that participates in Centennial Care under contract with HSD to assist the State in meeting the requirements established under NMSA 1978, § 27-2-12.

Marketing means any communication from a CONTRACTOR to individuals who are not enrolled with the CONTRACTOR that can reasonably be interpreted as intended to influence a Recipient or potential Member to enroll in that particular CONTRACTOR's MCO and not to enroll in (or to disenroll from) another MCO.

Marketing Materials means materials that are produced in any medium, by or on behalf of the CONTRACTOR that can reasonably be interpreted as intended to market to a Recipient or potential Member.

Medically Fragile 1915(c) Waiver means the State of New Mexico's Medicaid home and community-based waiver program for the medically fragile, authorized by CMS pursuant to section 1915(c) of the Social Security Act.

Medically Necessary Services means clinical and rehabilitative physical, mental or Behavioral Health services that: (i) are essential to prevent, diagnose or treat medical conditions or are essential to enable the Member to attain, maintain or regain the Member's optimal functional capacity; (ii) are delivered in the amount, duration, scope and setting that are both sufficient and effective to reasonably achieve their purposes and clinically appropriate to the specific physical, and Behavioral Health care needs of the Member; (iii) are provided within professionally accepted standards of practice and national guidelines; and (iv) are required to meet the physical, and Behavioral Health needs of the Member and are not primarily for the convenience of the Member, the provider or the CONTRACTOR.

Member means a person who has been determined eligible for Centennial Care and who has enrolled in the CONTRACTOR's MCO.

Member Advisory Board shall have the meaning ascribed to such term in Section [4.12.2] of this Agreement.

Member Materials shall have the meaning ascribed to such term in Section [4.14] of this Agreement.

Member Satisfaction Survey shall have the meaning ascribed to such term in Section [4.12.5] of this Agreement.

MFEAD means the Medicaid Fraud & Elder Abuse Division of the New Mexico Attorney General's Office.

MHSIP means the mental health statistics improvement project.

Mi Via 1915(c) Waiver means the State of New Mexico's Medicaid home and community-based waiver program for individuals with developmental disabilities to self-direct certain HCBS authorized by CMS pursuant to section 1915(c) of the Social Security Act.

Minimum Data Set (MDS) means the standardized uniform comprehensive needs assessment of all residents in Medicare- or Medicaid-certified facilities, mandated by federal law (P.L.100-203) to be completed and electronically transmitted to the State. The MDS identifies potential resident problems, strengths and preferences.

Native American Advisory Board means the board with membership appointed by HSD that meets quarterly and provides feedback to all Centennial Care MCOs on issues related to program service delivery and operations.

NCPDP means the National Council of Prescription Drug Programs.

New Mexico Medical Insurance Pool means the medical insurance pool created pursuant to NMSA 1978, 59A-54-1 et seq.

NMSA means New Mexico Statutes Annotated.

Non-Contract Provider means an individual provider, clinic, group, association or facility that provides Covered Services and that does not have a contract with the CONTRACTOR.

Non-Medicaid Contractor means the entity contracting with the Collaborative to provide Behavioral Health services with the use of non-Medicaid funds.

Not Otherwise Medicaid Eligible refers to individuals not eligible for Medicaid services under New Mexico's Medicaid State Plan.

Nursing Facility means a licensed Medicare/Medicaid facility certified in accordance with 42 C.F.R. § 483 to provide inpatient room, board and nursing services to Members who require these services on a continuous basis but who do not require hospital care or direct daily care from a physician.

Other Provider Preventable Conditions (OPPCs) means other provider preventable conditions that include the following three Medicare national coverage determinations: (i) wrong surgical or other invasive procedure performed on a patient; (ii) surgical or other invasive procedure performed on the wrong body part; and (iii) surgical or other invasive procedure performed on the wrong patient.

Otherwise Medicaid Eligible refers to individuals who are eligible for Medicaid services under New Mexico's Medicaid State Plan.

Outreach means, among other things, educating or informing the CONTRACTOR's Members about Centennial Care, managed care and health issues.

Patient-Centered Medical Home (PCMH) means a team-based model of care led by a personal physician who provides continuous and coordinated care throughout a patient's lifetime to maximize health outcomes.

Patient Protection and Affordable Care Act (PPACA) means Public Law 111-148 (2010) and the Health Care and Education Reconciliation Act of 2010 (Public Law 111-152 (2010).

PIPs means performance improvement projects consistent with 42 C.F.R. § 438.240.

PM means a performance measure, as further explained in Section [4.12.8] of this Agreement.

Post-Stabilization Services means Covered Services relating to an Emergency Medical Condition that are provided after a Member is stabilized in order to maintain the stabilized condition or, under the circumstances described in 42 C.F.R. § 438.114(e), to improve or resolve the Member's condition.

Pre-Admission Screenings and Resident Review (PASRR) is governed by 42 C.F.R. §§ 438.100 through 438.138 for all individuals with mental illness or mental retardation who apply to, or reside in, Medicaid Nursing Facilities. PASRR aims to determine if a resident is appropriately placed in the least restrictive environment and whether the individual can be appropriately served in the Nursing Facility, including provision of required mental illness/mental retardation services.

Primary Care Physician or Primary Care Provider (PCP) means, for purposes of this Agreement, an individual who is a Contract Provider and has the responsibility for supervising, coordinating and providing primary health care to Members, initiating referrals for specialist care and maintaining the continuity of the Member's care, as further described in Section [4.8.4] of this Agreement.

Project ECHO means the Extension for Community Healthcare Outcomes, conducted by the University of New Mexico School of Medicine. The program works to develop the capacity to safely and effectively treat chronic, common, and complex diseases in Rural and underserved areas and to monitor the outcomes of this treatment.

Prospective Payment System (PPS) means a method of reimbursement in which payment is made based on a predetermined, fixed amount. The payment amount for a particular service is derived based on the classification system of that service— for example, diagnosis-related groups for inpatient hospital services.

provider means an institution, facility, agency, physician, health care practitioner, or other entity that is licensed or otherwise authorized to provide any of the Covered Services in the state in which they are furnished. Providers include individuals and vendors providing services to Members through the Self-Directed Community Benefit.

Provider Preventable Conditions (PPC) means a condition that meets the definition of Health Care Acquired Conditions or Other Provider Preventable Conditions.

Provider Satisfaction Survey shall have the meaning ascribed to such term in Section [4.12.6] of this Agreement.

Provider Workgroup means the workgroup consisting of representatives from all of the Centennial Care MCOs, HSD, the Collaborative and providers to work collaboratively to reduce administrative burdens on providers by, among other things, standardizing forms and processes.

QM/QI means quality management and quality improvement.

RAC means the Medicaid Recovery Audit Contractor.

Recipient means an individual who is eligible for Centennial Care but has not yet enrolled in a Centennial Care MCO.

Representative means a person who has the legal right to make decisions regarding a Member's protected health information, and includes surrogate decision makers, parents of un-emancipated minors, guardians and treatment guardians, and agents designated pursuant to a power of attorney for health care.

Request for Proposals (RFP) means the request for proposals issued by the State on [August 31, 2012] RFP No. [13-630-8000-0001].

RTC means residential treatment center.

Rural refers to the counties in the State of New Mexico that are not Frontier or Urban.

Rural Health Clinic (RHC) means a public or private hospital, clinic or physician practice designated by the federal government as complying with the Rural Health Clinics Act, Public Law 95-210.

SAMHSA means the Substance Abuse and Mental Health Services Administration.

School-Based Health Centers (SBHCs) means outpatient clinics on school campuses that provide on-site primary, preventive and Behavioral Health services to students while reducing lost school time, removing barriers to care, promoting family involvement and advancing the health and educational success of school-age children and adolescents.

Self-Directed Community Benefit means certain Home and Community-Based Services that are available to Members meeting nursing facility level of care. A list of the services available in the Self-Directed Community Benefit is included in Attachment [2].

SED means serious emotional disturbance.

SMI means serious mental illness.

SNP means Medicare special needs plan(s).

SOE means summary of evidence, as described in Section [4.16.7.2] of this Agreement.

Steady State means the remainder of the Agreement term after the Transition Period.

Telehealth means the use of electronic information, imaging and communication technologies (including interactive audio, video and data communications as well as store-and-forward technologies) to provide and support health care delivery, diagnosis, consultation, treatment, transfer of medical data and education.

Telehealth Commission means the New Mexico Telehealth and Health Information Technology commission, established by NMSA 1978, § 24-1G-3.

TFC means therapeutic foster care.

Third-Party Software means software that is developed for general commercial use, available to the public or not developed for HSD. Third-Party Software includes, without limitation: commercial off-the-shelf software; operating system software; and application software, tools and utilities.

Transition Period means the period from Go-Live to Steady State. As of the date of this Agreement, the Transition Period is anticipated to be one (1) year.

Tribal means of or denoting an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. § 479a located wholly or partially in the State of New Mexico.

Tribal 638 Facility means a facility operated by a Native American/Indian Tribe authorized to provide services pursuant to the Indian Self-Determination and Education Assistance Act, 25 U.S.C. 450 et seq.

Urban means the following counties in New Mexico: Bernalillo, Los Alamos, Santa Fe and Doña Ana.

Urban Indian shall have the meaning ascribed to such term in 25 U.S.C. § 1603.

Utilization Management (UM) means a system for reviewing the appropriate and efficient allocation of health care services that are provided, or proposed to be provided, to a Member.

Value Added Service means any service or benefit offered by the CONTRACTOR that is not a Covered Service.

Warm Transfer means a telecommunications mechanism in which the person answering the call facilitates the transfer to a third party, announces the caller and issue, and remains engaged as necessary to provide assistance.

YTD means year to date.

3 CONTRACTOR's Administrative Requirements

3.1 Requirements Prior to Operation

3.1.1 Licensure and Accreditation

- 3.1.1.1 The CONTRACTOR must have the appropriate licenses in the State to do risk-based contracting through a managed care network of providers as provided for in the New Mexico Insurance Code, NMSA 1978, Chapter 59A et seq., valid at least six (6) months prior to the expected Centennial Care program Go-Live date.
- 3.1.1.2 The CONTRACTOR shall be either (i) National Committee for Quality Assurance (NCQA) accredited in the State of New Mexico or (ii) accredited in another state where the CONTRACTOR currently provides Medicaid services and achieve New Mexico NCQA accreditation within two (2) years from Go-Live.
- 3.1.1.3 To the extent the CONTRACTOR is in active pursuit of NCQA accreditation in the State of New Mexico, HSD reserves the right to request additional information regarding the CONTRACTOR's progress in achieving NCQA accreditation in New Mexico.
- 3.1.1.4 Failure to meet the accreditation requirements in this Section and/or failure to maintain accreditation throughout the term of this Agreement shall be considered a breach of this Agreement and may be subject to remedies for violation, breach, or noncompliance of Contract requirements as described in Section [7.6] of this Agreement.

3.1.2 Readiness

- 3.1.2.1 The CONTRACTOR shall cooperate in "readiness reviews" conducted by HSD at dates and times to be determined by HSD to review the CONTRACTOR's readiness to begin operations. These reviews may include, but are not limited to, desk and on-site reviews of documents provided by the CONTRACTOR, walk-through(s) of the CONTRACTOR's operations, system demonstrations, and interviews with the CONTRACTOR's staff.
- 3.1.2.2 The CONTRACTOR shall submit policies and procedures and other deliverables specified by HSD in accordance with Attachment [1]. The CONTRACTOR shall make any changes requested by HSD to policies and procedures or other deliverables in the timeframes specified by HSD.

- 3.1.2.3 Based on the results of the review activities, HSD will issue a letter of findings and, if needed, will request a CAP or DCAP. Members may not be enrolled with the CONTRACTOR until HSD has determined that the CONTRACTOR is able to meet the requirements of this Agreement.
- 3.1.2.4 If the CONTRACTOR is unable to demonstrate its ability to meet the requirements of this Agreement, as determined by HSD, within the timeframes specified by HSD, HSD may terminate this Agreement in accordance with Section [7.6] of this Agreement. If the Agreement is terminated in accordance with this Section [3.1.2.4], HSD shall not make any payments to the CONTRACTOR and shall have no liability for any costs incurred by the CONTRACTOR.

3.2 General Requirements – Reserved

3.3 Personnel Requirements

3.3.1 Staffing Generally

- 3.3.1.1 The CONTRACTOR must notify HSD within fifteen (15) Business Days of any change in Key Personnel. Hiring or replacement of Key Personnel must conform to all requirements of this Agreement. If HSD determines that a satisfactory working relationship cannot be established between certain Key Personnel and HSD, it will notify the CONTRACTOR in writing. Upon receipt of HSD's notice, HSD and the CONTRACTOR will attempt to resolve HSD's concerns on a mutually agreeable basis.
- 3.3.1.2 The CONTRACTOR may not have an employment, consulting or other agreement with a person who has been convicted of a crime specified in sections 1128 or 1128A of the Social Security Act for the provisions of items and services that are significant and material to the CONTRACTOR's obligations under this Agreement.

3.3.2 Minimum Key Staff Positions

The CONTRACTOR must designate key management and technical personnel who will be assigned to this Agreement. For the purposes of this requirement, Key Personnel are those with management responsibility or principal technical responsibility for the following functional areas (as opposed to multiple persons equaling a full-time equivalent). All Key Personnel shall reside in the State of New Mexico.

3.3.3 The CONTRACTOR's Key Personnel

The CONTRACTOR shall, at a minimum, employ the following Key Personnel:

- 3.3.3.1 A qualified individual to serve as the Chief Executive Officer (CEO). Such CEO must be employed full-time by the CONTRACTOR, must be primarily

dedicated, and must hold a senior executive or management position in the CONTRACTOR's organization, except that the CONTRACTOR may propose an alternative structure for the CEO position, subject to HSD's prior written approval. The CEO must be authorized and empowered to represent the CONTRACTOR regarding all matters pertaining to this Agreement.

- 3.3.3.2 A Chief Medical Officer/Medical Director (CMO) dedicated to this Agreement who is licensed to practice medicine in the State of New Mexico. The CMO, or his or her designee, must be available by telephone twenty-four (24) hours a day, seven (7) days a week, for UM decisions.
- 3.3.3.3 A full-time senior executive dedicated to this Agreement who is a board-certified psychiatrist in the State of New Mexico and has at least five (5) years of combined experience in mental health and substance abuse services. This person shall oversee and be responsible for all Behavioral Health activities and take an active role in the CONTRACTOR's medical management team and in clinical and policy decisions.
- 3.3.3.4 A full-time senior executive dedicated to this Agreement who has at least five (5) years of experience administering managed long-term care programs. On a case-by-case basis, equivalent experience in administering long-term care programs and services, including HCBS, or in managed care may be substituted, subject to HSD's prior approval. This person shall oversee and be responsible for all long-term care activities.
- 3.3.3.5 A full-time Chief Financial Officer (CFO) dedicated to this Agreement. The CFO is responsible for accounting and finance operations, including all audit activities.
- 3.3.3.6 A full-time Contract Manager dedicated to this Agreement; see Section [3.3.4] of this Agreement.
- 3.3.3.7 A full-time Compliance Officer, who shall lead a compliance committee that is accountable to senior management in accordance with Section [4.17] of this Agreement.
- 3.3.3.8 A full-time implementation manager dedicated to this Agreement, who shall assist the CONTRACTOR in implementing Centennial Care as well as the transition from the CONTRACTOR's implementation team to regular ongoing operations. This person shall be on site in New Mexico from the start date of this Agreement through at least six (6) months after Go-Live.
- 3.3.3.9 A full-time Chief Information Officer (CIO), who shall oversee and be responsible for all of the CONTRACTOR's information systems functions supporting this Agreement.
- 3.3.3.10 A full-time staff person dedicated to this Agreement who shall oversee and be responsible for provider services and provider relations, including all network

management issues, provider payment issues, and provider education. This staff person shall, among other things, (i) educate providers regarding appropriate Claims submission requirements, coding updates, and electronic Claims transactions, (ii) interface with the CONTRACTOR's call center to compile, analyze, and disseminate information from provider calls, (iii) identify trends and guiding the development and implementation of strategies to improve provider satisfaction, and (iv) communicate with providers to ensure effective exchange of information and gain feedback regarding the extent to which providers are informed about appropriate Claims submission practices.

- 3.3.3.11 A full-time staff person dedicated to this Agreement who shall oversee and be responsible for all Utilization Management activities, QM/QI activities, and program integrity.
- 3.3.3.12 A full-time staff person dedicated to this Agreement with a minimum of a master's degree in an appropriate field such that the staff person has the skills and/or knowledge necessary to work on Native American health disparity issues and Cultural Competence concerns related to care coordination, services and care delivery.
- 3.3.3.13 Four (4) full-time staff persons to work directly with I/T/Us, including billing and provider issues. These staff persons must be proficient in at least one (1) New Mexican Native American/pueblo language.
- 3.3.3.14 A full-time staff person dedicated to this Agreement who shall oversee Member services including, among others, (i) the Member services call center, and (ii) the CONTRACTOR's Health Literacy and Health Education efforts.
- 3.3.3.15 A full-time staff person dedicated to this Agreement who shall act as Claims administrator to, among other things, (i) develop and implement a Claims processing system capable of paying Claims in accordance with State and federal requirements, (ii) develop processes for cost avoidance, (iii) ensure minimization of Claim recoupments, and (iv) meet Encounter reporting requirements.
- 3.3.3.16 A full-time staff person dedicated to this Agreement who shall act as the Grievances and Appeals manager to manage Member and provider disputes arising under the CONTRACTOR's Grievances and Appeals systems including Member and provider Grievances, Appeals, requests for Fair Hearings and provider Claim disputes.

3.3.4 Contract Management

- 3.3.4.1 The CONTRACTOR shall employ a qualified individual to serve as the Contract Manager for this Agreement. The Contract Manager shall be dedicated to this Agreement, hold a senior management position in the CONTRACTOR's organization, and be authorized and empowered to represent the CONTRACTOR on all matters pertaining to the CONTRACTOR's

program, and, specifically this Agreement. The Contract Manager shall act as a liaison between the CONTRACTOR, HSD, the Collaborative, and other State or federal agencies, as necessary, and shall have responsibilities that include but are not limited to the following:

- 3.3.4.1.1 Ensuring the CONTRACTOR's compliance with the terms of this Agreement, including securing and coordinating resources necessary for such compliance;
- 3.3.4.1.2 Overseeing all activities by the CONTRACTOR and its subcontractors;
- 3.3.4.1.3 Receiving and responding to all inquiries and requests by HSD, or any State or federal agency, in timeframes and formats reasonably acceptable to the Parties;
- 3.3.4.1.4 Meeting with representatives of HSD and other State agencies on a periodic or as-needed basis and resolving issues that arise;
- 3.3.4.1.5 Attending and participating in regular meetings with HSD and other State agencies, and attending and participating in stakeholder meetings;
- 3.3.4.1.6 Making best efforts to promptly resolve any issues related to this Agreement identified by HSD, other State or federal agencies, or the CONTRACTOR;
- 3.3.4.1.7 Working cooperatively with other State of New Mexico contracting partners;
- 3.3.4.1.8 Working with, at the Collaborative's direction, the BHPC and local Behavioral Health collaboratives.
- 3.3.4.1.9 Working with the Non-Medicaid Contractor or the Collaborative in identifying the overall Behavioral Health needs of Medicaid Members to coordinate and obtain non-Medicaid services for Medicaid Members, as appropriate. The CONTRACTOR shall develop and mutually agree upon policies and procedures with the Non-Medicaid Contractor addressing areas such as information sharing, billing procedures and the CONTRACTOR's participation in non-Medicaid initiatives.

3.3.5 Staff Training

- 3.3.5.1 The CONTRACTOR shall provide regular and ongoing comprehensive training for CONTRACTOR staff to ensure that they understand the goals of Centennial Care, including the integration of physical, Long-Term Care, and Behavioral Health and the requirements of this Agreement. As issues are identified by the CONTRACTOR and/or HSD, the CONTRACTOR shall provide timely and targeted training to staff.

3.3.5.2 The CONTRACTOR shall provide an initial orientation and training as well as ongoing training, including training targeted to different types of staff, to ensure compliance with this Agreement.

3.3.5.3 The CONTRACTOR shall develop and implement a process to evaluate the effectiveness and outcomes of the training provided.

3.4 Marketing Requirements

3.4.1 The CONTRACTOR shall maintain written policies and procedures governing the development and distribution of Marketing Materials that, among other things, include methods for quality control to ensure that Marketing Materials are accurate and do not mislead, confuse or defraud Recipients, Members or the State.

3.4.2 HSD shall review and approve the content, comprehension level and language(s) of all Marketing Materials directed at Recipients Members before use.

3.4.3 The CONTRACTOR shall distribute its Marketing Materials statewide.

3.4.4 The CONTRACTOR shall not seek to influence enrollment in conjunction with the sale or offering of any private insurance, except for public/private partnerships.

3.4.5 The CONTRACTOR shall comply with all federal rules regarding Medicare-Advantage and Medicaid Marketing (42 C.F.R. Parts 422, 438) and the CMS Medicare Marketing Guidelines found at:
<https://www.cms.gov/Medicare/Health-Plans/ManagedCareMarketing/index.html?>

3.4.6 Marketing Activities Not Permitted Under This Agreement

The following Marketing activities are prohibited, regardless of the method of communication (oral, written) or whether the activity is performed by the CONTRACTOR directly, or by its Contract Providers, subcontractors, agents, consultants, or any other party affiliated with the CONTRACTOR:

3.4.6.1 Asserting or implying that a Recipient shall lose Medicaid benefits if he or she does not enroll with the CONTRACTOR or inaccurately depicting the consequences of choosing a different MCO;

3.4.6.2 Designing a Marketing plan that discourages or encourages MCO selection based on health status or risk;

3.4.6.3 Initiating an enrollment request on behalf of a Recipient;

3.4.6.4 Making inaccurate, false, materially misleading or exaggerated statements;

3.4.6.5 Asserting or implying that the CONTRACTOR offers unique Covered Services when another MCO provides the same or similar services. Such provision does not apply to Value Added Services offered in accordance with this Agreement;

- 3.4.6.6 Using gifts or other incentives to entice people to join a specific MCO;
 - 3.4.6.7 Directly or indirectly conducting door-to-door, telephonic, electronic or other Cold Call Marketing. The CONTRACTOR may send informational material regarding its benefit package to Recipients and potential Members;
 - 3.4.6.8 Conducting any other Marketing activity prohibited by HSD during the term of this Agreement; and
 - 3.4.6.9 Including statements that the CONTRACTOR is endorsed by CMS, the federal or State government, or a similar entity.
- 3.4.7 The CONTRACTOR shall take reasonable steps to prevent Contract Providers, subcontractors, agents, consultants, or any other party affiliated with the CONTRACTOR from committing the acts described herein. The CONTRACTOR shall be held liable only if it knew or should have known that its subcontractors or Contract Providers were committing the acts described herein and did not take timely corrective actions.
- 3.4.8 HSD reserves the right to prohibit additional Marketing activities at its discretion.
- 3.4.9 Marketing Timeframes

The CONTRACTOR may initiate Marketing activities at any time, subject to the requirements and limitations in this Agreement.

3.5 Cultural and Linguistic Competence

- 3.5.1 The CONTRACTOR shall develop and implement a *Cultural Competence/Sensitivity Plan*, through which the CONTRACTOR shall ensure that it provides culturally competent services to its Members, both directly and through its Contract Providers and subcontractors. The CONTRACTOR shall participate in HSD's efforts to promote the delivery of Covered Services in a culturally competent manner to all Members, including Members who have: a hearing impairment, Limited English Proficiency, a speech or language disorder, physical disabilities, developmental disabilities, differential abilities, and diverse cultural and ethnic backgrounds. The CONTRACTOR shall:
- 3.5.1.1 Develop a Cultural Competence/Sensitivity Plan that shall be submitted to HSD for approval, describing how the CONTRACTOR shall ensure that Covered Services provided to Members are culturally competent and including provisions for monitoring and evaluating disparities in membership, especially as related to Native Americans;
 - 3.5.1.2 Develop written policies and procedures ensuring that Covered Services provided to Members, both directly and through its Contract Providers and subcontractors are Culturally Competent;

- 3.5.1.3 Target Cultural Competence training to Member services staff and Contract Providers, including PCPs, care coordinators, case managers, home health care MCO staff, and ensure that staff at all levels receive ongoing education and training in culturally and linguistically appropriate service delivery;
- 3.5.1.4 Develop and implement a plan for interpretive services and written materials, consistent with Section [4.14] to meet the needs of Members and their decision-makers whose primary language is not English, using qualified medical interpreters (both sign and spoken languages), and make available easily understood Member-oriented materials and post signage in the languages of the commonly encountered group and/or groups represented in the service area;
- 3.5.1.5 Identify community advocates and agencies that could assist Limited-English Proficiency and/or that provide other Culturally Competent services, which include methods of Outreach and referral;
- 3.5.1.6 Incorporate Cultural Competence into Utilization Management, quality improvement and planning for the course of treatment;
- 3.5.1.7 Identify and employ resources and interventions for high-risk health conditions found in certain cultural groups;
- 3.5.1.8 Recruit and train a diverse staff and leadership that are representative of the demographic characteristics of the State; and
- 3.5.1.9 Ensure that new Member assessment forms contain questions related to primary language preference and cultural expectations, and that information received is maintained in the Member's file.
- 3.5.2 The CONTRACTOR shall conduct initial and annual organizational self-assessments of culturally and linguistically competent-related activities and shall integrate cultural and linguistic competence-related measures into its internal audits, performance improvement programs, Member Satisfaction Surveys and outcomes-based evaluations.
- 3.5.3 The CONTRACTOR shall hold semi-annual meetings with Native American representatives from around the State of New Mexico that represent geographic and Member diversity. All such meetings shall include the opportunity for community members to comment and ensure that locations of the meeting are within reasonable travel distance for community members. The CONTRACTOR shall notify HSD a minimum of ten (10) Calendar Days prior to such meetings. Information regarding such meetings shall be transmitted to HSD according to the requirements in Section [4.21.3.2] of this Agreement.

4 CONTRACTOR's Scope of Work

4.1 Eligibility

4.1.1 General

- 4.1.1.1 All individuals determined Medicaid eligible are required to participate in the Centennial Care program unless specifically excluded by the 1115(a) Waiver. Recipients in the Developmental Disabilities 1915(c) Waiver and Recipients with developmental disabilities in the Mi Via 1915(c) Waiver will continue to receive HCBS through those waivers, but are required to enroll in the CONTRACTOR's MCO for all non-HCBS upon Go-Live.
- 4.1.1.2 Recipients in the Medically Fragile 1915(c) Waiver will continue to receive HCBS through that waiver unless and until such services are transitioned into Centennial Care. Recipients in the Medically Fragile 1915(c) Waiver are required to enroll in the CONTRACTOR's MCO for all non-HCBS upon Go-Live.
- 4.1.1.3 HSD shall send eligibility recertification lists to the CONTRACTOR monthly in advance of the Members' Medicaid redetermination deadline. The CONTRACTOR shall assist the Member and facilitate in gathering the necessary documentation required for HSD or its designee.

4.1.2 Level of Care Determinations for Not Otherwise Medicaid Eligible Individuals

- 4.1.2.1 The CONTRACTOR shall conduct a nursing facility level of care evaluation for individuals who are Not Otherwise Medicaid Eligible and who, through a preliminary screening conducted by HSD or its designee, are found to have indicators that may warrant a nursing facility level of care.
- 4.1.2.2 The CONTRACTOR shall use the tools and processes that have been approved by HSD in conducting the nursing facility level of care evaluation. At a minimum, (i) MDS shall be used as the basis for the evaluation and (ii) the CONTRACTOR shall interface with HSD's eligibility system for level of care in a file format prescribed and approved by HSD.
- 4.1.2.3 If a Not Otherwise Medicaid Eligible individual has met the nursing facility level of care determination, either because he or she is in a Nursing Facility or because HSD has capacity for Community Benefit services, the CONTRACTOR shall inform HSD of the individual's level of care determination.
- 4.1.2.4 If the individual is determined to meet a nursing facility level of care, the CONTRACTOR shall notify HSD to continue the eligibility determination process.

4.2 **Enrollment**

4.2.1 General

HSD shall enroll individuals determined eligible for Centennial Care. Enrollment in an MCO may be the result of a Recipient's selection of a particular MCO or assignment by HSD.

4.2.2 Current Medicaid Recipients

Recipients who are eligible for Medicaid in the State of New Mexico and receiving services as of [October 1, 2013], must select a Centennial Care MCO by [December 7, 2013]. Recipients who do not select an MCO by [December 7, 2013] will be auto assigned to an MCO in accordance with Section [4.2.4] of this Agreement.

Recipients who become eligible after October 1, 2013 but before January 1, 2014 must select an MCO at the time of applying for Medicaid eligibility.

4.2.3 New Medicaid Recipients.

Individuals determined eligible for Centennial Care on or after January 1, 2014, and who did not select or were not assigned to an MCO in accordance with Section [4.2.2] of this Agreement, must select an MCO at the time of applying for Medicaid eligibility. Recipients who fail to select an MCO at such time will be auto assigned to an MCO in accordance with Section [4.2.4] of this Agreement.

4.2.4 Auto Assignment

4.2.4.1 HSD will auto assign a Recipient to an MCO in specified circumstances, including but not limited to (i) the Recipient does not select an MCO at the time of eligibility or (ii) the Recipient cannot be enrolled in the requested MCO pursuant to the terms of this Agreement (e.g., the CONTRACTOR is subject to and has reached its enrollment limit).

4.2.4.2 The auto assignment process will consider the following:

4.2.4.2.1 If the Recipient was previously enrolled with an MCO and lost eligibility for a period of two (2) months or less, the Recipient will be re-enrolled with that MCO;

4.2.4.2.2 If the Recipient has family members in an MCO, the Recipient will be enrolled in that MCO;

4.2.4.2.3 If the Recipient is a newborn, the Recipient will be assigned to his or her mother's MCO; and

4.2.4.2.4 If none of the above applies, the Recipient will be assigned using default logic that randomly assigns Recipients to MCOs.

4.2.4.3 HSD may modify the auto assignment algorithm to incorporate criteria including but not limited to quality measures, cost or Utilization Management performance.

4.2.5 Newborns

- 4.2.5.1 When a child is born to a mother enrolled in Centennial Care, the hospital or other provider shall complete a Notification of Birth, MAD Form 313, or its successor, prior to or at the time of discharge. HSD shall ensure that upon receipt of the MAD Form 313 the eligibility process is immediately commenced and that upon completion of the eligibility process the newborn is enrolled into his or her mother's MCO.
- 4.2.5.2 Medicaid eligible newborns are eligible for a period of twelve (12) months, starting with the month of birth. The newborn shall be enrolled retroactively to the month of birth with the mother's MCO.
- 4.2.5.3 When a Medicaid-eligible child is born to a mother on the New Mexico Health Insurance Exchange and the mother's Qualified Health Plan is also a Centennial Care MCO, the newborn shall be enrolled retroactively to the month of birth with that Centennial Care MCO.
- 4.2.5.4 When a Medicaid-eligible child is born to a mother on the New Mexico Health Insurance Exchange and the mother's Qualified Health Plan is not a Centennial Care MCO, the newborn shall be auto assigned and enrolled in a Centennial Care MCO (in accordance with Section [4.2.4] of this Agreement) retroactively to the month of birth. The mother shall have one (1) opportunity anytime during the ninety (90) Calendar Days from the effective date of enrollment to change the newborn's MCO assignment.

4.2.6 Non-Discrimination

The CONTRACTOR shall accept Recipients in accordance with 42 C.F.R. § 434.25 and will not discriminate against, or use any policy or practice that has the effect of discriminating against, an individual on the basis of (i) health status or need for services or (ii) race, color, national origin, ancestry, spousal affiliation, sexual orientation and/or gender identity.

4.2.7 Enrollment Limits

HSD reserves the right to limit enrollment in the CONTRACTOR's MCO.

4.2.8 Effective Date of Enrollment

- 4.2.8.1 *Current Medicaid Recipients.* The effective date of enrollment for Recipients who are enrolled in accordance with Section [4.2.2] of this Agreement shall be Go-Live.
- 4.2.8.2 *New Medicaid Recipients.* The effective date of enrollment for Recipients who are enrolled in accordance with Section [4.2.3] of this Agreement prior to the capitation process, which occurs approximately four (4) Business Days before the end of the month, shall be the first day of the month following selection or assignment of an MCO. The effective date of enrollment for Recipients who are enrolled in accordance with Section [4.2.3] of this Agreement during the

capitation process shall be the first day of the second month following selection or assignment of an MCO.

- 4.2.8.3 At HSD's discretion, the effective date of enrollment pursuant to Section [4.2.8.2] of this Agreement may be modified during the term of this Agreement. HSD will notify the CONTRACTOR of any changes to the effective date of enrollment and related processes at least ninety (90) Calendar Days before implementation.

4.2.9 Enrollment Period

- 4.2.9.1 *Changing MCOs During the Ninety (90) Calendar Day Change Period.* After enrolling in the CONTRACTOR's MCO (whether as the result of selection or auto assignment), Members shall have one (1) opportunity anytime during the ninety (90) Calendar Day period immediately following the effective date of enrollment with the CONTRACTOR's MCO to request to change MCOs. After exercising this right to change MCOs, a Member shall remain with the MCO until the annual choice period described in Section [4.2.9.2] of this Agreement, unless disenrolled in accordance with Section [4.3] of this Agreement.

- 4.2.9.2 *Annual Choice Period.* HSD shall provide an opportunity for Members to change MCOs every twelve (12) months at the time of the Member's redetermination. Members who do not select another MCO during their annual choice period will be deemed to have chosen to remain with their current MCO. Members who select a new MCO during their annual choice period shall have one (1) opportunity anytime during the ninety (90) Calendar Day period immediately following the effective date of enrollment in the newly selected MCO to request to change MCOs.

4.2.10 Transfers from Other MCOs

- 4.2.10.1 The CONTRACTOR shall accept all Members transferring from any MCO as authorized by HSD. The transfer of membership may occur at any time during the year. The CONTRACTOR shall not be responsible for payment of any Covered Services incurred by Members transferred to the CONTRACTOR prior to the effective date of transfer to the CONTRACTOR.
- 4.2.10.2 The CONTRACTOR shall develop policies and procedures for a mass transfer of Members either to another MCO or into the CONTRACTOR's MCO to be reviewed and approved by HSD. The mass transfer process shall be initiated by HSD upon sixty (60) Calendar Days written notice by HSD when HSD determines for reasonable cause that the transfer of the CONTRACTOR's Members from the CONTRACTOR to another MCO is required.

4.2.11 Enrollment Data

- 4.2.11.1 The CONTRACTOR shall receive, process, and update enrollment files from HSD. Enrollment data shall be updated or uploaded to the CONTRACTOR's

eligibility/enrollment database(s) within twenty-four (24) hours of receipt from HSD to ensure that the CONTRACTOR complies with Section [4.20.2.6.1] of this Agreement.

4.3 Disenrollment

4.3.1 The CONTRACTOR shall not, under any circumstances, disenroll a Member. The CONTRACTOR shall not request disenrollment because of a change in the Member's health status, or because of the Member's utilization of medical services, diminished mental capacity, or uncooperative or disruptive behavior resulting from his or her special needs (except when his or her continued enrollment in the MCO, seriously impairs the MCO's ability to furnish services to either this particular Member or other Members).

4.3.2 Member Disenrollment Initiated by Member

4.3.2.1 A Member has the opportunity to change MCOs during the first ninety (90) Calendar Days of a twelve (12) month period. After exercising change rights, the Member shall remain with the CONTRACTOR until his or her twelve (12) month period expires.

4.3.2.2 A Member may select another MCO during the Member's annual choice period.

4.3.2.3 A Member may request to be disenrolled from the CONTRACTOR for cause at any time, even during a lock-in period (see Section [4.22] of this Agreement). The Member must submit a written request to HSD for approval. HSD must respond no later than the first Calendar Day of the second month following the month in which the Member files the request. If HSD does not respond, the request will be deemed approved. The Member will have access to HSD's Fair Hearing process if he/she is dissatisfied with the determination denying the request to disenroll. The following are causes for Member initiated disenrollment:

4.3.2.3.1 The Member moves out of the State of New Mexico;

4.3.2.3.2 The CONTRACTOR does not, because of moral or religious objections, cover the service the Member seeks;

4.3.2.3.3 If HSD imposes intermediate sanctions on the CONTRACTOR in accordance with Section [7.3.3] of this Agreement;

4.3.2.3.4 If the Member is automatically re-enrolled under 42 C.F.R. § 438.56(g) if temporary loss of Medicaid eligibility caused the Recipient to miss the Recipient's annual disenrollment opportunity during the annual choice period;

4.3.2.3.5 The Member needs related services (for example a cesarean section and a tubal ligation) to be performed at the same time, not all related services are

available within the network, and the Member's PCP or another provider determines that receiving the services separately would subject the Member to unnecessary risk; or

- 4.3.2.3.6 Other reasons, including but not limited to, poor quality of care, lack of access to Covered Services, or lack of access to providers experienced in dealing with the Member's health care needs.

4.3.3 Member Disenrollment Initiated by HSD

4.3.3.1 HSD may disenroll a Member if:

- 4.3.3.1.1 The Members loses Medicaid eligibility; or

- 4.3.3.1.2 At any point in the Fair Hearing process when it is determined that such removal is in the best interest of the Member and/or HSD.

4.3.4 Effective Date of Disenrollment

All HSD approved disenrollment requests shall be effective on or before the first Calendar Day of the second month following the month of the request for disenrollment unless otherwise indicated by HSD. In all instances, the effective date shall be indicated on the termination record sent by HSD to the CONTRACTOR.

- 4.3.5 The CONTRACTOR shall immediately update its enrollment roster based on any changes made in accordance with this Section [4.3] of this Agreement.

4.4 **Care Coordination**

4.4.1 General

- 4.4.1.1 The CONTRACTOR shall provide care coordination that complies with 42 C.F.R. § 438.208 and all requirements of this Agreement.

- 4.4.1.2 The CONTRACTOR shall design and implement care coordination that includes the following steps (each step is further addressed in this Section [4.4] of this Agreement):

- 4.4.1.2.1 Perform Health Risk Assessments and determine initial placement in care coordination level;

- 4.4.1.2.2 Place Members in care coordination levels in accordance with standards in Section [4.4.3] of this Agreement;

- 4.4.1.2.3 Perform comprehensive needs assessments (including level of care) for those Members who meet the conditions in Section [4.4.5] of this Agreement;

- 4.4.1.2.4 Determine the Members' physical, Behavioral Health, Long-Term Care needs utilizing information from the assessment process;
 - 4.4.1.2.5 Develop and implement a care plan based on the Member's individual needs and preferences in accordance with Section [4.4.9] of this Agreement;
 - 4.4.1.2.6 Deliver on-going care coordination services based on the Member's assessed need and in accordance with the care plan and contractual obligations for frequency of contact with the Member in accordance with Section [4.4.10]; and
 - 4.4.1.2.7 Continuously assess and respond to Members' needs for services and assistance.
- 4.4.1.3 The CONTRACTOR shall ensure that the CSA is included in care coordination processes described in this Section [4.4] including comprehensive needs assessments and care planning for those Members who utilize CSAs. For further information on CSAs, please refer to Section [4.8.10] of this Agreement.
- 4.4.1.4 In coordinating Members' care, the CONTRACTOR shall ensure that each Member's privacy is protected consistent with the State and federal confidentiality requirements, including those listed in 45 C.R.F. Parts 160 and 164.
- 4.4.1.5 Each Member has the right to refuse to participate in care coordination. In the event a Member refuses, it shall be documented in the Member's file.
- 4.4.2 Health Risk Assessment (HRA)
- 4.4.2.1 The CONTRACTOR shall conduct a Health Risk Assessment (HRA), per HSD guidelines and processes, for the purpose of (i) introducing the CONTRACTOR to the Member, (ii) obtaining basic health and demographic information about the Member, (iii) assisting the CONTRACTOR in determining the level of care coordination needed by the Member, and (iv) determining the need for a nursing facility level of care (NF LOC) assessment.
 - 4.4.2.2 The HRA may be conducted by telephone or in-person.
 - 4.4.2.3 During Steady State, the HRA shall be completed with each Member within ten (10) Calendar Days of the Member's enrollment in the CONTRACTOR's MCO.
 - 4.4.2.4 During the Transition Period, the HRA shall be completed as follows:
 - 4.4.2.4.1 The CONTRACTOR shall conduct the HRA within thirty (30) Calendar Days following the Member's enrollment.

- 4.4.2.4.2 The CONTRACTOR shall send the Member written notification within ten (10) Calendar Days of receiving the Member's enrollment file that explains how the Member can reach the care coordination unit for assistance with concerns or questions pending the HRA and comprehensive needs assessment process.
- 4.4.2.5 The CONTRACTOR shall use an HRA approved by HSD as well as any available utilization and Claims data to identify a Member's current and emergency needs related to care coordination. At a minimum, the following must be performed as part of the HRA:
 - 4.4.2.5.1 Verify name, address, telephone number and Medicaid number;
 - 4.4.2.5.2 Request current or past physical and Behavioral Health conditions or diagnoses;
 - 4.4.2.5.3 Identify any pending physical or Behavioral Health procedures;
 - 4.4.2.5.4 Obtain date of most recent physical examination, medical appointment or emergency room visit;
 - 4.4.2.5.5 Request information about the Member's interest in receiving care coordination;
 - 4.4.2.5.6 Request information about the Member's prescriptions;
 - 4.4.2.5.7 Request information about Member's interest in and need for Long-Term Care services; and
 - 4.4.2.5.8 Request information about language preference and translation needs.
- 4.4.2.6 The CONTRACTOR shall provide the following information to every Member during his or her HRA:
 - 4.4.2.6.1 Information about the services available through care coordination;
 - 4.4.2.6.2 Notification of the levels of care coordination;
 - 4.4.2.6.3 Notification of the Member's right to request a higher level of care coordination;
 - 4.4.2.6.4 Requirement for an in-person comprehensive needs assessment for the purpose of providing services associated with level 2 or level 3 care coordination; and
 - 4.4.2.6.5 Information about specific next steps for the Member.
- 4.4.2.7 The CONTRACTOR shall make reasonable efforts to contact Members to conduct an HRA and provide information about care coordination.

Documentation of at least three (3) attempts to contact the Member by phone (which shall include at least one (1) attempt to contact the Member at the number most recently reported by the Member), followed by a letter sent to the Member's most recently reported address that provides information about care coordination and how to obtain an HRA, shall constitute sufficient effort by the CONTRACTOR to assist a Member.

4.4.3 Assignment to Care Coordination Levels

4.4.3.1 The HRA shall determine whether a Member requires level 1 care coordination or requires a comprehensive needs assessment to determine whether the Member should be assigned to level 2 or level 3 care coordination.

4.4.3.2 Within seven (7) Calendar Days of completion of the HRA, all Members shall be informed of the level of care coordination assigned.

4.4.3.3 Within ten (10) Calendar Days of completion of the HRA, all Members shall receive:

4.4.3.3.1 Contact information for the CONTRACTOR's care coordination unit;

4.4.3.3.2 The name of the assigned care coordinator (if applicable); and

4.4.3.3.3 A timeframe during which the Member can expect to be contacted by the care coordination unit or individual care coordinator (based on the care coordination level assigned).

4.4.3.4 *Level 1 Care Coordination.* Members who are assigned to level 1 care coordination will not receive a comprehensive needs assessment and are not assigned an individual care coordinator. Members assigned to level 1 shall be monitored by the care coordination unit according to the provisions in Section [4.4.4] of this Agreement.

4.4.3.5 *Level 2 and Level 3 Care Coordination.* For Members meeting one of the indicators below, the CONTRACTOR shall conduct a comprehensive needs assessment (further explained in Section [4.4.5] of this Agreement) to determine whether the Member should be in level 2 or level 3 care coordination. The Member:

4.4.3.5.1 Is a high-cost user as defined by the CONTRACTOR;

4.4.3.5.2 Is in out-of-State medical placements;

4.4.3.5.3 Is a dependent child in out-of-home placements;

4.4.3.5.4 Is a transplant patient;

4.4.3.5.5 Is identified as having a high risk pregnancy;

- 4.4.3.5.6 Has a Behavioral Health diagnosis including substance abuse that adversely affects the Member's life;
- 4.4.3.5.7 Is medically fragile;
- 4.4.3.5.8 Is designated as ICF/MR/DD;
- 4.4.3.5.9 Has high emergency room use as defined by the CONTRACTOR;
- 4.4.3.5.10 Has an acute or terminal disease;
- 4.4.3.5.11 Is readmitted to the hospital within thirty (30) Calendar Days of discharge.; and/or
- 4.4.3.5.12 Has other indicators as prior approved by HSD.

4.4.4 Care Coordination Requirements for Level 1 Care Coordination

- 4.4.4.1 Members in level 1 care coordination shall receive, at a minimum, the following care coordination:
 - 4.4.4.1.1 HRA annually (according to the standards in Section [4.4.2] of this Agreement) to determine if a higher level of care coordination is needed; and
 - 4.4.4.1.2 Review of Claims and utilization data at least quarterly to determine if the Member is in need of a comprehensive needs assessment and potentially higher level of care coordination.

4.4.5 Comprehensive Needs Assessment for Level 2 and Level 3 Care Coordination

- 4.4.5.1 The CONTRACTOR shall perform an in-person comprehensive needs assessment on all Members identified for level 2 or level 3 care coordination.
- 4.4.5.2 During Steady State, the CONTRACTOR shall:
 - 4.4.5.2.1 Schedule a comprehensive needs assessment within fourteen (14) Calendar Days of the Member receiving a level 2 or 3 care coordination assignment via the HRA; and
 - 4.4.5.2.2 Complete the comprehensive needs assessment within thirty (30) Calendar Days of the HRA.
- 4.4.5.3 During the Transition Period, the CONTRACTOR shall:
 - 4.4.5.3.1 Accept the Member's nursing facility level of care determination previously determined by HSD or its designee until redetermination of the Member's Medicaid eligibility or scheduled level of care assessment, whichever date is earlier;

- 4.4.5.3.2 Continue providing services previously authorized by HSD or its designee in the Member's approved HCBS care plan or Behavioral Health treatment or service plan without regard to whether such services are being provided by Contract or Non-Contract Providers and shall not reduce these services until the CONTRACTOR has conducted a comprehensive needs assessment and developed a care plan in accordance with Section [4.4.9] of this Agreement;
 - 4.4.5.3.3 Schedule a comprehensive needs assessment within thirty (30) Calendar Days of the Member receiving a level 2 or 3 care coordination assignment via the HRA;
 - 4.4.5.3.4 Immediately conduct a comprehensive needs assessment and update the Member's care plan if at any time before conducting a comprehensive needs assessment the CONTRACTOR becomes aware of an increase in the Member's needs, and the CONTRACTOR shall initiate the change in services within ten (10) Calendar Days of becoming aware of the change in the Member's needs;
 - 4.4.5.3.5 Complete the comprehensive needs assessment within ninety (90) Calendar Days of the HRA; and
 - 4.4.5.3.6 Remind Members using the most effective means of communication regarding the scheduled date for the comprehensive needs assessment at least two (2) weeks prior to the scheduled date.
- 4.4.5.4 In performing comprehensive needs assessments, the CONTRACTOR shall use a tool that has been previously approved by HSD, in accordance with protocols specified by HSD, to assess the Member's medical, Behavioral Health, Long-Term Care and social needs. The tool may include the identification of targeted needs related to improving health, functional outcomes, or quality of life outcomes (e.g., related to targeted Health Education, pharmacy management, or to increasing and/or maintaining functional abilities, including provision of Covered Services). Any changes to the assessment tool must be approved by HSD thirty (30) Calendar Days prior to use by the CONTRACTOR.
- 4.4.5.5 At a minimum, the comprehensive needs assessment shall:
- 4.4.5.5.1 Assess physical and Behavioral Health needs including but not limited to: current diagnosis; history of significant physical and Behavioral Health events including hospitalizations; medications; allergies; providers; DME; substance abuse screen (CAGE); family history; cognitive ability; health related lifestyle (smoking, food intake, sleep patterns, continence);
 - 4.4.5.5.2 Assess Long-Term Care needs including but not limited to: environmental safety including items such as smoke detectors, pests/infestation, and trip and fall dangers;

- 4.4.5.5.3 Include a risk assessment using a tool and protocol approved by HSD and develop, as applicable, a risk agreement that shall be signed by the Member or his or her Representative and that shall include identified risks to the Member the consequences of such risks, strategies to mitigate the identified risks, and the Member's decision regarding his or her acceptance of risk;
 - 4.4.5.5.4 Assess disease management needs including identification of disease state, need for targeted intervention and education, and development of appropriate intervention strategies;
 - 4.4.5.5.5 Determine a social profile including but not limited to: living arrangements; demographics; transportation; employment; natural supports; financial resources (other insurance, food, utilities); Medicare services; other community resources in place such as senior companion or meals-on-wheels; living environment (related to health and safety); IADLs, Individualized Education Plan (IEP); Individual Service Plan (ISP) for DD or medically fragile Members (if applicable);
 - 4.4.5.5.6 Identify possible suicidal and/or homicidal thinking and/or planning;
 - 4.4.5.5.7 Identify cultural information including language and translation needs and utilization of ceremonial or natural healing techniques; and
 - 4.4.5.5.8 Ask the Member for a self-assessment regarding the Member's condition(s) and service needs.
- 4.4.5.6 The comprehensive needs assessment shall be conducted at least annually and as the care coordinator deems necessary due to a request from Member, provider or family member or as a result of change in health status.
- 4.4.5.7 Nursing Facility Level of Care
- 4.4.5.7.1 For Members who are Otherwise Medicaid Eligible who have indicators that may warrant a nursing facility level of care, the CONTRACTOR shall conduct a nursing facility level of care evaluation. For Members who are Not Otherwise Medicaid Eligible, the CONTRACTOR shall conduct a nursing facility level of care evaluation in accordance with Section [4.1.2] of this Agreement. HSD shall approve the CONTRACTOR's tools and processes in conducting the nursing facility level of care evaluation for all Members. At a minimum, MDS shall be used as the basis for the evaluation and the CONTRACTOR shall interface with HSD's eligibility system for level of care in a file format prescribed and approved by HSD.
- 4.4.6 Care Coordination Requirements for Level 2 Care Coordination

4.4.6.1 Based on the comprehensive needs assessment, the CONTRACTOR shall include in level 2 care coordination, at a minimum, Members with one of the following:

4.4.6.1.1 Co-morbid health conditions;

4.4.6.1.2 Frequent emergency room use (as defined by the CONTRACTOR);

4.4.6.1.3 A mental health or substance abuse condition causing moderate functional impairment;

4.4.6.1.4 Requiring assistance with two (2) or more ADLs or IADLs living in the community at low risk;

4.4.6.1.5 Mild cognitive deficits requiring prompting or cues; and/or

4.4.6.1.6 Poly-pharmaceutical use.

4.4.6.2 The CONTRACTOR shall assign to each Member in level 2 care coordination a specific care coordinator.

4.4.6.3 Care coordinators for Members in level 2 care coordination shall provide and/or arrange for the following care coordination services:

4.4.6.3.1 Development and implementation of a care plan;

4.4.6.3.2 Monitoring of the care plan to determine if the care plan is meeting the Member's identified needs;

4.4.6.3.3 Assessment of need for assignment to a health home;

4.4.6.3.4 Targeted Health Education, including disease management, based on the Member's individual diagnosis (as determined by the comprehensive needs assessment);

4.4.6.3.5 Annual comprehensive needs assessment (according to the standards in Section [4.4.5] of this Agreement) to determine if the care plan is appropriate and if a higher or lower level of care coordination is needed;

4.4.6.3.6 Semi-annual in-person visits with the Member; and

4.4.6.3.7 Quarterly telephone contact with the Member.

4.4.7 Care Coordination Requirements for Level 3 Care Coordination

4.4.7.1 Based on the comprehensive needs assessment, the CONTRACTOR shall include in level 3 care coordination, at a minimum, Members:

4.4.7.1.1 Who are medically complex or fragile, as defined by the CONTRACTOR;

- 4.4.7.1.2 With excessive emergency room use (as defined by the CONTRACTOR);
- 4.4.7.1.3 With a mental health or substance abuse condition causing high functional impairment;
- 4.4.7.1.4 With untreated substance dependency based on the current DSM or other functional scale determined by the State;
- 4.4.7.1.5 Requiring assistance with two (2) ADLs or IADLs living in the community at medium to high risk;
- 4.4.7.1.6 With significant cognitive deficits; and/or
- 4.4.7.1.7 With contraindicated pharmaceutical use.
- 4.4.7.2 The CONTRACTOR shall assign to each Member in level 3 care coordination a specific care coordinator.
- 4.4.7.3 Care coordinators for Members in level three care coordination shall provide and/or arrange for the following care coordination services:
 - 4.4.7.3.1 Care coordination services listed in Sections [4.4.6.3.1-4.4.6.3.4] of this Agreement;
 - 4.4.7.3.2 Semi-annual comprehensive needs assessment (according to the standards in Section [4.4.5] of this Agreement) to determine if the care plan is appropriate and determine if a lower level of care coordination is needed;
 - 4.4.7.3.3 Quarterly in-person visits with the Member; and
 - 4.4.7.3.4 Monthly telephonic contact with the Member.
- 4.4.8 Increase in Care Coordination Level
 - 4.4.8.1 The CONTRACTOR shall develop and implement policies and procedures for ongoing identification of Members who may be eligible for a higher level of care coordination.
 - 4.4.8.2 The CONTRACTOR shall use the following, at a minimum, to identify Members for a comprehensive needs assessment either to assess or reassess the Member's need for a higher level of care coordination:
 - 4.4.8.2.1 Referral from Member's PCP, specialist or other provider or other referral source;
 - 4.4.8.2.2 Self-referral by Member or referral by Member's Representative;
 - 4.4.8.2.3 Referral from CONTRACTOR's staff;

- 4.4.8.2.4 Request from HSD;
 - 4.4.8.2.5 Notification of hospital admission or emergency room visit (see Section [4.4.8.6] of this Agreement); and/or
 - 4.4.8.2.6 Commence a periodic review (at least quarterly) beginning no more than one hundred eighty (180) Calendar Days following Go-Live: (i) Claims or Encounter Data; (ii) hospital admission or discharge data; (iii) pharmacy data; and (iv) data collected through UM processes.
- 4.4.8.3 Once a Member has been identified as meeting any of the conditions listed above the CONTRACTOR shall contact the Member within ten (10) Calendar Days of the CONTRACTOR becoming aware of the change in the Member's condition, to determine whether the Member requires different care coordination.
- 4.4.8.4 Documentation of at least three (3) attempts to contact the Member by phone (which shall include at least one (1) attempt to contact the Member at the number most recently reported by the Member and at least one (1) attempt to contact the Member at the number provided in the referral, if different), followed by a letter sent to the Member's most recently reported address that provides information about care coordination including the benefits of care coordination and how to obtain a comprehensive needs assessment, shall constitute sufficient effort by the CONTRACTOR to assist a Member who has been referred, regardless of referral source.
- 4.4.8.5 For persons identified through notification of hospital admission, the CONTRACTOR shall work with the hospital discharge planner to determine what services may be needed upon discharge and shall complete all applicable screening and/or intake processes as necessary to facilitate timely transition to the most integrated and cost effective care delivery setting appropriate for the Member's needs.
- 4.4.8.6 The CONTRACTOR shall agreement(s) with hospitals shall require the facility to notify the CONTRACTOR within one (1) Business Day of the date a Member is admitted.

4.4.9 Care Plan Requirements

- 4.4.9.1 The CONTRACTOR shall develop and implement care plans for Members in levels 2 and 3 care coordination. The CONTRACTOR is not required to develop and implement care plans for Members in level 1 care coordination.
- 4.4.9.2 During both the Transition Period and Steady State, the CONTRACTOR shall develop and authorize the care plan within fourteen (14) Business Days of completion of the comprehensive needs assessment.

- 4.4.9.3 For Members in levels 2 and 3 care coordination, the care coordinator shall ensure at a minimum that the Member and the Representative participate in developing the care plan.
- 4.4.9.4 The CONTRACTOR shall ensure that care coordinators consult with the Member's PCP, specialists, Behavioral Health providers, other providers, and interdisciplinary team experts, as needed when developing the care plan.
- 4.4.9.5 The care coordinator shall verify that all decisions made regarding the Member's needs and services are documented in a written, comprehensive care plan.
- 4.4.9.6 The developed care plan shall at a minimum include:
 - 4.4.9.6.1 Pertinent demographic information regarding the Member including the name and contact information of any Representative and a list of other persons authorized by the Member to have access to health care related information and to assist with assessment, planning, and/or implementation of health care related services and supports;
 - 4.4.9.6.2 Services that will be authorized by the CONTRACTOR, including the amount, frequency, duration, and scope (tasks and functions to be performed) of each service to be provided;
 - 4.4.9.6.3 Identified disease management needs including strategies, interventions, and related tasks to be performed by the care coordinator and Member;
 - 4.4.9.6.4 A back-up plan for situations when regularly scheduled providers are unavailable or do not arrive as scheduled; the back-up plan may include paid and unpaid supports and shall include the names and telephone numbers of persons and agencies to contact and the services provided by listed contacts;
 - 4.4.9.6.5 The Member's current physical and Behavioral Health conditions and functional status (i.e., areas of functional deficit), and the Member's physical, behavioral and functional needs;
 - 4.4.9.6.6 The Member's physical environment and any modifications necessary to ensure the Member's health and safety;
 - 4.4.9.6.7 The medical equipment used or needed by the Member (if applicable);
 - 4.4.9.6.8 Any special communication needs including interpreters or special devices required by the Member;
 - 4.4.9.6.9 The Member's psychosocial needs, including any housing or financial assistance needs that could impact the Member's ability to maintain a safe and healthy living environment;

- 4.4.9.6.10 Goals, objectives and desired health, functional, and quality of life outcomes for the Member;
- 4.4.9.6.11 Other services that will be provided to the Member, including Covered physical and Behavioral Health Services that will be provided by the CONTRACTOR to help the Member maintain or improve his or her physical or Behavioral Health status or functional abilities and maximize independence, as well as other social support services and assistance needed in order to ensure the Member's health, safety and welfare, and as applicable, to delay or prevent the need for more expensive institutional placement, and any non-Covered Services including services provided by other community resources, including plans to link the Member to financial assistance programs including but not limited to housing, utilities and food as needed;
- 4.4.9.6.12 Information about services provided by Medicare payers, Medicare Advantage plans, and Medicare providers as appropriate to coordinate services for Members who are also Dual Eligibles;
- 4.4.9.6.13 Relevant information from the Member's individualized treatment or service plan for any Member receiving Behavioral Health services that is needed by a provider, caregiver or the care coordinator to ensure appropriate delivery of services or coordination of services;
- 4.4.9.6.14 Relevant information regarding the Member's physical health condition(s), including treatment and medication regimen, that is needed by a provider, caregiver or the care coordinator to ensure appropriate delivery of services or coordination of care;
- 4.4.9.6.15 Frequency of planned care coordinator contacts needed, which shall include consideration of the Member's individualized needs and circumstances, and which shall meet minimum required contacts as specified in Sections [4.4.6.3.6, 4.4.6.3.7, 4.4.7.3.3, 4.4.7.3.4] (additional care coordinator contacts shall be provided as needed);
- 4.4.9.6.16 Additional information for Members who elect the Self-Directed Community Benefit, including but not limited to the Member's self-assessment, and whether the Member requires an employer of record or authorized agent;
- 4.4.9.6.17 Any steps the Member and/or Representative should take in the event of an emergency that differ from the standard emergency protocol;
- 4.4.9.6.18 A disaster preparedness plan specific to the Member; and
- 4.4.9.6.19 The Member's eligibility end date.

- 4.4.9.7 The care coordinator shall ensure that the Member understands, reviews, signs and dates the care plan.
- 4.4.9.8 The care coordinator shall provide a copy of the Member's completed care plan, including any updates, to the Member and the Member's Representative, as applicable. The care coordination team shall provide copies to other providers authorized to deliver care to the Member, as appropriate, and shall ensure that such providers who do not receive a copy of the care plan are informed in writing of all relevant information needed (including all relevant HSD prescribed forms) to ensure the provision of quality care for the Member and to help ensure the Member's health, safety, and welfare, including but not limited to the tasks and functions to be performed.
- 4.4.9.9 For Members in an institutional facility, the care coordination team shall develop the care plan but may use the care plan developed by the institution to supplement the care plan.
- 4.4.9.10 Within five (5) Business Days of completing a reassessment of a Member's needs, the care coordination team shall update the Member's care plan as appropriate, and the CONTRACTOR shall authorize and initiate services in the updated care plan.
- 4.4.9.11 The Member's care coordinator shall inform each Member of his or her Medicaid eligibility end date and educate Members regarding the importance of maintaining eligibility, that eligibility must be redetermined at least once a year, and that Members will be contacted near the date on which a redetermination is needed to assist them with the process, e.g., collecting appropriate documentation and completing the necessary forms.

4.4.10 Ongoing Care Coordination

- 4.4.10.1 The CONTRACTOR shall conduct ongoing care coordination to ensure that Members receive all necessary and appropriate care. Ongoing care coordination functions shall include at a minimum, the following activities:
 - 4.4.10.1.1 Develop and/or update the care plan as needed;
 - 4.4.10.1.2 Provide condition specific disease management interventions and strategies and educate Members with identified disease management needs;
 - 4.4.10.1.3 Monitor treatment and coordinate with providers to encourage best practice as it relates to tests, appointment frequency and adherence to condition specific protocols;
 - 4.4.10.1.4 Educate the Member about his or her ability to have an Advance Directive and document the Member's decision in the Member's file;

- 4.4.10.1.5 Upon the scheduled initiation of services identified in the Member's care plan, the care coordination team (as further addressed in Section [4.4.12]) shall begin monitoring to ensure that services have been initiated and continue to be provided as authorized and that services continue to meet the Member's needs;
- 4.4.10.1.6 Monitor the Member's Community Benefit (as applicable) to ensure that the benefit sufficiently meets the Member's needs;
- 4.4.10.1.7 Identify, address and evaluate service gaps to determine their cause and to minimize gaps going forward ensure that back-up plans are implemented and effectively working. The CONTRACTOR shall describe in policies and procedures the process for identifying, responding to, and resolving service gaps in a timely manner;
- 4.4.10.1.8 Identify changes to Member's risk, address those changes and update the Member's risk agreement as necessary;
- 4.4.10.1.9 Maintain appropriate on-going communication with community and natural supports to monitor and support their ongoing participation in the Member's care;
- 4.4.10.1.10 For non-Covered Services, enlist the involvement of and coordinate with community organizations to provide services that are important to the health, safety and well-being of Members. This may include but shall not be limited to referrals to other agencies for assistance. The CONTRACTOR shall not be responsible for the provision or quality of non-Covered Services provided by other entities;
- 4.4.10.1.11 For Members meeting a nursing facility level of care, conduct a level of care reassessment at least annually and within five (5) Business Days of the CONTRACTOR's becoming aware that the Member's functional or medical status has changed in a way that may affect a level of care determination;
- 4.4.10.1.12 If the level of care assessment indicates a change in the level of care or if the assessment was prompted by a request by a Member or a Member's Representative for a change in level of services, the assessment shall be forwarded to the lead or supervising care coordinator for determination;
- 4.4.10.1.13 If the level of care assessment indicates no change in level of care, the CONTRACTOR shall document the date the level of care assessment was completed in the Member's file;
- 4.4.10.1.14 Facilitate access to physical, Behavioral Health and/or Long-Term Care services as needed;

- 4.4.10.1.15 Monitor and ensure the provision of Covered Services as well as Value Added Services, if applicable, and ensure that services provided meet the Member's needs;
 - 4.4.10.1.16 Provide assistance in resolving concerns about service delivery or providers;
 - 4.4.10.1.17 Coordinate with the Member's providers to facilitate a comprehensive, holistic, person centered approach to care;
 - 4.4.10.1.18 As appropriate, ensure that all PASRR requirements are met prior to the Member's admission to a Nursing Facility;
 - 4.4.10.1.19 Interact with both the Member and his or her providers through modern technologies (e.g., mobile applications and tools) to facilitate better care coordination and promote health behaviors;
 - 4.4.10.1.20 Update consent forms as necessary; and
 - 4.4.10.1.21 Ensure that the organization of and documentation included in the Member's file meets all applicable CONTRACTOR standards.
- 4.4.10.2 The CONTRACTOR shall provide to all Contract Providers information regarding the role of the care coordinator and shall request providers and caregivers to notify a Member's care coordinator, as expeditiously as warranted by the Member's circumstances, of any significant changes in the Member's condition or care, hospitalizations, or recommendations for additional services. The CONTRACTOR shall provide training to key providers and caregivers regarding the value of this communication.
- 4.4.10.3 The CONTRACTOR shall monitor and evaluate a Member's emergency room and Behavioral Health crisis service utilization to determine the reason for these visits. In monitoring the Member's emergency room and Behavioral Health crisis service use, the CONTRACTOR shall evaluate whether or not lesser acute care treatment options were available to the Member at the time and place when he/she needed such services. The care coordinator shall take appropriate action to facilitate appropriate utilization of these services, e.g., communicating with the Member's providers, educating the Member, conducting a comprehensive needs reassessment, and/or updating the Member's care plan to better manage the Member's physical health or Behavioral Health condition(s).
- 4.4.10.4 The Member's care coordinator shall participate as appropriate in the institutional setting's care planning process and discharge planning processes and advocate for the Member, and shall be responsible for coordination of the Member's physical health, Behavioral Health, and Long-Term Care needs, which shall include coordination with the institutional setting as necessary to facilitate access to physical health and/or Behavioral Health services needed by the Member and to help ensure the proper management of the Member's acute

and/or chronic physical health or Behavioral Health conditions, including Covered Services.

4.4.10.5 The CONTRACTOR shall develop policies and procedures to ensure that care coordinators are actively involved in discharge planning when a Member is hospitalized or placed in an institutional facility. The CONTRACTOR shall define circumstances that require that hospitalized Members receive an in-person visit to complete a needs reassessment and an update to the Member's care plan as needed.

4.4.10.6 The CONTRACTOR shall ensure that at each in-person visit the care coordinator makes the following observations, responds to any observations that require intervention and documents the observations and remedies in the Member's file:

4.4.10.6.1 Member's physical condition including observations of the Member's skin, weight changes, mobility and any visible injuries;

4.4.10.6.2 Member's physical environment;

4.4.10.6.3 Member's satisfaction with services and care;

4.4.10.6.4 Member's upcoming appointments;

4.4.10.6.5 Member's mood and emotional well-being;

4.4.10.6.6 Member's falls and any resulting injuries;

4.4.10.6.7 A statement by the Member regarding any concerns or questions;

4.4.10.6.8 A statement from the Member's Representative regarding any concerns or questions (when the Representative is available); and

4.4.10.6.9 Any other observations as specified by HSD.

4.4.11 Member Case Files

4.4.11.1 The care coordination team shall maintain individual files for each Member.

4.4.11.2 Member case files must include, but are not limited to, the following, as applicable:

4.4.11.2.1 Pertinent demographic information regarding the Member including the name and contact information of any Representative and a list of other persons authorized by the Member to have access to health care (including Long-Term Care) related information;

- 4.4.11.2.2 The most current care plan, including the detailed plan for back-up providers in situations when regularly scheduled providers are unavailable or do not arrive as scheduled;
- 4.4.11.2.3 Written confirmation of the Member's decision regarding participation in the Self-Directed Community Benefit;
- 4.4.11.2.4 A completed risk assessment and a risk agreement signed by the Member or his or her Representative; and for Members meeting a nursing facility level of care;
- 4.4.11.2.5 The most recent comprehensive needs assessment and level of care assessment;
- 4.4.11.2.6 Documentation of the Member's choice of Contract Providers;
- 4.4.11.2.7 Signed consent forms as necessary in order to share Confidential Information with and among providers consistent with all applicable State and federal statutes and regulations; and
- 4.4.11.2.8 A list of emergency contacts approved by the Member.

4.4.12 Care Coordination Staff Requirements

- 4.4.12.1 The CONTRACTOR may utilize a care coordination team approach to performing care coordination activities prescribed in this Section [4.4]. For Members in levels 2 and 3, the CONTRACTOR's care coordination team shall consist of the Member's care coordinator and specific other persons with relevant expertise and experience appropriate to address the needs of Members.
- 4.4.12.2 The CONTRACTOR shall use local resources, such as I/T/Us, PCMHs, Health Homes, CSAs, and Tribal services to perform the care coordination functions specified throughout Section [4.4] of this Agreement.
- 4.4.12.3 The CONTRACTOR's policies and procedures shall specify the qualifications, experience and training of each member of the team and ensure that functions specific to the assigned care coordinator are performed by a qualified care coordinator. At a minimum, the care coordinator completing the comprehensive needs assessment shall have a bachelor's degree in social work, nursing or other health care profession and/or two (2) year's relevant experience. A care coordinator's direct supervisor shall be a licensed social worker or registered nurse with a minimum of two (2) years of relevant health care experience.
- 4.4.12.4 The assigned care coordinator for Members who choose the Self-Directed Community Benefit shall have specific experience with self-direction and additional training regarding self-direction.

- 4.4.12.5 The CONTRACTOR shall not exceed the maximum caseload per care coordinator by designated care coordination level as described in this Section [4.4.12.5] of this Agreement. To the extent the CONTRACTOR uses I/T/Us, PCMHs, Health Homes, CSAs and Community Health Workers to perform care coordination functions, such entities may be included in the ratios included in this Section [4.4.12.5].
- 4.4.12.5.1 Level 1 care coordination 1:500;
- 4.4.12.5.2 Level 2 care coordination 1:75;
- 4.4.12.5.3 Level 3 care coordination 1:50; and
- 4.4.12.5.4 Care coordination for Members who participate in the Self-Directed Community Benefit 1:40.
- 4.4.12.6 The CONTRACTOR is expected to further adjust ratios to accommodate travel requirements for those care coordinators serving Members in Rural/Frontier/Tribal areas of the State or those cases that require extraordinary efforts from the assigned care coordinator.
- 4.4.12.7 The CONTRACTOR shall ensure an adequate number of care coordinators are available and that sufficient staffing ratios are maintained to address the needs of Members and meet all the requirements described in this Agreement. The CONTRACTOR shall monitor staffing ratios and adjust ratios as necessary and in accordance with the maximum allowed ratios in Section [4.4.12.5] of this Agreement to ensure that care coordinators are able to meet the requirements of this Agreement and address Members' needs.
- 4.4.12.8 The CONTRACTOR shall submit for review and approval an annual *Care Coordination Staffing Plan*, which at a minimum shall specify the following: (i) the number of care coordinators, care coordination supervisors, other care coordination team members the CONTRACTOR plans to employ; (ii) the ratio of care coordinators to Members; (iii) the CONTRACTOR's plans to maintain ratios in accordance with the maximum ratios in Section [4.4.12.5] of this Agreement; (iv) an explanation of the methodology for determining such ratios; (v) how the CONTRACTOR will ensure that such ratios are sufficient to fulfill the requirements specified in this Agreement; (v) the roles and responsibilities for each member of the care coordination team; and (vi) how the CONTRACTOR will use care coordinators to meet the needs of New Mexico's unique population.
- 4.4.12.9 The CONTRACTOR shall ensure that Members have a telephone number to call to directly contact (without having to disconnect or place a second call) their care coordinator or a member of their care coordination team during normal business hours (8 a.m. – 5 p.m. Mountain Time). If the Member's care coordinator or a member of the Member's care coordination team is not available, the call shall be answered by another qualified staff person in the

care coordination unit. If the call requires immediate attention from a care coordinator, the staff member answering the call shall immediately transfer the call to the Member's care coordinator (or another care coordinator if the Member's care coordinator is not available) as a Warm Transfer. After normal business hours, calls that require immediate attention by a care coordinator shall be handled by the Member services line in accordance with Section [4.15.1] of this Agreement.

- 4.4.12.10 The CONTRACTOR shall encourage the use of Community Health Workers in the engagement of Members in care coordination activities.
- 4.4.12.11 If a Native American Member requests assignment to a Native American care coordinator and the CONTRACTOR is unable to provide a Native American care coordinator to such Member, the CONTRACTOR must ensure that a Community Health Worker is present for all in-person meetings between the care coordinator and the Member.
- 4.4.12.12 The CONTRACTOR shall permit Members to change to a different care coordinator if the Member desires and there is an alternative care coordinator available. Such availability may take into consideration the CONTRACTOR's need to efficiently deliver care coordination in accordance with the requirements of this Agreement.
- 4.4.12.13 In order to ensure quality and continuity of care, the CONTRACTOR shall make efforts to minimize the number of changes in a Member's care coordinator. A CONTRACTOR initiated change in care coordinators may be appropriate in the following circumstances, where the care coordinator:
 - 4.4.12.13.1 Is no longer employed by the CONTRACTOR;
 - 4.4.12.13.2 Has a conflict of interest and cannot serve the Member;
 - 4.4.12.13.3 Is on temporary leave from employment; or
 - 4.4.12.13.4 Has caseloads that must be adjusted due to the size or intensity of the individual care coordinator's caseload.
- 4.4.12.14 The CONTRACTOR shall develop policies and procedures regarding notice to Members of care coordinator changes initiated by either the CONTRACTOR or the Member, including advance notice of planned care coordinator changes initiated by the CONTRACTOR.
- 4.4.12.15 The CONTRACTOR shall ensure continuity of care when care coordinator changes are made, whether initiated by the Member or the CONTRACTOR. The CONTRACTOR shall demonstrate use of best practices by encouraging newly assigned care coordinators to attend a face-to-face transition visit with the Member and the out-going care coordinator when possible.

4.4.12.16 The CONTRACTOR shall provide initial training to newly hired care coordinators and ongoing training at least annually to all care coordinators. Training instructors from New Mexico Tribes should be utilized where appropriate. Training topics shall include at a minimum:

- 4.4.12.16.1 The Centennial Care program including a description of the care coordination levels, service limits, the Community Benefit and integration with Health Homes;
- 4.4.12.16.2 Care coordination levels, HRAs, comprehensive needs assessment and reassessment, development of a care plan, and updating the care plan including training on the tools and protocols;
- 4.4.12.16.3 Nursing facility level of care evaluation and reevaluation;
- 4.4.12.16.4 Development and implementation of back-up plans;
- 4.4.12.16.5 Self-Directed Community Benefit option;
- 4.4.12.16.6 Coordination of care for Dual Eligibles;
- 4.4.12.16.7 Conducting a home visit and use of the monitoring checklist;
- 4.4.12.16.8 How to immediately identify and address service gaps;
- 4.4.12.16.9 Management of critical transitions (including hospital discharge planning);
- 4.4.12.16.10 Transition from institutional facilities to community settings, including training on tools and protocols;
- 4.4.12.16.11 Understanding the needs associated with disease states and health care conditions, including but not limited to Alzheimer's, dementia and cognitive impairments, traumatic brain injury, and physical disabilities;
- 4.4.12.16.12 Health Education and Health Literacy;
- 4.4.12.16.13 Disease management interventions and strategies and related Member education;
- 4.4.12.16.14 Availability of non-institutional Behavioral Health services and supports and value of providing such services;
- 4.4.12.16.15 Identifying Behavioral Health needs and referral process;
- 4.4.12.16.16 Evaluation and management of risk, including reporting Critical Incidents;

- 4.4.12.16.17 Identifying and reporting abuse, neglect and exploitation;
- 4.4.12.16.18 Fraud and Abuse, including reporting Fraud and Abuse;
- 4.4.12.16.19 Advance Directives and end-of-life care;
- 4.4.12.16.20 HIPAA;
- 4.4.12.16.21 Cultural diversity/competence;
- 4.4.12.16.22 Disaster planning;
- 4.4.12.16.23 Mental health first aid and other Behavioral Health conditions; and
- 4.4.12.16.24 Available community resources for non-Covered Services.

4.4.13 Care Coordination Monitoring

- 4.4.13.1 The CONTRACTOR shall develop a comprehensive program for monitoring, on an ongoing basis, the effectiveness of its care coordination processes. The CONTRACTOR shall immediately remediate all individual findings identified through its monitoring process, and shall also track and trend such findings and remediations to identify systemic issues of poor performance and/or non-compliance, implement strategies to improve care coordination processes and resolve areas of non-compliance, and shall measure the success of such strategies in addressing identified issues. At a minimum, the CONTRACTOR shall ensure that:
 - 4.4.13.1.1 Care coordination tools and protocols are consistently and objectively applied and outcomes are continuously measured to determine effectiveness and appropriateness of processes;
 - 4.4.13.1.2 Level of care assessments and reassessments occur on schedule and are submitted to lead or supervising care coordinator;
 - 4.4.13.1.3 Comprehensive needs assessments and reassessment, as applicable, occur on schedule and in compliance with this Agreement;
 - 4.4.13.1.4 Care plans are developed and updated on schedule and in compliance with this Agreement;
 - 4.4.13.1.5 Care plans reflect needs identified in the comprehensive needs assessment and reassessment process;
 - 4.4.13.1.6 Care plans are appropriate and adequate to address the Member's needs;
 - 4.4.13.1.7 Services are delivered as described in the care plan and authorized by the CONTRACTOR;

- 4.4.13.1.8 Services are appropriate to address the Member's needs;
 - 4.4.13.1.9 Services are delivered in a timely manner;
 - 4.4.13.1.10 Service utilization is appropriate;
 - 4.4.13.1.11 Service gaps are identified and addressed in a timely manner;
 - 4.4.13.1.12 Minimum care coordinator contacts are conducted;
 - 4.4.13.1.13 Care coordinator-to-Member ratios are appropriate; and
 - 4.4.13.1.14 Service limits are monitored and appropriate action is taken if a Member is nearing or exceeds a service limit.
- 4.4.13.2 The CONTRACTOR shall provide care coordination reports required by Section [4.21.7] of this Agreement.
- 4.4.13.3 The CONTRACTOR shall develop and maintain an electronic case management system that includes the functionality to ensure compliance with all requirements specified in the 1115(a) Waiver, federal and State statutes and regulations, this Agreement, and the CONTRACTOR's developed policies and protocols, including but not limited to the following:
- 4.4.13.3.1 The ability to capture and track key dates and timeframes specified in this Agreement, including, but not limited to, as applicable, enrollment, date of development of the care plan, date of authorization of the care plan, date of initial service delivery for each service in the care plan, date of each level of care and needs reassessment, date of each update to the care plan, and dates regarding transition from an institutional facility to the community;
 - 4.4.13.3.2 The ability to capture and track compliance with minimum care coordination contacts as specified in Section [4.4] of this Agreement;
 - 4.4.13.3.3 The ability to notify the care coordinator about key dates, e.g., eligibility end date, date for annual level of care reassessment, date of comprehensive needs reassessment, and date to update the care plan;
 - 4.4.13.3.4 The ability to capture and track eligibility/enrollment information, level of care assessments and reassessments, and needs assessments and reassessments;
 - 4.4.13.3.5 The ability to capture and monitor the care plan;
 - 4.4.13.3.6 The ability to track requested and approved service authorizations, including Covered Services and Value Added Services, as applicable;

- 4.4.13.3.7 The ability to document all referrals received by the care coordinator on behalf of the Member for Covered Services and Value Added Services, as applicable, needed in order to ensure the Member's health, safety and welfare, and as applicable, to delay or prevent the need for more expensive institutional placement, including notes regarding how such referral was handled by the care coordinator;
- 4.4.13.3.8 The ability to establish a schedule of services for each Member identifying the time at that each service is needed and the amount, frequency, duration and scope of each service;
- 4.4.13.3.9 The ability to track service delivery against authorized services and providers;
- 4.4.13.3.10 The ability to track actions taken by the care coordinator to immediately address service gaps;
- 4.4.13.3.11 The ability to document case notes relevant to the provision of care coordination; and
- 4.4.13.3.12 The ability to allow HSD to have remote access to case files.

4.4.14 Electronic Visit Verification System

- 4.4.14.1 The CONTRACTOR, together with the other Centennial Care MCOs, shall contract with a vendor to implement an electronic visit verification system to monitor Member receipt and utilization of the Community Benefit. The CONTRACTOR shall ensure, in the development of such system, the following minimal functionality, including the ability to:
 - 4.4.14.1.1 Log the arrival and departure of individual provider staff person or self-direction provider;
 - 4.4.14.1.2 Verify in accordance with business rules that services are being delivered in the correct location (e.g., the Member's home);
 - 4.4.14.1.3 Verify the identity of the individual provider providing the service to the Member;
 - 4.4.14.1.4 Match services provided to a Member with services authorized in the Member's care plan;
 - 4.4.14.1.5 Ensure that the provider delivering the service is authorized to deliver such services;
 - 4.4.14.1.6 Establish a schedule of services for each Member identifying the time at which each service is needed, as well as the amount, frequency, duration

and scope of each service, and to ensure adherence to the established schedule;

- 4.4.14.1.7 Provide immediate (i.e., “real time”) notification to care coordinators if a provider does not arrive as scheduled or otherwise deviates from the authorized schedule so that service gaps and the reason the service was not provided as scheduled, are immediately identified and addressed, including through the implementation of back-up plans, as appropriate;
 - 4.4.14.1.8 Permit the provider to submit Claims to the CONTRACTOR (claims from self-directed providers shall be submitted initially to the FMA, and the FMA shall provide Claims information to the CONTRACTOR as specified in the subcontract with the FMA); and
 - 4.4.14.1.9 Reconcile paid Claims with service authorizations.
- 4.4.14.2 The CONTRACTOR shall monitor and use information from the electronic visit verification system to verify that services are provided as specified in the care plan, and in accordance with the established schedule, including the amount, frequency, duration, and scope of each service, and that services are provided by the authorized provider; and to identify and immediately address service gaps, including late and missed visits. The CONTRACTOR shall monitor services anytime a Member is receiving services, including after the CONTRACTOR’s regular business hours.
- 4.4.14.3 The CONTRACTOR shall submit a monthly report on its electronic visit verification system in accordance with Section [4.21.7.9] of this Agreement.
- 4.4.15 Transition from Institutional Facility to Community
- 4.4.15.1 The CONTRACTOR shall develop and implement methods for identifying Members who may have the ability and/or desire to transition from an institutional facility to the community. Such methods shall include, at a minimum:
 - 4.4.15.1.1 The comprehensive needs assessment;
 - 4.4.15.1.2 PASRR;
 - 4.4.15.1.3 MDS;
 - 4.4.15.1.4 Identification of wrap-around services;
 - 4.4.15.1.5 Provider referral;
 - 4.4.15.1.6 Ombudsman referral;
 - 4.4.15.1.7 Family member referral;

- 4.4.15.1.8 Change in medical status; and/or
- 4.4.15.1.9 Member self-referral.
- 4.4.15.2 For those Members whose transition assessment indicates that they are candidates for transition to the community, the care coordinator shall facilitate the development of and complete a transition plan, which shall remain in place for a minimum of sixty (60) Calendar Days from the decision to pursue transition or until the transition has occurred and a new care plan is in place. The transition plan shall address the Member's transition needs including but not limited to:
 - 4.4.15.2.1 Physical and Behavioral Health needs;
 - 4.4.15.2.2 Selection of providers in the community;
 - 4.4.15.2.3 Housing needs;
 - 4.4.15.2.4 Financial needs;
 - 4.4.15.2.5 Interpersonal skills; and
 - 4.4.15.2.6 Safety.
- 4.4.15.3 The CONTRACTOR shall conduct an additional assessment within seventy-five (75) Calendar days of transition to determine if the transition was successful and identify any remaining needs.
- 4.4.16 Transition of Care
 - 4.4.16.1 General Requirements
 - 4.4.16.1.1 The CONTRACTOR shall establish policies and procedures to ensure that all Members are contacted in a timely manner and are appropriately assessed, using HSD prescribed timeframes and processes and tools, to identify needs.
 - 4.4.16.1.2 The CONTRACTOR shall not transition Members to another provider for continuing services unless the current provider is not a Contract Provider.
 - 4.4.16.1.3 The CONTRACTOR shall facilitate a seamless transition to new services and/or providers, as applicable, in the care plan developed by the CONTRACTOR without any disruption in services.
 - 4.4.16.1.4 If a Member enrolls in the CONTRACTOR's MCO from another MCO, the CONTRACTOR shall immediately contact the Member's previous MCO and request the transfer of "transition of care data" as specified by HSD. If the CONTRACTOR is contacted by another MCO requesting

“transition of care data” for a Member who has transferred from the CONTRACTOR to the requesting MCO (as verified by the CONTRACTOR), the CONTRACTOR shall provide such data in the timeframe and format specified by HSD.

- 4.4.16.1.5 For Members transferring from another MCO, the CONTRACTOR shall obtain relevant information and data from the transferring MCO in order to facilitate continuity of care.
 - 4.4.16.1.6 If the CONTRACTOR becomes aware that a Member will be transferring to another MCO, the CONTRACTOR (including, but not limited to the Member’s care coordinator or care coordination team) shall, in accordance with protocols established by HSD, work with the other MCO in facilitating a seamless transition for that Member.
 - 4.4.16.1.7 The CONTRACTOR shall ensure that any Member entering the CONTRACTOR’s MCO is held harmless by the provider for the costs of Medically Necessary Covered Services except for applicable cost sharing.
 - 4.4.16.1.8 During Steady State, for Medically Necessary Covered Services, including services previously authorized by HSD in a Member’s Behavioral Health treatment or service plan and/or HSCB care plan, being provided by a Non-Contract Provider, the CONTRACTOR shall provide continuation of such services for up to ninety (90) Calendar Days or until the Member may be reasonably transferred without disruption to a Contract Provider, whichever is less. The CONTRACTOR may require prior authorization for continuation of services beyond thirty (30) Calendar Days; however, the CONTRACTOR is prohibited from denying authorization solely on the basis that the provider is a Non-Contract Provider.
 - 4.4.16.1.9 During Steady State, for Medically Necessary Covered Services, provided by a Contract Provider, the CONTRACTOR shall provide continuation of such services from that provider but may require prior authorization for continuation of such services from that provider beyond thirty (30) Calendar Days. The CONTRACTOR may initiate a provider change only as otherwise specified in this Agreement.
 - 4.4.16.1.10 The CONTRACTOR shall continue providing services previously authorized by HSD or its designee in the Member’s approved HCBS care plan or Behavioral Health treatment or service plan without regard to whether such services are being provided by Contract or Non-Contract Providers and shall not reduce these services until the Member’s care coordinator has conducted a comprehensive needs assessment and developed a care plan.
- 4.4.16.2 Transition of Care Requirements for Pregnant Women

- 4.4.16.2.1 In the event a Member entering the CONTRACTOR's MCO is in her second or third trimester of pregnancy and is receiving medically necessary covered prenatal care services prior to enrollment in the CONTRACTOR's MCO, the CONTRACTOR shall be responsible for providing continued access to the prenatal care provider (whether Contract or Non-Contract Provider) through the postpartum period, without any form of prior approval.
- 4.4.16.2.2 In the event a Member entering the CONTRACTOR's MCO is in her first trimester of pregnancy and is receiving medically necessary covered prenatal care services the day before enrollment, the CONTRACTOR shall be responsible for the costs of continuation of such medically necessary prenatal care services, including prenatal care and delivery without any form of prior approval and without regard to whether such services are being provided by a Contract or Non-Contract Provider.
- 4.4.16.2.3 If the Member is receiving services from a Contract Provider, the CONTRACTOR shall be responsible for the costs of continuation of medically necessary covered prenatal services from that provider, without any form of prior approval, through the postpartum period.
- 4.4.16.2.4 If the Member is receiving services from a Non-Contract Provider, the CONTRACTOR shall be responsible for the costs of continuation of medically necessary covered prenatal services, without any form of prior approval, until such time as the CONTRACTOR can reasonably transfer the Member to a Contract Provider without impeding service delivery that might be harmful to the Member's health in accordance with this Section [4.4.16.2].

4.4.17 Transfer from the Health Insurance Exchange

- 4.4.17.1 The CONTRACTOR must minimize disruption of care and ensure uninterrupted access to Medically Necessary Services for individuals transitioning between Medicaid and Qualified Health Plan coverage on the Health Insurance Exchange.
- 4.4.17.2 At a minimum, the CONTRACTOR shall establish transition guidelines for the following individuals:
 - 4.4.17.2.1 Pregnant women;
 - 4.4.17.2.2 Individuals with significant health care needs or complex medical conditions;
 - 4.4.17.2.3 Individuals receiving ongoing services or who are hospitalized at the time of transition; and

4.4.17.2.4 Individuals who received prior authorization for services from its Qualified Health Plan.

4.4.17.3 The CONTRACTOR is expected to coordinate services and provide phase-in and phase-out time periods for each of these individuals, and to maintain written policies, procedures and documentation to address coverage transitions.

4.5 Benefits/Service Requirements and Limitations

4.5.1 General

4.5.1.1 The CONTRACTOR shall provide and coordinate comprehensive and integrated health care benefits to each enrolled Member and shall cover the physical health, Behavioral Health and Long-Term Care services outlined in Attachment [2].

4.5.1.2 If the CONTRACTOR is unable to provide Covered Services to a particular Member using Contract Providers, the CONTRACTOR shall adequately and timely cover these services for that Member using Non-Contract Providers, for as long as the CONTRACTOR's provider network is unable to provide them. At such time that the required services become available within the CONTRACTOR's network and the Member can be safely transferred, the CONTRACTOR may transfer the Member to an appropriate Contract Provider according to a transition of care plan developed specifically for the Member.

4.5.2 Medically Necessary Services

4.5.2.1 The CONTRACTOR shall provide Medically Necessary Services consistent with the following:

4.5.2.1.1 A determination that a health care service is medically necessary does not mean that the health care service is a Covered Service; such determination will be made by HSD or its designee;

4.5.2.1.2 The CONTRACTOR, in making the determination of medical necessity of Covered Services shall do so by: (i) evaluating individual physical and Behavioral Health information provided by qualified professionals who have personally evaluated the individual within their scope of practice, who have taken into consideration the individual's clinical history including the impact of previous treatment and service interventions and who have consulted with other qualified health care professionals with applicable specialty training, as appropriate; (ii) considering the views and choices of the individual or the individual's Representative regarding the proposed Covered Service as provided by the clinician or through independent verification of those views; and (iii) considering the services being provided concurrently by other service delivery systems;

- 4.5.2.1.3 Physical, Behavioral Health and Long-Term Care services shall not be denied solely because the Member has poor prognosis. Medically Necessary Services may not be arbitrarily denied or reduced in amount, duration or scope to an otherwise eligible individual solely because of the diagnosis, type of illness or condition;
- 4.5.2.1.4 Decisions regarding benefit coverage for Members under age twenty-one (21) shall be governed by EPSDT coverage rules to the extent they are applicable; and
- 4.5.2.1.5 Services shall be available (24) hours, seven (7) days a week, when medically necessary.

4.5.3 Anti-Gag Requirement

- 4.5.3.1 The CONTRACTOR shall not prohibit or otherwise restrict a provider, if the provider is acting within the lawful scope of practice, from advising or advocating for a Member who is a patient of the provider in the following areas:
 - 4.5.3.1.1 The Member's health status, medical care or treatment for the individual's condition of disease including any alternative treatment that may be self-administered, regardless of whether such care or treatment are Covered Services;
 - 4.5.3.1.2 Any information the Member needs in order to decide among relevant treatment options;
 - 4.5.3.1.3 The risks, benefits and consequences of treatment or non-treatment; or
 - 4.5.3.1.4 The Member's right to participate in decisions regarding his or her health care, including the right to refuse treatment, and to express preferences about future treatment decisions.
- 4.5.3.2 This subsection, however, shall not be construed as requiring the CONTRACTOR to provide or reimburse any service if the CONTRACTOR:
 - 4.5.3.2.1 Objects to the provision of a counseling or referral service on moral or religious grounds, provided that the CONTRACTOR notifies Members and HSD as required by this Agreement;
 - 4.5.3.2.2 Through written policies and procedures, the CONTRACTOR makes available information on its policies and procedures regarding such service to prospective Members before enrollment and to Members at least thirty (30) Calendar Days prior to the date the CONTRACTOR adopts a change in policy regarding such a counseling or referral service;
 - 4.5.3.2.3 Notifies HSD within ten (10) Business Days after the effective date of this Agreement of its current policies and procedures regarding

CONTRACTOR's objection to providing such counseling or referral services based on moral or religious grounds, or within fifteen (15) Calendar Days after CONTRACTOR adopts a change in policy regarding such counseling or referral services;

4.5.3.2.4 Can demonstrate that the service in question is not included in the Covered Services; or

4.5.3.2.5 Determines that the recommended service is not a Medically Necessary Service.

4.5.4 Emergency and Post-Stabilization Services

4.5.4.1 Emergency Services shall be available to Members twenty-four (24) hours-a-day, seven (7) days-a-week.

4.5.4.2 The CONTRACTOR shall review and approve or disapprove Claims for Emergency Services based on the definition of Emergency Medical Condition specified in Section [2] of this Agreement. The CONTRACTOR shall base coverage decisions for Emergency Services on the severity of symptoms at the time of presentation and shall cover Emergency Services when the presenting symptoms are of sufficient severity to constitute an Emergency Medical Condition in the judgment of a prudent layperson. The CONTRACTOR shall not impose restrictions on the coverage of Emergency Services that are more restrictive than those permitted by the prudent layperson standard.

4.5.4.3 The CONTRACTOR shall have policies that address emergency and non-emergency use of services provided in an outpatient setting. Such policies and procedures shall include, among other things, the role of CSAs in crisis response for Members with SMI/SED.

4.5.4.4 The CONTRACTOR shall provide coverage for inpatient and outpatient Emergency Services, furnished by a qualified provider, regardless of whether the Member obtains the services from a Contract Provider, that are needed to evaluate or stabilize an Emergency Medical Condition that is found to exist using the prudent layperson standard. These services shall be provided without prior authorization in accordance with 42 C.F.R. § 438.114.

4.5.4.5 The CONTRACTOR shall not limit what constitutes an Emergency Medical Condition on the basis of lists of diagnoses or symptoms.

4.5.4.6 Post-Stabilization Services are Covered Services related to an Emergency Medical Condition that are provided after a Member is stabilized in order to maintain the stabilized condition or to improve or resolve the Member's condition, such that within reasonable medical probability, no material deterioration of the Member's condition is likely to result from or occur during discharge or post-discharge of the Member or transfer of the Member to another facility.

4.5.5 Birthing Options Program

The CONTRACTOR shall participate in HSD's Birthing Options Program, as operated at the time of execution of this Agreement or as directed by HSD during the term of this Agreement.

4.5.6 Advance Directives

4.5.6.1 The CONTRACTOR shall provide Members and/or their Representatives with written information on Advance Directives that includes a description of applicable State and federal law and regulation, the CONTRACTOR's policies respecting the implementation of the right to have an Advance Directive, and that complaints concerning noncompliance with Advance Directive requirements may be filed with HSD. The information must reflect changes in State law and regulation as soon as possible, but no later than ninety (90) Calendar Days after the effective date of such change.

4.5.6.2 The CONTRACTOR shall honor Advance Directives within its UM protocols.

4.5.6.3 The CONTRACTOR shall ensure that Members are offered the opportunity to prepare an Advance Directive and that, upon request, are provided assistance in the process.

4.5.6.4 The CONTRACTOR shall ensure that:

4.5.6.4.1 Written information is provided to Members and/or their Representatives concerning their rights to accept or refuse medical or surgical treatment and to formulate Advance Directives, and the CONTRACTOR's policies and procedures with respect to the implementation of such rights including a statement of any limitation regarding the implementation of Advance Directives as a matter of conscience;

4.5.6.4.2 Documentation exists in the Member's medical record and care plan, as applicable, whether or not the Member has executed an Advanced Directive;

4.5.6.4.3 Discrimination against Members is prohibited in the provision of care or in any other manner discriminating against a Member based on whether the Member has executed an Advance Directive;

4.5.6.4.4 The CONTRACTOR complies with requirements of federal and State statutes and regulations respecting Advance Directives; and

4.5.6.4.5 Education is provided for staff, Contract Providers, and the community on issues concerning Advance Directives.

4.5.7 Community Benefit

- 4.5.7.1 For Members meeting nursing facility level of care, the CONTRACTOR shall provide the Community Benefit, as determined appropriate based on the comprehensive needs assessment.
- 4.5.7.2 Members eligible for the Community Benefit will have the option to select either the Agency-Based Community Benefit or the Self-Directed Community Benefit.
 - 4.5.7.2.1 Members selecting the Agency-Based Community Benefit will have the option to select their personal care service provider.
 - 4.5.7.2.2 The Self-Directed Community Benefit is further described in Section [4.6] of this Agreement.
- 4.5.7.3 Members may not choose to move between the Agency-Based Community Benefit and the Self-Directed Community without prior approval from HSD.
- 4.5.7.4 The CONTRACTOR shall track each Member's Community Benefit and provide reports on such benefit in accordance with Section [4.21.7.4] of this Agreement.

4.5.8 Family Planning Services

- 4.5.8.1 Federal law prohibits restricting access to family planning services for Medicaid recipients. The CONTRACTOR shall implement written policies and procedures, previously approved by HSD, that define how Members are educated about their right to family planning services, freedom of choice (including access to Non-Contract Providers) and methods for accessing family planning services. The family planning policy shall ensure that Members of the appropriate age of both sexes who seek family planning services shall be provided with counseling pertaining to the following:
 - 4.5.8.1.1 HIV and other sexually transmitted diseases and risk reduction practices; and
 - 4.5.8.1.2 Birth control pills and devices (including Plan B).

4.5.9 Prenatal Care Program

- 4.5.9.1 The CONTRACTOR shall operate a proactive prenatal care program to promote early initiation and appropriate frequency of prenatal care consistent with the standards of the American College of Obstetrics and Gynecology.

4.5.10 Care Coordination

- 4.5.10.1 The CONTRACTOR shall provide care coordination services in accordance with Section [4.4] of this Agreement.

- 4.5.10.2 Section [7.2.9] of this Agreement details which care coordination services will be deemed medical expenses and which will be deemed administrative expenses in determining the CONTRACTOR's Medical Expense Ratio.

4.5.11 Copayment for Non-Emergency Use of the Emergency Room

- 4.5.11.1 The CONTRACTOR shall implement the provisions of NMSA 1978, § 27-2-12.16.
- 4.5.11.2 The CONTRACTOR may not deny services for a Member's failure to pay the copayment amount.
- 4.5.11.3 The CONTRACTOR shall not impose any copayments on Native Americans.
- 4.5.11.4 The CONTRACTOR shall not reduce payments to hospitals or emergency rooms for any Member non-emergent visits to the emergency room.

4.5.12 Copayment for Legend Drugs When a Generic Drug Is Available

- 4.5.12.1 The CONTRACTOR shall impose a three dollar (\$3.00) copayment on any prescription filled for a Member with a legend drug when a therapeutically equivalent generic drug is available. This copayment shall not apply to legend drugs that are classified as psychotropic drugs for the treatment of Behavioral Health conditions. The CONTRACTOR shall develop a copayment exception process, to be prior approved by HSD, for other legend drugs where such drugs are not tolerated by the Member.
- 4.5.12.2 The CONTRACTOR may not deny services for a Member's failure to pay the copayment amounts.
- 4.5.12.3 The CONTRACTOR shall not impose any copayments on Native Americans.

4.5.13 Second Opinions

Members or their Representatives shall have the right to seek a second opinion from a qualified health care professional within the CONTRACTOR's network, or the CONTRACTOR shall arrange for the Member to obtain a second opinion outside the network, at no cost to the Member. A second opinion may be requested, when the Member or the Member's Representative needs additional information regarding recommended treatment or believes the provider is not authorizing requested care.

4.6 **Self-Directed Community Benefit**

4.6.1 General

- 4.6.1.1 The CONTRACTOR shall offer the Self-Directed Community Benefit to Members who meet nursing facility level of care and are determined through a comprehensive needs assessment/reassessment to need the Community Benefit.

Self-direction in Centennial Care affords Members the opportunity to have choice and control over how Self-Directed Community Benefit services are provided, who provides the services and how much providers are paid for providing care in accordance with a range of rates per service established by HSD. A list of Self-Directed Community Benefit Services is included in Attachment [2].

- 4.6.1.2 The CONTRACTOR shall cooperate with the FMA in administering the Self-Directed Community Benefit.
- 4.6.1.3 Members who participate in the Self-Directed Community Benefit choose either to serve as the employer of record (“EOR”) of their providers or to designate an EOR/authorized agent to serve as the employer of record on his or her behalf. A Member who is an un-emancipated minor or under guardianship cannot serve as the employer of record and must have an EOR/authorized agent to assume the functions on his or her behalf.
- 4.6.1.4 A Member or his or her Representative may designate a person to provide support to the self-directed functions. Specifically, a Member/Representative may:
 - 4.6.1.4.1 Have the Member’s power of attorney assume the Self-Directed Community Benefit responsibilities on the Member’s behalf as the EOR; or
 - 4.6.1.4.2 Designate an authorized agent who does not have power of attorney but may interact, on the Member’s behalf, with the FMA, supports broker and care coordinator.
- 4.6.1.5 The EOR and authorized agent, if any, must be documented in the Member’s file. The care coordinator shall also include a copy of any EOR/authorized agent forms in the Member’s file and provide copies to the Member, the Member’s Representative and the FMA.

4.6.2 CONTRACTOR Responsibilities

- 4.6.2.1 The CONTRACTOR shall ensure that the Member and/or the Member’s Representative fully participate in developing and administering the Self-Directed Community Benefit and that sufficient supports are made available to assist Members who require assistance. In this capacity, the CONTRACTOR shall fulfill, at a minimum, the following tasks:
 - 4.6.2.1.1 Understand Member and employer of records roles and responsibilities;
 - 4.6.2.1.2 Identify resources outside the Centennial Care program, including natural and informal supports, that may assist in meeting the Member’s needs;
 - 4.6.2.1.3 Understand the array of the Self-Directed Community Benefit;

- 4.6.2.1.4 Develop a thoughtful and comprehensive budget to address the needs of the Member in accordance with the requirements stated in this Section [4.6] and the Member's Community Benefit;
 - 4.6.2.1.5 Conduct employer-related activities such as assisting a Member in identifying a designated EOR/authorized agent (as appropriate), finding and hiring employees and providers, and completing all documentation required by the FMA;
 - 4.6.2.1.6 Identify and resolve issues related to the implementation of the budget;
 - 4.6.2.1.7 Assist the Member with quality assurance activities to ensure implementation of the Member's budget for the Self-Directed Community Benefit and utilization of the authorized budget;
 - 4.6.2.1.8 Recognize and report Critical Incidents, including Abuse, neglect, exploitation, Emergency Services, law enforcement involvement, and environmental hazards;
 - 4.6.2.1.9 Facilitate resolution of any disputes regarding payment to providers for services rendered; and
 - 4.6.2.1.10 Monitor quality of services provided by providers.
- 4.6.2.2 The care coordinator shall work with the Member to determine the appropriate level of assistance necessary to recruit, interview and hire providers and provide the necessary assistance for successful program implementation.

4.6.3 Supports Broker Functions

- 4.6.3.1 The CONTRACTOR shall perform, or contract with a qualified vendor to perform, the supports broker functions for Members electing the Self-Directed Community Benefit. If the functions are subcontracted, the CONTRACTOR shall be responsible for ensuring that all applicable requirements are met. At a minimum, the CONTRACTOR (either directly or through a subcontractor) shall perform the following supports broker functions:
- 4.6.3.1.1 Educate Members on how to use self-directed supports and services and provide information on program changes or updates;
 - 4.6.3.1.2 Review, monitor and document progress of the Member's Self-Directed Community Benefit budget;
 - 4.6.3.1.3 Assist in managing budget expenditures and budget revisions;
 - 4.6.3.1.4 Assist with employer functions such as recruiting, hiring and supervising providers;

- 4.6.3.1.5 Assist with approving/processing job descriptions for direct supports;
 - 4.6.3.1.6 Assist with completing forms related to employees;
 - 4.6.3.1.7 Assist with approving timesheets and purchase orders or invoices for goods, obtaining quotes for services and goods as well as identifying and negotiating with vendors; and
 - 4.6.3.1.8 Assist with problem solving employee and vendor payment issues with the FMA and other relevant parties.
- 4.6.3.2 The CONTRACTOR shall have policies and procedures in place to ensure that supports brokers and care coordinators work in a collaborative manner and do not duplicate activities or functions.

4.6.4 FMA Training

- 4.6.4.1 The CONTRACTOR shall work in collaboration with other Centennial Care MCOs to provide education and training to the FMA and its staff regarding key requirements of this Agreement.
- 4.6.4.2 The CONTRACTOR shall conduct initial education and training to the FMA and its staff at least ninety (90) Calendar Days prior to Go-Live. This education and training shall include, but not be limited to, the following:
- 4.6.4.2.1 The role and responsibilities of the care coordinator, including, but not limited to, comprehensive needs assessment and care plan development, care plan implementation and monitoring processes, including the development and activation of a back-up plan for Members participating in the Self-Directed Community Benefit;
 - 4.6.4.2.2 The FMA's responsibilities for communicating with the CONTRACTOR, Members, EOR/authorized agents, providers and HSD, and the process by which to do this;
 - 4.6.4.2.3 Requirements and processes regarding referral to the FMA;
 - 4.6.4.2.4 Requirements and processes, including timeframes for authorization of the Self-Directed Community Benefit;
 - 4.6.4.2.5 Requirements and processes, including timeframes, for Claims submission and payment and coding requirements;
 - 4.6.4.2.6 Systems requirements and Health Information Exchange requirements;
 - 4.6.4.2.7 HIPAA compliance; and
 - 4.6.4.2.8 Centennial Care program quality requirements.

4.6.4.3 The CONTRACTOR shall provide ongoing FMA education, training and technical assistance as deemed necessary by the CONTRACTOR or HSD in order to ensure compliance with this Agreement.

4.6.4.4 The CONTRACTOR shall provide to the FMA, in electronic format (including but not limited to CD or access via a web link), a Member handbook and updates thereafter annually or any time material changes are made.

4.6.5 Self-Assessment

4.6.5.1 The CONTRACTOR shall obtain from the Member a signed statement regarding the Member's decision to participate in the Self-Directed Community Benefit. Such statement shall be in a form and manner prior approved by HSD.

4.6.5.2 The care coordinator shall provide the Member with a self-assessment instrument developed by HSD. The self-assessment instrument shall be completed by the Member with assistance from the Member's care coordinator as appropriate. The care coordinator shall file the completed self-assessment in the Member's file.

4.6.5.3 If, based on the results of the self-assessment, the care coordinator determines that a Member requires assistance to direct his or her services, the care coordinator shall inform the Member that he or she will need to designate either an EOR or an authorized agent to assume the self-direction functions on his or her behalf.

4.6.6 Back-up Plan

4.6.6.1 The supports broker shall assist the Member/EOR/authorized agent in developing a back-up plan for the Self-Directed Community Benefit that adequately identifies how the Member/EOR/authorized agent will address situations when a scheduled provider is not available or fails to show up as scheduled.

4.6.6.2 The CONTRACTOR shall file a copy of the back-up plan in the Member's file.

4.6.6.3 The Member's supports broker shall assess the adequacy of the Member's back-up plan on at least an annual basis and any time there are changes in the type, amount, duration, scope of the Self-Directed Community Benefit or the schedule at which such services are needed, changes in providers (when such providers also serve as a back-up to other providers) or changes in the availability of paid or unpaid back-up providers to deliver needed care.

4.6.7 Budget

4.6.7.1 The supports broker and Member shall work together to develop a budget for the Self-Directed Community Benefit services the Member is identified to need as a result of the comprehensive needs assessment.

- 4.6.7.2 The supports broker and Member shall refer to the range of rates specified by HSD in selecting payment rates for providers and vendors.
- 4.6.7.3 A Member shall have the flexibility to choose from the range of HSD specified rates for all Self-Directed Community Benefit services.
- 4.6.7.4 The CONTRACTOR shall evaluate the rates selected by the Member for Self-Directed Community Benefit services for reasonableness.
- 4.6.7.5 The budget for the Self-Directed Community Benefit services shall be based upon the Member's assessed needs. The Member shall have the flexibility to negotiate provider rates within the rate range and allocated budget.
- 4.6.7.6 The supports broker shall closely monitor the adequacy and appropriateness of the services and rates to determine the extent to which adjustments to the care plan will necessitate adjustments to the budget and that the Member does not exceed his or her budget.

4.6.8 Provider Qualifications

- 4.6.8.1 The FMA shall verify that potential providers meet all applicable qualifications prior to delivering services.
- 4.6.8.2 If a provider or employee is unable to pass a nationwide criminal history screening pursuant to NMSA 1978, 29-12-2 et seq. and/or is listed in the abuse registry as defined in NMSA 1978, 27-7a-1 et seq., that person may not be employed to provide any services under Centennial Care.
- 4.6.8.3 Members shall have the flexibility to hire persons with whom they have a close personal relationship to serve as a provider, such as a neighbor or a friend.
- 4.6.8.4 Following formal approval from the CONTRACTOR, legally responsible individuals (including parents) of minors, who must provide care to the minor, may serve as providers under extraordinary circumstances in order to assure the health and welfare of the minor and to avoid institutionalization. The CONTRACTOR shall make decisions regarding legal responsible individuals serving as providers for minors on a case by case basis.
- 4.6.8.5 Following formal approval from the CONTRACTOR, spouses of Members may serve as providers under extraordinary circumstances in order to assure the health and welfare of the Member and to avoid institutionalization. The CONTRACTOR shall provide such approval on a case by case basis.
- 4.6.8.6 Members shall have an employment agreement or vendor agreement, as appropriate, with each of their providers. The employment agreement/vendor agreement template shall be prescribed by HSD. Prior to a payment being made to a provider for Self-Directed Community Benefit Services, the FMA shall

ensure that (i) the provider meets all qualifications and (ii) an employment agreement/vendor agreement is signed between the EOR and the provider.

- 4.6.8.7 Employment agreements shall be updated anytime there is a change in any of the terms or conditions specified in the agreement. Employment agreements shall be signed by the new EOR when there is a change in EORs.
- 4.6.8.8 A copy of each employment agreement/vendor agreement shall be provided to the Member and/or EOR. The CONTRACTOR shall give a copy of the employment agreement/vendor agreement to the provider and shall maintain a copy for its files.
- 4.6.8.9 The FMA shall ensure that an employment agreement/vendor agreement is in place for each provider prior to the provider providing services.

4.6.9 Training

- 4.6.9.1 The CONTRACTOR shall require all Members electing to enroll in the Self-Directed Community Benefit and/or their EORs/authorized agents to receive relevant training. The supports broker shall be responsible for arranging for initial and ongoing training of Members/EORs/authorized agents.
- 4.6.9.2 At a minimum, self-direction training for Members and/or EORs/authorized agents shall address the following issues:
 - 4.6.9.2.1 Understanding the role of Members and EORs/authorized agents with the Self-Directed Community Benefit;
 - 4.6.9.2.2 Understanding the role of the supports broker and the FMA;
 - 4.6.9.2.3 Selecting providers;
 - 4.6.9.2.4 Critical Incident reporting;
 - 4.6.9.2.5 Abuse and neglect prevention and reporting;
 - 4.6.9.2.6 Being an employer, evaluating provider performance and managing providers;
 - 4.6.9.2.7 Fraud and Abuse prevention and reporting;
 - 4.6.9.2.8 Performing administrative tasks such as reviewing and approving electronically captured visit information; and
 - 4.6.9.2.9 Scheduling providers and back-up planning.
- 4.6.9.3 The CONTRACTOR shall arrange for ongoing training for Members and/or EORs/authorized agents upon request and/or if a supports broker, through monitoring, determines that additional training is warranted.

4.6.9.4 The CONTRACTOR shall arrange for initial and ongoing training of direct care providers (not vendors). At a minimum, training shall consist of the following required elements:

- 4.6.9.4.1 Overview of the Centennial Care program and the Self-Directed Community Benefit;
 - 4.6.9.4.2 Caring for elderly and disabled populations;
 - 4.6.9.4.3 Abuse and neglect identification and reporting;
 - 4.6.9.4.4 Fraud and Abuse prevention and reporting;
 - 4.6.9.4.5 CPR and first aid certification;
 - 4.6.9.4.6 Critical Incident reporting;
 - 4.6.9.4.7 Submission of required documentation and withholdings; and
 - 4.6.9.4.8 As appropriate, administration of self-directed health care task(s).
- 4.6.9.5 The supports broker shall assist the Member/EOR in determining to what extent the Member/EOR shall be involved in the above-specified training. The Member/EOR shall provide additional training to the provider regarding individualized service needs and preference.
- 4.6.9.6 The CONTRACTOR shall verify that providers have successfully completed all required training prior to service initiation and payment for services.
- 4.6.9.7 Additional training and refresher components may be provided to a provider to address issues identified by the supports broker, Member and/or the EOR/authorized agent or at the request of the provider.

4.6.10 Monitoring

- 4.6.10.1 The care coordinator shall monitor the quality of service delivery and the health, safety and welfare of Members participating in the Self-Directed Community Benefit.
- 4.6.10.2 The care coordinator shall monitor implementation of the back-up plan by the Member or his or her EOR/authorized agent.
- 4.6.10.3 The care coordinator shall monitor a Member's participation in the Self-Directed Community Benefit to determine, at a minimum, the success and the viability of the service delivery model for the Member. The care coordinator shall note any patterns, such as frequent turnover of EORs/authorized agents that may warrant intervention by the care coordinator. If problems are identified, a care coordinator should also ask a Member to complete a self-

assessment to determine what additional supports, if any (such as designating an EOR or authorized agent), could be made available to assist the Member.

4.6.10.4 The CONTRACTOR shall adhere to all State requirements for Critical Incident identification, reporting and investigation.

4.6.11 Termination from the Self-Directed Community Benefit

4.6.11.1 The CONTRACTOR may involuntarily terminate a Member from the Self-Directed Community Benefit under any of the following circumstances:

4.6.11.1.1 The Member refuses to follow HSD rules and regulations after receiving focused technical assistance on multiple occasions, support from the care coordinator or FMA, which is supported by documentation of the efforts to assist the Member;

4.6.11.1.2 There is an immediate risk to the Member's health or safety by continued self-direction of services, i.e., the Member is in imminent risk of death or serious bodily injury. Examples include but are not limited to the following: the Member (i) refuses to include and maintain services in his or her care plan that would address health and safety issues identified in his or her comprehensive needs assessment or challenges the assessment after repeated and focused technical assistance and support from program staff, care coordination or FMA, (ii) is experiencing significant health or safety needs and, refuses to incorporate the care coordinator's recommendations into his or her care plan, or (iii) exhibits behaviors that endanger him/her or others;

4.6.11.1.3 The Member misuses his or her Self-Directed Community Benefit budget following repeated and focused technical assistance and support from the care coordinator and/or FMA, which is supported by documentation; or

4.6.11.1.4 The Member commits Medicaid Fraud.

4.6.11.2 The CONTRACTOR shall submit to HSD any requests to terminate a Member from the Self-Directed Community Benefit with sufficient documentation regarding the rationale for termination.

4.6.11.3 Upon HSD approval, the CONTRACTOR shall notify the Member regarding termination in accordance with HSD rules and regulations. The Member shall have the right to Appeal the determination by requesting a Fair Hearing.

4.6.11.4 The CONTRACTOR shall facilitate a seamless transition from the Self-Directed Community Benefit to ensure there are no interruptions or gaps in services.

- 4.6.11.5 Involuntary termination of a Member from the Self-Directed Community Benefit shall not affect a Member's eligibility for Covered Services or enrollment in Centennial Care.
- 4.6.11.6 The CONTRACTOR shall notify the FMA within one (1) Business Day of processing the outbound enrollment file when a Member is involuntarily terminated from the Self-Directed Community Benefit and when a Member is disenrolled from Centennial Care. The notification should include the effective date of termination and/or disenrollment, as applicable.
- 4.6.11.7 Members who have been involuntarily withdrawn may request to be reinstated in the Self-Directed Community Benefit. Such request may not be made more than once in a calendar year. The care coordinator shall work with the FMA to ensure that the issues previously identified as reasons for withdrawal have been adequately addressed prior to reinstatement. All Members shall be required to participate in Self-Directed Community Benefit training programs prior to reinstatement in the Self-Directed Community Benefit.

4.6.12 Claims Submission and Payment

- 4.6.12.1 Members shall review and approve timesheets of their providers to determine accuracy and appropriateness.
- 4.6.12.2 No Self-Directed Community Benefit provider shall exceed forty (40) hours paid work in a consecutive seven (7) Calendar Day period.
- 4.6.12.3 Timesheets must be submitted and processed on a two (2) week pay schedule according to HSD's prescribed payroll payment schedule.
- 4.6.12.4 The FMA shall be responsible for processing payments for approved Centennial Care services and goods.
- 4.6.12.5 The CONTRACTOR shall reimburse the FMA for authorized Self-Directed Community Benefit services provided by providers at the appropriate rate for the self-directed HCBS, which includes applicable payroll taxes.

4.7 **Value Added Services**

- 4.7.1 The CONTRACTOR may offer its Members Value Added Services that are not Covered Services.
- 4.7.2 Value Added Services shall be approved in writing by HSD to supplement the Covered Services provided to such Members.
- 4.7.3 The cost of Value Added Services will not be included when HSD determines the payment rate. All Value Added Services shall be identifiable and measurable through the use of unique payment and/or processing codes, approved by HSD.

- 4.7.4 Value Added Services are not Medicaid-funded services; therefore, there is no Appeal and no Fair Hearing rights. A denial of a Value Added Service will not be considered an Action for purposes of Grievances and Appeals. The CONTRACTOR shall send the Member a notification letter if the Value Added Service is not approved.
- 4.7.5 The CONTRACTOR shall provide Value Added Service reports to HSD in a format and frequency determined by HSD in accordance with Section [4.21.6.2] of this Agreement.

4.8 Provider Network

4.8.1 General Requirements

- 4.8.1.1 The CONTRACTOR shall comply with the requirements specified in 42 CFR §438.207(c), §438.214 and all applicable State requirements regarding provider networks. The CONTRACTOR shall have policies and procedures that reflect these requirements. The CONTRACTOR shall also:
- 4.8.1.1.1 Establish and maintain a comprehensive network of providers capable of serving all Members who enroll in the CONTRACTOR's MCO;
 - 4.8.1.1.2 Pursuant to section 1932(b)(7) of the Social Security Act, not discriminate against providers that serve high-risk populations or specialize in conditions that require costly treatment;
 - 4.8.1.1.3 Not discriminate with respect to participation, reimbursement, or indemnification of any provider acting within the scope of that provider's license or certification under applicable State law solely on the basis of the provider's license or certification;
 - 4.8.1.1.4 Upon declining to include individual or groups of providers in its network, give the affected providers written notice of the reason for its decision;
 - 4.8.1.1.5 Be allowed to negotiate different reimbursement amounts for different specialties or for different practitioners in the same specialty;
 - 4.8.1.1.6 Be allowed to establish measures that are designed to maintain quality of services and control of costs and are consistent with its responsibility to Members; and
 - 4.8.1.1.7 Not make payment to any provider who has been barred from participation based on existing Medicare, Medicaid or SCHIP sanctions, except for Emergency Services.
- 4.8.1.2 The CONTRACTOR shall submit a Provider Network Development and Management Plan as required in Section [4.21.5.1.5] of this Agreement.
- 4.8.1.3 The CONTRACTOR must submit a provider suspension/termination report in accordance with the requirements in Section [4.21.5.1.6] of this Agreement.

4.8.2 Required Policies and Procedures

The CONTRACTOR shall:

- 4.8.2.1 Maintain written policies and procedures on provider recruitment, retention, and termination of Contract Provider participation with the CONTRACTOR. HSD must approve these policies and procedures and may review them upon demand. The recruitment policies and procedures shall describe how a CONTRACTOR responds to a change in the network that affects access and its ability to deliver services in a timely manner;
- 4.8.2.2 Require that each provider either billing for or rendering services to Members has a unique identifier in accordance with the provisions of section 1173(b) of the Social Security Act;
- 4.8.2.3 Require that any provider, including providers ordering or referring a Covered Service, have a National Provider Identifier (NPI), to the extent such provider is not an atypical provider as defined by CMS;
- 4.8.2.4 Consider, in establishing and maintaining the network of appropriate providers, its:
 - 4.8.2.4.1 Anticipated enrollment;
 - 4.8.2.4.2 Expected utilization of services, taking into consideration the characteristics and health care needs of specific populations represented in the CONTRACTOR's population;
 - 4.8.2.4.3 Numbers and types (in terms of training, experience, and specialization) of providers required to furnish Covered Services;
 - 4.8.2.4.4 Numbers of Contract Providers who are not accepting new patients; and
 - 4.8.2.4.5 Geographic location of Contract Providers and Members, considering distance, travel time, the means of transportation ordinarily used by Members; and whether the location provides physical access for Members with disabilities;
- 4.8.2.5 Ensure that Contract Providers offer hours of operation that are no less than the hours of operation offered to commercial enrollees;
- 4.8.2.6 Establish mechanisms such as notices or training materials to ensure that Contract Providers comply with the timely access requirements, monitor such compliance regularly, and take corrective action if there is a failure to comply;
- 4.8.2.7 Conduct screening of all subcontractors and Contract Providers in accordance with the Employee Abuse Registry Act, NMSA 1978 § 27-7A-3, the New Mexico Caregivers Criminal History Screening Act, NMSA 1978, 29-17-2 et

seq. and NMAC 7.1.9, the New Mexico Children's and Juvenile Facility Criminal Records Screening Act, NMSA 1978, §§ 32A-15-1 to 32A-15-4, PPACA (see Section [4.17.1.7] of this Agreement) and ensure that all subcontracts and Contract Providers are screened against the New Mexico "List of Excluded Individuals/Entities" and the Medicare exclusion databases;

- 4.8.2.8 Provide to Members and Contract Providers clear instructions on how to access Covered Services, including those that require prior approval and referral;
- 4.8.2.9 Meet all availability, time and distance standards set by HSD and have a system to track and report this data; and
- 4.8.2.10 Provide access to Non-Contract Providers if the CONTRACTOR is unable to provide Medically Necessary Services covered under this Agreement in an adequate and timely manner to a Member and continue to authorize the use of Non-Contract Providers for as long as the CONTRACTOR is unable to provide these services through Contract Providers. The CONTRACTOR must ensure that the cost to the Member is no greater than it would be if the services were provided within the CONTRACTOR's network.

4.8.3 CONTRACTOR Responsibility for Providers

The CONTRACTOR shall monitor all provider activities to ensure compliance with the CONTRACTOR's and the State's policies. The CONTRACTOR shall establish mechanisms to ensure that Contract Providers comply with the timely access requirements, monitor Contract Providers regularly to determine compliance and take corrective action if there is a failure to comply. The CONTRACTOR shall educate PCPs about special populations and their service needs. The CONTRACTOR shall ensure that PCPs successfully identify and refer Members to specialty providers as Medically Necessary.

4.8.4 The Primary Care Provider (PCP)

- 4.8.4.1 With the exception of Dual Eligibles, the CONTRACTOR shall ensure that each Member is assigned a PCP. For Dual Eligibles, the CONTRACTOR will be responsible for coordinating the primary, acute, Behavioral Health and Long-Term Care services with the Member's Medicare PCP. For all other Members, the PCP shall be a medical or Behavioral Health provider participating with the CONTRACTOR who has the responsibility for supervising, coordinating, and providing primary health care to Members, initiating referrals for specialist care, and maintaining the continuity of the Member's care. The CONTRACTOR is prohibited from excluding providers as primary care providers based on the proportion of high-risk patients in their caseloads.
- 4.8.4.2 The CONTRACTOR may designate the following types of providers as PCPs, as appropriate:

- 4.8.4.2.1 Medical doctors or doctors of osteopathic medicine with the following specialties: general practice, family practice, internal medicine, gerontology, obstetrics, gynecology and pediatrics;
 - 4.8.4.2.2 Certified nurse practitioners, certified nurse midwives and physician assistants;
 - 4.8.4.2.3 Specialists, on an individualized basis, for Members whose care is more appropriately managed by a specialist, such as Members with infectious diseases, chronic illness, complex Behavioral Health conditions, or disabilities;
 - 4.8.4.2.4 Primary care teams consisting of residents and a supervising faculty physician for contracts with teaching facilities or teams that include certified mid-level practitioners who, at the Member's request, may serve as the point of first contact; in both instances, the CONTRACTOR shall organize its team to ensure continuity of care to Members and shall identify a "lead physician" within the team for each Member; the "lead physician" shall be an attending physician (medical students, interns and residents may not serve as "lead physician");
 - 4.8.4.2.5 FQHCs, RHCs or I/T/Us; or
 - 4.8.4.2.6 Other providers that meet the credentialing requirements for PCPs.
- 4.8.4.3 The CONTRACTOR shall submit a PCP Report as described in Section [4.21.5.1.3] of this Agreement.

4.8.5 Primary Care Responsibilities

- 4.8.5.1 The CONTRACTOR shall ensure that the following primary care responsibilities are met by the PCP, or in another manner:
- 4.8.5.1.1 The PCP shall ensure coordination and continuity of care with providers, including all Behavioral Health and Long-Term Care providers, according to the CONTRACTOR's policy; and
 - 4.8.5.1.2 The PCP shall ensure that the Member receives appropriate prevention services for the Member's age group.
- 4.8.5.2 The PCP shall refer a Member for Behavioral Services based on the following indicators:
- 4.8.5.2.1 Suicidal/homicidal ideation or behavior;
 - 4.8.5.2.2 At-risk of hospitalization due to a Behavioral Health condition;

- 4.8.5.2.3 Children or adolescents at imminent risk of out-of-home placement in a psychiatric acute care hospital or residential treatment facility;
- 4.8.5.2.4 Trauma victims;
- 4.8.5.2.5 Serious threat of physical or sexual abuse or risk to life or health due to impaired mental status and judgment, mental retardation, or other developmental disabilities;
- 4.8.5.2.6 Request by Member or Representative for Behavioral Health services;
- 4.8.5.2.7 Clinical status that suggests the need for Behavioral Health services;
- 4.8.5.2.8 Identified psychosocial stressors and precipitants;
- 4.8.5.2.9 Treatment compliance complicated by behavioral characteristics;
- 4.8.5.2.10 Behavioral and psychiatric factors influencing medical condition;
- 4.8.5.2.11 Victims or perpetrators of Abuse and/or neglect and Members suspected of being subject to Abuse and/or neglect;
- 4.8.5.2.12 Non-medical management of substance abuse;
- 4.8.5.2.13 Follow-up to medical detoxification;
- 4.8.5.2.14 An initial PCP contact or routine physical examination indicates a substance abuse problem;
- 4.8.5.2.15 A prenatal visit indicates substance abuse problems;
- 4.8.5.2.16 Positive response to questions indicates substance abuse, observation of clinical indicators or laboratory values that indicate substance abuse;
- 4.8.5.2.17 A pattern of inappropriate use of medical, surgical, trauma or emergency room services that could be related to substance abuse or other Behavioral Health conditions; and/or
- 4.8.5.2.18 The persistence of serious functional impairment.

4.8.6 Selection of or Assignment to a PCP

The CONTRACTOR shall maintain and implement written policies and procedures governing the process of Member selection of a PCP and requests for change.

- 4.8.6.1 *Initial Enrollment.* At the time of enrollment, the CONTRACTOR shall ensure that each Member has the freedom to choose a PCP within a reasonable distance from the Member's place of residence. The process whereby a CONTRACTOR assigns Members to PCPs shall include at least the following features:

- 4.8.6.1.1 The CONTRACTOR shall provide the means for selecting a PCP within five (5) Business Days of processing the enrollment file;
 - 4.8.6.1.2 The CONTRACTOR shall contact pregnant Members within five (5) Business Days of processing an enrollment file that designates the Member as pregnant to assist the Member in selecting a PCP;
 - 4.8.6.1.3 The CONTRACTOR shall offer freedom of choice to Members in making a PCP selection;
 - 4.8.6.1.4 If a Member does not select a PCP within fifteen (15) Calendar Days of enrollment, the CONTRACTOR shall make the assignment and notify the Member in writing of his or her PCP's name, location, and office telephone number, while providing the Member with an opportunity to select a different PCP if the Member is dissatisfied with the assignment; and
 - 4.8.6.1.5 The CONTRACTOR shall assign a PCP based on factors such as Member age, residence, and if known, current provider relationships.
- 4.8.6.2 *Subsequent Change in PCP Initiated by Member.* The CONTRACTOR shall allow Members to change PCPs at any time, for any reason. The request can be made in writing or by telephone. If a request is made on or before the twentieth (20th) Calendar Day of a month, the change shall be effective as of the first of the following month. If a request is made after the twentieth (20th) Calendar Day of the month, the change shall be effective the first (1st) Calendar Day of the second (2nd) month following the request.
- 4.8.6.3 *Subsequent Change in PCP Initiated by the CONTRACTOR.* The CONTRACTOR may initiate a PCP change for a Member under the following circumstances:
- 4.8.6.3.1 The Member and the CONTRACTOR agree that assignment to a different PCP in the CONTRACTOR's provider network is in the Member's best interest, based on the Member's medical condition;
 - 4.8.6.3.2 A Member's PCP ceases to be a Contract Provider;
 - 4.8.6.3.3 A Member's behavior toward the PCP is such that it is not feasible to safely or prudently provide medical care, and the PCP has made reasonable efforts to accommodate the Member;
 - 4.8.6.3.4 A Member has initiated legal actions against the PCP; or
 - 4.8.6.3.5 The PCP is suspended for any reason.
- 4.8.6.4 The CONTRACTOR shall make a good faith effort to give written notice of termination of a Contracted Provider, within fifteen (15) Calendar Days after

receipt or issuance of the termination notice, to each Member who received his or her primary care from, or was seen on a regular basis by, the terminated provider. In such instances, the CONTRACTOR shall allow affected Members to select a PCP or shall make an assignment within fifteen (15) Calendar Days of the termination effective date.

4.8.7 Access to Services

The CONTRACTOR shall have an adequate provider network to ensure access to quality care, and the CONTRACTOR shall demonstrate that its network is sufficient to meet the health care needs of all Members. Changes affecting access to care shall be communicated to HSD and remedied by the CONTRACTOR in an expeditious manner.

4.8.7.1 The CONTRACTOR shall have written policies and procedures describing how Members and Contract Providers access services including prior authorization and referral requirements for various types of medical and surgical treatments, emergency room services, Behavioral Health and Long-Term Care services. The policies and procedures must be approved by HSD and shall be made available in an accessible format upon request, to HSD, providers and Members.

4.8.7.2 The CONTRACTOR shall submit a *Network Adequacy Report* as described in Section [4.21.5.1.1] of this Agreement.

4.8.7.3 Provider to Member Ratios

4.8.7.3.1 The CONTRACTOR shall ensure that Member caseload of any PCP does not exceed two-thousand (2,000) Members across MCOs. Exception to this limit may be made with HSD's prior written consent.

4.8.7.3.2 HSD shall not establish specific specialist to Member ratios. The CONTRACTOR must ensure that Members have adequate access to specialty providers.

4.8.7.4 Distance Requirements for PCPs and Pharmacies

4.8.7.4.1 Ninety percent (90%) of Urban Members shall travel no farther than thirty (30) miles.

4.8.7.4.2 Ninety percent (90%) of Rural Members shall travel no farther than forty-five (45) miles.

4.8.7.4.3 Ninety percent (90%) of Frontier Members shall travel no farther than sixty (60) miles.

4.8.7.5 The CONTRACTOR shall ensure that the following appointment standards are met:

- 4.8.7.5.1 For routine, asymptomatic, Member-initiated, outpatient appointments for primary medical care, the request-to-appointment time shall be no more than thirty (30) Calendar Days, unless the Member requests a later time;
- 4.8.7.5.2 For routine asymptomatic Member-initiated dental appointments, the request to appointment time shall be no more than sixty (60) Calendar Days unless the Member requests a later date;
- 4.8.7.5.3 For routine, symptomatic, Member-initiated, outpatient appointments for non-urgent primary medical and dental care, the request-to-appointment time shall be no more than fourteen (14) Calendar Days, unless the Member requests a later time;
- 4.8.7.5.4 For non-urgent Behavioral Health care, the request-to-appointment time shall be no more than fourteen (14) Calendar Days, unless the Member requests a later time;
- 4.8.7.5.5 Primary medical, dental and Behavioral Health care outpatient appointments for urgent conditions shall be available within twenty-four (24) hours;
- 4.8.7.5.6 For specialty outpatient referral and consultation appointments, excluding Behavioral Health, the request-to-appointment time shall generally be consistent with the clinical urgency, but no more than twenty-one (21) Calendar Days, unless the Member requests a later time;
- 4.8.7.5.7 For routine outpatient diagnostic laboratory, diagnostic imaging and other testing appointments, the request-to-appointment time shall be consistent with the clinical urgency, but no more than fourteen (14) Calendar Days, unless the Member requests a later time;
- 4.8.7.5.8 For outpatient diagnostic laboratory, diagnostic imaging and other testing, if a “walk-in” rather than an appointment system is used, the Member wait time shall be consistent with severity of the clinical need;
- 4.8.7.5.9 For urgent outpatient diagnostic laboratory, diagnostic imaging and other testing, appointment availability shall be consistent with the clinical urgency, but no longer than forty-eight (48) hours;
- 4.8.7.5.10 The in-person prescription fill time (ready for pickup) shall be no longer than forty (40) minutes. A prescription phoned in by a practitioner shall be filled within ninety (90) minutes;
- 4.8.7.5.11 The timing of scheduled follow-up outpatient visits with practitioners shall be consistent with the clinical need; and
- 4.8.7.5.12 For Behavioral Health crisis services, face-to-face appointments shall be available within two (2) hours.

4.8.8 Specialty Providers

The CONTRACTOR shall contract with a sufficient number of specialists with the applicable range of expertise to ensure that the needs of the Members are met within the CONTRACTOR's provider network. The CONTRACTOR shall also have a system to refer Members to Non-Contract Providers if providers with the necessary qualifications or certifications do not participate in the network. Out-of-network providers must coordinate with the CONTRACTOR with respect to payment. The CONTRACTOR must ensure that cost to the Member is no greater than it would be if the services were furnished within the network.

4.8.9 Publicly Supported Providers

4.8.9.1 Federally Qualified Health Centers and Rural Health Clinics

4.8.9.1.1 The CONTRACTOR shall make best efforts to contract with every FQHC and RHC in the State. At least one (1) FQHC shall be an FQHC that specializes in providing health care for the homeless in Bernalillo County. At least one (1) FQHC shall be an Urban Indian FQHC in Bernalillo County.

4.8.9.1.2 The CONTRACTOR shall allow its Members to seek care from Non-Contract Provider FQHCs and RHCs.

4.8.9.1.3 The CONTRACTOR shall reimburse FQHCs and RHCs as specified in Section [4.10.2.1] of this Agreement.

4.8.9.2 Local Department of Health Offices

4.8.9.2.1 The CONTRACTOR shall make best efforts to contract with public health providers for family planning services and other clinical preventive services not otherwise available in the community such as prenatal care or perinatal case management and those defined as public health services under State law, NMSA 1978, §§ 24-1-1 et. seq.

4.8.9.2.2 The CONTRACTOR shall make best efforts to contract with local and district public health offices for family planning services.

4.8.9.2.3 The CONTRACTOR may contract with local and district health offices for other clinical preventive services not otherwise available in the community, such as prenatal care or prenatal case management.

4.8.9.2.4 The CONTRACTOR may require PCPs to contract with the Vaccines for Children (VFC) program administered by the New Mexico Department of Health.

4.8.9.3 Children's Medical Services

The CONTRACTOR shall make best efforts to contract with Children's Medical Services to administer Outreach clinics at sites throughout the State.

4.8.10 Core Services Agencies (CSA)

4.8.10.1 The CONTRACTOR shall make best efforts to contract with entities designated by the State as CSAs to manage much of the service delivery of Behavioral Health services as well as provide prevention, early intervention, treatment and recovery services related to Behavioral Health for Members. The CONTRACTOR may terminate an arrangement with a CSA for cause with prior notice to HSD and the Collaborative.

4.8.10.2 The CONTRACTOR, in collaboration with the other Centennial Care MCOs, may designate additional entities as CSAs with the Collaborative's approval. After two (2) years from Go-Live, the CONTRACTOR, together with the other Centennial Care MCOs, may collectively determine whether to change the number and/or make-up of designated CSAs and provide notice of such designation to HSD and the Collaborative.

4.8.10.3 Specifically, CSAs shall provide:

4.8.10.3.1 Twenty (24) hours-a-day seven (7) days-a-week crisis intervention;

4.8.10.3.2 Behavioral Health services to those Members who choose CSAs as their provider;

4.8.10.3.3 Access to psychiatric evaluations;

4.8.10.3.4 Access to medication management;

4.8.10.3.5 Behavioral Health out-of-home assessment and service planning;

4.8.10.3.6 Care coordination to Members with SMI and/or SED;

4.8.10.3.7 Access to a range of other clinical Behavioral Health services; and

4.8.10.3.8 Access to comprehensive community support services ("CCSS").

4.8.11 I/T/Us

4.8.11.1 The CONTRACTOR shall make best efforts to contract with all I/T/Us in the State, including, but not limited to, transportation and case management I/T/Us.

4.8.11.2 The CONTRACTOR shall allow Members to seek care from any I/T/U whether or not the I/T/U is a Contract Provider and shall reimburse I/T/Us as specified in Section [4.10.2.2] of this Agreement.

4.8.11.3 The CONTRACTOR shall not prevent Members from seeking care from I/T/Us or from Contract Providers due to their status as Native Americans.

4.8.11.4 The CONTRACTOR shall track and report quarterly to HSD reimbursement and utilization data related to I/T/Us.

4.8.12 Family Planning Providers

4.8.12.1 The CONTRACTOR shall give each adolescent and Adult Member the opportunity to use his or her own PCP or go to any family planning provider for family planning services without requiring a referral. Each female Member shall also have the right to self-refer to a Contract Provider women's health specialist for Covered Services necessary to provide women's routine and preventive health care services. This right to self-refer is in addition to the Member's designated source of primary care if that source is not a women's health specialist. Family planning providers, including those funded by Title X of the Public Health Service Act, shall be reimbursed by the CONTRACTOR for all family planning services that are Covered Services, regardless of whether they are providers for Centennial Care. Unless otherwise negotiated, the CONTRACTOR shall reimburse providers of family planning services pursuant to the Medicaid fee schedule.

4.8.12.2 Pursuant to State law and regulation, Non-Contract Providers are responsible for keeping family planning information confidential in favor of the individual Member even if the Member is a minor. The CONTRACTOR is not responsible for the confidentiality of medical records maintained by Non-Contract Providers.

4.8.12.3 The CONTRACTOR is not under any HSD-initiated obligation to reimburse family planning Non-Contract Providers for non-emergent family planning services.

4.8.13 Other Provider Types

The CONTRACTOR shall make best efforts to contract with additional provider types, including but not limited to:

4.8.13.1 SBHC providers pursuant to New Mexico regulations;

4.8.13.2 State operated long-term care facilities; and

4.8.13.3 Supports brokers to assist with administering the Self-Directed Community Benefit.

4.8.14 Standards for Credentialing and Recredentialing

4.8.14.1 The CONTRACTOR shall document the mechanism for credentialing and recredentialing of Contract Providers or providers it employs to treat Members

outside of the inpatient setting and who fall under its scope of authority and action. This documentation shall include, but not be limited to, defining the scope of providers covered, the criteria and the primary source verification of information used to meet the criteria, the process used to make decisions that shall not be discriminatory and the extent of delegated credentialing and recredentialing arrangements. The CONTRACTOR shall:

- 4.8.14.1.1 Have written policies and procedures for the credentialing and recredentialing process. Such process must permit providers to apply for credentialing and recredentialing online;
- 4.8.14.1.2 Meet NCQA standards and State and federal regulations for credentialing and recredentialing, including 42 C.F.R. §§ 455.104, 455.105, 455.106 and 1002.3(b);
- 4.8.14.1.3 Use one standard credentialing form developed by the Provider Workgroup and collaborate with the other MCOs to develop other standard forms used for credentialing and recredentialing;
- 4.8.14.1.4 Collaborate with the other MCOs to define and use the same NCQA approved primary source verification sources;
- 4.8.14.1.5 Use one entity for primary source verification and collection and storage of provider credentialing/recredentialing application information, unless a more cost effective alternative is prior approved by HSD;
- 4.8.14.1.6 Designate a credentialing committee or other peer review body to make recommendations regarding credentialing/recredentialing issues;
- 4.8.14.1.7 Participate and collaborate with any statewide initiatives to standardize the credentialing/recredentialing process;
- 4.8.14.1.8 Complete the credentialing process within forty-five (45) Calendar Days from receipt of completed application with all required primary source documentation;
- 4.8.14.1.9 Ensure credentialing/recredentialing forms require ownership and control disclosures, disclosure of business transactions, and criminal conviction information;
- 4.8.14.1.10 Screen all providers against the “List of Excluded Individuals/Entities (LEIE)” or Medicare Exclusion Databases monthly to ensure providers are not employing or contracting with excluded individuals;
- 4.8.14.1.11 Have written policies and procedures to ensure and verify that providers have appropriate licenses and certifications to perform services outlined in their respective Centennial Care provider agreements; and

- 4.8.14.1.12 Maintain records that verify its credentialing and recredentialing activities, including primary source verification and compliance with credentialing/recredentialing requirements.
- 4.8.14.2 The CONTRACTOR shall perform the following functions:
 - 4.8.14.2.1 Credential any provider who contracts with the CONTRACTOR and maintaining complete credentialing information for these providers;
 - 4.8.14.2.2 Identify potential and actual Contract Providers who are enrolled with HSD as Medicaid providers;
 - 4.8.14.2.3 Require any Contract Provider to be enrolled with New Mexico Medicaid as a managed care provider; and
 - 4.8.14.2.4 Refer any provider who notifies the CONTRACTOR of a change in their location, licensure or certification, or status to the New Mexico Medicaid's Provider Web Portal for updating their enrollment information/status with the New Mexico Medicaid program.
- 4.8.15 Shared Responsibility Between the CONTRACTOR and Public Health Offices
 - 4.8.15.1 The CONTRACTOR shall coordinate with the public health offices operated by the New Mexico Department of Health regarding the following services:
 - 4.8.15.1.1 Sexually transmitted disease services, including screening, diagnosis, treatment, follow-up and contact investigations;
 - 4.8.15.1.2 HIV prevention counseling, testing, and early intervention;
 - 4.8.15.1.3 Tuberculosis screening, diagnosis, and treatment;
 - 4.8.15.1.4 Disease outbreak prevention and management, including reporting according to State law and regulatory requirements, responding to epidemiology requests for information, and coordination with epidemiology investigations and studies;
 - 4.8.15.1.5 Referral and coordination to ensure maximum participation in the Supplemental Food Program for Women, Infants, and Children (WIC);
 - 4.8.15.1.6 Health education services for individuals and families with a particular focus on injury prevention including car seat use, domestic violence, and lifestyle issues, including tobacco use, exercise, nutrition, and substance use;
 - 4.8.15.1.7 Home visiting programs for families of newborns and other at-risk families; and

- 4.8.15.1.8 Participation and support for local health councils to create healthier and safer communities with a focus on coordination of efforts, such as driving while intoxicated (DWI) councils, maternal and child health councils, tobacco coalitions, safety councils, safe kids and others.
- 4.8.15.2 The CONTRACTOR shall participate in the New Mexico Department of Health's (DOH) New Mexico State Immunization Information System to ensure the secure, electronic exchange of immunization records to support the elimination of vaccine preventable diseases.
- 4.8.16 Telehealth Requirements
 - 4.8.16.1 In providing services under this Agreement, the CONTRACTOR shall:
 - 4.8.16.1.1 Promote and employ broad-based utilization of statewide access to HIPAA-compliant Telehealth service systems including, but not limited to, access to TTYs and 711 Telecommunication Relay Services;
 - 4.8.16.1.2 Follow State guidelines for Telehealth equipment or connectivity;
 - 4.8.16.1.3 Attend meetings of the Telehealth Commission, as requested;
 - 4.8.16.1.4 Follow accepted HIPAA and 42 C.F.R. Part 2 regulations that affect Telehealth transmission, including but not limited to staff and Contract Provider training, room setup, security of transmission lines, etc. The CONTRACTOR shall have and implement policies and procedures that follow all federal and State security and procedure guidelines;
 - 4.8.16.1.5 Identify, develop, and implement training for accepted Telehealth practices;
 - 4.8.16.1.6 Participate in the needs assessment of the organizational, developmental, and programmatic requirements of Telehealth programs;
 - 4.8.16.1.7 Report to HSD on the Telehealth outcomes of Telehealth projects and submit the Telehealth report as described in Section [4.21.5.1.4] of this Agreement;
 - 4.8.16.1.8 Ensure that Telehealth services meet the following shared values of the Telehealth Commission, which are ensuring (i) competent care with regard to culture and language needs; (ii) work sites are equally distributed across the State, including Native American sites, for both clinical and educational purposes, with focus on development of regional networks in line with regional breakout of State agencies; and (iii) coordination of Telehealth and technical functions at either end of network connection.
 - 4.8.16.2 The CONTRACTOR shall participate in Project ECHO, in accordance with State prescribed requirements and standards, and shall:

- 4.8.16.2.1 Work collaboratively with the University of New Mexico, HSD and providers on Project ECHO;
- 4.8.16.2.2 Identify high needs, high cost Members who may benefit from Project ECHO;
- 4.8.16.2.3 Identify PCPs who serve high needs, high cost Members to participate in Project ECHO;
- 4.8.16.2.4 Assist Project ECHO with engaging PCPs in Project ECHO's CMMI grant project;
- 4.8.16.2.5 Reimburse primary care clinics for participating in the Project ECHO model;
- 4.8.16.2.6 Reimburse "intensivist" teams;
- 4.8.16.2.7 Provide Claims data to support evaluation of Project ECHO;
- 4.8.16.2.8 Appoint a centralized liaison to obtain prior authorizations approvals related to Project ECHO; and
- 4.8.16.2.9 Track quality of care and outcome measures related to Project ECHO.

4.8.17 Emergency Planning and Response

4.8.17.1 Behavioral Health

- 4.8.17.1.1 The CONTRACTOR shall participate in Behavioral Health emergency planning and response in collaboration with the Collaborative. The participation of the CONTRACTOR in these activities is intended to ensure that the disaster-related emotional needs of individuals with chronic Behavioral Health disorders, other special populations, the general public, and emergency responders will be addressed in a systemic and systematic fashion.
- 4.8.17.1.2 The CONTRACTOR shall participate in planning and training activities for statewide disaster Behavioral Health preparedness and response.
- 4.8.17.1.3 The CONTRACTOR shall coordinate with the Collaborative to implement Behavioral Health response activities in the event of a local, State or federally declared disaster.
- 4.8.17.1.4 In the event of a federally declared disaster, the CONTRACTOR shall coordinate with the Collaborative to locate providers to participate the FEMA- and SAMHSA-funded Immediate and Regular Service Program Crisis Counseling Services grants. The CONTRACTOR shall also serve

as a flow-through entity for funding of these grants. The grants will be managed by HSD.

4.8.17.1.5 The CONTRACTOR, through specific language in its provider agreements, shall require its network providers to participate in disaster Behavioral Health planning efforts at their local area level.

4.8.17.2 The CONTRACTOR shall participate in other emergency planning and response as directed by HSD.

4.9 Provider Agreements

4.9.1 General Requirements

4.9.1.1 The CONTRACTOR shall submit to HSD for prior review and approval templates/sample provider agreements for each type of Contract Provider. Any changes to templates/sample provider agreements that may materially affect Members shall be approved by HSD prior to execution by any provider.

4.9.1.2 In all provider agreements, the CONTRACTOR must comply with the requirements specified in 42 C.F.R. § 438.214 and must maintain policies and procedures that reflect these requirements.

4.9.1.3 The CONTRACTOR shall not contract with an individual provider, an entity, or an entity with an individual who is an officer, director, agent, manager or person with more than five percent (5%) of beneficial ownership of an entity's equity, that has been convicted of crimes specified in the sections 1128 and 1128A of the Social Security Act, or who has a contractual relationship with an entity convicted of a crime specified in such section.

4.9.1.4 The CONTRACTOR shall conduct background checks and similar activities as required under the PPACA on all providers before entering into any agreement with such provider.

4.9.1.5 Contract Provider agreements shall be executed in accordance with all applicable federal and State statutes, regulations, policies, procedures and rules.

4.9.1.6 The CONTRACTOR must provide the information specified in 42 C.F.R. § 438.10(g)(1) about its Member Grievance and Appeals system to all Contract Providers at the time they enter into mutual agreement.

4.9.1.7 The CONTRACTOR may enter into single case agreements with providers performing Covered Services who are not willing to become a part of the CONTRACTOR's provider network.

4.9.2 Minimum Requirements for Contract Provider Agreements

Contract Provider agreements shall contain at least the following provisions, as applicable to the provider type:

- 4.9.2.1 Identify the parties of the agreement and their legal basis of operation in the State of New Mexico;
- 4.9.2.2 Include the procedures and specific criteria for terminating the agreement including provisions for termination for any violation of applicable State or federal statutes, rules, and regulations;
- 4.9.2.3 Identify the services, activities and report responsibilities to be performed by the Contract Provider. Contract Provider agreements shall include provision(s) describing how Covered Services provided under the terms of the contract are accessed by Members;
- 4.9.2.4 Require that all Contract Providers abide by the Member rights and responsibilities as outlined in Section [4.14.4] of this Agreement;
- 4.9.2.5 Provide that Emergency Services be rendered without the requirement of prior authorization of any kind;
- 4.9.2.6 Specify the Contract Provider's responsibilities and prohibited activities regarding cost sharing as provided in Sections [4.5.11, 4.5.12, and 4.18.14] of this Agreement;
- 4.9.2.7 Include the reimbursement rates and risk assumption, if applicable;
- 4.9.2.8 Require Contract Providers to maintain all records relating to services provided to Members for a ten (10) year period and to make all Member medical records or other service records available for the purpose of quality review conducted by HSD, or their designated agents both during and after the term of the Contract Provider agreement;
- 4.9.2.9 Require that Member information be kept confidential, as defined by federal and State statutes or regulations;
- 4.9.2.10 Include a provision that authorized representatives of HSD, the Collaborative or other State and federal agencies shall have reasonable access to facilities and records for financial and medical audit purposes both during and after the term of the Contract Provider agreement;
- 4.9.2.11 Include a provision for the Contract Provider to release to the CONTRACTOR any information necessary to perform any of its obligations and that the CONTRACTOR shall be monitoring the Contract Provider's performance on an ongoing basis and subjecting the Contract Provider to formal periodic review;

- 4.9.2.12 State that the Contract Provider shall accept payment from the CONTRACTOR as payment for any services performed, and cannot request payment from HSD or the Member, unless the Member is required to pay a copayment;
- 4.9.2.13 State that if the contract includes primary care, provisions for compliance with PCP requirements delineated in this Agreement shall apply;
- 4.9.2.14 Require the Contract Provider to comply with all applicable State and federal statutes and regulations;
- 4.9.2.15 Not prohibit a Contract Provider from entering into a contractual relationship with another MCO;
- 4.9.2.16 Not include any incentive or disincentive that encourages a Contract Provider not to enter into a contractual relationship with another MCO;
- 4.9.2.17 Not contain any provisions that prohibit or otherwise restrict health professionals from advising patients about their health status or medical care or treatment as provided in section 1932(b)(3) of the Social Security Act, 42 C.F.R. § 438.102 or in contravention of NMSA 1978, §§ 59A-57-1 to 59A-57-11;
- 4.9.2.18 Include, for pharmacy providers, a payment provision consistent with NMSA 1978, § 27-2-16B unless there is a change in statute or regulation;
- 4.9.2.19 Require laboratory service providers to meet all applicable requirements of the Clinical Laboratory Improvement Amendments (CLIA) of 1988;
- 4.9.2.20 Describe, as applicable, any physician incentive plan and any other pay for performance programs the Contract Provider is subject to;
- 4.9.2.21 Provide for the provider's participation and cooperation in any internal and external QM/QI monitoring, utilization review, peer review and/or Appeal procedures established by the CONTRACTOR and/or HSD;
- 4.9.2.22 Provide for CONTRACTOR monitoring of the quality of services delivered under the Contract Provider agreement and specify initial corrective action that will be taken where necessary to improve quality of care, in accordance with that level of medical, Behavioral Health or Long-Term Care that is recognized as acceptable professional practices and/or the standards established by HSD;
- 4.9.2.23 Require that the Contract Provider comply with corrective action plans initiated by the CONTRACTOR;
- 4.9.2.24 Provide for the timely submission of all reports, clinical information, and Encounter Data required by the CONTRACTOR;

- 4.9.2.25 Provide for prompt submission of information needed to make payment;
- 4.9.2.26 Provide for payment to the Contract Provider upon approval of a Clean Claim properly submitted by the Contract Provider within the required timeframes (see Section [4.19.1.6] of this Agreement);
- 4.9.2.27 Specify the Contract Provider shall accept payment or appropriate denial made by the CONTRACTOR (or, if applicable, payment by the CONTRACTOR that is supplementary to the Member's third party payer) plus the amount of any applicable Member cost sharing responsibilities, as payment in full for Covered Services provided and shall not solicit or accept any surety or guarantee of payment from the Member in excess of the amount of applicable cost sharing responsibilities;
- 4.9.2.28 Specify the Contract Provider's responsibilities regarding third party liability (TPL);
- 4.9.2.29 Include provisions that allow the CONTRACTOR to suspend, deny, refuse to renew or terminate any Contract Provider agreement in accordance with the terms of this Agreement and applicable statutes and regulations;
- 4.9.2.30 Specify that HSD reserves the right to direct the CONTRACTOR to terminate or modify the Contract Provider agreement when HSD determines it to be in the best interest of the State;
- 4.9.2.31 Specify that both parties recognize that in the event of termination of this Agreement, the Contract Provider shall immediately make available, to HSD or its designated representative in a usable form any or all records whether medical or financial related to the Contract Provider's activities undertaken pursuant to the Contract Provider agreement. The provision of such records shall be at no expense to HSD;
- 4.9.2.32 Include a gratuities clause as stated in Section [7.22] of this Agreement, a lobbying clause as stated in Section [7.23] of this Agreement, and a conflict of interest clause as stated in Section [7.24] of this Agreement;
- 4.9.2.33 Specify that at all times during the term of the Contract Provider agreement, the Contract Provider shall indemnify and hold HSD harmless from all claims, losses, or suits relating to activities undertaken by the Contract Provider pursuant to this Agreement;
- 4.9.2.34 Specify that the Contract Provider is not a third party beneficiary to this Agreement and that the Contract Provider is an independent contractor performing services as outlined in this Agreement;
- 4.9.2.35 Require that the Contract Provider display notices of the Member's right to Appeal adverse action affecting services in public areas of the Contract

Provider's facility(s) in accordance with HSD rules and regulations, subsequent amendments;

- 4.9.2.36 Include that if any requirement in the Contract Provider agreement is determined by HSD to conflict with this Agreement, such requirement shall be null and void and all other provisions shall remain in full force and effect;
- 4.9.2.37 Include Marketing restrictions as described in Section [3.4] of this Agreement;
- 4.9.2.38 Require Contract Providers to comply with Section [7.16] of this Agreement, as applicable.
- 4.9.2.39 Include a provision requiring, as a condition of receiving any amount of payment, that the Contract Provider comply with Section [4.17] of this Agreement;
- 4.9.2.40 Require Contract Providers to comply with applicable requirements of Section [3.5] of this Agreement;
- 4.9.2.41 Require Nursing Facility providers to promptly notify the CONTRACTOR of (i) a Member's admission or request for admission to the Nursing Facility regardless of payor source for the Nursing Facility stay, (ii) a change in a Member's known circumstances and (iii) a Member's pending discharge;
- 4.9.2.42 Require Nursing Facility providers to notify the Member and/or the Member's Representative in writing prior to discharge in accordance with State and federal requirements;
- 4.9.2.43 Require providers to notify the Member's care coordinator of any change in a Member's medical or functional condition that could impact the Member's level of care determination;
- 4.9.2.44 Require Agency-Based Community Benefit providers to provide at least thirty (30) Calendar Days advance notice to the CONTRACTOR when the provider is no longer willing or able to provide services to a Member, including the reason for the decision, and to cooperate with the Member's care coordinator to facilitate a seamless transition to alternate providers;
- 4.9.2.45 Specify that reimbursement of a Community Benefit provider shall be contingent upon the provision of services to an eligible Member in accordance with applicable federal and State requirements and the Member's care plan as authorized by the CONTRACTOR;
- 4.9.2.46 Require Community Benefit providers to immediately report any deviations from a Member's service schedule to the Member's care coordinator; and
- 4.9.2.47 Require all Contract Providers to conduct screening of all employees, including those providing direct services to Members (e.g., home health, personal care),

in accordance with the Employee Abuse Registry Act, NMSA 1978, § 27-7A-3, the New Mexico Caregivers Criminal History Screening Act, NMSA 1978, 29-17-2 et seq., and ensure that all employees are screened against the New Mexico “List of Excluded Individuals/Entities” and the Medicare exclusion databases.

4.10 Provider Payments

4.10.1 Timely Payments to All Providers:

The CONTRACTOR and any of its subcontractors shall make timely payments to both its Contract and Non-Contract Providers as defined in Section [4.19] of this Agreement. The CONTRACTOR and any of its subcontractors or providers paying their own Claims are required to maintain claims processing capabilities to comply with all State and federal regulations.

4.10.2 Special Reimbursement Requirements

4.10.2.1 FQHC and RHCs

The CONTRACTOR shall reimburse both Contract and Non-Contract FQHCs and RHCs at a minimum of one hundred percent (100%) of reasonable cost, where reasonable cost is determined by the State or federal government.

4.10.2.2 I/T/Us

The CONTRACTOR shall reimburse both Contract and Non-Contract Provider I/T/Us at a minimum of one hundred percent (100%) of the rate currently established for the IHS facilities or federally leased facilities by the Office of Management and Budget (OMB), except for pharmacy, inpatient physician services, case management, vision appliances, nutritional services and ambulatory surgical center services, which shall be paid in accordance with the Medicaid fee schedule. If a rate is not established by OMB for a particular service, then reimbursement shall be at the Medicaid fee schedule. Services provided within I/T/Us are not subject to prior authorization requirements.

4.10.2.3 Health Homes

HSD is in process of developing the Health Homes and will pay the CONTRACTOR according to the structure, enrollment and characteristics related to the Health Homes including any changes that arise during the approval of Health Home State plan amendments. HSD will share necessary information with the CONTRACTOR to facilitate payment provisions.

4.10.2.4 Family Planning Non-Contract Providers

The CONTRACTOR shall reimburse family planning Non-Contract Providers for the provision of services to Members at a rate set by HSD.

4.10.2.5 Pregnancy Termination

- 4.10.2.5.1 The CONTRACTOR shall pay Claims submitted by qualified and credentialed providers for State and federally approved pregnancy termination procedures rendered to eligible Members.
- 4.10.2.5.2 The CONTRACTOR shall be reimbursed by HSD for payment of Claims for the following Healthcare Common Procedure Coding System (“HCPCS”) Procedure Codes: S0190, S0191, S2260, S2262, S2265, S2266, and S2267 with appropriate modifiers, as changed and as modified the following and Current Procedural Terminology (“CPT”) Procedure Codes: 59840, 59841, 59850, 59851, 59852, 59855, 59856, and 59857 with appropriate modifiers, as changed and modified.
- 4.10.2.5.3 The CONTRACTOR shall be reimbursed for paid Claims at either the established Medicaid fee schedule or the contracted rate in the provider agreement, whichever is less, as of the date of service, plus gross receipts tax as applicable. HSD shall reimburse the CONTRACTOR with State funds for State funded services and State funds and federal match for federally funded services via invoicing methodology.

4.10.2.6 Non-Contract Providers for Women in the Third (3rd) Trimester of Pregnancy

If a pregnant woman in the third (3rd) trimester of pregnancy has an established relationship with an obstetrical provider and desires to continue that relationship, and the provider is not a Contract Provider, the CONTRACTOR shall reimburse the Non-Contract Provider in accordance with the applicable Medicaid fee schedule appropriate to the provider type.

4.10.2.7 Reimbursement for Members Who Disenroll While Hospitalized

- 4.10.2.7.1 If a Member is hospitalized at the time of enrollment or disenrollment from an MCO or upon an approved switch from one MCO to another, the originating MCO shall be responsible for payment of all covered inpatient facility and professional services provided within a licensed acute care facility, or a non-psychiatric specialty unit or hospitals as designated by the New Mexico Department of Health until the date of discharge. Upon discharge, the Member becomes the financial responsibility of the MCO receiving capitation payments.
- 4.10.2.7.2 Discharge, for the purposes of this Agreement, shall mean: (i) when a Member is moved from or to a Prospective Payment System (“PPS”) exempt unit (such as a rehabilitation or psychiatric unit) within an acute care hospital; (ii) when a Member is moved from or to a specialty hospital as designated by DOH or HSD; (iii) when a Member is moved from or to a PPS exempt hospital (such as a psychiatric or rehabilitation

hospital); (iv) when a Member leaves the acute care hospital setting to a community setting; and (v) when a Member leaves the acute care hospital setting to an institutional setting. For (v), the “discharge” date is based upon approval of the abstract and/or approval by HSD.

- 4.10.2.7.3 It is not a “discharge” when a Member is moved from one acute care facility to another acute care facility, including out-of-State acute care facilities.
- 4.10.2.7.4 If a Member is hospitalized and is disenrolled from an MCO due to a loss in Medicaid coverage, the MCO is only financially liable for the inpatient hospitalization and associated professional services until such time that the Member is determined to be ineligible for Medicaid.
- 4.10.2.7.5 If a Member is in a Nursing Facility at the time of disenrollment (not including loss of Medicaid eligibility), the CONTRACTOR shall be responsible for the payment of all Covered Services until the date of discharge or the date of disenrollment, whichever occurs first.
- 4.10.2.8 State-Operated Long-Term Care Facilities

The CONTRACTOR shall negotiate rate(s) with DOH for State operated long-term care facilities.
- 4.10.2.9 Compensation for UM Activities

The CONTRACTOR shall ensure that, consistent with 42 C.F.R. §§ 438.6(h) and 422.08, compensation to individuals or entities that conduct UM activities is not structured so as to provide incentives for the individual or entity to deny, limit, or discontinue services to any Member.
- 4.10.2.10 Pharmacy Services
 - 4.10.2.10.1 The CONTRACTOR may determine its formula for estimating acquisition cost and establishing pharmacy reimbursement. The CONTRACTOR must comply with the provisions of NMSA 1978, § 27-2-16(B). Specifically, the CONTRACTOR must base its formula for estimation of acquisition cost and reimbursement on regulations promulgated and published by HSD regarding the wholesale cost for the ingredient component of pharmacy reimbursement.
 - 4.10.2.10.2 The CONTRACTOR is not required to cover all multi-source generic over-the-counter items. Coverage of over-the-counter items may be restricted to instances for which a practitioner has written a prescription and for which the item is an economical or preferred therapeutic alternative to the prescribed item.

- 4.10.2.10.3 The CONTRACTOR shall cover brand name drugs and drug items not generally on the CONTRACTOR formulary or preferred drug list when determined to be medically necessary by the CONTRACTOR or through a Fair Hearing process;
- 4.10.2.10.4 The CONTRACTOR shall include on the CONTRACTOR's formulary or preferred drug list all multi-source generic drug items with the exception of items used for cosmetic purposes, items consisting of more than one therapeutic ingredient, anti-obesity items, items that are not medically necessary, and cough, cold and allergy medications. This requirement does not preclude a CONTRACTOR from requiring authorization prior to dispensing a multi-source generic item;
- 4.10.2.10.5 The CONTRACTOR shall have an open formulary for all psychotropic medications;
- 4.10.2.10.6 The CONTRACTOR shall ensure that Native American Members accessing the pharmacy benefit at I/T/Us are exempt from the CONTRACTOR's preferred drug list;
- 4.10.2.10.7 The CONTRACTOR shall reimburse family planning clinics, SBHCs and Department of Health public health clinics for oral contraceptive agents and Plan B when dispensed to Members and billed using HCPC codes and CMS 1500 forms; and
- 4.10.2.10.8 The CONTRACTOR shall meet all federal and State requirements related to pharmacy rebates and submit all necessary information as directed by HSD.
- 4.10.2.11 Emergency Services
 - 4.10.2.11.1 Any provider of Emergency Services that is a Non-Contract Provider must accept, as payment in full, no more than the amount established by HSD for such services. This rule applies whether or not the Non-Contract Provider is within the State.
 - 4.10.2.11.2 The CONTRACTOR shall reimburse acute general hospitals for Emergency Services, which they are required to provide because of federal mandates such as the "anti-dumping" law in the Omnibus Budget Reconciliation Act of 1989, P.L. 101-239 and 42 U.S.C. § 1395(dd), and section 1867 of the Social Security Act.
 - 4.10.2.11.3 The CONTRACTOR shall pay for both the services involved in the screening examination and the services required to stabilize the Member, if the screening examination leads to a clinical determination by the examining physician that an actual Emergency Medical Condition exists. The CONTRACTOR may not refuse to cover Emergency Services based on an emergency room provider, hospital or fiscal agent not notifying

the Member's PCP or the CONTRACTOR of the Member's screening and treatment within ten (10) Calendar Days of presentation for Emergency Services. If the screening examination leads to a clinical determination by the examining physician that an actual Emergency Medical Condition exists, the CONTRACTOR shall pay for both the services involved in the screening examination and the services required to stabilize the Member. The Member who has an Emergency Medical Condition may not be held liable for payment of subsequent screening and treatment needed to diagnose the specific condition or stabilize the Member, as provided in 42 C.F.R. § 438.114(d).

- 4.10.2.11.4 The CONTRACTOR shall pay for all Emergency Services and Post-Stabilization care that are Medically Necessary Services until the Emergency Medical Condition is stabilized and maintained.
- 4.10.2.11.5 If the screening examination leads to a clinical determination by the examining physician that an actual Emergency Medical Condition does not exist, then the determining factor for payment liability is whether the Member had acute symptoms of sufficient severity at the time of presentation. In these cases, the CONTRACTOR shall review the presenting symptoms of the Member and shall pay for all services involved in the screening examination where the presenting symptoms (including severe pain) were of sufficient severity to have warranted emergency attention under the prudent layperson standard. The CONTRACTOR may not limit what constitutes an Emergency Medical Condition on the basis of lists of diagnoses or symptoms. If the Member believes that a Claim for Emergency Services has been inappropriately denied by the CONTRACTOR, the Member may seek recourse through the Appeal and Fair Hearing process.
- 4.10.2.11.6 The CONTRACTOR may not deny payment for treatment obtained when a representative of the CONTRACTOR instructs the Member to seek Emergency Services.
- 4.10.2.11.7 The attending emergency physician or the provider actually treating the Member is responsible for determining when the Member is sufficiently stabilized for transfer or discharge and that determination is binding on the entities identified in 42 C.F.R. § 438.114(b) as responsible for coverage and payment. In addition, the CONTRACTOR is financially responsible for Post-Stabilization services administered to maintain, improve or resolve the Member's stabilized condition if: (i) the CONTRACTOR does not respond to a request for pre-approval within one (1) hour; (ii) the CONTRACTOR cannot be contacted; or (iii) the CONTRACTOR's representative and the treating physician cannot reach an agreement concerning the Member's care and a CONTRACTOR physician is not available for consultation. In this situation, the CONTRACTOR must give the treating physician the opportunity to

consult with a CONTRACTOR physician and the treating physician may continue with care of the Member until a CONTRACTOR physician is reached or one of the criteria of 42 C.F.R. § 422.113(c)(3) is met.

4.10.2.11.8 The CONTRACTOR is financially responsible for Post-Stabilization Services obtained within or outside the CONTRACTOR's network that are pre-approved by the CONTRACTOR. The CONTRACTOR's financial responsibility for Post-Stabilization Services that have not been pre-approved shall end when: (i) a Contract Provider with privileges at the treating hospital assumes responsibility for the Member's care; (ii) a Contract Provider assumes responsibility for the Member's care through transfer; (iii) a representative of the CONTRACTOR and the treating physician reach an agreement concerning the Member's care; or (iv) the Member is discharged.

4.10.2.11.9 The CONTRACTOR must limit charges to Members for Post-Stabilization Services received from Non-Contract Providers to an amount no greater than what the CONTRACTOR would have charged the Member if he or she obtained the services from a Contract Provider.

4.10.3 Non-Contract Providers

Except as otherwise precluded by law and/or specified for I/T/Us, FQHCs/RHCs, family planning providers, and Emergency Services providers, the CONTRACTOR shall reimburse Non-Contract Providers ninety-five (95%) of the Medicaid fee schedule rate for the Covered Services provided.

4.10.4 Provider-Preventable Conditions, Including Health Care-Acquired Conditions

In accordance with section 2702 of the PPACA, the CONTRACTOR must have mechanisms in place to preclude payment to providers for Provider-Preventable Conditions. The CONTRACTOR shall require provider self-reporting through Claims. The CONTRACTOR shall track the Provider-Preventable Conditions data and report these data to HSD via Encounter Data. To ensure Member access care, any reductions in payment to providers must be limited to the added costs resulting from the Provider-Preventable Conditions consistent with 42 C.F.R. § 447.26. The CONTRACTOR must use existing Claims systems as the platform for provider self-reporting and report to HSD via Encounter Data.

4.10.5 Enhanced Payments for Primary Care Services

In accordance with section 1202 of the PPACA and implementing regulations, the CONTRACTOR shall have mechanisms in place to reimburse certain evaluation and management services and immunization administration services furnished in calendar year 2014 by a physician with a specialty designation of family medicine, general internal medicine, or pediatric medicine at a rate not less than 100 percent (100%) of the payment rate that applies to such services under Medicare. The

CONTRACTOR shall establish payment rates for these primary care services for 2014 as to be consistent with the equivalent fee-for-service Medicare rate. The CONTRACTOR shall submit to HSD data on enhanced payments for primary care services via Encounter Data.

4.10.6 Physician Incentive Plans

The CONTRACTOR may operate a physician incentive plan in accordance with 42 C.F.R. §§ 438.6(h), 422.208 and 422.210. If the CONTRACTOR implements a physician incentive plan, it must submit the plan annually to HSD at the beginning of each year of the Agreement.

4.10.7 Payment Reform Projects

4.10.7.1 General Expectations and Directed Initiatives

- 4.10.7.1.1 The purpose of the payment reform projects is to begin the process of recognizing and rewarding providers based on outcomes, rather than the volume of services delivered.
 - 4.10.7.1.2 The CONTRACTOR has the option to develop other pay for performance initiatives for physical health, Behavioral Health and Long-Term Care services not specified in this Agreement with the approval of HSD.
 - 4.10.7.1.3 There will be payment reform projects for the ambulatory treatment of Adult diabetes and pediatric asthma.
 - 4.10.7.1.4 There will be a project focused on bundled payments for hospital care and follow up of Members with diagnoses of pneumonia and congestive heart failure.
 - 4.10.7.1.5 HSD will require a collaborative approach to the development of the payment reform projects specified in this Agreement among all Centennial Care MCOs. It is expected that the MCOs will also collaborate with other entities, including: (i) the New Mexico Hospital Association; (ii) the New Mexico Primary Care Association; (iii) the New Mexico Medical Society; (iv) the Albuquerque Coalition for Health Care Quality (AC4HCQ); and (v) I/T/Us.
- 4.10.7.2 The CONTRACTOR, in collaboration with the other Centennial Care MCOs and the aforementioned partners, shall develop a project model that will be subject to approval by HSD and that will include:
- 4.10.7.2.1 Development of baseline data and an evaluation methodology;
 - 4.10.7.2.2 Definition of best practices in managing the project populations;

- 4.10.7.2.3 Development of performance measures; and
- 4.10.7.2.4 Development of provider incentives to reduce unnecessary utilization and improve patient outcomes.
- 4.10.7.3 All decisions about the goals and the design of the payment reform pilots are subject to final approval by HSD, including:
 - 4.10.7.3.1 Minimum requirements for provider participation;
 - 4.10.7.3.2 Program goals;
 - 4.10.7.3.3 Clinical measures;
 - 4.10.7.3.4 Provider incentives, including gain-sharing/shared savings arrangements between the MCOs and providers; and
 - 4.10.7.3.5 Establishment of a common methodology for measurement and evaluation.
- 4.10.7.4 Specific Requirements for Adult Diabetes Project

The Adult diabetes project will include a provider or a consortium of providers that serve the Native American population. The providers may include I/T/Us and/or FQHCs.
- 4.10.7.5 Specific Requirements for Bundled Rates for Inpatient Hospital Admissions Project
 - 4.10.7.5.1 In this project, the CONTRACTOR shall develop a bundled rate that will cover the cost of an initial hospital stay and thirty (30) Calendar Days post-discharge for (i) pneumonia and (ii) congestive heart failure.
 - 4.10.7.5.2 The rate to be developed for these projects shall include the following services: (i) initial hospital admission; (ii) any subsequent re-admissions to the same facility for the same diagnosis within a thirty (30) Calendar Day period; (iii) office visits with the patient's PCMH; (iv) emergency room visits for the same diagnosis; (v) diagnostic tests; (vi) in-home services; and (vii) wellness and community health.
- 4.10.7.6 All rates developed by the MCOs for the projects will be subject to approval by HSD.
- 4.10.7.7 Data Sharing and Reporting

The CONTRACTOR shall develop and share information and aggregate data on best practices and patient outcomes with HSD and collaborating community partners and providers in accordance with a schedule and format to be

determined by HSD. The CONTRACTOR shall comply with reporting requirements as specified in Section [4.21.4.2] of this Agreement.

4.11 Provider Services

4.11.1 Provider Handbook

4.11.1.1 The CONTRACTOR shall issue a provider handbook to all Contract Providers at least sixty (60) Calendar Days or upon executing a Centennial Care provider agreement, whichever occurs later. The CONTRACTOR may distribute the provider handbook electronically (e.g., via its website) as long as providers are notified about how to obtain the electronic copy and how to request a hard copy at no charge to the provider.

4.11.1.2 At a minimum, the provider handbook shall include the following information:

- 4.11.1.2.1 A table of contents;
- 4.11.1.2.2 Description of Centennial Care including eligibility, enrollment and Member assessment information;
- 4.11.1.2.3 Covered Services;
- 4.11.1.2.4 Description of the role of care coordinators;
- 4.11.1.2.5 Cultural competency as well as how the provider can access language interpretation and specialized communication services;
- 4.11.1.2.6 Description of the Self-Directed Community Benefit and the Agency-Based Community Benefit;
- 4.11.1.2.7 Emergency Services responsibilities;
- 4.11.1.2.8 Information on Member Grievance and Appeal rights and processes, including Fair Hearings;
- 4.11.1.2.9 Policies and procedures of the provider Grievance system;
- 4.11.1.2.10 Medically Necessary Service standards and clinical practice guidelines;
- 4.11.1.2.11 PCP responsibilities;
- 4.11.1.2.12 Member lock-in standards and requirements;
- 4.11.1.2.13 The CONTRACTOR's Fraud and Abuse policies and procedures, including how to report suspected Fraud and/or Abuse;
- 4.11.1.2.14 Coordination with other providers, subcontractors or HSD contractors;

- 4.11.1.2.15 Requirements regarding background checks;
 - 4.11.1.2.16 Information on identifying and reporting suspected Abuse, neglect and exploitation of Members;
 - 4.11.1.2.17 Prior authorization, referral and other Utilization Management requirements and procedures;
 - 4.11.1.2.18 Protocol for Encounter Data reporting and records;
 - 4.11.1.2.19 Claims submission protocols and standards, including instructions and all information necessary for Clean Claims;
 - 4.11.1.2.20 Payment policies;
 - 4.11.1.2.21 Credentialing and recredentialing requirements;
 - 4.11.1.2.22 Confidentiality and HIPAA requirements with which the provider must comply;
 - 4.11.1.2.23 Member rights and responsibilities; and
 - 4.11.1.2.24 The telephone number for the provider services line.
- 4.11.1.3 The CONTRACTOR shall disseminate bulletins as needed to incorporate any necessary changes to the provider handbook.

4.11.2 Provider Services Call Center

- 4.11.2.1 The CONTRACTOR shall operate a provider services call center with a separate toll-free telephone line to respond to provider questions, comments, inquiries and requests for prior authorizations. This call center and its staff must be located and operated in the State of New Mexico.
- 4.11.2.2 The CONTRACTOR shall develop provider service line policies and procedures that address staffing, training, hours of operation, access and response standards, monitoring of calls via recording or other means, and compliance with standards.
- 4.11.2.3 The CONTRACTOR shall ensure that the provider service line is staffed adequately to respond to providers' questions at a minimum from 8 a.m. to 5 p.m. Mountain Time, Monday through Friday, except for State of New Mexico holidays.
- 4.11.2.4 The CONTRACTOR shall have an automated system available during non-business hours. This automated system shall include, at a minimum, information on how to obtain after hours UM requests and a voice mailbox for callers to leave messages. The CONTRACTOR shall ensure that the

automated system has adequate capacity to receive all messages. The CONTRACTOR shall return messages on the next Business Day.

- 4.11.2.5 The provider service line shall also be adequately staffed to provide appropriate and timely responses regarding authorization requests as described in Section [4.12] of this Agreement. The CONTRACTOR may meet this requirement by having a separate Utilization Management line.
- 4.11.2.6 The call center staff shall have access to electronic documentation from previous calls made by a provider.
- 4.11.2.7 The CONTRACTOR shall adequately staff the provider service line to ensure that the line, including the Utilization Management line/queue, meets the following performance standards:
 - 4.11.2.7.1 Less than five percent (5%) call abandonment rate;
 - 4.11.2.7.2 Eighty-five percent (85%) of calls are answered by a live voice within thirty (30) seconds (or the prevailing benchmark established by NCQA); and
 - 4.11.2.7.3 Average wait time for assistance does not exceed two (2) minutes.
- 4.11.2.8 The CONTRACTOR shall submit a Call Center Report as specified in Section [4.21.4.4] of this Agreement.

4.11.3 Provider Website

- 4.11.3.1 The CONTRACTOR shall have a provider portal on its website that is accessible to providers. The portal shall include all pertinent information including, but not limited to, the provider manual, sample provider agreements, update newsletters and notifications, and information about how to contact the CONTRACTOR's provider services department.
- 4.11.3.2 The website shall have the functionality to allow providers to make inquiries and receive responses from the CONTRACTOR regarding care for Members, including real-time eligibility information and electronic prior authorization request and approval.
- 4.11.3.3 The CONTRACTOR shall have policies and procedures in place to ensure the provider website is updated regularly and contains accurate information.

4.11.4 Provider Workgroup

- 4.11.4.1 The CONTRACTOR shall participate in the Provider Workgroup. The Provider Workgroup shall consist of representation from each Centennial Care MCO, HSD, and providers in order to streamline documents and processes for

providers. The Centennial Care MCOs shall consult with HSD when appointing providers to the Provider Workgroup.

4.11.4.2 The Provider Workgroup shall collaborate throughout the term of the Agreement to reduce the administrative burdens on providers.

4.11.4.3 Specifically, the Provider Workgroup will develop, among other things, forms and templates related to (i) credentialing, (ii) provider audits, (iii) reporting, (iv) authorizations, (v) Grievances and Appeals, and (vi) forms for level of care determinations.

4.11.5 Provider Education, Training and Technical Assistance

4.11.5.1 The CONTRACTOR shall develop and implement a Provider Training and Outreach Plan annually to educate Contract Providers on Centennial Care requirements and the CONTRACTOR's processes and procedures. The CONTRACTOR shall also submit a Provider Training and Outreach Evaluation Report as specified in Section [4.21.5.2] of this Agreement.

4.11.5.2 The CONTRACTOR shall establish and maintain policies and procedures to implement the Provider Training and Outreach Plan and the Provider Training and Outreach Evaluation Report that address the following, including but not limited to:

4.11.5.2.1 The development and distribution of education and informational materials to its Contract Providers;

4.11.5.2.2 A formal process for provider education regarding the Centennial Care program, the conditions of participation in the program and the Contract Provider's responsibilities to the CONTRACTOR and its Members;

4.11.5.2.3 Provider education and training, which must be provided throughout the Agreement term to address clinical issues and improve the service delivery system, including but not limited to assessments, treatment or service plans, discharge plans, evidence-based practices, models of care such as integrated care and trauma-informed care; and

4.11.5.2.4 Training shall be offered throughout the State and at different times of the day in order to accommodate Contract Providers' schedules.

4.11.5.3 The CONTRACTOR shall provide the following information in provider trainings and educational materials and shall make such information available upon request of a provider:

4.11.5.3.1 Conditions of participation with the CONTRACTOR;

4.11.5.3.2 Providers' responsibilities to the CONTRACTOR and to Members;

- 4.11.5.3.3 Integrated care for physical health and Behavioral Health, and Long-Term Care services;
- 4.11.5.3.4 The CONTRACTOR's care coordination process and systems, including policies and procedures regarding addressing the needs of and service delivery for persons with special health care needs;
- 4.11.5.3.5 The CONTRACTOR's definition of high-volume provider and whether or not a provider meets that definition;
- 4.11.5.3.6 Billing requirements and rate structures and amounts;
- 4.11.5.3.7 Cultural and linguistic competency and how to access educational opportunities for providers and their staff on cultural and linguistic competency;
- 4.11.5.3.8 The credentialing and recredentialing process,
- 4.11.5.3.9 The prior authorization and referral processes, and how to request and obtain a second opinion for Members;
- 4.11.5.3.10 The delivery of the federally mandated Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) services;
- 4.11.5.3.11 Information on the CONTRACTOR's internal provider Grievance process;
- 4.11.5.3.12 Providers' responsibility to report Critical Incident information and the mechanism to report such information; and
- 4.11.5.3.13 The delivery of services to children in the custody of the State or in Tribal custody, including but not limited to issues related to consent, progress reporting, and potential for court testimony.
- 4.11.5.4 The CONTRACTOR shall maintain a record of its training and technical assistance activities, which it shall make available to HSD and/or other State agencies upon request.
- 4.11.5.5 The CONTRACTOR shall provide to HSD, upon request, documentation that provider education and training is met.
- 4.11.5.6 The CONTRACTOR shall provide technical assistance to Contract Providers as determined necessary by the CONTRACTOR or HSD, including one-on-one meetings with providers. This technical assistance shall be provided in a culturally competent manner.

4.12 Quality Assurance

The CONTRACTOR shall comply with all HSD requirements regarding quality assurance oversight, monitoring and evaluation. The requirements include, but are not limited to, the provisions in this Section [4.12].

4.12.1 Native American Advisory Board

4.12.1.1 The CONTRACTOR shall participate in meetings with the Native American Advisory Board. At a minimum, such meetings will occur quarterly. Native American Advisory Board members shall serve to advise the CONTRACTOR on any issues pertaining to Native Americans including, but not limited to, issues concerning operations, service delivery and quality of all Covered Services (e.g., Behavioral Health, physical health and Long-Term Care), Member rights and responsibilities, the resolution of Member Grievances and Appeals, and Claims processing and reimbursement issues.

4.12.2 Member Advisory Board

4.12.2.1 The CONTRACTOR shall convene and facilitate a Member Advisory Board and adhere to all HSD requirements. Member Advisory Board members shall serve to advise the MCO on issues concerning service delivery and quality of all Covered Services (e.g., Behavioral Health, physical health and Long-Term Care), Member rights and responsibilities, resolution of Member Grievances and Appeals and the needs of groups represented by Member Advisory Board members as they pertain to Medicaid.

4.12.2.2 The Member Advisory Board shall consist of Members representing all Centennial Care populations, family members, and providers. The CONTRACTOR shall have an equitable representation of its Members in terms of race, gender, special populations, and New Mexico's geographic areas.

4.12.2.3 The CONTRACTOR's Member Advisory Board shall keep a written record of all attempts to invite and include its Members in its meetings. The Member Advisory Board roster and minutes shall be made available to HSD ten (10) Calendar Days following the meeting date. See Section [4.21.4.3] of this Agreement for additional reporting requirements.

4.12.2.4 The CONTRACTOR shall hold quarterly, centrally located Member Advisory Board meetings throughout the term of the Agreement. The CONTRACTOR shall advise HSD ten (10) Calendar Days in advance of meetings to be held.

4.12.2.5 In addition to the quarterly meetings, the CONTRACTOR shall hold at least two (2) additional statewide Member Advisory Board meetings each Contract year that focus on Member issues to help ensure that Member issues and concerns are heard and addressed. Attendance rosters and minutes for these two (2) statewide meetings shall be made available to HSD within ten (10) Calendar Days following the meeting date.

- 4.12.2.6 The CONTRACTOR shall ensure that all Member Advisory Board members actively participate in deliberations and that no one Board member dominates proceedings in order to foster an inclusive meeting environment.

4.12.3 External Quality Review Organization (EQRO)

- 4.12.3.1 HSD shall retain the services of an EQRO in accordance with section 1902(c)(30)(C) of the Social Security Act. The EQRO shall conduct all necessary audits as well as any additional optional audits that further the management of the Centennial Care program. The CONTRACTOR shall cooperate fully with the EQRO and demonstrate to the EQRO the CONTRACTOR's compliance with HSD's managed care regulations and quality standards as set forth in federal regulation and HSD policy.
- 4.12.3.2 The EQRO shall also audit the CONTRACTOR's Performance Improvement Projects, performance measure program, and the CONTRACTOR's performance against quality standards based on CMS criteria. The CONTRACTOR shall cooperate fully with the EQRO.
- 4.12.3.3 The CONTRACTOR shall participate with the EQRO in various other tasks and projects identified by HSD to gauge performance in a variety of areas, including care coordination and treatment of special populations.
- 4.12.3.4 The EQRO retained by HSD shall not be a competitor of the CONTRACTOR and shall comply with 42 C.F.R. § 438.354.

4.12.4 Standards for Quality Management and Quality Improvement ("QM/QI")

The CONTRACTOR shall comply with State and federal standards for quality management and quality improvement. The CONTRACTOR shall:

- 4.12.4.1 Establish QM/QI program based on a model of continuous quality improvement using clinically sound, nationally developed and accepted criteria;
- 4.12.4.2 Recognize that opportunities for improvement are unlimited; that the QM/QI process shall be data driven, requiring continual measurement of clinical and non-clinical processes driven by such measurements; requiring re-measurement of effectiveness and continuing development and implementation of improvements as appropriate; and, shall reflect Member and Contract Provider input;
- 4.12.4.3 Have a QM/QI annual program description that includes goals, objectives, structure, and policies and procedures that shall result in continuous quality improvement;
- 4.12.4.4 Review outcome data at least quarterly for performance improvement, recommendations and interventions;

- 4.12.4.5 Have a mechanism in place to detect under-and-over utilization of services;
- 4.12.4.6 Have access to, and the ability to collect, manage and report to HSD data necessary to support the QM/QI activities;
- 4.12.4.7 Establish a committee to oversee and implement all policies and procedures;
- 4.12.4.8 Ensure that the ultimate responsibility for QM/QI is with the CONTRACTOR and shall not be delegated to subcontractors;
- 4.12.4.9 Have an annual QM/QI work plan to be submitted in accordance with Attachment [1] and thereafter at the beginning of each year of the Agreement, approved by HSD that includes, at a minimum, immediate objectives for each Agreement year and long-term objectives for the entire term of this Agreement. The QM/QI work plan shall contain the scope, objectives, planned activities, timeframes and data indicators for tracking performance and other relevant QM/QI information;
- 4.12.4.10 Implement Performance Improvement Projects (PIPs) identified internally by the CONTRACTOR in discussion with HSD. At a minimum, the CONTRACTOR shall implement PIPs in the following areas: one (1) on Behavioral Health, one (1) on services to children, one (1) on Long-Term Care, and one (1) on women's health; have a PIPs work plan and activities that are consistent with federal/State statutes, regulations and Quality Assessment and Performance Improvement Program requirements for pursuant to 42 C.F.R. § 438.240. For more detailed information refer to the "EQR Managed Care Organization Protocol" available at <http://www.medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Quality-of-Care/Quality-of-Care-External-Quality-Review.html>;
- 4.12.4.11 Have the ability to design sound quality studies, apply statistical analysis to data and derive meaning from the statistical analysis;
- 4.12.4.12 Submit an annual QM/QI written evaluation to HSD that includes, but is not limited to:
 - 4.12.4.12.1 A description of ongoing and completed QM/QI activities;
 - 4.12.4.12.2 Measures that are trended to assess performance;
 - 4.12.4.12.3 Findings that incorporate prior year information and contain an analysis of any demonstrable improvements in the quality of clinical care and service;
 - 4.12.4.12.4 Development of future work plans based on the incorporation of previous year findings of overall effectiveness of QM/QI program;

- 4.12.4.12.5 Demonstrate that active processes are implemented that measure associated outcomes for assessing quality performance, identifying opportunities for improvement, initiating targeted quality interventions and regularly monitoring each intervention's effectiveness;
- 4.12.4.12.6 Demonstrate that the results of QM/QI projects and reviews are incorporated in the QM/QI program;
- 4.12.4.12.7 Incorporate annual HEDIS results in the following year's plan as applicable to HSD specific programs; and
- 4.12.4.12.8 Communicate with appropriate Contract Providers the results of QM/QI activities and provider reviews and use this information to improve the performance of the Contract Providers, including technical assistance, corrective action plans, and follow-up activities as necessary; and
- 4.12.4.12.9 Upon request, present the Behavioral Health aspects of the CONTRACTOR's annual QM/QI work plan during a quarterly meeting of the Collaborative.

4.12.5 Member Satisfaction Survey

- 4.12.5.1 As part of the QI program for Centennial Care, the CONTRACTOR shall conduct an annual survey that shall assess Member satisfaction with the quality, availability, and accessibility of care. The CONTRACTOR shall implement the Consumer Assessment of Healthcare Providers and Systems (CAHPS) for all Centennial Care Members. The CAHPS survey shall provide a statistically valid sample of CONTRACTOR's Members who must have at least six (6) months of continuous enrollment, including Members who have requested to change their PCPs. The Member surveys shall address Member receipt of educational materials, Member satisfaction with care coordination and involvement in care coordination processes, including development of the care plan. The CONTRACTOR shall follow all federal and State confidentiality statutes and regulations in conducting this Member Satisfaction Survey.
- 4.12.5.2 HSD agrees that use by the CONTRACTOR of the CAHPS survey will be deemed to meet all of the requirements described below.
- 4.12.5.3 The CONTRACTOR shall:
 - 4.12.5.3.1 Establish policies and procedures for conducting relevant Member surveys and, if the Member is a minor or unable to act on his or her behalf, to survey the Member's Representative as permitted under applicable privacy statutes;
 - 4.12.5.3.2 Use the most recent version of the CAHPS Adult and Child Survey Instruments, including the Children with Chronic Conditions (CCC) to

assess Member satisfaction as part of the HEDIS requirements and report the results of the CAHPS survey to HSD. The CONTRACTOR shall utilize the annual CAHPS results in the CONTRACTOR's internal QI program by using areas of decreased satisfaction as areas for targeted improvement;

- 4.12.5.3.3 Obtain approval to use additional survey questions in addition to the CAHPS that are relevant to the Centennial Care population, as specified by HSD;
 - 4.12.5.3.4 Make available results of the Member Satisfaction Surveys to providers, HSD and Members and families/caregivers;
 - 4.12.5.3.5 Demonstrate consistent and sustainable patterns of acceptable performance and/or improvement from year to year in the overall Member Satisfaction Survey results; and
 - 4.12.5.3.6 Have mechanisms in place to incorporate survey results in the QM/QI plan for program and systems improvements.
- 4.12.5.4 Additionally, in conjunction with the Collaborative, the CONTRACTOR shall implement the Mental Health Statistics Improvement Project (MHSIP) for Members identified as having mental health needs.

4.12.6 Provider Satisfaction Survey

The CONTRACTOR shall conduct at least one (1) annual Provider Satisfaction Survey that covers Contract Providers and follows NCQA guidelines to the extent applicable. Results will be provided to HSD as specified in Section [4.21.5.3] of this Agreement. The CONTRACTOR shall also make a summary of the results available to interested parties. The CONTRACTOR shall have mechanisms in place to incorporate results in the QM/QI plan for program and systems improvements.

4.12.7 Practice Guidelines

The CONTRACTOR shall:

- 4.12.7.1 Adopt practice guidelines that meet the following requirements:
 - 4.12.7.1.1 Are based on valid and reliable clinical evidence or a consensus of health care professionals in the particular field;
 - 4.12.7.1.2 Consider the needs of the Members;
 - 4.12.7.1.3 Are adopted in consultation with Contract Providers; and
 - 4.12.7.1.4 Are reviewed and updated every two (2) years;

- 4.12.7.2 Disseminate the guidelines to all affected Contract Providers and, upon request, to Members; and
- 4.12.7.3 Ensure that decisions for Utilization Management, Member education, coverage of services, and other applicable areas are consistent with the guidelines.

4.12.8 Performance Measures

- 4.12.8.1 The CONTRACTOR shall use HEDIS as the methodology for all performance measures (PMs). The CONTRACTOR shall meet the HEDIS National Quality Compass score for performance measures listed in Section [4.12.8.2] of this Agreement. Failure to do so shall result in liquidated damages in accordance with Section [7.3] of this Agreement. To the extent the CONTRACTOR has yet to achieve NCQA accreditation in the State of New Mexico, the CONTRACTOR shall report on the performance measures using NCQA HEDIS methods and technical specifications. The CONTRACTOR may be required to collect, track, trend and report other measures as directed by HSD.
- 4.12.8.2 The performance measures (PMs) shall be evaluated using the following criteria.

- 4.12.8.2.1 PM #1 – Annual Dental Visit

The percentage of enrolled Members ages two (2) to twenty-one (21) years, who had at least one (1) dental visit during the measurement year.

- 4.12.8.2.2 PM #2 – Use of Appropriate Medications for People with Asthma

The percentage of Members ages five (5) through eleven (11) years and ages twelve (12) to eighteen (18) years, who are identified as having persistent asthma and who were appropriately prescribed medication during the measurement year.

- 4.12.8.2.3 PM #3 – Controlling High Blood Pressure

The number of Members, ages eighteen (18) to eighty-five (85) years, who had a diagnosis of hypertension with blood pressure control (<140/90) in the most recent blood pressure reading in medical chart in the measurement year: (i) the lowest systolic and lowest diastolic reading will be used if there are several blood pressure recorded on the same date the and (ii) Member reported blood pressure readings are not acceptable.

- 4.12.8.2.4 PM #4 – Comprehensive Diabetes Care (HbA1c Testing)

The percentage of Members ages eighteen (18) through seventy-five (75) years with diabetes (Type 1 or Type 2) who had each of the following during the measurement year: an HbA1c Test; HbA1c Poor Control (less

than 9.0%); a retinal eye exam; LDL-C screening; and a nephropathy screening test for kidney disease.

4.12.8.2.5 PM #5 – Timeliness of Prenatal and Postpartum Care

The percentage of Member deliveries that received a prenatal care visit as a Member of the CONTRACTOR's MCO in the first trimester or within forty-two (42) Calendar Days of enrollment in the CONTRACTOR's MCO; the percentage of Member deliveries that had a postpartum visit on or between twenty-one (21) and fifty-six (56) Calendar Days after delivery.

4.12.8.2.6 PM #6 – Frequency of On-Going Prenatal Care

The percentage of Member deliveries between November 6 of the year prior to the measurement year and November 5 of the measurement year that received greater than eighty-one percent (81%) of expected prenatal visits.

4.12.8.2.7 PM #7 – Antidepressant Medication Management

The number of Members age eighteen (18) years and older as of April 30 of the measurement year who were diagnosed with a new episode of major depression during the intake period and received at least eight-four (84) Calendar Days (12 weeks) of continuous treatment with antidepressant medication or received at least one-hundred eighty (180) Calendar Days (6 months) of continuous treatment with an antidepressant medication.

4.12.8.2.8 PM #8 – Follow-up after Hospitalization for Mental Illness

Discharges for Members six (6) years of age and older who were hospitalized for treatment of selected mental health disorders with follow-up with a mental health practitioner within seven (7) Calendar Days or thirty (30) Calendar Days after discharge. Include outpatient visits, intensive outpatient Encounters, or partial hospitalizations that occur on the date of discharge.

4.12.9 Disease Management

- 4.12.9.1 The CONTRACTOR shall provide disease management (“DM”) strategies to Members with identified chronic conditions as part of its care coordination processes and activities. The CONTRACTOR's DM strategies may include population identification/stratification, collaborative practice models, patient self-management education, evidence-based practice guidelines, process and outcomes measurements and internal quality improvement processes.

4.12.9.2 The CONTRACTOR shall improve its ability to manage chronic illnesses/diseases/conditions through DM protocols. The CONTRACTOR shall:

- 4.12.9.2.1 Participate in DM projects annually;
- 4.12.9.2.2 Provide comprehensive DM for a minimum of two (2) chronic disease states, one applicable/relevant to the Adult population and one to the pediatric population, if applicable, using strategies consistent with nationally recognized DM guidelines, such as those available through the Agency of Healthcare Research and Quality's (AHRQ), NQMC web site, or the Care Continuum Alliance (formerly the Disease Management Association of America);
- 4.12.9.2.3 Submit cumulative data-driven measurements with written analysis describing the effectiveness of its DM interventions as well as any modifications implemented by the CONTRACTOR to improve its DM performance. All DM data submitted to HSD shall be New Mexico Medicaid-specific;
- 4.12.9.2.4 Submit to HSD the CONTRACTOR's DM plan, which shall include a description of the strategies and interventions, the overall and measurable objectives, and targeted interventions. The CONTRACTOR shall also submit to HSD its methodology for identifying other diseases/conditions for potential DM strategies and interventions; and
- 4.12.9.2.5 Submit to HSD a quantitative and qualitative evaluation of the efficacy of the prior year's DM strategies; document how well goals were addressed, such as identification, enrollment, targeted interventions, and outcomes.

4.12.10 Standards for Utilization Management (UM)

The CONTRACTOR shall establish and implement a UM system that follows NCQA UM standards and promotes quality of care, adherence to standards of care, the efficient use of resources, Member choice, and the identification of service gaps within the service system.

4.12.10.1 The CONTRACTOR's UM system shall:

- 4.12.10.1.1 Ensure that Members receive services based on their current condition and effectiveness of previous treatment;
- 4.12.10.1.2 Ensure that services are based on the history of the problem/illness, its context, and desired outcomes;
- 4.12.10.1.3 Assist Members and/or their Representatives in choosing among providers and available treatments and services;

- 4.12.10.1.4 Emphasize relapse and crisis prevention, not just crisis intervention;
- 4.12.10.1.5 Detect over-and-under utilization of services to assess quality and appropriateness of services and to assess quality and appropriateness of care furnished to Members with special health care needs.
- 4.12.10.2 The CONTRACTOR shall comply with State and federal requirements for Utilization Management including but not limited to 42 C.F.R. Part 456.
- 4.12.10.3 The CONTRACTOR shall manage the use of limited resources and maximize the effectiveness of care by evaluating clinical appropriateness, and authorizing the type and volume of services through fair, consistent and Culturally Competent decision making processes while ensuring equitable access to care and a successful link between care and outcomes.
- 4.12.10.4 The CONTRACTOR shall submit to HSD on an annual basis existing UM edits in the CONTRACTOR's claims processing system that control utilization and prevent payment for Claims that are duplicates, unbundled when they should be bundled, already covered under another charge, etc.
- 4.12.10.5 The CONTRACTOR shall define and submit annually to HSD a written copy of the CONTRACTOR's UM program description, UM work plan, and UM evaluation, which shall include but not be limited to:
 - 4.12.10.5.1 A description of the CONTRACTOR's UM program structure and accountability mechanisms;
 - 4.12.10.5.2 A description of how the UM work plan supports the goals described in the UM program description and specific indicators that will be used for periodic performance tracking and trending as well as processes or mechanisms used for assessment and intervention. The UM work plan must be data driven with key indicators that are used to ensure that under-and-over utilization are detected by the CONTRACTOR and addressed appropriately; and
 - 4.12.10.5.3 A comprehensive UM program evaluation that includes an evaluation of the overall effectiveness of the UM program, an overview of UM activities and an assessment of the impact of the UM program on management and administrative activities. The review and analysis of any impact from the previous year shall be incorporated in the development of the following year's UM work plan.
- 4.12.10.6 The CONTRACTOR shall ensure the involvement of appropriate, knowledgeable, currently practicing practitioners in the development of UM procedures.

- 4.12.10.7 The CONTRACTOR shall submit to HSD proposed UM clinical criteria to be used for services requiring prior authorization. HSD reserves the right to review and approve all UM clinical criteria.
- 4.12.10.8 Upon request, the CONTRACTOR shall provide UM decision criteria to providers, Members, their families and the public.
- 4.12.10.9 The CONTRACTOR shall define how UM decisions will be communicated to the Member and the Member's PCP or to the provider requesting the authorization.
- 4.12.10.10 The CONTRACTOR shall comply with the most rigorous standards or applicable provisions of either NCQA, HSD regulation, the Balanced Budget Act of 1997, or 42 C.F.R. Part 438 related to timeliness of decisions including routine/non-urgent and emergent situations.
- 4.12.10.11 The CONTRACTOR shall ensure that any decision to deny a service authorization request or to authorize a service in an amount, duration or scope that is less than requested, be made by a health care professional who has appropriate clinical expertise to understand the treatment of the Member's condition or disease, such as the CONTRACTOR's medical director.
- 4.12.10.12 The CONTRACTOR shall approve or deny Covered Services for routine/non-urgent and urgent care requests, requested by either Members or providers, within the timeframes stated in regulation. These required timeframes shall not be affected by a "pend" decision. The decision-making timeframes must accommodate the clinical urgency of the situation and must not result in the delay of the provision of Covered Services to Members beyond HSD specified timeframes.
- 4.12.10.13 The CONTRACTOR shall develop and implement policies and procedures by which UM decisions may be appealed by Members or their Representatives in a timely manner, which must include all necessary requirements and timeframes based on all applicable federal and State statutes and regulations.
- 4.12.10.14 The CONTRACTOR shall comply with utilization management reporting requirements in Section [4.21.8] of this Agreement.
- 4.12.10.15 The CONTRACTOR shall ensure that the Pharmacy and Therapeutics Committee membership includes Behavioral Health expertise to aid in the development of pharmacy and practice guidelines for PCPs regarding psychotropic and antidepressant medications.
- 4.12.10.16 The CONTRACTOR shall develop and implement policies and procedures to issue extended prior authorization for Covered Services provided to address chronic conditions that require care on an on-going basis. These services

shall be authorized for an extended period of time, and the CONTRACTOR shall provide for a review and periodic update of the course of treatment, according to best practices.

4.12.11 General Requirements

4.12.11.1 The CONTRACTOR shall:

- 4.12.11.1.1 Ensure that Covered Services are furnished in an amount, duration, and scope that is no less than the amount, duration, and scope for the same services furnished to beneficiaries pursuant to 42 C.F.R. § 440.230;
- 4.12.11.1.2 Ensure that the services are sufficient in amount, duration, or scope to reasonably be expected to achieve the purpose for which the services are furnished;
- 4.12.11.1.3 Not arbitrarily deny or reduce the amount, duration, or scope of a covered service solely because of diagnosis, type of illness, or Member's condition;
- 4.12.11.1.4 Place appropriate limits on service: (i) on the basis of criteria approved by HSD, or the Collaborative to the extent it relates to a Behavioral Health service; or (ii) for the purpose of utilization control, provided the services furnished can reasonably be expected to achieve their purpose; and
- 4.12.11.1.5 Define service authorization requests in a manner that includes a Member's request for the provision of services.

4.12.12 Authorization of Services

For the processing of requests for initial and continuing authorization of services, the CONTRACTOR shall:

- 4.12.12.1 Have and follow, and require that its subcontractors have and follow written policies and procedures for processing requests for initial and continuing authorizations for services;
- 4.12.12.2 Have in effect mechanisms to ensure consistent application of UM criteria for authorization decisions;
- 4.12.12.3 Consult with the provider when appropriate;
- 4.12.12.4 Require that any decision to deny a service authorization request or to authorize a service in an amount, duration, or scope that is less than requested, be made by a health care professional who has appropriate clinical expertise in treating the Member's condition or disease, such as the CONTRACTOR's medical director;

- 4.12.12.5 For standard authorization decisions, provide notice as expeditiously as the Member's health condition requires, within fourteen (14) Calendar Days following receipt of a request for new services and within ten (10) Calendar Days following receipt of a request to continue ongoing services and within State prescribed parameters. An extension of up to fourteen (14) Calendar Days may be granted if:
- 4.12.12.5.1 The Member or the provider requests the extension;
 - 4.12.12.5.2 The CONTRACTOR justifies (to HSD upon written request) a need for additional information and how the extension is in the Member's best interest;
 - 4.12.12.5.3 If the CONTRACTOR extends the timeframe, the CONTRACTOR must give the Member written notice of the reason for the decision to extend the timeframe and inform the Member of the right to file an Appeal in accordance with Section [4.16] of this Agreement if he or she disagrees with the decision; and
 - 4.12.12.5.4 In cases in which the provider indicates, or the CONTRACTOR determines, that following the standard timeframe could seriously jeopardize the Member's life or health or the ability to attain, maintain or regain maximal function, the CONTRACTOR must make an expedited authorization decision and provide notice as expeditiously as required and no later than seventy-two (72) hours after the receipt of request for services. Extensions may be granted as per Section [4.16.5] requirements.

4.12.13 Coordination and Collaboration with CYFD, Including Children in CYFD Custody

- 4.12.13.1 The CONTRACTOR shall work with CYFD and other State agencies to promote early identification of children who are engaging in delinquent or high-risk factors including exhibiting signs of SED.
- 4.12.13.2 The CONTRACTOR shall coordinate services with the CYFD Protective Services ("PS"), Family Services ("FS"), and Juvenile Justice Services ("JJS") divisions, including discharge planning.
- 4.12.13.3 The CONTRACTOR shall participate in all FS, PS, and JJS clinical staffing reviews, including the CYFD Care Coordination Protocol process.
- 4.12.13.4 Upon request, the CONTRACTOR shall participate in the PS Team Decision-Making ("TDM") and JJS Multi-Disciplinary Team ("MDT") meetings.
- 4.12.13.5 For requests for authorization of residential treatment center ("RTC") services for JJS youth in a detention facility, the CONTRACTOR shall make a decision and notify JJS and the provider of the decision within twenty-four (24) hours of receipt of the request.

- 4.12.13.6 The CONTRACTOR shall ensure that providers begin discharge planning with CYFD staff within twenty-four (24) hours of a child's admission to an acute Behavioral Health setting to identify antecedents to the placement and conditions for the child's return to the community, including but not limited to the permanency planning Behavioral Health needs of the child.
- 4.12.13.7 The CONTRACTOR shall ensure that children in the custody or supervision of CYFD receive a Behavioral Health screening within twenty-four (24) hours of a referral to a Behavioral Health Contract Provider and receive a Behavioral Health assessment, Medically Necessary Covered Services, and care coordination as appropriate.
- 4.12.13.8 The CONTRACTOR shall ensure the Member's assigned CYFD worker is actively involved in the Member's care coordination, provided that CYFD informs the CONTRACTOR of who is the assigned CYFD worker.
- 4.12.13.9 The CONTRACTOR shall promote coordination between juvenile detention facilities and the CONTRACTOR's Contract Providers to establish a process to communicate the physical health and Behavioral Health needs of juveniles at intake and discharge and to establish continuity of care between the juvenile detention facility and the CONTRACTOR. The CONTRACTOR shall facilitate that coordination if requested.
- 4.12.13.9.1 Upon request, the CONTRACTOR shall provide training to juvenile detention facility staff and Contract Providers regarding service availability, the referral process, and eligibility criteria to promote coordination and access to services upon release.
- 4.12.13.9.2 The CONTRACTOR shall ensure assessment and provide appropriate Covered Services for all CYFD-referred juveniles, to the extent resources are available, and shall work with the Collaborative to implement criteria to prioritize CYFD-referred juveniles to prevent recidivism to the extent possible.
- 4.12.13.10 The CONTRACTOR shall work with CYFD to provide care coordination for committed juveniles identified as having high needs as they transition from juvenile correctional facilities (commitment facilities) back into the community.

4.12.14 Children in Tribal Custody or Under Tribal Supervision

- 4.12.14.1 The CONTRACTOR shall ensure that children in Tribal custody or under Tribal supervision pursuant to a Tribal court order (as such term is defined in NMSA 1978 § 32A-1-4) receive a Behavioral Health screening within twenty-four (24) hours of a referral to a Behavioral Health Contract Provider and receive a Behavioral Health assessment, Medically Necessary Covered Services, and care coordination as appropriate.

- 4.12.14.2 If requested by an Indian Tribe, Nation, or Pueblo located partially or wholly in New Mexico, the CONTRACTOR shall negotiate in good faith to enter into agreements to develop assessment and treatment protocols and procedures to ensure that services are provided to children in Tribal custody or under Tribal supervision who are in need of such services. Should a Tribe, Nation, or Pueblo choose not to enter into such agreements, the CONTRACTOR shall not be liable for providing Covered Services to those children.

4.12.15 Notice of Adverse Action

The CONTRACTOR must notify the requesting provider, and give the Member written notice of any decision by the CONTRACTOR to deny a service authorization request or to authorize a service in an amount, duration, or scope that is less than requested. The notice must meet the requirements set forth in 42 C.F.R. § 438, Subpart F.

4.12.16 Critical Incident Management

- 4.12.16.1 The CONTRACTOR shall adhere to all State requirements for Critical Incident management and reporting. The CONTRACTOR shall develop policies and procedures to address and respond to incidents, report incidents to the appropriate entities per required timeframes and track and analyze incidents. The CONTRACTOR shall use this information to identify trends and patterns both case-specific and systemic; identify opportunities for improvement; and develop and implement appropriate strategies to reduce the occurrence of incidents and improve the quality of care.
- 4.12.16.2 The CONTRACTOR shall require its staff and Contract Providers to report, respond to, and document Critical Incidents as specified by the CONTRACTOR. The CONTRACTOR shall also require staff and providers to cooperate with any investigation conducted by the CONTRACTOR or outside agencies (e.g., HSD, the Collaborative, the New Mexico Department of Health, CYFD, Adult Protective Services and law enforcement).
- 4.12.16.3 The CONTRACTOR shall provide appropriate training and take corrective action as needed to ensure provider compliance with Critical Incident requirements.

4.13 **Patient-Centered Initiatives**

The CONTRACTOR shall comply and cooperate with all HSD patient-centered initiatives. The purpose of the patient-centered initiatives is to support HSD's commitment to improving health status, achieving superior clinical outcomes and improving service delivery while reducing administrative burdens. To the extent HSD develops a new initiative, it will provide the CONTRACTOR with ninety (90) Calendar Days notice.

4.13.1 Patient-Centered Medical Home Initiative (PCMH)

The CONTRACTOR shall establish a patient-centered initiative based on the NCQA PCMH Recognition Program.

4.13.1.1 The CONTRACTOR shall work with PCP Contract Providers to implement PCMH programs. PCMHs are not required to attain NCQA recognition but are encouraged to achieve certification as soon as possible. PCMHs shall incorporate the following principles:

4.13.1.1.1 Every Member has a selected primary care provider;

4.13.1.1.2 Care is provided by a physician-directed team that collectively cares for the Member;

4.13.1.1.3 The PCMH (i) performs care coordination functions in accordance with Section [4.4] of this Agreement or (ii) is engaged with the Member's assigned care coordinator, as applicable, provided by the CONTRACTOR in arranging and coordinating services; and

4.13.1.1.4 Care is coordinated and/or integrated across all aspects of health care.

4.13.1.2 The CONTRACTOR shall ensure that a PCMH:

4.13.1.2.1 Provides patient-centered care;

4.13.1.2.2 Practices evidence-based medicine and clinical decision supports;

4.13.1.2.3 Participates in continuous quality improvement and voluntary performance measurement;

4.13.1.2.4 Engages patients to actively participate in decision-making and provide feedback;

4.13.1.2.5 Uses health information technology to support care delivery and participates in Health Information Exchange;

4.13.1.2.6 Provides for enhanced access including but not limited to extended office hours outside of 8:00 AM to 5:00 PM (Mountain Time), open scheduling and alternative communication models such as web-based or telephonic options; and

4.13.1.2.7 Is reimbursed by the CONTRACTOR at a rate that appropriately recognizes the added value of PCMH.

4.13.1.3 The CONTRACTOR shall support engagement and transition of primary care practices to PCMHs by focusing on the following areas:

4.13.1.3.1 Screening/identification and targeting of PCMH participants including but not limited to: (i) Members with an identified disease state/condition

aligned with the CONTRACTOR's proposed disease management programs; and (ii) Members identified with a higher level of need for continuity of care such as those with a Behavioral Health diagnosis including substance abuse that adversely affects the Member's life, co-morbid health conditions or Members receiving nursing facility level of care.

- 4.13.1.3.2 Continuous, accessible, comprehensive and coordinated care using community-based resources as appropriate;
 - 4.13.1.3.3 Focusing care on prevention, chronic care management, reducing emergency room visits and unnecessary hospitalizations and improving care transitions;
 - 4.13.1.3.4 Using access and quality measures (HEDIS and surveys), as defined by HSD;
 - 4.13.1.3.5 Demonstrating improved health status and outcomes for Members as defined by HSD;
 - 4.13.1.3.6 Using measures to analyze the delivery of services and quality of care, over and under utilization of services, disease management strategies and outcomes of care;
 - 4.13.1.3.7 Promoting adoption of Health Information Technology ("HIT") and supporting Health Information Exchange ("HIE"); and
 - 4.13.1.3.8 Promoting integration between primary care and other providers of Covered Services through care coordination as well as data exchange; specifically, data that may be used to support decision making and continuous quality improvement, which may include the release of Medicaid Claims/Encounter Data, MCO Claims/Encounter Data and MCO authorization data as directed by HSD.
- 4.13.1.4 The CONTRACTOR reporting of PCMH activities and expenditures to HSD shall be in a format and methodology specified by HSD.
- 4.13.1.5 Any amounts expended by the CONTRACTOR implementing or operating the PCMH initiative shall be counted as direct medical expenses as defined in Section [7.2] of this Agreement.

4.13.2 Health Homes

- 4.13.2.1 The CONTRACTOR shall comply and cooperate with HSD's Health Home initiative for developing Behavioral Health Homes ("BHH") and physical Health Homes ("PHH") as authorized under Section 2703 of the Patient Protection and Affordable Care Act ("PPACA").

- 4.13.2.2 The CONTRACTOR shall implement Health Homes in accordance with New Mexico's Medicaid State Plan.
- 4.13.2.3 The CONTRACTOR shall make best efforts to contract with all Health Home providers designated by HSD and the Collaborative.
- 4.13.2.4 The CONTRACTOR shall document all referrals to Health Homes and maintain a record of any Member choice to select a different provider.
- 4.13.2.5 The CONTRACTOR shall ensure that the Health Homes provide care coordination functions for Members enrolled with the Health Home
- 4.13.2.6 The CONTRACTOR shall maintain administrative responsibility and oversight of care coordination and reporting as required by HSD according to this Agreement.

4.14 Member Materials

4.14.1 Prior Approval Process

- 4.14.1.1 The CONTRACTOR shall submit to HSD for review and prior written approval all materials that will be distributed to Members (referred to as Member Materials). This includes but is not limited to Member handbooks, provider directories, Member newsletters, Member identification (ID) cards and, upon request, any other additional, but not required, materials and information provided to Members designed to promote health and/or educate Members.
- 4.14.1.2 All Member Materials must be submitted to HSD in paper and electronic file media, in the format prescribed by HSD. The CONTRACTOR shall submit the reading level and the methodology used to measure it concurrent with all submissions of Member Materials and include a plan that describes the CONTRACTOR's intent for the use of the Member Materials.
- 4.14.1.3 HSD shall review the submitted Member Materials and either approve or deny them within fifteen (15) Calendar Days from the date of submission.
- 4.14.1.4 Prior to modifying any approved Member Material(s), the CONTRACTOR shall submit to HSD for prior written approval a detailed description of the proposed modifications in accordance with this Section.
- 4.14.1.5 HSD reserves the right to notify the CONTRACTOR to discontinue or modify Member Materials after approval.

4.14.2 Written Member Material Guidelines

- 4.14.2.1 The CONTRACTOR shall maintain written policies and procedures governing the development and distribution of Member Materials including how the

CONTRACTOR will meet the requirements in this Section. The CONTRACTOR shall, at a minimum, have policies and procedures regarding the process for developing/creating, proofing, approving, publishing, and mailing the (i) Member ID card, (ii) Member handbook, (iii) provider directory, (iv) Member newsletter, and (v) form letters within contractual standards and timeframes. The CONTRACTOR shall include a separate set of policies and procedures for each of the items listed above (i-v).

- 4.14.2.2 All written Member Materials must be worded at or below a sixth (6th) grade reading level, unless otherwise approved in writing by HSD.
- 4.14.2.3 All written Member Materials must be clearly legible with a minimum font size of twelve (12) point with the exception of Member ID cards and unless otherwise approved in writing by HSD.
- 4.14.2.4 All written Member Materials must be printed with the assurance of non-discrimination.
- 4.14.2.5 All written Member Materials shall be available in English and the prevalent language that includes all languages spoken by approximately five percent (5%) or more of the population with the exception of Native American languages for which there are not written forms and/or for which the State has not obtained consent from Tribal leadership to use the language. The CONTRACTOR shall certify that the translation of the information into the different languages has been reviewed by a qualified individual for accuracy. The CONTRACTOR does not need to submit the translated Member Materials to HSD; however, the CONTRACTOR shall submit the certification that the translations have been reviewed by a qualified individual. The CONTRACTOR shall submit the certification within thirty (30) Calendar Days of HSD approval of the English version of materials. The CONTRACTOR is responsible for ensuring the translation is accurate and culturally appropriate.
- 4.14.2.6 All written Member Materials distributed shall include a language block that informs the Member that the document contains important information and directs the Member to call the CONTRACTOR to request the document in an alternative language or to have it orally translated at no expense to the Member. The language block shall be printed, at a minimum, in the non-English languages meeting the requirement in Section [4.14.2.5] of this Agreement.
- 4.14.2.7 The CONTRACTOR shall make all written Member Materials available in alternative formats and in a manner that takes into consideration the Member's special needs, including those who are visually impaired or have limited reading proficiency. The CONTRACTOR shall notify all Members and potential Members that information is available in alternative formats and how to access those formats at no expense to the Member.

4.14.2.8 Once a Member has requested a Member Material in an alternative format or language, the Contractor shall (i) make a notation of the Member's preference in the system and (ii) provide all subsequent Member Materials to the Member in such format unless the Member requests otherwise.

4.14.2.9 The CONTRACTOR shall provide written notice to Members of any material changes to written Member Materials previously sent at least thirty (30) Calendar Days before the effective date of the change.

4.14.3 Member Handbook

4.14.3.1 The Member handbook shall be prior approved by HSD and be in a format that is easily understood. The Member handbook shall include a table of contents and at a minimum comply with the following:

4.14.3.1.1 Contain all necessary and mandated information in 42 C.F.R. §§ 438.10(f)(2) and (f)(6);

4.14.3.1.2 Describe the amount, duration and scope of all benefits, services and goods included in and excluded from coverage in sufficient detail to ensure that Members understand the benefits to which they are entitled;

4.14.3.1.3 Include information on how to access all services, including, but not limited to, EPSDT services, dental services, non-emergency transportation services, Behavioral Health services and Long-Term Care services;

4.14.3.1.4 Include information about the PCP, including: (i) how to select/change PCP and (ii) the role of the PCP and the procedures to be followed to obtain needed services;

4.14.3.1.5 Include information about care coordination including the role of care coordinators;

4.14.3.1.6 Include information on how to access services when out of State;

4.14.3.1.7 Describe how to report suspected Fraud and Abuse;

4.14.3.1.8 Describe how to access language assistance services for individuals with LEP;

4.14.3.1.9 Include information on the circumstances/situations under which a Member may be billed for services or assessed charges or fees; specifically that the provider may not bill a Member or assess charges or fees except: (i) if a Member self-refers to a specialist or other provider within the network without following CONTRACTOR procedures (e.g., without obtaining prior authorization) and the CONTRACTOR denies payment to the provider, the provider may bill the Member; (ii) if a

provider fails to follow the CONTRACTOR's procedures, which results in nonpayment, the provider may not bill the Member; and (iii) if a provider bills the Member for non-Covered Services or for self-referrals, he or she shall inform the Member and obtain prior agreement from the Member regarding the cost of the procedure and the payment terms at time of service;

- 4.14.3.1.10 A statement that failure to pay for non-Covered Services will not result in a loss of Medicaid benefits;
- 4.14.3.1.11 Describe cost sharing including an explanation that providers and/or the CONTRACTOR may utilize whatever legal actions are available to collect these amounts;
- 4.14.3.1.12 Detail procedures for obtaining benefits including services for which prior authorization or a referral is required and the methods for obtaining both;
- 4.14.3.1.13 Explain any restrictions on Member's freedom of choice among Contract Providers;
- 4.14.3.1.14 Explain how to access after-hours, emergency and Post-Stabilization Services, to also include: (i) what constitutes an Emergency Medical Condition, Emergency Services and Post-Stabilization Services as per definitions in 42 C.F.R. § 438.114(a); (ii) the fact that prior authorization is not required for Emergency Services; (iii) the process and procedure for obtaining Emergency Services, including use of the 911 telephone system or its local equivalent; and (iv) the fact that the Member has the right to use any hospital or other setting for emergency care;
- 4.14.3.1.15 Provide information regarding Grievances, Appeals and Fair Hearing procedures and timeframes including all pertinent information provided in 42 C.F.R. §§ 438.400 through 438.424;
- 4.14.3.1.16 Describe the Member's right to access a second opinion from a qualified health care professional within the network, or, if not available within the network, from a qualified health care professional outside of the network, at no cost to the Member;
- 4.14.3.1.17 Include information and written policies on Member rights and responsibilities, pursuant to 42 C.F.R. § 438.100 and NCQA's Standards and Guidelines for the Accreditation of MCOs;
- 4.14.3.1.18 Include written information concerning Advance Directives as described in 42 C.F.R. 489 Subpart I and in accordance with 42 C.F.R. § 422.128 and the Mental Health Care Treatment Decisions Act, NMSA 1978, 24-7B-1 et seq.;

- 4.14.3.1.19 Include language to clearly explain that a Native American Member may self refer to an I/T/U for services;
- 4.14.3.1.20 Include information on how to contact a care coordinator and/or self-report a change in health status;
- 4.14.3.1.21 Include information on how to contact a Behavioral Health peer support specialist or wellness center;
- 4.14.3.1.22 Include Health Education and Health Literacy information as explained in Section [4.14.10] of this Agreement;
- 4.14.3.1.23 Include information regarding the Birthing Options Program; and
- 4.14.3.1.24 Include information on how to request disenrollment from the CONTRACTOR's MCO.

4.14.4 Member Rights and Responsibilities

- 4.14.4.1 The CONTRACTOR shall provide each Member with written information in the Member handbook that encompasses all the provisions in this Section [4.14.4]. The CONTRACTOR must ensure that each Member is free to exercise his or her rights and that the exercise of these rights does not adversely affect the way the CONTRACTOR and its Contract Providers or the State treat the Member.
- 4.14.4.2 The CONTRACTOR must have written policies regarding the Member's, and/or Representatives' rights including, but not limited to, the guaranteed right to:
 - 4.14.4.2.1 Be treated with respect and with due consideration for his or her dignity and privacy;
 - 4.14.4.2.2 Receive information on available treatment options and alternatives, presented in a manner appropriate to the his or her condition and ability to understand;
 - 4.14.4.2.3 Make and have honored an Advance Directive consistent with State and federal laws;
 - 4.14.4.2.4 Receive Covered Services in a nondiscriminatory fashion;
 - 4.14.4.2.5 Participate in decisions regarding his or her health care, including the right to refuse treatment;
 - 4.14.4.2.6 Be free from any form of restraint or seclusion used as a means of coercion, discipline, convenience or retaliation;

- 4.14.4.2.7 Request and receive a copy of his or her medical records and to request that they be amended or corrected as specified in 45 C.F.R. Part 164;
- 4.14.4.2.8 Choose a Representative to be involved as appropriate in making care decisions;
- 4.14.4.2.9 Provide informed consent;
- 4.14.4.2.10 Voice Grievances about the care provided by the CONTRACTOR and to make use of the Grievance, Appeal and Fair Hearing processes without fear of retaliation;
- 4.14.4.2.11 Choose from among Contract Providers in accordance with the CONTRACTOR's prior authorization requirements;
- 4.14.4.2.12 Receive information about Covered Services and how to access Covered Services, and Contract Providers;
- 4.14.4.2.13 Be free from harassment by the CONTRACTOR or its Contract Providers in regard to contractual disputes between the CONTRACTOR and providers; and
- 4.14.4.2.14 Participate in understanding physical and Behavioral Health problems and developing mutually agreed-upon treatment goals.
- 4.14.4.3 The CONTRACTOR shall ensure that each Member (and/or as appropriate, Representative) is free to exercise his or her rights and that the exercise of those rights does not adversely affect the way the way the CONTRACTOR or its Contract Providers treat the Member (and/or Representative).
- 4.14.4.4 Members and/or Representatives, to the extent possible, have a responsibility to:
 - 4.14.4.4.1 Provide information that the CONTRACTOR and its Contract Providers need in order to care for the Member;
 - 4.14.4.4.2 Follow the plans and instructions for care that they have agreed upon with their providers; and
 - 4.14.4.4.3 Keep, reschedule, or cancel a scheduled appointment rather than to simply fail to keep it.

4.14.5 Provider Directory

- 4.14.5.1 The CONTRACTOR shall develop and maintain a general provider directory, which must include the following for all Contract Providers: complete name; all locations; telephone numbers; office hours; non-English languages spoken; identification of Contract Providers accepting new patients (closed or open

panels); hospital listings, including locations of emergency settings and Post-Stabilization Services, with the name, location, and telephone number of each facility/setting.

- 4.14.5.2 The provider directory must be indexed alphabetically and by specialty.
- 4.14.5.3 Provider directories shall be submitted for written approval by HSD prior to distribution to Members.
- 4.14.5.4 The CONTRACTOR shall maintain on its website an updated provider directory that includes all identified information above and is searchable by provider type, distance from Member's address, zip code and/or whether the provider is accepting new patients. This directory shall be updated daily and contain a disclaimer that the online provider directory is updated more frequently than the printed directory. Information on how to access this information shall be clearly stated in both the Member and provider areas of the website.
- 4.14.5.5 Upon request, the CONTRACTOR shall provide information on the participation status of any provider and the means for obtaining more information about providers who participate in the CONTRACTOR's provider network, including open- and closed-panel status, which must be updated regularly and made available on the Internet.

4.14.6 Member Handbook and Provider Directory Distribution

- 4.14.6.1 The CONTRACTOR shall comply with reporting requirements in Section [4.21.2.2] of this Agreement regarding the mailing of Member enrollment materials including Member ID cards, Member handbook, and provider directory.
- 4.14.6.2 The CONTRACTOR shall send a provider directory and Member handbook within thirty (30) Calendar Days of receipt of notification of enrollment in the CONTRACTOR's MCO.
- 4.14.6.3 Upon request of a Member or Recipient, the CONTRACTOR shall send a provider directory and/or Member handbook within ten (10) Calendar Days. The CONTRACTOR shall give the person requesting a Member handbook and/or a provider directory the option to get the information from the CONTRACTOR's website or to receive a printed document.
- 4.14.6.4 The Member handbook and provider directory shall be up-to-date on the CONTRACTOR's website.
- 4.14.6.5 Printed copies of the provider directory shall be updated quarterly.

- 4.14.6.6 The CONTRACTOR shall distribute updated information to Members on a regular basis and a complete Member handbook and provider directory to all Members on an annual basis.

4.14.7 Additional Information Available Upon Request

The CONTRACTOR shall provide all other information to Members as required by CMS, including but not limited to, the following information to any Member who requests such information:

- 4.14.7.1 Information regarding the structure and operation of the CONTRACTOR's MCO; and

- 4.14.7.2 Physician incentive plans, if applicable.

4.14.8 Member Identification (ID) Cards

- 4.14.8.1 Each Member shall be provided an identification card identifying the Member as a participant in the Centennial Care program within thirty (30) Calendar Days of notification of enrollment into the CONTRACTOR's MCO.

- 4.14.8.2 The CONTRACTOR shall re-issue a Member ID card within ten (10) Calendar Days of notice if a Member reports a lost card or if information on the Member ID card needs to be changed.

- 4.14.8.3 The ID card shall be durable (e.g., plastic or other durable paper stock but not regular paper stock), shall comply with all State and federal requirements and, at a minimum, shall include:

- 4.14.8.3.1 The CONTRACTOR's name and issuer identifier, with the company logo;
- 4.14.8.3.2 Phone numbers for information and/or authorizations, including for physical health, Behavioral Health, and Long-Term Care services;
- 4.14.8.3.3 Descriptions of procedures to be followed for emergency or special services;
- 4.14.8.3.4 The Member's identification number;
- 4.14.8.3.5 The Member's name (first and last name and middle initial);
- 4.14.8.3.6 Third-Party Liability information;
- 4.14.8.3.7 The Member's date of birth;
- 4.14.8.3.8 The Member's enrollment effective date;
- 4.14.8.3.9 The Member's PCP;

- 4.14.8.3.10 The Member's copayment amounts for Covered Services;
- 4.14.8.3.11 Expiration date (the Member's eligibility review date for the next calendar year); and
- 4.14.8.3.12 The Health Insurance Portability and Accountability Act (HIPAA) adopted identifier, if applicable.

4.14.9 Member Website

- 4.14.9.1 The CONTRACTOR shall have a Member portal on its website that is available to all Members, containing accurate, up-to-date information about the MCO, services provided, the CONTRACTOR's preferred drug list, the provider directory, FAQs, and contact phone numbers and e-mail addresses. Members shall have access to the Member handbook and provider directory via the website without having to log in.
- 4.14.9.2 Call center staff shall have access to the website and provide assistance to Members with navigating the site and locating information.
- 4.14.9.3 The section of the website relating to Centennial Care shall comply with the Marketing policies and procedures and requirements for written materials described in this Agreement and all applicable State and federal laws.

4.14.10 Member Health Education

- 4.14.10.1 The CONTRACTOR shall develop a Health Education Plan and submit it to HSD for prior review and approval. The Health Education Plan shall comply with the reporting requirements in Section [4.21.2.1.1] of this Agreement.
- 4.14.10.2 The Health Education Plan shall include a Member education program that uses classes, individual or group sessions, videotapes, written material, media campaigns, and modern technologies (e.g., mobile applications and tools). All instructional materials shall be provided in a manner and format that is easily understood and in keeping with requirements for Member Materials as prescribed in this Agreement.
- 4.14.10.3 The CONTRACTOR shall educate its Members on the importance of good health and how to achieve and maintain good health, including but not limited to:
 - 4.14.10.3.1 The availability and benefits of preventive health care;
 - 4.14.10.3.2 Targeted disease management education;
 - 4.14.10.3.3 The benefits of completing Advance Directives;
 - 4.14.10.3.4 The availability and benefits of Health Homes;

- 4.14.10.3.5 The importance of EPSDT services;
- 4.14.10.3.6 The importance of and schedules for screenings for cancer, high blood pressure and diabetes;
- 4.14.10.3.7 The risks associated with the use of alcohol, tobacco and other substances;
- 4.14.10.3.8 The concepts of managed care;
- 4.14.10.3.9 The use of the PCP as the primary source of medical care; and
- 4.14.10.3.10 The role of the care coordinator and how to contact the care coordination unit.
- 4.14.10.4 The CONTRACTOR shall make materials available for review by HSD upon request.
- 4.14.10.5 The CONTRACTOR shall notify Members of the schedule of educational events and shall post such information on its website. The CONTRACTOR shall comply with reporting requirements as specified in Section [4.21.2.1.2] of this Agreement.
- 4.14.10.6 The CONTRACTOR's Health Education Plan shall also include how the CONTRACTOR will work with Community Health Workers to improve Member Health Literacy. Specifically, the CONTRACTOR shall make Community Health Workers available to Members to, among other things:
 - 4.14.10.6.1 Offer interpretation and translation services;
 - 4.14.10.6.2 Provide culturally appropriate Health Education and information;
 - 4.14.10.6.3 Assist Members in navigating the managed care system;
 - 4.14.10.6.4 Assist in obtaining information about and access to available community resources;
 - 4.14.10.6.5 Provide informal counseling and guidance on health behaviors; and
 - 4.14.10.6.6 Assist the Member and care coordinator in ensuring the Member receives all Medically Necessary Covered Services.
- 4.14.10.7 The CONTRACTOR shall ensure that Community Health Workers receive training on Centennial Care, including the integration of physical and Behavioral Health as well as long-term services.
- 4.14.10.8 The CONTRACTOR shall submit a Health Education Plan Evaluation Report and shall comply with the reporting requirements in Section [4.21.2.1.1] of this Agreement.

- 4.14.10.9 The CONTRACTOR shall, at a minimum, distribute to Members on a quarterly basis a newsletter that is intended to educate Members on the managed care system, proper utilization of services, etc., and encourage utilization of preventive care services. HSD may require the CONTRACTOR to address a specific topic in the quarterly newsletter. The CONTRACTOR shall submit the newsletter to HSD for approval forty-five (45) Calendar Days prior to the date on which it proposes to use or distribute the newsletter.

4.15 Member Services

4.15.1 Member Services Call Center

- 4.15.1.1 The CONTRACTOR shall operate a call center with a toll-free telephone line (Member services information line) to respond to Member questions, concerns, inquiries, and complaints from the Member, Representative or the Member's provider. The call center and its staff must be located and operated in the State of New Mexico.
- 4.15.1.2 The CONTRACTOR shall develop Member services information line policies and procedures that address staffing, training, hours of operation, access and response standards, transfers/referrals, including referrals from all sources, monitoring of calls via recording or other means, translation/interpretation and compliance with standards.
- 4.15.1.3 The CONTRACTOR's call center shall have the capacity for HSD or its agent to monitor calls remotely.
- 4.15.1.4 The Member services information line shall be equipped to handle calls from callers with Limited English Proficiency as well as calls from Members who are hearing impaired.
- 4.15.1.5 The CONTRACTOR shall have bilingual representatives based on the threshold of a prevalent non-English language specified in Section [4.14.2.5] of this Agreement.
- 4.15.1.6 The CONTRACTOR shall ensure that the Member services information line is staffed adequately to respond to Members' questions, at a minimum, from 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except State of New Mexico holidays.
- 4.15.1.7 The call center staff shall be trained to respond to Member questions in all areas, including, but not limited to, Covered Services, the provider network, and Member enrollment issues.
- 4.15.1.8 The call center staff shall receive ongoing training, at least quarterly, through instructor-led trainings and staff meetings. The call center staff must receive training immediately following changes to service delivery and Covered Services.

- 4.15.1.9 The Member services information line shall be staffed twenty-four (24) hours-a-day, seven (7) days-a-week with qualified nurses to triage urgent care and emergency calls from Members and to facilitate transfer of calls to a care coordinator to the extent immediate attention of a care coordinator is necessary. The CONTRACTOR may meet this requirement by having a separate nurse triage/nurse advice line that otherwise meets all of the requirements of this Section [4.15.1].
- 4.15.1.10 If the CONTRACTOR operates a separate nurse triage/nurse advice line, the staff on such line must be registered nurses (R.N.), physician assistants, nurse practitioners, or medical doctors. At all times there must be staff on hand equipped to handle Behavioral Health crises. The primary intent of this triage is to decrease inappropriate utilization of emergency rooms and improve coordination and continuity of care with a Member's PCP. However, having the phone line staffed by someone who is also able to provide treatment as appropriate is encouraged.
- 4.15.1.11 The CONTRACTOR shall ensure that all calls from Members to the nurse triage/nurse advice line that require immediate attention are immediately addressed or transferred to a care coordinator. During normal business hours, the transfer shall be a Warm Transfer. After normal business hours, if the CONTRACTOR cannot transfer the call as a Warm Transfer, the CONTRACTOR shall ensure that a care coordinator is notified and returns the Member's call within thirty (30) minutes and that the care coordinator has access to the necessary information (e.g., the Member's care plan) to resolve Member issues. The CONTRACTOR shall implement protocols, with prior approval from HSD, that describe how calls to the nurse triage/nurse advice line from Members will be handled.
- 4.15.1.12 The CONTRACTOR shall implement protocols, with prior approval from HSD, to ensure that calls to the Member services information line that should be transferred/referred to other CONTRACTOR staff, including but not limited to a Member services supervisor or a care coordinator, or to an external entity, are transferred/referred appropriately.
- 4.15.1.13 The CONTRACTOR shall measure and monitor the accuracy of responses and phone etiquette and take corrective action as necessary to ensure the accuracy of responses and appropriate phone etiquette by staff.
- 4.15.1.14 The CONTRACTOR shall have an automated system available during non-business hours, including weekends and State of New Mexico holidays. This automated system shall provide callers with operating instructions on what to do in case of an emergency, the option to speak directly to a nurse, and shall include, at a minimum, a voice mailbox for callers to leave messages. The CONTRACTOR shall ensure that the voice mailbox has adequate capacity to receive all messages. The CONTRACTOR shall return all messages by close of business on the next Business Day.

- 4.15.1.15 The call center staff shall have access to electronic documentation from previous calls made by or on behalf of the Member to the Member services information line, nurse triage/nurse advice line, and the care coordination department.

4.15.2 Performance Standards for Member Services Line/Queue

- 4.15.2.1 The CONTRACTOR shall adequately staff the Member services information line to ensure that the line, including the nurse triage/nurse advice line or queue, meets the following performance standards: less than five percent (5%) call abandonment rate; eighty-five percent (85%) of calls are answered by a live voice within thirty (30) seconds (or the prevailing benchmark established by NCQA); and average wait time for assistance does not exceed two (2) minutes.
- 4.15.2.2 The CONTRACTOR's call center systems shall have the capability to track call center metrics as identified above. Metrics shall be reported separately for the Member services information line and the nurse triage/nurse advice line/queue.
- 4.15.2.3 The CONTRACTOR shall submit the reports required in Section [4.21.4.4] of this Agreement.

4.15.3 Interpreter and Translation Services

- 4.15.3.1 The CONTRACTOR shall provide oral interpretation services to individuals with LEP and sign language services and TDD services to individuals who are hearing impaired at no cost to the individual. The CONTRACTOR shall notify its Members and potential Members of the availability of free interpreter services, sign language and TDD services, and inform them of how to access these services.
- 4.15.3.2 Interpreter services should be available in the form of in-person interpreters or telephonic assistance, such as the Language Line. For phone interpreters, the caller should not have to hang up or call a separate number.
- 4.15.3.3 The CONTRACTOR shall offer oral interpretation services to individuals with LEP regardless of whether the individual speaks a language that meets the threshold of a prevalent non-English language as set forth in Section [4.14.2.5] of this Agreement.
- 4.15.3.4 The CONTRACTOR shall document the offer of an interpreter, and whether the individual declined or accepted the interpreter service.
- 4.15.3.5 The CONTRACTOR is prohibited from requiring or suggesting that Members with LEP or Members using sign language provide their own interpreters or utilize friends or family members.

4.15.4 Personal Health Records

- 4.15.4.1 The CONTRACTOR shall provide Members with access to electronic versions of their personal health records.

4.16 **Grievances and Appeals**

4.16.1 General Requirements for Grievances & Appeals

- 4.16.1.1 The CONTRACTOR shall have a Grievance system in place for Members that includes a process related to the expressions of dissatisfaction and an Appeal process related to a CONTRACTOR Action. A Member must first exhaust the CONTRACTOR's Grievance and Appeal system prior to requesting a State Fair Hearing.

- 4.16.1.2 In implementing these processes, the CONTRACTOR shall, at a minimum:

- 4.16.1.2.1 Adopt written policies and procedures describing how the Member may register a Grievance or an Appeal with the CONTRACTOR and how the CONTRACTOR resolves the Grievance or Appeal;
- 4.16.1.2.2 Provide a copy of its Grievance and Appeal policies and procedures to all Contract Providers;
- 4.16.1.2.3 Comply with the requirements in 42 C.F.R. § 438.406(a);
- 4.16.1.2.4 Have sufficient support staff (clerical and professional, including Behavioral Health practitioners) available to process Grievances and Appeals in accordance with HSD requirements related to an adverse Action affecting a Member. The CONTRACTOR shall notify HSD of the names of appointed staff members and their phone numbers. Staff shall be knowledgeable about applicable State and federal law, HSD rules and regulations, and all court orders and consent decrees governing Grievance and Appeal procedures, as they become effective;
- 4.16.1.2.5 Ensure that the individuals who make decisions on Grievances and/or Appeals are not involved in any previous level of review or decision making; and
- 4.16.1.2.6 Ensure that punitive or retaliatory action is not taken against a Member or a provider that files a Grievance and/or an Appeal, or against a provider that supports a Member's Grievance and/or Appeal.

4.16.2 Grievances

- 4.16.2.1 A Member may file a Grievance either orally or in writing with the CONTRACTOR within thirty (30) Calendar Days of the date the dissatisfaction occurred. The Representative or a provider acting on behalf of

the Member and with the Member's written consent, has the right to file a Grievance on behalf of the Member.

- 4.16.2.2 Within five (5) Business Days of receipt of the Grievance, the CONTRACTOR shall provide the grievant with written notice that the Grievance has been received and the expected date of its resolution.
- 4.16.2.3 The CONTRACTOR shall complete the investigation and final resolution process for Grievances within thirty (30) Calendar Days of the date the Grievance is received by the CONTRACTOR or as expeditiously as the Member's health condition requires and shall include a resolution letter to the grievant.
- 4.16.2.4 The CONTRACTOR may request an extension from HSD in accordance with 42 C.F.R. § 438.408(c). For any extension not requested by the Member, the CONTRACTOR shall give the Member written notice of the reason for the extension within two (2) Business Days of the decision to extend the timeframe.
- 4.16.2.5 The CONTRACTOR shall mail a resolution letter to the Member no later than thirty (30) Calendar Days after the initial date the Grievance was received by the CONTRACTOR. The resolution letter must include, but not be limited to, the following:
 - 4.16.2.5.1 All information considered in investigating the Grievance;
 - 4.16.2.5.2 Findings and conclusions based on the investigation;
 - 4.16.2.5.3 The disposition of the Grievance; and
 - 4.16.2.5.4 The right to Appeal the resolution to the CONTRACTOR, if applicable.

4.16.3 Appeals

- 4.16.3.1 The CONTRACTOR shall mail a notice of Action to the Member or provider in accordance with the procedures and timeframes in 42 C.F.R. §§ 438.404 and 431.200 unless such timeframe is prescribed in this Section [4.16.3].
- 4.16.3.2 The CONTRACTOR shall mail a notice of Action within five (5) Calendar Days if probable Member Fraud has been verified.
- 4.16.3.3 The CONTRACTOR may mail a notice of Action no later than the date of the Action for the following:
 - 4.16.3.3.1 The CONTRACTOR has factual information confirming the death of a Member;

- 4.16.3.3.2 The CONTRACTOR receives a signed written Member statement requesting service termination or giving information requiring termination of Covered Services (where the Member understands that this must be the result of supplying that information);
 - 4.16.3.3.3 The Member has been admitted to an institution where he or she is ineligible for further services;
 - 4.16.3.3.4 The Member's address is unknown and mail directed to him or her has no forwarding address;
 - 4.16.3.3.5 The Member has been accepted for Medicaid services in another state or United States territory;
 - 4.16.3.3.6 The Member's physician prescribes a change in the level of medical care;
 - 4.16.3.3.7 An Adverse Determination is made with regard to the preadmission screening requirements for Nursing Facility admissions; and
 - 4.16.3.3.8 In accordance with 42 C.F.R. § 483.12(a)(5)(ii).
- 4.16.3.4 A Member may file an Appeal of a CONTRACTOR Action either orally or in writing within ninety (90) Calendar Days of receiving the CONTRACTOR's notice of Action. The Representative or a provider acting on behalf of the Member with the Member's written consent, has the right to file an Appeal of an Action on behalf of the Member. The CONTRACTOR shall consider the Member, Representative, or estate representative of a deceased Member as parties to the Appeal.
- 4.16.3.5 The CONTRACTOR has thirty (30) Calendar Days from the date the initial oral or written Appeal is received by the CONTRACTOR to resolve the Appeal. The CONTRACTOR shall appoint at least one (1) person to review the Appeal, such person shall not have been involved in the initial decision.
- 4.16.3.6 The CONTRACTOR shall have a process in place that assures that an oral or written inquiry from the Member seeking to Appeal an Action is treated as an Appeal (to establish the earliest possible filing date for the Appeal). Unless the Member or the provider requests an expedited resolution, an oral Appeal must be followed by a written Appeal that is signed by the Member within thirteen (13) Calendar Days; failure to file the written Appeal within thirteen (13) Calendar Days shall constitute withdrawal of the Appeal. The CONTRACTOR shall make best efforts to assist the Member as needed with the written Appeal.
- 4.16.3.7 Within five (5) Business Days of receipt of the Appeal, the CONTRACTOR shall provide the appellant with written notice that the Appeal has been received and the expected date of its resolution.

- 4.16.3.8 The CONTRACTOR may extend the thirty (30) Calendar Day timeframe in accordance with 42 C.F.R. § 438.408(c). For any extension not requested by the Member, the CONTRACTOR must give the Member written notice of the extension and the reason for the extension within two (2) Business Days of the decision to extend the timeframe.
- 4.16.3.9 The CONTRACTOR shall comply with the special provisions for Appeals in 42 C.F.R. § 438.406(b).
- 4.16.3.10 Unless extended pursuant to the requirements in this Section [4.16], the CONTRACTOR shall provide written notice of resolution within the thirty (30) Calendar Days of the CONTRACTOR's receipt of the Appeal to the Member, the Member's Representative(s) and/or the provider, if the provider filed the Appeal. The written notice of the Appeal resolution shall include, but is not limited to, the information contained in 42 C.F.R. § 438.408(e), as applicable.

4.16.4 Expedited Resolution of Appeals

- 4.16.4.1 The CONTRACTOR shall establish and maintain an expedited review process for Appeals in accordance with 42 C.F.R. § 438.410.
- 4.16.4.2 The CONTRACTOR shall ensure that the expedited review process is convenient and efficient for the Member.
- 4.16.4.3 The CONTRACTOR shall resolve the expedited Appeal in accordance with 42 C.F.R. §§ 438.408(b)(3) and (d)(2).
- 4.16.4.4 The CONTRACTOR may extend the timeframe for an expedited Appeal in accordance with 42 C.F.R. § 438.408(c). For any extension not requested by the Member, the CONTRACTOR shall make reasonable efforts to give the Member prompt verbal notification and follow-up with a written notice within two (2) Business Days.
- 4.16.4.5 If the CONTRACTOR denies a request for expedited resolution of an Appeal, the CONTRACTOR shall transfer the Appeal to the timeframe for standard resolution and make reasonable efforts to give the Member prompt oral notice of the denial and follow up within two (2) Calendar Days with a written notice.
- 4.16.4.6 The CONTRACTOR shall inform the Member of the limited time available for expedited reviews to present evidence and allegations in fact or law.
- 4.16.4.7 The CONTRACTOR shall document in writing all oral requests for expedited resolution and shall maintain the documentation in the case file.

4.16.5 Special Rule for Certain Expedited Service Authorization Decisions

In the case of certain expedited service authorization decisions that deny or limit services, the CONTRACTOR shall, within seventy-two (72) hours of receipt of the request for service, automatically file an Appeal on behalf of the Member, make a best effort to give the Member oral notice of the decision of the automatic Appeal, and make a best effort to resolve the Appeal. For purposes of this Section [4.16.5], “expedited service authorization” is a request for urgently needed care or services.

4.16.6 The CONTRACTOR shall continue benefits while an Appeal and/or the State Fair Hearing process is pending in accordance with 42 C.F.R. §§ 438.420, 438.424.

4.16.7 State Fair Hearings for Members

4.16.7.1 A Member may request a State Fair Hearing if he or she is dissatisfied with an Action that has been taken by the CONTRACTOR, and the Member has exhausted the CONTRACTOR’s internal Grievance/Appeal process, within thirty (30) Calendar Days of the final decision by the CONTRACTOR. The Representative, the estate representative of a deceased Member, or a provider acting on behalf of the Member and with the Member’s written consent, may request a State Fair Hearing on behalf of the Member.

4.16.7.2 The CONTRACTOR shall provide the HSD/Fair Hearings Bureau, the HSD/Medical Assistance Division, the Member and/or the Member’s Representative(s) with a summary of evidence (“SOE”) no later than seven (7) Calendar Days prior to the initially scheduled hearing. The SOE must contain copies of all documentation used to make the CONTRACTOR’s decision, and it must explain the reasons for the Action and address all of the Member’s concerns. The SOE must refer to all relevant State and federal statutes, rules, and regulations used to make the decision. Upon request and no later than seven (7) Calendar Days after receiving the request, the CONTRACTOR shall provide the Member and/or the Member’s Representative (with written consent of the Member) access to the Member’s case file and provide copies of documents contained therein without charge.

4.16.7.3 The CONTRACTOR shall appear with appropriate clinical personnel at all scheduled State Fair Hearings concerning its clinical determinations to present evidence as justification for its determination regarding the disputed benefits and/or services.

4.16.7.4 The CONTRACTOR shall have its legal counsel appear at all scheduled State Fair Hearings for which the CONTRACTOR has received notification that the Member has legal counsel and when HSD provides it with not less than seven (7) Calendar Days’ notice that legal representation will be required.

4.16.7.5 The CONTRACTOR shall comply with all determinations rendered as a result of State Fair Hearings. Nothing in this Section shall limit the remedies available to HSD or the federal government relating to any non-compliance by

the CONTRACTOR with a State Fair Hearing determination or by the CONTRACTOR's refusal to provide disputed services.

4.16.8 Provider Grievances and Appeals

The CONTRACTOR shall establish and maintain written policies and procedures for the filing of provider Grievances and Appeals. A provider shall have the right to file a Grievance or an Appeal with the CONTRACTOR. Provider Grievances or Appeals shall be resolved within thirty (30) Calendar Days. If the provider Grievance or Appeal is not resolved within thirty (30) Calendar Days, the CONTRACTOR shall request a fourteen (14) Calendar Day extension from the provider. If the provider requests the extension, the extension shall be approved by the CONTRACTOR. A provider shall have the right to file an Appeal with the CONTRACTOR regarding provider payment issues and/or Utilization Management decisions.

4.17 **Program Integrity**

4.17.1 General

- 4.17.1.1 The CONTRACTOR shall have a comprehensive internal Fraud, waste and Abuse program.
- 4.17.1.2 The CONTRACTOR shall cooperate with the MFEAD and other investigatory agencies in accordance with the provisions of NMSA 1978, 27-11-1 et seq.
- 4.17.1.3 The CONTRACTOR shall comply with all federal and State requirements regarding Fraud, waste and Abuse, including but not limited to, sections 1128, 1156 and 1902(a)(68) of the Social Security Act, section 6402(h) of PPACA, the CMS Medicaid integrity program and the Deficit Reduction Act of 2005.
- 4.17.1.4 The CONTRACTOR shall have adequate staffing and resources to investigate unusual incidents and develop and implement corrective action plans to assist the CONTRACTOR in preventing and detecting potential Fraud, waste and Abuse.
- 4.17.1.5 The CONTRACTOR shall establish effective lines of communication between the CONTRACTOR's compliance officer and the CONTRACTOR's employees to facilitate the oversight of systems that monitor service utilization and Encounters for Fraud, waste and Abuse.
- 4.17.1.6 The CONTRACTOR shall cooperate fully in any activity performed by the HSD, MFEAD, Medicaid Recovery Audit Contractor (RAC), CMS, and/or Payment Error Rate Management and CMS Audit Medicaid Integrity Contractors (MIC). The CONTRACTOR, its subcontractors, and Contract Providers shall, upon request, make available to the RAC any and all administrative, financial and medical records relating to the delivery of items

or services for which State monies are expended, unless otherwise provided by law. In addition, the CONTRACTOR and its subcontractors including Contract Providers shall provide the RAC with access during normal business hours to its respective place of business and records.

4.17.1.7 The CONTRACTOR shall comply with all program integrity provisions of the PPACA including:

4.17.1.7.1 Enhanced provider screening and enrollment, section 6401;

4.17.1.7.2 Termination of provider participation, section 6501; and

4.17.1.7.3 Provider disclosure of current or previous affiliation with excluded provider(s), section 6401.

4.17.1.8 The CONTRACTOR and all subcontractors including Contract Providers shall establish written policies and procedures for all employees, agents, or contractors that provide detailed information regarding (i) the New Mexico False Claims Act, NMSA 1978, 27-14-1 et seq., (ii) the New Mexico Fraud Against the Taxpayers Act, NMSA 1978, 44-9-1 et seq., and (iii) the Federal False Claims Act established under 31 U.S.C §§ 3729-3733, administrative remedies for false claims established under 31 U.S.C. 3801 et seq., including but not limited to preventing and detecting Fraud, waste, and Abuse in federal health care programs (as defined in Social Security Act § 1128B(f)). Such policies and procedures shall articulate the CONTRACTOR's commitment to compliance with federal and State standards.

4.17.1.9 The CONTRACTOR and all subcontractors shall include in any employee handbook the rights of employees to be protected as "whistleblowers."

4.17.2 Reporting and Investigating Suspected Fraud and Abuse

4.17.2.1 The CONTRACTOR shall cooperate with all appropriate State and federal agencies in investigating Fraud, waste and Abuse.

4.17.2.2 The CONTRACTOR shall have methods for identifying, investigating and referring suspected Fraud cases pursuant to 42 C.F.R. §§ 455.1, 455.13, 455.14, and 455.21.

4.17.2.3 The CONTRACTOR shall report all confirmed, credible or suspected Fraud and Abuse to HSD and MFEAD as follows:

4.17.2.3.1 Suspected Fraud, waste and Abuse in the administration of Centennial Care shall be reported to HSD and MFEAD;

4.17.2.3.2 All confirmed, credible or suspected provider Fraud, waste and Abuse shall immediately be reported to HSD and MFEAD and shall include the information provided in 42 C.F.R. § 455.17, as applicable; and

- 4.17.2.3.3 All confirmed or suspected Member Fraud, waste and Abuse shall be reported immediately to HSD.
- 4.17.2.4 The CONTRACTOR shall promptly (within two (2) Business Days) perform a preliminary investigation of all incidents of suspected and/or confirmed Fraud and Abuse. Unless prior written approval is obtained from the agency to whom the incident was reported or its designee, after reporting Fraud or suspected Fraud and/or suspected Abuse and/or confirmed Abuse, the CONTRACTOR shall not take any of the following actions as they specifically relate to Centennial Care:
 - 4.17.2.4.1 Contact the subject of the investigation about any matters related to the investigation;
 - 4.17.2.4.2 Enter into or attempt to negotiate any settlement or agreement regarding the incident; or
 - 4.17.2.4.3 Accept any monetary or other type of consideration offered by the subject of the investigation in connection with the incident.
- 4.17.2.5 The CONTRACTOR shall promptly provide the results of its preliminary investigation to the agency to which the incident was reported.
- 4.17.2.6 The CONTRACTOR shall notify HSD within thirty (30) Calendar Days when an adverse action is taken against a Contract Provider. For purposes of this Section, an “adverse action” shall mean termination of the Contract Provider’s agreement “for cause” as such term is defined in the Contract Provider’s agreement with the CONTRACTOR.
- 4.17.2.7 The CONTRACTOR shall comply with the reporting requirements in Section [4.21.4.1] of this Agreement.

4.17.3 Compliance Plan

- 4.17.3.1 The CONTRACTOR shall have a written Fraud and Abuse compliance plan. A paper and electronic copy of the compliance plan shall be provided to HSD annually for prior approval. HSD shall provide notice of approval, denial, or modification to the CONTRACTOR within thirty (30) Calendar Days of receipt. The CONTRACTOR shall make any changes required by HSD within thirty (30) Calendar Days of a request.
- 4.17.3.2 The CONTRACTOR’s Fraud and Abuse compliance plan shall:
 - 4.17.3.2.1 Require reporting of suspected and/or confirmed Fraud and Abuse be done as required by this Agreement;
 - 4.17.3.2.2 Outline activities proposed for the next reporting year regarding employee education of federal and State law and regulations related to

Medicaid program integrity and Fraud/Abuse/waste to ensure that all of its officers, directors, managers and employees know and understand the provisions of the CONTRACTOR's Fraud and Abuse compliance plan;

- 4.17.3.2.3 Outline activities proposed for the next reporting year regarding provider education of federal and State statutes and regulations related to Medicaid program integrity and Fraud/Abuse/waste and on identifying and educating targeted Contract Providers with patterns of incorrect billing practices and/or overpayment;
- 4.17.3.2.4 Contain procedures designed to prevent and detect Fraud and Abuse in the administration and delivery of services under this Agreement;
- 4.17.3.2.5 Include a description of the specific controls in place for prevention and detection of potential or suspected Fraud and Abuse;
- 4.17.3.2.6 Contain specific and detailed internal procedures for officers, directors, managers and employees for detecting, reporting and investigating Fraud and Abuse compliance plan violations;
- 4.17.3.2.7 Ensure that no individual who reports violations by the CONTRACTOR or suspected Fraud and Abuse is retaliated against; and
- 4.17.3.2.8 Include work plans for conducting both announced and unannounced site visits and field audits to Contract Providers defined as high risk (providers with cycle/auto billing activities, providers offering DME, home health, Behavioral Health, and transportation services) to ensure services are rendered and billed correctly.

4.18 Financial Management

4.18.1 Net Worth Requirements

The CONTRACTOR shall at all times be in compliance with the net worth requirements in the New Mexico Insurance Code NMSA 1978, 59A et seq.

4.18.2 Insolvency Protection

The CONTRACTOR shall comply with and is subject to all applicable State and federal statutes and regulations including those regarding solvency and risk standards. In addition to requirements imposed by State or federal law, the CONTRACTOR shall be required to meet specific Medicaid financial requirements and to present to HSD or its agent any information and records deemed necessary to determine its financial condition. The response to requests for information and records shall be delivered to HSD, at no cost to HSD, in a reasonable time from the date of request or as specified herein.

4.18.2.1 The CONTRACTOR must be licensed or certified by the State as a risk-bearing entity. The CONTRACTOR shall establish and maintain a restricted insolvency protection account with a federally guaranteed financial institution licensed to do business in State of New Mexico in accordance with section 1903(m)(1) of the Social Security Act (amended by section 4706 of the Balanced Budget Act of 1997), and State Insurance Code, NMSA 1978, § 59A-46-13. The CONTRACTOR shall deposit into that account five percent (5%) of the capitation payments made by HSD each month until a maximum total of two percent (2%) of the annualized total current capitation amount is reached and maintained. No interest may be withdrawn from this account until the maximum Contract amount is reached and withdrawal of the interest will not cause the balance to fall below the required maximum amount. This provision shall remain in effect as long as the CONTRACTOR continues to contract with HSD.

4.18.2.1.1 The restricted insolvency protection account may be drawn upon with the authorized signatures of two (2) persons designated by the CONTRACTOR and two (2) representatives of HSD. If the authorized persons remain the same, the CONTRACTOR shall submit an attestation to this effect annually by April 1 of each Contract year to HSD along with a copy of the latest bank statement. All such agreements or other signature cards shall be approved in advance by HSD.

4.18.2.1.2 In the event that a determination is made by HSD that the CONTRACTOR is insolvent or insolvent per NMSA 1978, § 59A-46, HSD may draw upon the amount solely with the two (2) authorized signatures of representatives of the HSD and funds may be disbursed to meet financial obligations incurred by the CONTRACTOR under this Agreement. A statement of account balance shall be provided by the CONTRACTOR within fifteen (15) Calendar Days of request of HSD.

4.18.2.1.3 If the Agreement is terminated, expired, or not continued, the account balance shall be released by HSD to the CONTRACTOR upon receipt of proof of satisfaction of all outstanding obligations incurred under this Agreement.

4.18.2.1.4 In the event the Agreement is terminated or not renewed and the CONTRACTOR is insolvent, HSD may draw upon the insolvency protection account to pay any outstanding debts the CONTRACTOR owes HSD including, but not limited to, overpayments made to the CONTRACTOR, and fines imposed under the Agreement or State requirements for which a final order has been issued. In addition, if the Agreement is terminated or not renewed and the CONTRACTOR is unable to pay all of its outstanding debts to health care providers, HSD and the CONTRACTOR agree to the court appointment of an impartial receiver for the purpose of administering and distributing the funds

contained in the insolvency protection account. An appointed receiver shall give outstanding debts owed to HSD priority over other claims

4.18.2.1.5 HSD shall adjust this reserve requirement annually, as needed. The reserve account may be accessed solely for payment for Covered Services to the CONTRACTOR's Members in the event that the CONTRACTOR becomes insolvent. Money in the cash reserve account remains the property of the CONTRACTOR, including any interest earned as long provided the requirement under Section [4.18.2.1] of this Agreement is satisfied. The CONTRACTOR shall be permitted to invest its cash reserves consistent with the Division of Insurance regulations and guidelines.

4.18.2.1.6 If the reserve account falls below the required amount, the CONTRACTOR shall increase the reserve account to the one hundred percent (100%) level within thirty (30) Calendar Days. Failure to maintain the reserve as directed above will result in financial penalties equal to twenty-five percent (25%) of the shortfall in the account each month.

4.18.3 Surplus Start-Up Account

The CONTRACTOR, at the agreement execution, shall submit to HSD proof of working capital in the form of case or liquid assets excluding revenues from Medicaid capitation equal to at least the first three (3) months of operating expenses. This provision shall not apply if the CONTRACTOR has been providing services to Medicaid Members for a period exceeding three (3) months.

4.18.4 Surplus Requirement

The CONTRACTOR shall maintain at all times in the form of cash, investments that mature in less than one hundred eighty (180) Calendar Days and allowable as admitted assets by the New Mexico Division of Insurance, and restricted funds of deposits controlled by HSD (including the CONTRACTOR's insolvency protection account), a surplus amount equal to the greater of one million five hundred thousand dollars (\$1,500,000), ten percent (10%) of total liabilities, or two percent (2%) of the annualized amount of the CONTRACTOR's prepaid revenues. In the event that the CONTRACTOR's surplus falls below the amount specified in this paragraph, HSD shall prohibit the CONTRACTOR from engaging in community Outreach activities, shall cease to process new enrollments until the required balance is achieved, or may terminate the Agreement.

4.18.5 Interest

Interest generated from the deposit of funds paid to the CONTRACTOR pursuant to this Agreement shall be the property of the CONTRACTOR and available for use at the CONTRACTOR's discretion provided requirements outlined in Section [4.18.2.1] of this Agreement have been satisfied.

4.18.6 Inspection and Audit of Financial Records

The CONTRACTOR shall meet all requirements for licensure within the State with respect to inspection and auditing of financial records. The CONTRACTOR shall also cooperate with HSD or its designee, and provide all financial records required by HSD or its designee so that they may inspect and audit the CONTRACTOR's financial records at least annually or at HSD's discretion.

4.18.7 Fidelity Bond

4.18.7.1 The CONTRACTOR shall maintain in force a fidelity bond in the amount of at least two hundred fifty thousand dollars (\$250,000) as specified under the Insurance Code, NMSA 1978, 59A-46-6 et seq.

4.18.7.2 The CONTRACTOR shall secure and maintain during the life of this Agreement a blanket fidelity bond from a company doing business in the State of New Mexico on all personnel in its employment. The bond shall be issued in the amount of at least two hundred fifty thousand dollars (\$250,000) per occurrence. Said bond shall protect HSD from any losses sustained through any fraudulent or dishonest act or acts committed by any employees of the CONTRACTOR and subcontractors.

4.18.7.3 The CONTRACTOR shall submit proof of coverage to HSD within sixty (60) Calendar Days after the execution of this Agreement and prior to the delivery of health care services.

4.18.8 Insurance

4.18.8.1 The CONTRACTOR, its successors and assignees shall procure and maintain such insurance as is required by currently applicable federal and State law and regulation. Such insurance shall include, but not be limited to, the following:

4.18.8.1.1 Liability insurance for loss, damage, or injury (including death) of third parties arising from acts and omissions on the part of the CONTRACTOR, its agents and employees;

4.18.8.1.2 Workers' compensation as required by State and/or federal regulations;

4.18.8.1.3 Unemployment insurance as required by State and/or federal regulations;

4.18.8.1.4 Adequate protections against financial loss due to outlier (catastrophic) cases and Member utilization that is greater than expected. The CONTRACTOR shall submit to HSD such written documentation as is necessary to show the existence of this protection, which includes reinsurance as specified in Section [4.18.12] of this Agreement;

- 4.18.8.1.5 Automobile insurance to the extent applicable to CONTRACTOR's operations; and
- 4.18.8.1.6 Health insurance for employees as further set forth in Section [7.30] of this Agreement.
- 4.18.8.2 The CONTRACTOR shall provide HSD with documentation at least annually that the above specified insurance has been obtained, and the CONTRACTOR's subcontractors shall provide the same documentation to the CONTRACTOR.
- 4.18.8.3 Special contract provisions as required by 42 C.F.R. § 438.6 (c)(5): Pursuant to 42 C.F.R. § 438.6(c)(5), contract provisions for reinsurance, stop-loss limits or other risk-sharing methodologies must be computed on an actuarially sound basis. Certification of actuarial soundness must be submitted by HSD annually or within thirty (30) Calendar Days of any change.

4.18.9 Risk-Based Capital Requirements

- 4.18.9.1 The CONTRACTOR shall demonstrate and maintain working capital as specified below. For purposes of this Agreement, working capital is defined as current assets minus current liabilities. Throughout the terms of this Agreement, the CONTRACTOR shall maintain a positive working capital, subject to the following conditions:
 - 4.18.9.1.1 If the CONTRACTOR's working capital falls below zero (0), the CONTRACTOR shall submit a written plan to reestablish a positive working capital balance for approval by HSD; and
 - 4.18.9.1.2 HSD may take any action it deems appropriate, including termination of this Agreement, if: (i) the CONTRACTOR does not propose a plan to reestablish a positive working-capital balance within a reasonable period of time; (ii) the CONTRACTOR violates a CAP or DCAP; or (iii) HSD determines that the negative working capital cannot be corrected within a reasonable time.

4.18.10 Financial Stability

- 4.18.10.1 Throughout the term of this Agreement, the CONTRACTOR shall:
 - 4.18.10.1.1 Comply with and be subject to all applicable State and federal statutes and regulations including those regarding solvency and risk standards. In addition, the CONTRACTOR shall meet specific Medicaid financial requirements and to present to HSD any information and records deemed necessary to determine its financial condition. The response to requests for information and records shall be delivered to HSD, at no cost to HSD, in a reasonable time from the date of the request or as specified herein.

- 4.18.10.1.2 Immediately notify HSD when the CONTRACTOR has reason to consider insolvency or otherwise has reason to believe it or any subcontractor is other than financially sound and stable, or when financial difficulties are significant enough for the Chief Executive Officer or Chief Financial Officer to notify the CONTRACTOR's board of the potential for insolvency.
- 4.18.10.2 The CONTRACTOR shall be responsible for sound financial management of its MCO.
- 4.18.10.3 The CONTRACTOR shall comply with financial viability standards/performance guidelines and cooperate with HSD reviews of the ratios and financial viability standards listed below. Failure to maintain the following ratios and financial viability standards will be considered a material breach of this Agreement.
- 4.18.10.3.1 Current Ratio: Current assets divided by current liabilities must be greater than or equal to 1.00.
- 4.18.10.3.2 Defensive Interval: Must be greater than or equal to thirty (30) Calendar Days.
- Defensive Interval =**
(Cash + Current Investments) /
((Operating Expense – Non-Cash Expense) / (Period Being Measured in Days))
- 4.18.10.3.3 Equity per enrolled person: To be established by HSD following the award of the Agreement.

4.18.11 Performance Bond

- 4.18.11.1 The CONTRACTOR shall maintain in force a performance bond in the amount of one hundred percent (100%) of the first month of capitation payment throughout the term of this Agreement.
- 4.18.11.2 The performance bond must be restricted to the CONTRACTOR's Centennial Care program.
- 4.18.11.3 If the performance bond falls below ninety percent (90%) of one (1) month's capitation, the CONTRACTOR has thirty (30) Calendar Days to comply with the requirements of this Section and provide proof of the increased bond amount.

4.18.12 Reinsurance

- 4.18.12.1 The CONTRACTOR shall have and maintain a minimum of one million dollars (\$1,000,000.00) in reinsurance protection against financial loss due to outlier (catastrophic) cases. The CONTRACTOR shall submit to HSD such documentation as is necessary to prove the existence of this protection, which may include policies and procedures of reinsurance. Information provided to HSD on the CONTRACTOR's reinsurance must be computed on an actuarially sound basis.
- 4.18.12.2 HSD reserves the right to revisit reinsurance annually and modify the reinsurance threshold amount, to be determined by HSD, if, upon review of financial and Encounter Data, or other information, fiscal concerns arise that such a change in reinsurance threshold is deemed warranted by HSD.

4.18.13 Third-Party Liability

- 4.18.13.1 The CONTRACTOR shall make every reasonable effort to determine the legal liability of third parties to pay for services rendered to Members and notify the agency's third-party liability vendor of any third-party creditable coverage discovered.
- 4.18.13.2 Medicaid shall be the payer of last resort for Covered Services in accordance with federal regulations. The CONTRACTOR has the same rights to recovery of the full value of services as HSD and shall make every reasonable effort to determine the legal liability of third parties to pay for services rendered to enrollees under this Agreement and cost avoid and/or recover any such liability from the third party. The CONTRACTOR shall develop and implement policies and procedures to meet its obligations regarding third-party liability when the third party (e.g., long-term care insurance) pays a cash benefit to the Member, regardless of services used, or does not allow the Member to assign his or her benefits.
- 4.18.13.3 If third-party liability (TPL) exists for part or all of the services provided by the CONTRACTOR to a Member, the CONTRACTOR shall make reasonable efforts to recover from TPL sources the value of services rendered.
- 4.18.13.4 If the CONTRACTOR has determined that third-party liability exists for part or all of the services provided to a Member by a subcontractor or referral provider, and the third party is reasonably expected to make payment within one hundred twenty (120) Calendar Days, the CONTRACTOR may pay the subcontractor or referral provider only the amount, if any, by which the subcontractor's allowable Claim exceeds the amount of the anticipated third-party payment; or, the CONTRACTOR may pay the subcontractor or provider only the amount, if any, by which the subcontractor's or provider's allowable Claim exceeds the amount of TPL.

- 4.18.13.5 The CONTRACTOR may not withhold payment for services provided to a Member if third-party liability or the amount of liability cannot be determined, or if payment shall not be available within a reasonable time, beyond one hundred twenty (120) Calendar Days from the date of receipt.
- 4.18.13.6 If the probable existence of TPL has been established at the time the Claim is filed, the CONTRACTOR must reject the Claim and return it to the provider for a determination of the amount of any TPL.
- 4.18.13.7 Claims for EPSDT, pregnancy care and prenatal care shall be paid at the time presented for payment by the provider and the CONTRACTOR shall bill the responsible third party.
- 4.18.13.8 The CONTRACTOR shall deny payment on a Claim that has been denied by a third-party payer when the reason for denial is the provider's or enrollee's failure to follow prescribed procedures, including but not limited to failure to obtain prior authorization, timely filing, etc.
- 4.18.13.9 The CONTRACTOR shall treat funds recovered from third parties as reductions to Claims payments. The CONTRACTOR shall report all TPL collection amounts to HSD in accordance with federal guidelines and as described in Section [4.21.12.3] of this Agreement.
- 4.18.13.10 Third-party resources shall include subrogation recoveries. The CONTRACTOR shall be required to seek subrogation amounts regardless of the amount believed to be available as required by federal Medicaid guidelines. The amount of any subrogation recoveries collected by the CONTRACTOR outside of the Claims processing system shall be treated by the CONTRACTOR as offsets to medical expenses for the purposes of reporting.
- 4.18.13.11 Cost sharing and patient liability responsibilities shall not be considered TPL.
- 4.18.13.12 The CONTRACTOR shall provide TPL data to any provider having a Claim denied by the CONTRACTOR based upon TPL.
- 4.18.13.13 The CONTRACTOR shall provide to HSD any third-party resource information necessary in a format and media described by HSD and shall cooperate in any manner necessary, as requested by HSD, with HSD and/or a cost recovery vendor at such time that HSD acquires said services.
- 4.18.13.14 HSD may require an HSD-contracted TPL vendor to review paid Claims that are over three hundred sixty (360) Calendar Days old and pursue TPL (excluding subrogation) for those Claims that do not indicate recovery amounts in the CONTRACTOR's reported Encounter Data.

4.18.13.15 If the CONTRACTOR operates or administers any non-Medicaid MCO, health plan or other lines of business, the CONTRACTOR shall assist HSD with the identification of Members with access to other insurance.

4.18.13.16 The CONTRACTOR shall demonstrate, upon request, to HSD that reasonable effort has been made to seek, collect and/or report third-party recoveries. HSD shall have the sole responsibility for determining whether reasonable efforts have been demonstrated. Said determination shall take into account reasonable industry standards and practices.

4.18.13.17 HSD shall be solely responsible for estate recovery activities and shall retain any and all funds recovered through these activities.

4.18.14 Patient Liability

4.18.14.1 The CONTRACTOR shall have policies and procedures to ensure that, where applicable, Members residing in residential facilities pay their patient liability.

4.18.14.2 HSD will notify the CONTRACTOR of any applicable patient liability amounts for Members via the eligibility/enrollment file.

4.18.14.3 The CONTRACTOR shall delegate collection of patient liability to the Nursing Facility or community-based residential alternative facility and shall pay the facility net of the applicable patient liability amount.

4.18.14.4 The CONTRACTOR shall submit patient liability information associated with Claim payments to providers in its Encounter Data submission.

4.18.15 Payments by HSD

The CONTRACTOR shall accept payments remitted by HSD in accordance with Section [6] of this Agreement as payment in full for all services required pursuant to this Agreement.

4.18.16 Reporting

4.18.16.1 The CONTRACTOR shall submit financial statements that are specific to the operations of the CONTRACTOR rather than a parent or umbrella organization in accordance with Section [4.21.12.1] of this Agreement.

4.18.16.2 The CONTRACTOR shall submit third party liability recoveries including Medicare payment information on a date of services basis in accordance with Section [4.21.12.3] of this Agreement.

4.18.16.3 The CONTRACTOR shall submit reports on patient liability information on a date of service basis in accordance with Section [4.21.12.6] of this Agreement.

4.19 Claims Management

4.19.1 The CONTRACTOR and any of its subcontractors or providers paying their own Claims are required to maintain Claims-processing capabilities to include, but not be limited to:

4.19.1.1 Accepting NPI and HIPAA-compliant formats for electronic Claims submission;

4.19.1.2 Assigning unique identifiers for all Claims received from providers;

4.19.1.3 Standardizing protocols for the transfer of Claims information between the CONTRACTOR and its subcontractors/providers, audit trail activities, and the communication of data transfer totals and dates;

4.19.1.4 Date-stamping all Claims in a manner that will allow determination of the calendar date of receipt;

4.19.1.5 Running a payment cycle to include all submitted Claims to date at least weekly;

4.19.1.6 Paying Clean Claims in a timely manner as follows:

4.19.1.6.1 For Claims from I/T/Us, day activity providers, assisted living providers, Nursing Facilities and home care agencies including Community Benefit providers, ninety-five percent (95%) of Clean Claims must be adjudicated within a time period of no greater than fifteen (15) Calendar Days of receipt and ninety-nine percent (99%) or more of Clean Claims must be adjudicated within a time period of no greater than thirty (30) Calendar Days of receipt;

4.19.1.6.2 For all other Claims, ninety percent (90%) of all Clean Claims must be adjudicated within thirty (30) Calendar Days of receipt, and ninety-nine percent (99%) of all Clean Claims must be adjudicated within ninety (90) Calendar Days of receipt;

4.19.1.7 Paying interest at the rate of two percent (2%) for each month or portion of any month on a prorated basis on the amount of a Clean Claim electronically submitted by a Contract Provider and not adjudicated within fourteen (14) Calendar Days or thirty (30) Calendar Days, in accordance with Section [4.19.1.6], of the date of receipt;

4.19.1.8 Paying interest at the rate of two percent (2%) for each month or portion of any month on a prorated basis on the amount of a Clean Claim manually submitted by a Contract Provider and not adjudicated within forty-five (45) Calendar Days of the date of receipt;

4.19.1.9 Meeting both State and federal standards for processing Claims, except as provided for in this Agreement;

- 4.19.1.10 Generating remittance advice and/or electronic response files to providers for all Claims submissions;
- 4.19.1.11 Participating on a committee or committees with HSD to discuss and resolve systems and data related issues, as required by HSD;
- 4.19.1.12 Accepting from providers and subcontractors only national HIPAA- compliant standard codes and editing to ensure that the standard measure of units is billed and paid for;
- 4.19.1.13 Editing Claims to ensure that services being billed are provided by providers licensed to render these services, that services are appropriate in scope and amount, that Members are eligible to receive the services, and that services are billed in a manner consistent with HSD defined editing criteria and national coding standards;
- 4.19.1.14 Meeting all TPL requirements described in Section [4.18.13] of this Agreement;
- 4.19.1.15 Using the third party liability (TPL) file provided by HSD to coordinate benefits with other payers;
- 4.19.1.16 Capturing and reporting all TPL, interest, copayment, or other financial adjustments on all Claims, using HSD defined editing criteria and HIPAA standard Claim adjustment reason codes and remark codes to identify the payments and adjustments;
- 4.19.1.17 Developing and maintaining an NPI HIPAA-compliant electronic billing system for all providers submitting bills directly to the CONTRACTOR and requiring all subcontractors to meet the same standards;
- 4.19.1.18 Accepting and accurately paying Medicare claims coming either as Medicare claims sent to the CONTRACTOR from Contract Providers or as Medicaid crossover Claims submitted by the coordination of benefits agreement (“COBA”) contractor; ensuring the following:
 - 4.19.1.18.1 All information on the Medicare or crossover Claim must be accepted, adjudicated, and stored in the CONTRACTOR’s system; including the Medicare allowed and paid amounts and Medicaid allowed and paid amounts with all Claim adjustment reason codes on the Claim that allow the Claim to balance as per HIPAA 837 balancing rules; and
 - 4.19.1.18.2 Any Medicare claims paid by a SNP or a Medicare Advantage Plan for which there is no Medicaid obligation (no coinsurance or deductible) must be adjudicated and stored complete with all Claim adjustment reason codes explaining the difference between the provider’s billed charges and the CONTRACTOR’s allowed and paid amounts.

4.19.1.19 Maintaining adequate data to the same standards of completeness and accuracy as required for proper adjudication of fee-for-service Medicare claims for all services, regardless of the method of payment for those services, to meet the Encounter Data requirements in the next section, including but not limited to:

4.19.1.19.1 Services provided under subcapitation payment arrangements;

4.19.1.19.2 Services provided as part of a bundled rate; and

4.19.1.19.3 Services performed by CONTRACTOR staff, even where no payment is made or identified for those services, such as care coordination activities;

4.19.1.20 Adhering to federal and State timely filing requirements;

4.19.1.21 Configuring the CONTRACTOR's own system to meet HSD's editing criteria; and

4.19.1.22 Submitting information to the State's all payers claim database at a time and in a format prescribed by HSD.

4.19.2 Encounter Requirements

4.19.2.1 HSD maintains oversight responsibility for evaluating and monitoring the volume, completeness, timeliness, and quality of Encounter Data submitted by the CONTRACTOR. If the CONTRACTOR elects to contract with a subcontractor, the CONTRACTOR must ensure that the subcontractor complies with all Claims and Encounter requirements. The CONTRACTOR must submit all Encounter Data for all services performed to HSD. The CONTRACTOR is responsible for the quality, accuracy, and timeliness of all Encounter Data submitted to HSD. HSD shall communicate directly with the CONTRACTOR any requirements and/or deficiencies regarding completeness, quality, accuracy and timeliness of Encounter Data, and not with any third party contractor. Failure to submit accurate and complete Encounter Data will result in financial penalties determined by HSD based upon the error, and/or the repetitive nature of the error and/or the frequency of the errors, as described in Section [7.3] of this Agreement.

4.19.2.2 With respect to Encounter submission, the CONTRACTOR shall:

4.19.2.2.1 Provide Encounter Data to HSD by electronic file transmission using the HIPAA 837 balancing rules and NCPDP formats according to HIPAA transaction and code sets and operating rules using HSD approved, standard protocols;

4.19.2.2.2 Comply with CMS and HIPAA standards for electronic transmission, security and privacy (also applies to subcontractors);

- 4.19.2.2.3 Submit to HSD all Encounters in accordance with the HIPAA Technical Review Guides, New Mexico's Medicaid MCO Companion Guides, any HIPAA operating rules that may be issued, New Mexico's procedures for successful submission for files to the translator operated by New Mexico's Medicaid fiscal agent and any specific information included in the MCO Systems Manual;
- 4.19.2.2.4 Make changes or corrections to any systems, processes or data transmission formats as needed to comply with HSD data quality standards as originally defined or subsequently amended;
- 4.19.2.2.5 Submit to HSD Encounters for all Claims or services, paid and denied, by the CONTRACTOR. Denied Claims will not be edited by HSD systems except that all Encounters must meet basic HIPAA transaction standards and the individual must be a Member. Denied Claims that do not sufficiently meet HIPAA standards to pass these transaction edits or were denied because the Member was not eligible should not be submitted;
- 4.19.2.2.6 Within five (5) Business Days of the end of a payment cycle the CONTRACTOR shall generate Encounter Data files for that payment cycle from its Claims management system(s) and/or other sources. If the CONTRACTOR has more than one (1) payment cycle within the same calendar week, the Encounter Data files may be merged and submitted within five (5) Business Days of the end of the last payment cycle during the calendar week;
- 4.19.2.2.7 Submit to HSD Encounters for all adjustment/void Claims of previously reported Encounters according to the same timeliness standards as required of paid/denied original Claims, applied to the adjustment date. Adjustment and voids of previously paid Claims must be identified as such according to instructions in the HIPAA Technical Review Guides and New Mexico's Medicaid MCO Companion Guides, including the HSD Transaction Control Number (TCN) of the previously paid Encounter that the adjustment/void modifies;
- 4.19.2.2.8 Submit to HSD Encounters for any Medicare claims for a Member sent to the CONTRACTOR from the CONTRACTOR's providers as well as Medicaid crossover Claims submitted by the COBA contractor or provider; ensuring the following: (i) all information on the Medicare or Medicaid crossover Claim must be submitted as an Encounter to HSD including the Medicare allowed and paid amounts and Medicaid allowed and paid amounts with all Claim adjustment reason codes on the Claim that allow the Claim to balance as per HIPAA 837 balancing rules. Instructions for the submission of Medicare Encounters will be included in New Mexico's Medicaid MCO Companion Guides and the MCO Systems Manual; (ii) any Medicare claims paid by the SNP or Medicare

Advantage Plan for a Member for which there is no Medicaid obligation (no coinsurance or deductible) must be submitted as Encounters complete with all Claim adjustment reason codes explaining the difference between the provider's billed charges and the CONTRACTOR's allowed and paid amounts. These non-Medicaid Encounters will not go through the full range of Encounter edits but must match a valid Member and must fully balance and pass all HIPAA transaction edits, and (iii) any Medicaid crossover Claim where the CONTRACTOR either paid the Medicaid obligation or there was no payment made on the Medicaid obligation must be sent to HSD as a Medicaid crossover Encounter;

- 4.19.2.2.9 Have a formal monitoring and reporting system to reconcile submission and resubmission of Encounter Data between the CONTRACTOR and HSD to assure timeliness of submissions, resubmissions and corrections and the overall completeness and accuracy of data;
- 4.19.2.2.10 Have a formal monitoring and reporting system to reconcile submissions and resubmissions of Encounter Data between the CONTRACTOR and the subcontractors or providers who pay their own Claims to assure timeliness, completeness and accuracy of their submission of Encounter Data to the CONTRACTOR;
- 4.19.2.2.11 Meet HSD Encounter timeliness requirements by submitting to HSD at least ninety percent (90%) of its Claims, both paid and denied, originals and adjustments within thirty (30) Calendar Days of the date of adjudication, and ninety-nine percent (99%) within sixty (60) Calendar Days of the date of adjudication in accord with the specifications included in HIPAA Technical Review Guides, the New Mexico Medicaid's Medicaid MCO Companion Guide and the MCO Systems Manual, regardless of whether the Encounter is from a subcontractor, subcapitated arrangement, or performed by the CONTRACTOR. CONTRACTOR may not withhold submission of Encounters for any reason;
- 4.19.2.2.12 Have written contractual requirements of subcontractors or providers that pay their own Claims to submit Encounters to the CONTRACTOR on a timely basis, which ensures that the CONTRACTOR can meet its timeliness requirements for Encounter submission;
- 4.19.2.2.13 Meet Encounter accuracy requirements by submitting CONTRACTOR paid Encounters with no more than a three percent (3%) error rate per invoice type (837I, 837P, 837D, NCPDP), calculated for a month's worth of submissions. HSD will monitor the CONTRACTOR corrections to denied Encounters for services covered under this Agreement by random sampling performed quarterly and over the term of the Agreement. Seventy-five percent (75%) of the denied Encounters

for services covered under this Agreement included in the random sample must have been corrected and resubmitted by the CONTRACTOR within thirty (30) Calendar Days of denial;

- 4.19.2.2.14 The CONTRACTOR shall submit a report of the number of denied Claims by invoice type (professional, institutional, pharmacy, dental) by date of payment and date of service in accordance with Section [4.21.11.1] of this Agreement. This report will be compared to Encounter Data to evaluate the completeness of data submitted. A variance between the CONTRACTOR's report and the record of Encounters received cannot exceed five percent (5%) for months of payment greater than ninety (90) Calendar Days;
 - 4.19.2.2.15 Systematically edit Encounters prior to submission to prevent or decrease submission of duplicate Encounters and other types of Encounter errors. HSD will share the edits it uses in Encounter adjudication for use by the CONTRACTOR to perform its own edits to ensure optimum accuracy and completeness; and
 - 4.19.2.2.16 Where the CONTRACTOR has entered into subcapitated reimbursement arrangements with providers, the CONTRACTOR shall require submission of all utilization or Encounter Data to the same standards of completeness and accuracy as required for proper adjudication of fee-for-service Medicare claims, as a condition of the capitation payment and shall make every effort to enforce this contract provision to ensure timely receipt of complete and accurate data.
- 4.19.2.3 Encounter Data Elements
- Encounter Data elements are a combination of those elements required by HIPAA-compliant transaction formats, which comprise a minimum core data set for states and MCOs, and those required by CMS or HSD for use in managed care. HSD may increase or reduce or make mandatory or optional, data elements, as it deems necessary. The CONTRACTOR will be held harmless in conversion to HIPAA coded Encounter Data when delays are the result of HIPAA implementation issues at HSD. The transition to HIPAA codes and requirements does not relieve the CONTRACTOR of timely submission of Encounter Data.
- 4.19.2.4 The CONTRACTOR shall submit all Encounter Data elements noted as "required" in the HIPAA Technical Review Guides and New Mexico's Medicaid Companion Guides with specific attention to the following financial information that will be used to ensure accuracy of Claims payment and to set future capitation rates:
 - 4.19.2.4.1 Actual CONTRACTOR paid amount on all Claims/lines paid by the CONTRACTOR or subcontractor;

- 4.19.2.4.2 A CONTRACTOR paid amount equivalent for any Claims/lines that do not have an actual CONTRACTOR paid amount, with a pricing process code that indicates that the amount shown is an assigned equivalent amount rather than an actually paid amount (e.g., subcapitated providers/Members);
- 4.19.2.4.3 Claim Adjustment reason codes (CAS codes) with remark codes as needed to designate the reasons any Claim/line is not paid (e.g., bundling);
- 4.19.2.4.4 Any payments by any third party payer, copayments from the Member, or adjustments to the Claim/line's pricing reported with the appropriate Claim adjustment reason and remark codes; and
- 4.19.2.4.5 Payment to IHS, FQHC, and RHC providers using institutional Claim formats and including the Encounter rate on one line of the Claim, but including all services rendered as part of that Encounter.
- 4.19.2.5 Any services provided to Members directly by CONTRACTOR staff (care coordination, assessments, etc.) must be submitted to HSD as Encounter Data using agreed upon coding and meeting all HIPAA transaction standards; and
- 4.19.2.6 Any incentive payments to providers must be reported to HSD as Encounter Data using agreed upon coding and meeting all HIPAA transaction standards.

4.20 Information Systems

4.20.1 General System Hardware, Software and Information Systems Requirements

- 4.20.1.1 The CONTRACTOR shall maintain system hardware, software, and information systems (IS) resources sufficient to provide the capability to:
 - 4.20.1.1.1 Accept, transmit, maintain and store electronic data and enrollment roster files;
 - 4.20.1.1.2 Accept, transmit, process, maintain and report specific information necessary to the administration of the State's Centennial Care programs, including, but not limited to, data pertaining to providers, Members, Claims, Encounters, Grievance and Appeals, disenrollment for other than loss of Medicaid eligibility and HEDIS and other quality measures;
 - 4.20.1.1.3 Comply with the most current federal standards for encryption of any data that is transmitted via the internet by the CONTRACTOR or its subcontractors;
 - 4.20.1.1.4 Conduct automated Claims processing with current National Provider Identification Number (NPI) for health care providers and FEIN/SSN numbers for atypical providers in HIPAA compliant formats;

- 4.20.1.1.5 Accept and maintain the State's ten (10) digit Member Medicaid identification number to be used for all communication to HSD and be cross-walked to the CONTRACTOR's assigned universal Member number and which is used by the Member and providers for identification, eligibility verification, and Claims adjudication by the CONTRACTOR and all subcontractors;
 - 4.20.1.1.6 Monitor and transmit electronic Encounter Data to HSD according to Encounter Data submission standards,
 - 4.20.1.1.7 Monitor the completeness of the data being received to detect providers or subcontractors who are transmitting partial or no records;
 - 4.20.1.1.8 Transmit data securely and electronically;
 - 4.20.1.1.9 Maintain a website for dispersing information to providers and Members, and be able to receive comments electronically and respond when appropriate, including responding to practitioner transactions for eligibility and formulary information;
 - 4.20.1.1.10 Receive data elements associated with identifying Members who are receiving ongoing services or from another contractor and using, where possible, the formats that HSD uses to transmit similar information to an MCO;
 - 4.20.1.1.11 Transmit to HSD or another contractor, data elements associated with Members who have been receiving ongoing services within the CONTRACTOR's MCO; and
 - 4.20.1.1.12 Have an automated access system for providers to obtain Member enrollment information that includes the cross-reference capability of the system to the Member's ten (10) digit Medicaid identification number designated by HSD to the Member's Social Security number as a means of identifying the Member's most current benefits such as providing the Member's category of eligibility.
- 4.20.1.2 The CONTRACTOR shall submit all reports electronically to HSD's FTP site unless directed otherwise by HSD. HSD shall provide the CONTRACTOR with access to the FTP site.
 - 4.20.1.3 The CONTRACTOR shall transmit to and receive from HSD all transactions and code sets in the appropriate standard formats as specified under HIPAA and as directed by HSD, so long as HSD direction does not conflict with State or federal law.
 - 4.20.1.4 The CONTRACTOR's systems shall conform to future federal and/or HSD specific standards for data exchange within the timeframe stipulated by federal authorities or HSD. The CONTRACTOR shall partner with HSD in the

management of current and future data exchange formats and methods and in the development and implementation planning of future data exchange methods not specific to HIPAA or other federal effort. Furthermore, the CONTRACTOR shall conform to these standards as stipulated in the plan to implement such standards.

4.20.1.5 The CONTRACTOR shall participate in and, as may be directed, implement any Health Information Exchange or Electronic Health Record initiatives undertaken by HSD or other entities.

4.20.1.6 The CONTRACTOR shall ensure that written system process and procedure manuals document and describe all manual and automated system procedures for its information management processes and information systems and shall provide these documents to HSD upon request.

4.20.1.7 Provider Network Information Requirements

The CONTRACTOR's provider network capabilities shall include the following, in order to fulfill the provider certification and enrollment functions described in Section [4.8.14] of this Agreement, as further described in the MCO Systems Manual:

4.20.1.7.1 Accepting a provider master file from HSD that identifies all Medicaid enrolled providers;

4.20.1.7.2 Transmitting a provider notification file to New Mexico Medicaid's fiscal agent that identifies by NPI any new provider who has requested participation with the CONTRACTOR and any existing provider for which there has been a change in the provider's affiliation with the CONTRACTOR to include any change in provider servicing location, change in licensure/certification, status as a PCP, and the date on which the provider is no longer participating with the CONTRACTOR. The CONTRACTOR shall send this file when the change occurs, not on any specified time schedule;

4.20.1.7.3 Transmitting, upon request by HSD, the CONTRACTOR's full provider network file to New Mexico Medicaid's fiscal agent that identifies by NPI all Contract Providers;

4.20.1.7.4 Accepting a provider confirmation update file from New Mexico Medicaid that contains any newly active or changes to Contract Providers that lists, at a minimum, the provider's NPI or FEIN/SSN, the provider's Medicaid ID, servicing location zip code, provider type, specialty, recommended taxonomy for Claims submission, PCP indicator and dates of enrollment/termination;

- 4.20.1.7.5 Accepting periodically a full provider confirmation file from HSD and returning this file to HSD with any updates as to CONTRACTOR participation and PCP status;
- 4.20.1.7.6 Recording each provider listed on the New Mexico Medicaid provider update confirmation file and the full provider confirmation file in the CONTRACTOR's system with the Medicaid provider ID, the assigned provider type, specialty (if applicable), recommended taxonomy for Claims submission, and dates of enrollment/termination and using this data to edit Claims and ensure that the appropriate provider taxonomy and provider servicing location zip code is assigned to Encounter Claims and/or using the Medicaid ID as a secondary identifier on the Encounter Claim as an alternate to the taxonomy match to the correct provider type/specialty; and
- 4.20.1.7.7 Maintain an online provider directory for Members as specified in Section [4.14.5] of this Agreement.

4.20.2 Member Information Requirements

- 4.20.2.1 The CONTRACTOR's Member information requirements shall include, but not be limited to accepting, maintaining and transmitting all required Member information.
- 4.20.2.2 The CONTRACTOR shall receive, process and update enrollment files sent daily by HSD.
- 4.20.2.3 The CONTRACTOR shall update its eligibility/enrollment databases within twenty-four (24) hours of receipt of said files.
- 4.20.2.4 The CONTRACTOR shall be capable of uniquely identifying a distinct Member across multiple populations and systems within its span of control.
- 4.20.2.5 The CONTRACTOR shall be able to identify potential duplicate records for a single Member and, upon confirmation of said duplicate record by HSD, resolve the duplication such that the enrollment, service utilization, and customer interaction histories of the duplicate records are linked or merged.
- 4.20.2.6 The CONTRACTOR shall:
 - 4.20.2.6.1 Provide a means for providers and subcontractors to verify Member eligibility and enrollment status twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) Calendar Days a year;
 - 4.20.2.6.2 Ensure that current and updated eligibility information received from HSD is available to all providers via CONTRACTOR's eligibility verification system and all subcontractors' eligibility verification

systems within twenty-four (24) hours of receipt of any and all enrollment files from HSD;

- 4.20.2.6.3 Assign as the key Medicaid Member ID number, the RECIP-MCD-CARD-ID-NO that is sent on the enrollment roster file, and capture and store the SSN and pseudo-SSN if they are included on the enrollment roster file for use in identification, eligibility verification and Claims adjudication by the CONTRACTOR or any subcapitated contractors that pay Claims. These numbers will be cross-referenced to the Member's social security number and any internal number used in the CONTRACTOR's system to identify Members;
- 4.20.2.6.4 Meet federal CMS and HIPAA standards for release of Member information (applies to subcontractors as well). Standards are specified in the MCO Systems Manual and at 42 C.F.R § 431.306(b);
- 4.20.2.6.5 Maintain accurate Member eligibility and demographic data to include but not be limited to category of eligibility, care coordination level, nursing facility level of care, Community Benefit status, copayment maximum, copayment spent amount, Medicare status, Health Home status, Behavioral Health needs, age, sex, race, residence county, parent/non parent status, Native American status, institutional status, and disability status on its system's database consistent with HSD requirements. This requirement also applies to any subcontractor who maintains a copy of the Member enrollment files for the purpose of distributing eligibility or enrollment information to providers for verifying Member eligibility;
- 4.20.2.6.6 Upon learning of third party coverage that was previously unknown, notify HSD within fifteen (15) Calendar Days according to the reporting process outlined in the MCO Systems Manual;
- 4.20.2.6.7 Exclude the Member's social security number from the Member's ID card;
- 4.20.2.6.8 Have system functionality to manage different financial fields identified as annual maximum out-of-pocket amounts, benefit maximums, and copayment amounts for different services and for Members with different copayment requirements, including effective dates of the financial fields as they could change over time; and
- 4.20.2.6.9 Transmit to HSD a daily update file that contains Member information specific to copayment amounts paid to date, nursing facility level of care, Community Benefit status, Behavioral Health status, care coordination level, Health Home status, PCP assignment, disability status and identifying information as specified in the MCO Systems Manual.

4.20.3 System and Information Security and Access Management Requirements

- 4.20.3.1 The CONTRACTOR's systems shall employ an access management function that restricts access to varying hierarchical levels of system functionality and information. The access management function shall:
 - 4.20.3.1.1 Restrict access to information on a "least privilege" basis, e.g., users permitted inquiry privileges only will not be permitted to modify information; and
 - 4.20.3.1.2 Restrict access to specific system functions and information based on an individual user profile, including inquiry only capabilities; global access to all functions shall be restricted to specified appropriate staff.
- 4.20.3.2 The CONTRACTOR shall make system information available to duly authorized representatives of HSD and other State and federal agencies to evaluate, through inspections, audits, or other means, the quality, appropriateness and timeliness of services performed.
- 4.20.3.3 The CONTRACTOR's systems shall contain controls to maintain information integrity. These controls shall be in place at all appropriate points of processing. The controls shall be tested in periodic and spot audits by the CONTRACTOR and the results of these tests shall be made available to HSD upon request.
- 4.20.3.4 The CONTRACTOR shall provide a Privacy/Security Incident Report as specified in Section [4.21.4.6] of this Agreement.
- 4.20.3.5 Audit trails shall be incorporated into all systems to allow information on source data files and documents to be traced through the processing stages to the point where the information is finally recorded. The audit trails shall:
 - 4.20.3.5.1 Contain a unique log-on or terminal ID, the date, and time of any create/modify/delete action and, if applicable, the ID of the system job that effected the action;
 - 4.20.3.5.2 Have the date and identification "stamp" displayed on any online inquiry;
 - 4.20.3.5.3 Have the ability to trace data from the final place of recording back to its source data file and/or document;
 - 4.20.3.5.4 Be supported by listings, transaction reports, update reports, transaction logs or error logs;
 - 4.20.3.5.5 Facilitate auditing of individual records as well as batch audits; and

- 4.20.3.5.6 Be maintained online for no less than two (2) years; additional history shall be retained for no less than seven (7) years and shall be retrievable within forty-eight (48) hours.
- 4.20.3.6 The CONTRACTOR's systems shall have inherent functionality that prevents the alteration of finalized records.
- 4.20.3.7 The CONTRACTOR shall provide for the physical safeguarding of its data processing facilities and the systems and information housed therein. The CONTRACTOR shall provide HSD with access to data facilities upon request. The physical security provisions shall be in effect for the life of this Agreement.
- 4.20.3.8 The CONTRACTOR shall restrict perimeter access to equipment sites, processing areas and storage areas through a card key or other comparable system, as well as provide accountability control to record access attempts, including attempts of unauthorized access.
- 4.20.3.9 The CONTRACTOR shall include physical security features designed to safeguard processor site(s) through required provision of fire retardant capabilities, as well as smoke and electrical alarms, monitored by security personnel.
- 4.20.3.10 The CONTRACTOR shall put in place procedures, measures and technical security to prohibit unauthorized access to the regions of the data communications network within the CONTRACTOR's span of control. This includes but is not limited to: no provider or Member service applications shall be directly accessible over the Internet and shall be appropriately isolated to ensure appropriate access.
- 4.20.3.11 The CONTRACTOR shall ensure that remote access users of its systems can only access said systems through two-factor user authentication and via methods such as Virtual Private Network (VPN).
- 4.20.3.12 The CONTRACTOR shall comply with recognized industry standards governing security of State and federal automated data processing systems and information processing. At a minimum, the CONTRACTOR shall conduct a security risk assessment and communicate the results in an information security plan provided to HSD prior to Go-Live. The risk assessment shall also be made available to appropriate State and federal agencies upon request.

4.20.4 Systems Availability, Performance and Problem Management Requirement

- 4.20.4.1 The CONTRACTOR shall ensure that critical Member and provider Internet and/or telephone-based functions and information, including but not limited to Member eligibility and enrollment systems, are available to the applicable system users twenty-four (24) hours a day, seven (7) days a week, except

during periods of scheduled system unavailability agreed upon by HSD and the CONTRACTOR.

- 4.20.4.2 The CONTRACTOR shall ensure that at a minimum all other system functions and information are available to the applicable system users between the hours of 7 a.m. and 7 p.m. (Mountain Time), Monday through Friday.
- 4.20.4.3 In the event of a declared major failure or disaster, the CONTRACTOR's core eligibility/enrollment and Claims processing systems shall have functionality restored within seventy-two (72) hours of the failure's or disaster's occurrence.
- 4.20.4.4 In the event of a problem with system availability that exceeds four (4) hours, the CONTRACTOR shall notify HSD immediately, and provide HSD, within five (5) Business Days, with full written documentation that includes a Corrective Action Plan describing how the CONTRACTOR will prevent the problem from occurring again.

4.20.5 Business Continuity and Disaster Recovery (BC-DR) Plan

- 4.20.5.1 Regardless of the architecture of its systems, the CONTRACTOR shall develop and be continually ready to invoke a BC-DR plan that has been reviewed and approved in writing by HSD.
- 4.20.5.2 At a minimum the CONTRACTOR's BC-DR plan shall address the following scenarios:
 - 4.20.5.2.1 The central computer installation and resident software are destroyed or damaged;
 - 4.20.5.2.2 System interruption or failure resulting from network, operating hardware, software, or operational errors that compromises the integrity of transactions that are active in a live system at the time of the outage;
 - 4.20.5.2.3 System interruption or failure resulting from network, operating hardware, software or operational errors that compromises the integrity of data maintained in a live or archival system; and
 - 4.20.5.2.4 System interruption or failure resulting from network, operating hardware, software or operational errors that does not compromise the integrity of transactions or data maintained in a live or archival system but does prevent access to the system, i.e., causes unscheduled system unavailability.
- 4.20.5.3 The CONTRACTOR's BC-DR plan shall specify projected recovery times and data loss for mission-critical systems in the event of a declared disaster.

- 4.20.5.4 The CONTRACTOR shall periodically, but no less than annually, test its BC-DR plan through simulated disasters and lower level failures and provide the results of this testing to HSD upon request.

4.21 Reporting Requirements

4.21.1 General Requirements

- 4.21.1.1 The CONTRACTOR shall comply with all the reporting requirements established by HSD.
- 4.21.1.2 The CONTRACTOR shall adhere to HSD defined standards and templates for all reports and reporting requirements. HSD shall provide the CONTRACTOR with the appropriate reporting formats, instructions, submission timetables, and technical assistance as required. HSD may, at its discretion, change the content, format or frequency of reports.
- 4.21.1.3 As directed by HSD, the CONTRACTOR shall submit reports to the Collaborative and other State agencies.
- 4.21.1.4 As appropriate, report templates may include specific information related to Behavioral Health services and utilization.
- 4.21.1.5 All quantitative reports shall include a summary table that presents data over time including monthly, quarterly and/or year-to-date summaries as directed by HSD.
- 4.21.1.6 HSD's requirements regarding reports, report content, and frequency of submission are subject to change at any time during the term of the Agreement. A list of required reports is provided in Attachment [4]. The CONTRACTOR shall comply with all changes specified in writing by HSD, after HSD has discussed such changes with the CONTRACTOR. HSD shall notify the CONTRACTOR, in writing, of changes to existing required report content, format or schedule at least fourteen (14) Calendar Days prior to implementing the reporting change. HSD shall notify the CONTRACTOR, in writing, of new reports at least forty-five (45) Calendar Days prior to implementing the new report. The CONTRACTOR shall be held harmless if HSD fails to meet this requirement for any changes for existing reports. However, the CONTRACTOR is not otherwise relieved of any responsibility for the submission of late, inaccurate or otherwise incomplete reports. The first submission of a report revised by HSD to include a change in data requirements or definition will not be subject to penalty for accuracy.
- 4.21.1.7 The CONTRACTOR shall submit reports timely and in proper format. The submission of late, inaccurate, or otherwise incomplete reports constitutes failure to report. "Timely submission" shall mean that the report was submitted on or before the date it was due. "Accuracy" shall mean the report was substantially prepared according to the specific written guidance,

including report template, provided by HSD to the CONTRACTOR. All elements must be met for each required report submission. Therefore, the report must be timely, accurate and contain an analysis. If any portion of the report element is not met, the report is deemed in “error” and the CONTRACTOR will be subject to liquidated damages in accordance with Section [7.3] of this Agreement. The CONTRACTOR shall not be penalized if an error in a previously submitted report is identified by the CONTRACTOR and reported to HSD prior to HSD’s identification of the error. Corrected reports in this type of situation will be submitted to HSD in a timeframe determined by HSD after consulting with the CONTRACTOR. Failure to comply with the agreed upon timeframes for correction and resubmission shall be subject to liquidated damages.

- 4.21.1.8 Each report must include an analysis, which shall include, at a minimum: (i) identification of any changes compared to previous reporting periods as well as trending over time; (ii) an explanation of said changes (positive or negative); (iii) an action plan or performance improvement activities addressing any negative changes; and (iv) any other additional information pertinent to the reporting period. HSD may assess liquidated damages for failure to address any of these requirements.
- 4.21.1.9 The CONTRACTOR shall review, as part of its continuous improvement activities, timeliness and accuracy of reports submitted to HSD to identify instances and patterns of non-compliance. The CONTRACTOR shall perform an analysis identifying any patterns or issues of non-compliance and shall implement quality improvement activities to improve overall performance and compliance.
- 4.21.1.10 HSD may, at its discretion, require the CONTRACTOR to submit additional reports both ad hoc and recurring.
- 4.21.1.11 If HSD requests any revisions to reports already submitted, the CONTRACTOR shall make the changes and re-submit the reports, according to the time period and format directed by HSD.
- 4.21.1.12 HSD reserves the right to request reports more frequently during the Transition Period in order to monitor implementation of Centennial Care.
- 4.21.1.13 The CONTRACTOR shall submit all reports to HSD, unless indicated otherwise in this Agreement, according to the schedule below. Failure to report timely may result in liquidated damages. Reports or other required data shall be received on or before scheduled due dates.

DELIVERABLE		DUE DATE
Weekly Reports		Wednesday of the following week

DELIVERABLE	DUE DATE
Monthly Reports	Fifteenth (15 th) Calendar Day of the following month
Quarterly Reports	Thirtieth (30 th) Calendar Day of the following month
Semi-Annual Reports	January 31 and July 31 of the Agreement year
Annual Report	Ninety (90) Calendar Days after the end of Calendar year
Ad Hoc Reports	Within ten (10) Business Days from the date of the request unless otherwise specified by HSD

- 4.21.1.14 If a report due date falls on a weekend or a State of New Mexico holiday, receipt of the report the next Business Day is acceptable.
- 4.21.1.15 Extensions to report submission dates will be considered by HSD after the CONTRACTOR has contacted the HSD designated point of contact via email at least twenty-four (24) hours in advance of the report due date. Extension for submission of reports should be under rare and unusual circumstances. If HSD grants an extension, and the report is submitted before the extended deadline, the report(s) will be considered timely and not subject to penalty. Not requesting an extension within at least twenty-four (24) hours of the report due date is considered failure to report timely.
- 4.21.1.16 Anytime a report is rejected for any reason, the CONTRACTOR shall resubmit the report within ten (10) Business Days from notification of the rejection or as directed by HSD.
- 4.21.1.17 The CONTRACTOR shall submit all reports electronically to HSD's FTP site unless directed otherwise by HSD. HSD shall provide the CONTRACTOR with access to the FTP site. The email generated by the FTP upload will be used as the time stamp for the submission of the report(s).
- 4.21.1.18 HSD shall provide feedback to the CONTRACTOR regarding format and timeliness of reports within thirty (30) Calendar Days from the due date of the report.
- 4.21.1.19 A number of reports as identified by HSD require CONTRACTOR certification. The Authorized Certifier or an equivalent position as delegated by the CONTRACTOR and approved by HSD, shall review the accuracy of

language, analysis, and data in each report prior to submitting the report to HSD. The Authorized Certifier shall include a signed attestation each time the report is submitted. The attestation must include a certification, based on best knowledge, information, and belief, as to the accuracy, completeness and truthfulness of the data in the report. Reports will be deemed incomplete if an attestation is not included.

4.21.2 Member Reports

4.21.2.1 Member Outreach

4.21.2.1.1 The CONTRACTOR shall submit an annual *Health Education Plan* that at a minimum, describes the CONTRACTOR's plans to provide Health Education and promote Health Literacy in accordance with Sections [4.14.10.1]. The report shall have a separate section describing Health Literacy efforts including the use of Community Health Workers as described in Section [4.14.10.6] of this Agreement. The CONTRACTOR shall submit an annual *Health Education Plan Report* to evaluate the initiatives in the plan and present findings, lessons learned, and performance improvement initiatives as a result of the findings. The Health education Plan shall, at a minimum, include: (i) target audiences; (ii) location of trainings; (iii) date of trainings; (iv) topics; (v) budget; and training methods.

4.21.2.1.2 The CONTRACTOR shall, upon request, provide information regarding Member training and Outreach initiatives including, but not limited to, the following: (i) target audiences; (ii) location of training/event; (iii) date of training/event; (iv) topics; (v) funds expended; (vi) number and types of attendees and (vii) sign-in sheets.

4.21.2.2 Member Materials

The CONTRACTOR shall submit a monthly *Member Enrollment Materials Report* regarding the mailing of initial and replacement Member enrollment materials including Member ID cards, Member handbooks, and provider directories. The data in the report shall be reported separately for initial mailings to new Members and requests for replacement materials for current Members. The report shall include, at a minimum, the following: (i) number of ID cards, handbooks and provider directories mailed during the month regardless of whether the request was made by phone, online or in person; (ii) number of ID cards, handbooks and provider directories mailed within Agreement standards; (iii) number of ID cards, handbooks and provider directories not mailed within Agreement standards; and (iv) website usage statistics.

4.21.2.3 Member Satisfaction

The CONTRACTOR shall submit an annual *Member Satisfaction Survey Report* that includes, but is not limited to, a summary of the Member survey methods, findings, analysis and evaluation. The report shall present information separately for CAHPS and MHSIP. The survey and findings shall be presented by populations as determined by HSD (e.g., Adults, children, Behavioral Health and chronic illness). The report must provide an action plan addressing areas for improvement of the CONTRACTOR as identified in the survey results and also as identified through consultations with the Native American Advisory Board and the Member Advisory Board. Refer to Section [4.12.5] of this Agreement for additional information regarding the survey.

4.21.2.4 Native Americans

The CONTRACTOR shall submit a quarterly *Native American Members Report* that provides information related to, at a minimum, the following: (i) PCP selection; (ii) over-and-under utilization; (iii) Telehealth; (iv) geographic access; (v) Value Added Services; (vi) care coordination; and (vii) Grievances and Appeals. The CONTRACTOR's analysis included with the Native American Members Report shall include a comparison to the general population of the metrics measured in the report.

4.21.3 Cultural and Linguistic Competencies

4.21.3.1 The CONTRACTOR shall submit an annual *Cultural Competency/Sensitivity Plan*. The plan must meet the criteria specified in Section [3.5.1] of this Agreement.

4.21.3.2 The CONTRACTOR shall submit a *Native American Meeting Report* ten (10) Calendar Days following each meeting pursuant to Section [3.5.3] of this Agreement. The report shall, at a minimum, include: (i) a summary of the CONTRACTOR's approach to inviting Members including Tribal leaders and how the CONTRACTOR determined the representation of Native American representatives; (ii) how notice of such meeting was delivered to Native American representatives that were asked to attend the meeting; (iii) meeting agenda; (iv) a list of meeting attendees; (v) meeting minutes; (vi) action items and/or recommendations to the CONTRACTOR and/or HSD and (vii) the date, time and location of the next meeting.

4.21.4 Administrative Reports

4.21.4.1 The CONTRACTOR shall submit a quarterly *Program Integrity Report* that provides information regarding suspicious activity, Fraud and Abuse cases, return on investment, cost avoidance, adverse events, and other information as directed by HSD.

4.21.4.2 Upon approval of payment reform pilot projects in accordance with Section [4.10.7] of this Agreement, the CONTRACTOR shall submit monthly *Payment*

Reform Pilot Project Updates for each pilot project. The report shall, at a minimum, include information on provider compliance with best practices and patient outcomes. The report shall be submitted to HSD, collaborating community partners, and providers as directed by HSD.

- 4.21.4.3 The CONTRACTOR shall submit a quarterly report regarding *Activities of the Member Advisory Board* ten (10) Calendar Days following the meeting date. The report shall, at a minimum, include: (i) a summary of the CONTRACTOR's approach to inviting Members that represent all eligibility groups/populations; (ii) meeting agenda; (iii) a list of meeting attendees; (iv) meeting minutes; and (v) the date, time, and location of the next meeting.
- 4.21.4.4 The CONTRACTOR shall submit a monthly *Call Center Report* that provides information about the Member services, provider services, and nurse advice lines. The report shall, at a minimum, include by language queue: (i) number of calls received; (ii) number of calls answered; (iii) abandonment rate; (iv) number of calls answered within thirty (30) seconds; and (v) call topics.
- 4.21.4.5 The CONTRACTOR shall submit a quarterly *Hiring Report* that provides information regarding the CONTRACTOR's staffing vacancies. The report shall, at a minimum, include: (i) department name; (ii) total number of FTE for the specific department; (iii) total number of filled FTE; (iv) total number of FTE vacant; (v) percent of vacancies; (vi) title of positions open over thirty (30) Calendar Days; and (vii) total number of positions open over thirty (30) Calendar Days.
- 4.21.4.6 The CONTRACTOR shall submit a *Privacy/Security Incident Report*. This report shall be provided at least annually, but the CONTRACTOR shall provide the report more frequently if requested by HSD. The report shall include, at a minimum, the date of the incident, the date of notification to HSD's privacy officer, the nature and scope of the incident, the CONTRACTOR's response to the incident, and the mitigating measures taken by the CONTRACTOR to prevent similar incidents in the future. "Port scans" or other unsuccessful queries to the CONTRACTOR's information system shall not be considered a privacy/security incident for purposes of this report.

4.21.5 Provider Reports

4.21.5.1 Network Adequacy

- 4.21.5.1.1 The CONTRACTOR shall submit a quarterly *Network Adequacy Report* that provides the information on activities from the previous quarter broken out by month. At a minimum, the report shall include: (i) number of providers by provider type; (ii) ratios of providers (by specialty type) to Members (by age group); (iii) geographic access standards by county; and (iv) the time between a Member's initial request for an appointment and the date of the appointment. The data

may be collected using statistical sampling methods (including periodic Member or provider surveys).

- 4.21.5.1.2 The CONTRACTOR shall submit reports using geographic information systems software that allow HSD to analyze, at a minimum, the following: (i) the number of providers by specialty and by location with a comparison to the zip codes and counties of Members; (ii) number of Members that are currently assigned to the provider (PCPs only); (iii) indication as to whether the provider has a limit on the number of Centennial Care program Members he/she will accept; and (iv) indication as to whether the provider is accepting new patients.
- 4.21.5.1.3 The CONTRACTOR shall submit a monthly *PCP Report* that provides the information on activities from the previous month. At a minimum, the report shall include: (i) the names of newly enrolled Members and the name of the PCP to which they are assigned or selected; (ii) the PCP to Member ratio per 2,000 Members; (iii) the percent of PCP panel slots open; (iv) the number of providers serving as PCPs stratified by type (nurse practitioners, internists, pediatricians, etc); (v) the number of PCP visits per 2,000 Members; (vi) the percent of new Members who did not select a PCP and were assigned to one; and (vii) the number of PCP change requests received and processed.
- 4.21.5.1.4 The CONTRACTOR shall submit a quarterly *Telehealth Report* describing its progress in improving access and availability of physical, Long-Term Care, and Behavioral Health services to Members residing in Rural, Frontier, and Tribal areas through the use of Telehealth technology. The report shall include, but is not limited to: (i) Telehealth Member demographics and Telehealth services received; (ii) number of unduplicated Members utilizing Telehealth services; and (iii) name and location of contracted Telehealth distant sites (remote provider).
- 4.21.5.1.5 The CONTRACTOR shall submit an annual *Provider Network Development and Management Plan* that provides the information in narrative format. At a minimum, the report shall include: (i) summary of Contract Providers, by type and geographic location in the State; (ii) demonstration of monitoring activities to ensure that access standards are met and that Members have timely access to services, per the requirements of this Agreement; (iii) a summary of Contract Provider capacity issues by service and county, the CONTRACTOR's remediation and QI activities and the targeted and actual completion dates for those activities; (iv) network deficiencies by service and by county and interventions to address the deficiencies; and (v) ongoing activities for provider development and expansion taking into consideration identified Contract Provider capacity, network

deficiencies, service delivery issues and future needs relating to growth in membership and long-term needs. The CONTRACTOR shall also submit an annual *Provider Network Development and Management Evaluation Report* that describes outcome of plan and lessons learned.

- 4.21.5.1.6 The CONTRACTOR shall submit a quarterly *Provider Suspensions and Terminations Report* that lists by name all Contract Provider suspensions or terminations. This report shall include information on all Contract Providers. At a minimum, the report shall include: (i) each Contract Provider's name; (ii) the Contract Provider's specialty; (iii) the Contract Provider's SSN, as appropriate; (iv) the Contract Provider's NPI; (v) the Contract Provider's primary city; (vi) reason(s) for the action taken; and (vii) the effective date of the suspension or termination. If the CONTRACTOR has taken no action against providers during the quarter this should be documented in the *Provider Suspensions and Terminations Report*.

4.21.5.2 Provider Outreach and Education

- 4.21.5.2.1 The CONTRACTOR shall submit an annual *Provider Training and Outreach Plan* describing the CONTRACTOR's plans to educate providers and a *Provider Training and Outreach Evaluation Report* to evaluate the initiatives in the plan and present findings of lessons learned. Both reports shall be submitted in narrative format. The *Provider Training and Outreach Evaluation Report* is due annually and shall specify the training topic, the targeted providers, the content of the training, the training schedule (including dates/times and locations), and training methods. The training plan shall also include, but not be limited to, the following training topics: (i) prior authorization process; (ii) Claims/Encounter Data submission; (iii) how to access ancillary providers; (iv) Members rights and responsibilities; (v) quality improvement program/quality improvement initiatives; (vi) provider and Member Appeals and Grievances; (vii) recoupment of funds processes and procedures; (viii) Critical Incident management; and (ix) EPSDT benefit requirements, including preventative healthcare guidelines.

- 4.21.5.2.2 The CONTRACTOR shall, upon request, provide information regarding provider training and Outreach initiatives including, but not limited to, the following: (i) target audiences; (ii) location of training/event; (iii) date of training/event; (iv) topics; (v) funds expended; and (vi) number and types of attendees.

4.21.5.3 Provider Satisfaction

The CONTRACTOR shall submit an annual *Provider Satisfaction Survey Report* that encompasses long-term, behavioral and physical health providers. The report shall include but not be limited to, a summary of the provider survey methods and findings for physical health, Behavioral Health, and Long-Term Care providers separately and an analysis of opportunities for improvement. See Section [4.12.6] of this Agreement for additional information regarding Provider Satisfaction Surveys.

4.21.6 Specialized Services

- 4.21.6.1 The CONTRACTOR shall submit a quarterly *Medicaid School-Based Health Centers (SBHC) Report* that provides information on all of the procedure codes being billed by each approved SBHC, by county. The report shall include the number of submitted, paid, denied, resubmitted, adjudicated, open and reversed SBHC Claims. At a minimum, the report will include: (i) county name; (ii) Medicaid SBHC provider name; (iii) total Claims submitted, paid, denied, resubmitted, adjudicated, open and reversed; (iv) funding source; (v) YTD services by service code; (vi) YTD Claims total; (vii) YTD Claims status; and (viii) Claims denied and resubmitted.
- 4.21.6.2 To the extent the CONTRACTOR provides Value Added Services in accordance with Section [4.7] of this Agreement, the CONTRACTOR shall submit a quarterly *Value Added Services Report* that, at a minimum, lists: (i) the service/benefit; (ii) procedure code for each service; (iii) the number of unduplicated Members for each service; (iv) the numbers of Encounters for each service; (v) the total dollar amount expended in the quarter; (vi) the total dollar amount expended YTD; and (vii) provider name and county. Additionally, the CONTRACTOR shall provide: (i) a description of each benefit; (ii) definition; (iii) availability of the service and any service limitations; (iv) geographic locations where the service is offered; (v) payment code; and (vi) the date the service(s) will be offered.
- 4.21.6.3 The CONTRACTOR shall submit a quarterly *Self-Directed Report* that, at a minimum, provides information on the utilization of Self-Directed Community Benefit services.
- 4.21.6.4 The CONTRACTOR shall submit a quarterly *Developmental Disabilities Specialty Dental Report* that, at a minimum, lists the following information: (i) Member name; (ii) provider name; (iii) date of service; and (iv) amount paid for service.
- 4.21.6.5 The CONTRACTOR shall submit a quarterly *Jackson Class Members Report* that provides, at a minimum, information regarding new requests for new adaptive equipment and for modifications and repairs.
- 4.21.6.6 The CONTRACTOR shall submit a quarterly *Facilities Readmission Report* that provides information by county regarding the number of Members who are

readmitted to a facility such as, an RTC, TFC, hospital, within thirty (30) Calendar Days of a previous discharge. The report shall provide data by procedure codes and populations as specified by HSD.

- 4.21.6.7 The CONTRACTOR shall submit a quarterly *Member Incentive Report* that at a minimum includes: (i) the total credits available to each Medicaid household; (ii) the total volume purchased with Member incentive credits for each covered item on the HSD-approved schedule; (iii) the total value of the benefits purchased with those credits by each Medicaid household; and (iv) the ratio of credits earned to items purchased for all households that participate in the Member incentive program as described in Section [4.22.1] of this Agreement.

4.21.7 Care Coordination

- 4.21.7.1 The CONTRACTOR shall submit a quarterly *Care Coordination Report* to assess the CONTRACTOR's performance and timeliness associated with the care coordination process. The report shall present data separately for Members new to the care coordination process and those Members who are receiving ongoing care coordination. The report shall include, at a minimum information regarding: (i) number of HRAs completed; (ii) number of HRAs completed within contract timeframes; (iii) compliance with timeframes associated with assignment of initial risk level; (iv) compliance rates regarding completion of comprehensive needs assessments; (v) compliance with face to face and telephonic visit standards; and (vi) number of Members assigned to each care coordination level.
- 4.21.7.2 The CONTRACTOR shall submit a quarterly *Care Transitions Report* that provides information regarding Members discharged from an institutional setting to the community, which shall include communication with Members and review of medications within timeframes specified by HSD.
- 4.21.7.3 The CONTRACTOR shall submit a quarterly *Level of Care (LOC) Report* that provides information regarding initial and annual nursing facility level of care determinations. The report shall, at a minimum, include information regarding number of Members who meet nursing facility level of care and compliance with timeframes associated with level of care determinations as well as their care setting.
- 4.21.7.4 The CONTRACTOR shall submit a quarterly *Community Benefit Report* that provides information regarding the amount of the Community Benefit used by Members stratified by level of need as directed by HSD. The report shall also provide information regarding the number of Members that have exhausted their Community Benefit.
- 4.21.7.5 The CONTRACTOR shall submit a monthly *Caseload and Staffing Ratio Report*. The report shall reflect the care coordinator-to-Member staffing ratios and care coordinator caseloads on the last business day of the month prior to

the report submission (e.g. the report submitted in April 2014 will reflect the caseloads and staffing ratios as they appeared on March 31, 2014). The report shall include at a minimum: (i) the average care coordinator-to-Member staffing ratio and (ii) the caseload of Member assignments to each individual care coordinator.

- 4.21.7.6 The CONTRACTOR shall submit a monthly report regarding Members that the CONTRACTOR is unable to locate for care coordination. The *Unreachable Members Report* shall include at a minimum: (i) Member name; (ii) numbers of attempts; (iii) type of attempt (phone, post-card, visit to residence); and (iv) the Member's contact information including phone number and address on file.
- 4.21.7.7 The CONTRACTOR shall submit a quarterly *Patient Centered Medical Homes Report*. At a minimum, the report shall include: (i) number of Patient Centered Medical Homes; (ii) number of Members referred to a PCMH; (iii) number of Members that joined a PCMH; (iv) outcomes, including ER utilization and hospital admission and readmission; (v) the number of PCMHs that have attained level 3 NCQA recognition for PCMH and have been audited as being in compliance for such; and (vi) any metrics required by HSD and CMS.
- 4.21.7.8 The CONTRACTOR shall submit a quarterly *Health Homes Report*. At a minimum, the report shall include: (i) number of Health Homes; (ii) number of Members referred to a Health Home; (iii) number of Members that joined a Health Home; (iv) outcomes, including ER utilization and hospital admission and readmission; and (v) any metrics required by HSD and CMS.
- 4.21.7.9 The CONTRACTOR shall submit a monthly *Electronic Visit Verification Report* that will provide information related to Member visits in accordance with Section [4.4.14] of this Agreement.

4.21.8 Utilization Management

- 4.21.8.1 The CONTRACTOR shall annually submit a *UM Program Description and an associated work plan and evaluation*. The annual evaluation shall, at a minimum, include an analysis of findings and actions taken. See Section [4.12.10.5] of this Agreement for additional requirements regarding the UM program description, work plan, and evaluation.
- 4.21.8.2 The CONTRACTOR shall submit a quarterly *Over-and-Under Utilization of Services Report*.
- 4.21.8.3 The CONTRACTOR shall submit a *Utilization Management Report* that includes information on utilization of physical health services, Behavioral Health services, and Long-Term Care services.

- 4.21.8.4 The CONTRACTOR shall submit a quarterly report for *Denied/Deferred Prior Authorization Requests* that includes prior authorization information by service and by population. The report shall, at a minimum, include the following data: (i) date of request; (ii) name of the requesting provider; (iii) Member's name and ID number; (iv) date of birth; (v) diagnoses and service/ medication being requested; (vi) justification given by the provider for the Member's need for the service/medication; (vii) justification of the CONTRACTOR's denial or the reason(s) for deferral of the request; and (viii) the date and method of notification of the provider and the Member of the CONTRACTOR's determination.
- 4.21.8.5 The CONTRACTOR shall submit *CMS 416 Reports* that measure and document EPSDT screening and participation rates. In addition to the requirements in the CMS 416 Report, the CONTRACTOR shall report on any additional data that HSD determines is necessary for monitoring and compliance purposes.
- 4.21.8.6 The CONTRACTOR shall submit a monthly *Pharmacy Report* that provides information on dispensing fees, over-and-under utilization of drugs including controlled substances, utilization of formulary and non-formulary drugs, and generic and brand drugs.
- 4.21.8.7 The CONTRACTOR shall submit an *Institutional Utilization Report* that shall include institutional utilization data for Members, by age and gender, in the format and per the specifications prescribed by CMS and HSD. The report shall, at a minimum, include information regarding: (i) rate of acute hospital admissions; (ii) rate of preventable hospital admissions (e.g., pneumonia, COPD, CHF, dehydration and urinary tract infection); (iii) rate of Nursing Facility admissions; (iv) Members discharged from a Nursing Facility; (v) Members residing in Nursing Facilities; and (vi) rate of chronic hospital admission.

4.21.9 Quality

- 4.21.9.1 The CONTRACTOR shall submit a quarterly *Grievances and Appeals Report*. The CONTRACTOR shall submit reports of all provider and Member Grievances (informal and formal), Appeals, and Fair Hearings utilizing the State-provided reporting templates and codes.
- 4.21.9.2 The CONTRACTOR shall submit an annual *Disease Management Description* as described in Section [4.12.9.2.4] of this Agreement. The CONTRACTOR shall also submit an annual *Disease Management Annual Evaluation* as described in Section [4.12.9.2.5] of this Agreement.
- 4.21.9.3 The CONTRACTOR shall submit an annual *QM/QI Program Description and associated work plan* as described in Sections [4.12.4.1] of this Agreement.

The CONTRACTOR shall also submit a *QM/QI Program Annual Evaluation* as described in Section [4.12.4.12] of this Agreement.

- 4.21.9.4 The CONTRACTOR shall submit an annual *Report on Performance Improvement Projects* that includes the information specified in Section [4.12.4.10] of this Agreement.
- 4.21.9.5 The CONTRACTOR shall submit its *NCQA Accreditation Report* (the final bound copy from NCQA) immediately upon receipt, but not to exceed ten (10) Calendar Days from receipt from NCQA.
- 4.21.9.6 The CONTRACTOR shall submit its annual reevaluation of accreditation status based on HEDIS scores immediately upon receipt, but not to exceed ten (10) Calendar Days from notification by NCQA.
- 4.21.9.7 The CONTRACTOR shall submit an annual *Report of Audited CAHPS Results and Audited HEDIS Results*.
- 4.21.9.8 The CONTRACTOR shall submit a quarterly *Critical Incidents Report* (see Section [4.12.16] of this Agreement) that provides information, by month, regarding specified measures, which shall include but not be limited to the following: (i) the number of Members enrolled; (ii) the number of Critical Incidents, overall, by type of incident, and population; (iii) the number of incidents by type of incident; (iv) number of Members with multiple incidents; (v) information about Critical Incidents by provider types; and (vi) information on follow-up and evaluation of critical incidents.

4.21.10 Systems

- 4.21.10.1 The CONTRACTOR shall submit a *Business Continuity and Disaster Recovery (BC-DR) Plan* for review and written approval as specified by HSD in accordance with Section [4.20.5] of this Agreement. The CONTRACTOR shall communicate proposed modifications to the BC-DR plan at least fifteen (15) Calendar Days prior to their proposed incorporation. Such modifications shall be subject to review and written approval by HSD.
- 4.21.10.2 The CONTRACTOR shall submit a monthly *Systems Availability and Performance Report* that provides information on availability and unavailability by major system as well as response times for the CONTRACTOR's confirmation of CONTRACTOR's enrollment and electronic Claims management functions, as measured within the CONTRACTOR's span of control. The report shall meet the requirements of Section [4.20.4] of this Agreement.
- 4.21.10.3 The CONTRACTOR shall submit *Encounter Data* in a standardized format as specified by HSD (see Section [4.19.2.2] of this Agreement) and transmitted electronically to HSD on a weekly basis.

- 4.21.10.4 The CONTRACTOR shall provide any information and/or data requested in a format to be specified by HSD as required to support the validation, testing or auditing of the completeness and accuracy of Encounter Data submitted by the CONTRACTOR.

4.21.11Claims Management

- 4.21.11.1 The CONTRACTOR shall submit a monthly *Claims Payment Accuracy Report*. The report shall include the results of the internal audit of the random sample of all “processed or paid” Claims and shall report on the number and percent of Claims that are paid accurately. If the CONTRACTOR subcontracts for the provision of any Covered Services, and the subcontractor is responsible for processing Claims, then the CONTRACTOR shall submit a Claims payment accuracy percentage report for the Claims processed by the subcontractor. The report for each subcontractor shall include the results of the internal audit conducted and shall report on the number and percent of Claims that are paid accurately.
- 4.21.11.2 The CONTRACTOR shall submit a weekly *Claims Activity Report*. At a minimum, this report shall identify the number of Claims received, number of Claims denied (by reason), number of Claims paid, total amount paid by the categories of service specified by HSD in accordance with Section [4.19] of this Agreement.
- 4.21.11.3 The CONTRACTOR shall submit a monthly *Encounter Report* of the number of denied claims by type (professional, institutional, pharmacy, dental) by date of payment and date of service.
- 4.21.11.4 The CONTRACTOR shall submit a quarterly *Care Coordination Activities Report* detailing Care Coordination activities including but not limited to FTEs, salary, benefits and any overhead allocation.

4.21.12Financial Management

- 4.21.12.1 By April 1 of each Agreement year, the CONTRACTOR shall submit annual *Independently Audited Financial Statements*, including, but not limited to, its income statement, statement of changes in financial condition or cash flow, and balance sheet that allow HSD to determine solvency and CMS compliance. Such financial statements shall be specific to the operations of the CONTRACTOR rather than a parent or umbrella organization
- 4.21.12.2 By April 1 of each Agreement year, the CONTRACTOR shall submit a *Medicaid Specific Audited Schedule of Revenue and Expenses report* that allow HSD to determine solvency and CMS compliance.
- 4.21.12.3 The CONTRACTOR shall submit a monthly, quarterly and annual *Recovery and Cost Avoidance Report* that includes any recoveries for third party

resources as well funds for which the CONTRACTOR does not pay a Claim due to TPL coverage or Medicare coverage. This CONTRACTOR shall calculate cost savings in categories described by HSD.

- 4.21.12.4 The CONTRACTOR shall submit *Medicaid Specific Unaudited Schedule of Revenue and Expenses* on a quarterly basis. The report will be used to examine and compare administrative expenditures by line of business. The report is due forty-five (45) Calendar Days from the end of quarter or the fifteenth (15th) Calendar Day of the second month following the quarter.
- 4.21.12.5 The CONTRACTOR shall submit quarterly and annual *Division of Insurance Reports* that allow HSD to determine solvency and CMS compliance. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month the quarter and March 1 for the annual statement.
- 4.21.12.6 The CONTRACTOR shall submit quarterly and annual *Patient Liability Information Reports* on a date of service basis. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month the quarter and March 1 for the annual statement.
- 4.21.12.7 The CONTRACTOR shall submit a quarterly *Expenditures by Category of Services Report* that allows HSD to determine cost efficiency. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month following the end of the quarter.
- 4.21.12.8 The CONTRACTOR shall submit a quarterly *Utilization by Category of Services Report* that allows HSD to determine cost efficiency. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month following the end of the quarter.
- 4.21.12.9 The CONTRACTOR shall submit quarterly *FQHC/RHC Payment Reports (Check Register)* that enables HSD to make wraparound payments to FQHCs/RHCs. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month following the end of the quarter.
- 4.21.12.10 The CONTRACTOR shall submit a quarterly *Payments to IHS and Tribal 638 Providers Reports* that facilitate HSD's reimbursement to the CONTRACTOR after comparison to Encounters and acceptance of the report. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month following the end of the quarter.

- 4.21.12.11 The CONTRACTOR shall submit a quarterly *Subcapitation Expenditure and Utilization* report. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month following the end of the quarter.
- 4.21.12.12 The CONTRACTOR shall submit a monthly *Withholding Bank Statement for Delivery System Improvements* to allow HSD to verify compliance with delivery system improvement requirements in accordance with Section [6.10] and Attachment [3] of this Agreement. The report is due forty-five (45) Calendar Days after month end.
- 4.21.12.13 Initially and upon renewal, the CONTRACTOR shall submit an annual report that identifies the fidelity bond or insurance protection by amount of coverage in relation to annual payments, and allows HSD to examine and confirm solvency and CMS compliance.
- 4.21.12.14 Initially and upon renewal, the CONTRACTOR shall submit an annual *Reinsurance Policy Report* that allows HSD to assess solvency and CMS compliance.
- 4.21.12.15 The CONTRACTOR shall submit a quarterly *Cash Reserve Statement Reports* that allow HSD to examine and confirm solvency and CMS compliance. The report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter.
- 4.21.12.16 The CONTRACTOR shall submit records involving any business restructuring when changes in ownership interest of five percent (5%) or more have occurred. These records shall include, but are not limited to, an updated list of names and addresses of all persons or entities having ownership interest of five percent (5%) or more. These records shall be provided no later than sixty (60) Calendar Days following the change of ownership.
- 4.21.12.17 By April 1 of each Agreement year, the CONTRACTOR shall submit an annual *Risk Withholding Report* that allows HSD to analyze risk sharing.

4.22 Obligations Relating to Member Personal Responsibility Initiatives

4.22.1 Member Incentives

4.22.1.1 General Expectations

- 4.22.1.1.1 The CONTRACTOR shall work with the other Centennial Care MCOs to establish a program to provide incentives to Members for healthy behaviors.

- 4.22.1.1.2 The program must allow for the opportunity for all Members to participate, adhere to this Section [4.22.1] of this Agreement and be prior approved by HSD.
- 4.22.1.1.3 Amounts expended on the Member incentive program shall be deemed as administrative expenses for purposes of the medical expense ratio (see Section [7.2] of this Agreement).

4.22.1.2 Specific Requirements

- 4.22.1.2.1 The activities and behaviors proposed to be rewarded with incentives should promote good health, Health Literacy, and continuity of care for all Members and shall be prior approved by HSD. Behaviors to be rewarded include but are not limited to the following: (i) compliance with scheduled medical well-child visits (EPSDT); (ii) compliance with scheduled dental exams for children; (iii) compliance with scheduled office visits with the Member's assigned PCMH or PCP, (iv) participation in weight loss programs; (v) participation in programs to support blood pressure control; (vi) participation in programs to support blood sugar (HbA1c) control; (vii) participation in cooking and nutrition classes to support diabetes self-management; (viii) participation in exercise programs; (ix) participation in smoking cessation programs; (x) participation in Health Literacy classes; (xi) making and keeping appointments; (xii) compliance with care plans; (xiii) compliance with prenatal visits and care plans; (xiv) receiving flu shots, as applicable.
- 4.22.1.2.2 Members shall earn credits for each healthy behavior based on a schedule established by the CONTRACTOR and approved by HSD. Credits may be used to purchase HSD-approved items available through pharmacies in the CONTRACTOR's provider network.
- 4.22.1.2.3 The credits in the Member's account shall be available to the Member if the Member enrolls in a different MCO.

4.22.1.3 Data Sharing and Reporting

- 4.22.1.3.1 Subject to HSD approval, the CONTRACTOR shall establish an automated process for capturing and accumulating the credits awarded for participation in qualified activities and programs.
- 4.22.1.3.2 The credits for qualified activities and programs may be tracked based on Encounter Data submissions. For example, if the credit is to be awarded based on participation in a Medicaid Covered Services (e.g., a well-child visit), the schedule will recognize the qualifying activity based on the CPT code on the Encounter Claim. If the credit is to be awarded based on participation in a non-covered Medicaid activity (e.g., commercial weight loss program), the CONTRACTOR shall

capture the data based on the submission of zero-paid Encounter Claims.

- 4.22.1.3.3 The credits for Member incentives may be tracked and accumulated based on an alternative process, subject to prior approval by HSD. In no instance shall the methodology proposed fail to provide the credits to the Members in less than thirty (30) Calendar Days.
- 4.22.1.3.4 The CONTRACTOR shall design and operate an automated system to communicate information on the credits available to each Member to pharmacies participating in the CONTRACTOR's provider network.

4.22.2 PCP Lock-Ins

HSD shall allow the CONTRACTOR to require that a Member visit a certain PCP when the CONTRACTOR has identified continuing utilization of unnecessary services. Prior to placing the Member on PCP lock-in, the CONTRACTOR shall inform the Member of the intent to lock-in, including the reasons for imposing the PCP lock-in. The CONTRACTOR's Grievance procedure shall be made available to any Member being designated for PCP lock-in. The PCP lock-in shall be reviewed and documented by the CONTRACTOR and reported to HSD every quarter. The Member shall be removed from PCP lock-in when the CONTRACTOR has determined that the utilization problems have been solved and that recurrence of the problems is judged to be improbable. HSD shall be notified of all lock-in removals.

4.22.3 Pharmacy Lock-Ins

HSD shall allow the CONTRACTOR to require that a Member visit a certain pharmacy provider when Member compliance or drug-seeking behavior is suspected. Prior to placing the Member on pharmacy lock-in, the CONTRACTOR shall inform the Member and/or his or her Representative of the intent to lock-in. The CONTRACTOR's Grievance procedure shall be made available to the Member being designated for pharmacy lock-in. The pharmacy lock-in shall be reviewed and documented by the CONTRACTOR and reported to HSD every quarter. The Member shall be removed from pharmacy lock-in when the CONTRACTOR has determined that the compliance or drug-seeking behavior has been resolved and the recurrence of the problems is judged to be improbable. HSD shall be notified of all lock-in removals.

5 HSD'S Responsibilities

5.1 HSD shall:

- 5.1.1 Establish and maintain Member eligibility and enrollment information and transfer eligibility and enrollment information to the CONTRACTOR to ensure appropriate enrollment in and assignment to the CONTRACTOR. This information shall be transferred electronically. The CONTRACTOR shall have the right to rely on eligibility

- and enrollment information transmitted to the CONTRACTOR by HSD. Each Party shall notify the other of possible errors or problems as soon as reasonably possible;
- 5.1.2 Support implementation deadlines by providing technical information at the required level of specificity in a timely fashion;
 - 5.1.3 Provide the CONTRACTOR with enrollment information concerning each Member enrolled with the CONTRACTOR, including the Member's name and social security number, the Member's address and telephone number, the Member's date of birth and gender, the availability of third-party coverage, the Member's rate category and the Member's State-assigned identification number;
 - 5.1.4 Compensate the CONTRACTOR as specified in Section [6] of this Agreement;
 - 5.1.5 Provide a mechanism for Fair Hearings to review denials and utilization decisions made by the CONTRACTOR;
 - 5.1.6 Conduct review and monitoring activities as needed to meet CMS, SAMHSA or other federal requirements for State oversight responsibilities;
 - 5.1.7 Monitor the effectiveness of the CONTRACTOR's QM/QI programs;
 - 5.1.8 Review the CONTRACTOR's Grievance files as necessary;
 - 5.1.9 Provide Members with specific information about services, benefits, MCOs from which to choose, and Member enrollment;
 - 5.1.10 Provide the content, format and schedule for the CONTRACTOR's report submissions;
 - 5.1.11 Provide the CONTRACTOR with specifications related to data reporting requirements;
 - 5.1.12 Ensure that no requirement or specification established or provided by HSD under this Section conflicts with requirements or specifications established pursuant to HIPAA and the regulations promulgated there under. All requirements and specifications established or provided by HSD under this Section shall comply with the requirements of Section [5.2] of this Agreement; and
 - 5.1.13 Cooperate with the CONTRACTOR in the CONTRACTOR's efforts to achieve compliance with HIPAA requirements. The CONTRACTOR shall be held harmless for implementation delays when the CONTRACTOR bears no responsibility for the cause of the delay.
- 5.2 HSD and/or its fiscal agent shall implement electronic data standards for transactions related to managed health care. In the event that HSD and/or its fiscal agent requests that the CONTRACTOR or its subcontractors deviate from or provide information in addition to the information called for in required and optional fields included in the standard transaction code sets established under HIPAA, such request shall be made by amendment to this Agreement in accordance with the provisions of Section [7.7] of this Agreement.

- 5.3 Performance by the CONTRACTOR shall not be contingent upon time availability of State personnel or resources with the exception of specific responsibilities stated in the RFP or this Agreement and the normal cooperation that can be expected in such an Agreement. The CONTRACTOR's access to State personnel shall be granted as freely as possible. However, the competency/sufficiency of State staff shall not be reason for relieving the CONTRACTOR of any responsibility for failing to meet required deadlines or producing unacceptable deliverables.
- 5.4 To the extent the CONTRACTOR is unable to perform any obligation or meet any deadline under this Agreement because of the failure of HSD to perform its specific responsibilities under the Agreement, the CONTRACTOR's performance shall be excused or delayed, as appropriate. The CONTRACTOR shall provide HSD written notice as soon as possible, but in no event later than the expiration of any deadline or date for performance, that identifies the specific responsibility that HSD has failed to meet, as well as the reason HSD's failure impacts the CONTRACTOR's ability to meet its performance obligations under the Agreement.
- 5.5 Within three (3) Business Days of becoming aware of any claim or information that may impact the CONTRACTOR or the services to be performed by the CONTRACTOR under this Agreement, HSD shall provide the CONTRACTOR with written notice of such claim or information.

6 Payments to CONTRACTOR

6.1 General Requirements

- 6.1.1 The Parties understand and agree that the compensation and payment reimbursement for services delivered under this Agreement are dependent upon federal and State funding and regulatory approvals.
- 6.1.2 The CONTRACTOR shall accept payments remitted by HSD as payment in full for all services required pursuant to this Agreement.
- 6.1.3 HSD shall make monthly capitation payments to the CONTRACTOR for all Members enrolled with the CONTRACTOR on or before the second Friday of each month.
- 6.1.4 The CONTRACTOR shall comply with all requirements stated in NMAC 8.305.11 and NMAC 8.306.11. HSD shall make payments under capitated risk contracts that are actuarially sound. Rates shall be developed in accordance with generally accepted actuarial principles and practices. Rates must be appropriate for the populations to be covered, the services to be furnished under the Agreement and be certified as meeting the foregoing requirements by actuaries. The actuaries must meet the qualification standards established by the American Academy of Actuaries and follow the practice standards established by the Actuarial Standards Board.
- 6.1.5 To the extent, it is determined by the appropriate taxing authority that the performance of this Agreement by the CONTRACTOR is subject to taxation, the amounts paid by HSD to the CONTRACTOR under this Agreement shall include such tax(es) and no

additional amount shall be due from HSD. Therefore, the amount paid by HSD shall include all taxes that may be due and owing by the CONTRACTOR. The CONTRACTOR is responsible for reporting and remitting all applicable taxes to the appropriate taxing agency. HSD shall pay a monthly capitated amount to the CONTRACTOR for the provision of the managed care benefit package. Rates determined through discussion between the Parties are considered confidential. The monthly rate for each Member is based on actuarially sound capitation rate cells. Members shall be held harmless against any liability for debts of a CONTRACTOR that were incurred within the Agreement in providing Covered Services to the Medicaid Member.

- 6.1.6 In accordance with 42 C.F.R. § 438.6(c), all payments under risk contracts and all risk-sharing mechanisms in contracts must be actuarially sound and approved as such by the CMS prior to Go-Live. To meet the requirement for actuarial soundness, all capitation rates must be certified by an actuary meeting the qualification standards of the American Academy of Actuaries following generally accepted actuarial principles, as set forth in the standards of practice established by the Actuarial Standards Board. Accordingly, HSD's offer of all capitation rates is contingent on both certifications by HSD's actuary and final approval by CMS, prior to becoming effective for payment purposes. In the event such certification or approval is not obtained for any or all capitation rates subject to this regulation, HSD reserves the right to renegotiate these rates. HSD's decision to renegotiate the rates under the circumstances described above is binding on the CONTRACTOR.

6.2 Payments for Services

- 6.2.1 HSD shall make a full monthly payment to the CONTRACTOR for the month in which the Member's enrollment is terminated. The CONTRACTOR shall be responsible for Covered Services provided to the Member in any month for which HSD paid the CONTRACTOR for the Member's care under the terms of this Agreement.
- 6.2.2 If a Member loses eligibility for any reason and is reinstated as eligible by HSD before the end of the month, the CONTRACTOR must accept a retro capitation payment for that month of eligibility and assume financial responsibility for all services supplied to the Member. HSD must notify the CONTRACTOR of this retro capitation by the last day of the month. If this notification is not made by the last day of the month, the CONTRACTOR may choose to refuse the retro capitation.
- 6.2.3 Retro capitation payments may not be issued for Members for the same coverage month in which fee-for-service claims have already been paid by Medicaid except in special situations determined by HSD. When retro capitation is not issued for a particular month, the Member will remain enrolled with fee-for-service for that month.
- 6.2.4 HSD shall have the discretion to recoup payments made by HSD pursuant to the time periods governed by this Agreement for the following:
 - 6.2.4.1 Members incorrectly enrolled with more than one CONTRACTOR;

- 6.2.4.2 Members who die prior to the enrollment month for which payment was made; and/or
- 6.2.4.3 Members whom HSD later determines were not eligible for Medicaid during the enrollment month for which payment was made. HSD acknowledges and agrees that in the event of any recoupment pursuant to this section, the CONTRACTOR shall have the right to recoup from providers or other persons to whom CONTRACTOR has made payment during this period of time; however, may not recoup payments for any Value Added Services provided.
- 6.2.5 For individuals who were enrolled with more than one CONTRACTOR, the CONTRACTOR from whom the capitation payment is recouped shall have the right to recoup incurred expenses from the CONTRACTOR who retains the capitation payment.
- 6.2.6 In the event of an error that causes payment(s) to the CONTRACTOR to be issued by HSD, the CONTRACTOR shall reimburse HSD within thirty (30) Calendar Days of written notice of such error for the full amount of the payment. Interest shall accrue at the statutory rate on any amounts determined to be due but not paid and determined to be due after the thirtieth (30th) Calendar Day following the notice. Any process that automates the recoupment procedures will be discussed in advance by HSD and the CONTRACTOR and documented in writing prior to implementation of a new automated recoupment process. The CONTRACTOR has the right to dispute any recoupment requests in accordance with Section [7.11] of this Agreement.

6.3 Supplemental Payments for Services to Native Americans

- 6.3.1 HSD will pay the CONTRACTOR, on a quarterly basis, for the costs of services of Native Americans provided at I/T/Us. This payment shall be separate from the capitation rate process and be based upon the HSD's validation of data provided by the CONTRACTOR to the HSD.
- 6.3.2 HSD shall pay the CONTRACTOR for services rendered to Medicaid Members in I/T/Us. HSD will reimburse the CONTRACTORS based on Encounters that have cleared all systems edits in the Medical Medicaid Information System (MMIS) per quarter. HSD will cross reference the "Payments to I/T/Us", each quarter; however the Encounters paid and accepted by HSD will supersede or take preference if there is a difference between paid Encounters versus the report required by HSD to report I/T/U expenditures.
- 6.3.3 The CONTRACTOR shall have up to two (2) years from a Claim's first date of service to submit a Claim. Claims not submitted within two (2) years of the first date of service are not eligible for reimbursement.
- 6.3.4 Members shall be held harmless against any liability for debts of the CONTRACTOR that were incurred within the Agreement in providing health care to the Members, excluding any Member's liability for applicable premiums, copayment or Member's liability for an overpayment resulting from benefits paid pending the results of a Fair Hearing. Contract Providers have no obligation to continue to see Members for

treatment if the Member fails to meet copayment obligations except in emergency situations.

6.3.5 The CONTRACTOR shall submit all Encounters for I/T/U payments.

6.3.6 The CONTRACTOR shall report expenditures on a date of service basis for I/T/U payment amounts.

6.4 Behavioral Health Capitated Agreements

The CONTRACTOR is not permitted to delegate responsibility to another entity for Behavioral Health services available to Centennial Care Members. The CONTRACTOR shall ensure that the funding, through the capitation payments, is made available for Behavioral Health services.

6.5 Payment on Risk Basis

The CONTRACTOR is at risk of incurring losses if its expenses for providing the Centennial Care benefit package exceed its capitation payment. HSD shall not provide a retroactive payment adjustment to the CONTRACTOR to reflect the cost of services actually furnished by the CONTRACTOR. The CONTRACTOR may retain its profits subject to the limitations set forth in Section [7.2] of this Agreement. HSD makes no guarantee of profit to the CONTRACTOR.

6.6 Payment for Services

6.6.1 The capitation rates awarded with this Agreement shall be effective for the time period shown on Attachment [5]. The capitation rates may be adjusted based on factors such as changes in the scope of work, CMS requiring a modification of the 1115(a) Waiver if new or amended federal or State statutes or regulations are implemented, inflation, significant changes in the demographic characteristics of the Member population, or the disproportionate enrollment selection of the CONTRACTOR by Members in certain rate cohorts. Any changes to the rates shall be actuarially sound and implemented pursuant to Section [6.1.6] of this Agreement.

6.6.2 HSD shall compensate the CONTRACTOR for work performed under this Agreement at the rates shown on the rate sheets for the Contract period.

6.6.3 The CONTRACTOR remains ultimately liable to HSD for the services rendered under the terms of this Agreement. If the CONTRACTOR is required to obtain reinsurance, the CONTRACTOR shall provide a copy of its proposed reinsurance agreement to HSD annually, beginning with the effective date of this Agreement.

6.7 Compensation and Programmatic Changes

6.7.1 The Parties further understand that program changes affecting the rate of compensation for managed care are likely to occur during the term of this Agreement and further agree

to the following if such program changes are implemented by HSD during the term of this Agreement:

- 6.7.1.1 In the event that HSD initiates a programmatic change affecting compensation and payment reimbursement for managed care during the term of this Agreement, HSD shall, prior to initiating any such change, provide the CONTRACTOR with as much notice as is possible, given the circumstance, of the contemplated change and the effect it will have on compensation and payment reimbursement for managed care.
- 6.7.1.2 Upon notice of a (i) a proposed program change, (ii) a change in government costs, taxes or fees, or (iii) a benefit modification, i.e., a change or a final judicial decision affecting reimbursement rates, the CONTRACTOR may initiate discussions for a modification of the Agreement concerning changes in compensation and payment reimbursement for managed care and program changes. Such programmatic changes and any resulting discussions and modifications shall be limited to the change in compensation and payment reimbursement for managed care and program changes, and shall not subject the entire contract to being reopened.
- 6.7.1.3 If the CONTRACTOR does not request discussion for a modification of the Agreement concerning the change in compensation and payment reimbursement for managed care and program changes, within fifteen (15) Calendar Days of the notice from HSD, then the change shall be implemented and become effective, subject to the continued actuarial soundness of the rates.

6.8 Patient Liability

- 6.8.1 HSD monthly capitation payments will be “net” of patient liability. The capitation payments are based on “gross” cost and will be reduced by the amount of patient responsibility each month.
- 6.8.2 The CONTRACTOR shall delegate the collection of patient liability to the Nursing Facility or community-based residential alternative facility and shall pay the facility net of the applicable patient liability amount.
- 6.8.3 The CONTRACTOR shall submit patient liability information associated with Claim payments to providers in their Encounter Data submission.

6.9 Implementation of Risk-Adjusted Rates

- 6.9.1 HSD reserves the right to modify the capitation payment methodology from the process outlined in Section [6.2] of this Agreement for future Contract periods.
- 6.9.2 HSD will notify the CONTRACTOR of any change in payment methodology at least six (6) months prior to the effective date of change.

6.10 Delivery System Improvement Fund

- 6.10.1 The CONTRACTOR shall withhold one and a half percent (1.5%), net of premium taxes, New Mexico Medical Insurance Pool assessments and adjustments, of HSD's capitation payments. Capitation payments are based on the full capitation cycle which, generally, runs the first Monday after the first Friday of each month throughout the term of the Agreement. The withheld funds shall be named the Delivery System Improvement Fund. The CONTRACTOR shall place this Delivery System Improvement Fund in a separate liability account and shall provide to HSD a quarterly statement of the account in order to verify that the funds are being maintained during the period of time specified in this Agreement in accordance with Section [4.21.12.12] of this Agreement.
- 6.10.2 The Delivery System Improvement Fund shall be released to the CONTRACTOR based on achieving the measures indicated in Attachment [3].
- 6.10.3 The percentage of the CONTRACTOR's Delivery System Improvement Fund to be released shall be calculated by summing all earned points, dividing the sum by one hundred (100) points and converting to a percentage (withheld percentage).
- 6.10.4 Funds remaining in the Delivery System Improvement Fund account as a result of the CONTRACTOR's inability to meet performance goals shall be recouped by HSD.

7 Terms and Conditions

7.1 Limitation of Cost

In no event shall capitation fees or other payments provided for in this Agreement exceed payment limits set forth in 42 C.F.R. §§ 447.361 and 447.362. In no event shall HSD pay twice for the provision of services.

7.2 Limitation on Profit

- 7.2.1 The CONTRACTOR is permitted to retain one hundred percent (100%) of any profits generated under this Agreement up to three percent (3.0%) of net capitation revenue as defined in Section [7.2.2] of this Agreement generated annually under this Agreement. The CONTRACTOR shall share fifty percent (50%) of any profit generated in excess of three percent (3.0%) with HSD. HSD shall measure the annual profit based on Annual Division of Insurance reports and supplemental reports that identify premium tax, NMMIP or other insurance assessments including the appropriate reporting of administrative expenses. The measurement will be performed as outlined in Section [7.2.2] of this Agreement.
- 7.2.2 For purposes of this Section, "profit" is defined as the net income for the Medicaid line of business on an annual basis.

Medicaid line of business Net Capitation Revenue:

Prospective capitation premium minus Premium Tax minus NMMIP
Assessments paid during the annual period

Medicaid line of business Total Medical Expense:

Medical Expense (net of reinsurance) and care coordination expenses outlined in Section [7.2.9] of this Agreement incurred during the annual period

Medicaid Administration:

Administrative expense (outlined in [7.2.8] of this Agreement) incurred during the annual period

Profit:

Net Capitation Revenue – Total Medical Expense – Administration

- 7.2.3 HSD has established the profit limit and sharing outlined in [7.2.1] of this Agreement; however, HSD makes no guarantee of any level of profit to the CONTRACTOR under this Agreement.
- 7.2.4 HSD will utilize annual Division of Insurance filings received on March following the close of the calendar year. If profit in excess of three percent (3.0%) is realized, HSD will make an adjustment to the prospective capitation between April and June to reduce the amount for the excess profit share outlined in Section [4.18.1] of this Agreement.
- 7.2.5 HSD reserves the right to examine the allocation methodologies utilized for any non-direct expenditure by the CONTRACTOR as it relates to any expenditure including but not limited to administrative expense that impacts net income after taxes reported.
- 7.2.6 HSD reserves the right to modify the measurement of profit based on review of allocation methodologies.
- 7.2.7 Medical Expense Ratio

The CONTRACTOR shall spend no less than eighty-five percent (85%) of net Medicaid line of business Net Capitation Revenue, defined in Section [7.2.2] of this Agreement, on direct medical expenses defined in Section [7.2.2] of this Agreement on an annual basis. HSD reserves the right, in accordance with and subject to the terms of this Agreement to reduce or increase the minimum allowable for direct medical services over the term of this Agreement, provided that any such change (i) shall only apply prospectively, (ii) exclude any retroactive increase to allowable direct medical services and (iii) shall comply with federal and State law.

7.2.8 Administrative Expense Reporting

- 7.2.8.1 Determinations shall be made using the following list as administrative expenses and/or costs; all other expenses shall be considered paid for by CONTRACTOR for direct services to Medicaid members, with the exception of premium tax and the NMMIP assessments, which are neither administrative nor direct medical expenses:

- 7.2.8.1.1 Network development and contracting;

- 7.2.8.1.2 Direct provider contracting;
- 7.2.8.1.3 Credentialing and re-credentialing;
- 7.2.8.1.4 Information systems;
- 7.2.8.1.5 Health Information Technology;
- 7.2.8.1.6 Health Information Exchange;
- 7.2.8.1.7 Encounter Data collection and submission;
- 7.2.8.1.8 Claims processing for select contractors;
- 7.2.8.1.9 Member Advisory Board and Native American Advisory Board meetings;
- 7.2.8.1.10 Member services;
- 7.2.8.1.11 Training and education for providers and Members;
- 7.2.8.1.12 Financial reporting;
- 7.2.8.1.13 Licenses;
- 7.2.8.1.14 Taxes, excluding premium tax, NMMIP assessments, and PPACA-related insurer fees
- 7.2.8.1.15 Plant expenses;
- 7.2.8.1.16 Staff travel;
- 7.2.8.1.17 Legal and risk management;
- 7.2.8.1.18 Recruiting and staff training;
- 7.2.8.1.19 Salaries and benefits to MCO staff;
- 7.2.8.1.20 Non-medical supplies;
- 7.2.8.1.21 Purchased service, non-medical, excluding Member and attendant travel, meals and lodging costs, reinsurance expense and risks delegated to third parties with HSD's approval;
- 7.2.8.1.22 Depreciation and amortization;
- 7.2.8.1.23 Audits;
- 7.2.8.1.24 Grievances and Appeals;

- 7.2.8.1.25 Capital outlay;
- 7.2.8.1.26 Reporting and data requirements;
- 7.2.8.1.27 Compliance;
- 7.2.8.1.28 Surveys;
- 7.2.8.1.29 Quality assurance;
- 7.2.8.1.30 Quality improvement/quality management;
- 7.2.8.1.31 Marketing; and
- 7.2.8.1.32 Damages/penalties.

7.2.8.2 The CONTRACTOR shall submit a detailed explanation of administrative agreements with parent organizations on an annual basis in a template to be prescribed by HSD that may include but is not limited to allocation methodology, full-time equivalents, salary, benefits and general administrative overhead.

7.2.9 Care Coordination Expenses

- 7.2.9.1 The CONTRACTOR shall provide care coordination services in accordance with Section [4.4] of this Agreement.
- 7.2.9.2 For purposes of this Agreement, the following care coordination functions will be deemed medical services:
 - 7.2.9.2.1 Comprehensive needs assessment;
 - 7.2.9.2.2 Face-to-face meetings between the care coordinator and the Member;
 - 7.2.9.2.3 Telephonic meetings between the care coordinator and the Member;
 - 7.2.9.2.4 Case management;
 - 7.2.9.2.5 Discharge consultation;
 - 7.2.9.2.6 Care plan development and updates;
 - 7.2.9.2.7 Health education provided to the Member; and
 - 7.2.9.2.8 Disease management provided to the Member.
 - 7.2.9.2.9 The CONTRACTOR shall submit Member care coordination activities through Encounter Data.

7.2.9.2.10 For purposes of this Agreement, the following care coordination functions will be deemed administrative services:

7.2.9.2.11 Health risk assessments (HRAs);

7.2.9.2.12 Data runs;

7.2.9.2.13 Referrals; and

7.2.9.2.14 Case assignment and scheduling.

7.2.10 HSD shall issue its final calculation in writing within one hundred eighty (180) Calendar Days after the close of the calendar year or termination of this Agreement. To the extent that CONTRACTOR fails to meet the requirements set forth herein, HSD shall, at the time it issues its final calculation, advise CONTRACTOR of this deficiency and require CONTRACTOR to remit the overpayment to HSD, or its designee, or otherwise advise CONTRACTOR as to how the overpayment shall be treated for purposes of compliance with this Section. If CONTRACTOR disputes HSD's final calculation, it must advise HSD within fourteen (14) Calendar Days of receipt of the final calculation. Thereafter, the Parties shall informally meet to resolve the matter; such meeting must take place within fourteen (14) Calendar Days of HSD's receipt of CONTRACTOR's dispute. If the Parties cannot informally resolve the matter, CONTRACTOR may exercise its rights under Section [7.11] of this Agreement.

7.3 Failure to Meet Agreement Requirements

7.3.1 General

7.3.1.1 In the event that the CONTRACTOR or any person with an ownership interest in the CONTRACTOR, affiliate, parent or subcontractor, fails to comply with this Agreement, HSD may impose, at HSD's discretion, the remedies, sanctions and damages described in this Section [7.3].

7.3.1.2 Sanctions, liquidated damages and/or penalties paid by the CONTRACTOR pursuant to this Section [7.3] shall be included as administrative expenses subject to Section [7.2.8] of this Agreement.

7.3.1.3 HSD retains the right to apply progressively strict sanctions against the CONTRACTOR, including an assessment of a monetary sanction or liquidated damage against the CONTRACTOR, for failure to perform in any of the Agreement areas.

7.3.1.4 Any sanction or penalty, including the withholding of capitation payments, does not constitute just cause for the CONTRACTOR to interrupt providing Covered Services to Members.

- 7.3.1.5 HSD may impose any other administrative, contractual or legal remedies available under federal or State law for the CONTRACTOR's noncompliance under this Agreement.
- 7.3.1.6 HSD will give the Collaborative written notice whenever it imposes or lifts a sanction for one of the violations listed herein that relates to Behavioral Health.
- 7.3.1.7 HSD will give the CMS Regional Office written notice whenever it imposes or lifts a sanction for one of the violations listed herein. The notice will be given no later than thirty (30) Calendar Days after HSD imposes or lifts a sanction and must specify the affected CONTRACTOR, the kind of sanction and the reason for HSD's decision to impose or lift the sanction.

7.3.2 Corrective Action Plans

- 7.3.2.1 If HSD determines that the CONTRACTOR is not in compliance with one or more requirements in this Agreement, HSD may issue a notice of deficiency, identifying the deficiency(ies) and follow-up recommendations/requirements (either in the form of a Corrective Action Plan (CAP) or an HSD Directed Corrective Action Plan (DCAP)). A notice from HSD of noncompliance directing a CAP or DCAP will also serve as a notice for sanctions and/or liquidated damages in the event HSD determines that sanctions and/or liquidated damages are also necessary.
- 7.3.2.2 The CONTRACTOR may dispute a notice of noncompliance in accordance with Section [7.11] of this Agreement.
- 7.3.2.3 The CONTRACTOR shall be required to provide CAPs to HSD within fourteen (14) Calendar Days of receipt of a noncompliance notice from HSD. CAPs are subject to review and approval by HSD.
- 7.3.2.4 If HSD imposes a DCAP on the CONTRACTOR, the CONTRACTOR will have fourteen (14) Calendar Days to respond to HSD.
- 7.3.2.5 If the CONTRACTOR does not effectively implement the CAP/DCAP within the timeframe specified in the CAP/DCAP, HSD may impose additional remedies or sanctions.
- 7.3.2.6 If HSD staff is required to spend more than 10 hours or more per week monitoring a CAP(s) or DCAP(s), HSD will provide notice to the CONTRACTOR that the CONTRACTOR must contract with a third party either designated by HSD or approved by HSD to oversee the CONTRACTOR's compliance with the CAP(s) or DCAP(s).

7.3.3 Intermediate Sanctions

- 7.3.3.1 HSD may impose any or all of the sanctions as described in this Section to the extent authorized by federal and State law.

7.3.3.2 Intermediate sanctions may include:

- 7.3.3.2.1 Suspension of auto-assignment of Members who have not selected an MCO;
- 7.3.3.2.2 Suspension of enrollment in the CONTRACTOR's MCO;
- 7.3.3.2.3 Notification to Members of their right to terminate enrollment with the CONTRACTOR's MCO without cause as described in 42 C.F.R. § 438.702(a)(3);
- 7.3.3.2.4 Disenrollment of Members by HSD;
- 7.3.3.2.5 Suspension of payment for Members enrolled after the effective date of the sanction and until CMS or HSD is satisfied that the reason for imposition of the sanction no longer exists and is not likely to recur;
- 7.3.3.2.6 Rescission of Marketing consent and suspension of the CONTRACTOR's Marketing efforts;
- 7.3.3.2.7 Actual damages incurred by HSD and/or Members resulting from the CONTRACTOR's non-performance of obligations under this Agreement;
- 7.3.3.2.8 Damages in an amount equal to the costs of obtaining alternative health benefits to a Member in the event of the CONTRACTOR's noncompliance in providing Covered Services. The damages shall include the difference in the capitated rates that would have been paid to the CONTRACTOR and the rates paid to the replacement health plan. HSD may withhold payment to the CONTRACTOR for damages until such damages are paid in full;
- 7.3.3.2.9 Civil monetary penalties as described in 42 C.F.R. § 438.704;
- 7.3.3.2.10 Monetary penalties, depending on severity of infraction, up to five percent (5%) of the CONTRACTOR's Medicaid capitation payment for each month in which the penalty is assessed;
- 7.3.3.2.11 Appointment of temporary management or any portion thereof for an MCO as provided in 42 C.F.R. § 438.706 and the CONTRACTOR shall pay for any costs associated with the imposition of temporary management; and
- 7.3.3.2.12 Additional sanctions permitted under federal or State statute or regulations that address areas of noncompliance.

7.3.4 Liquidated Damages

7.3.4.1 Liquidated damages for failure to perform specific responsibilities or requirements as described in this Agreement are shown in the chart below.

7.3.4.2 HSD reserves the right to assess a general liquidated damage of five hundred dollars (\$500) per occurrence with any notice of deficiency.

7.3.5 Liquidated Damages/Penalties Chart

LEVEL	PROGRAM ISSUES	DAMAGE
1.	Failure to comply with Claims processing as described in Section [4.19] of this Agreement	\$500,000 per month, for each month that the HSD determines that the CONTRACTOR is not in compliance with the requirements of Section [4.19] of this Agreement
2.	Failure to comply with Encounter submission as described in Section [4.19] of this Agreement	\$500,000 per month, for each month that the HSD determines that the CONTRACTOR is not in compliance with the requirements of Section [4.19] of this Agreement
3.	Failure to comply with the timeframes for a comprehensive care assessment and developing and approving a care plan for level 2 and level 3 care coordination	\$10,000 per month that the CONTRACTOR's performance is 75-94% \$25,000 per month that the CONTRACTOR's performance is 74% or less
4.	Failure to complete or comply with CAPs/DCAPs	\$10,000 per Calendar Day for each day the CAP/DCAP is not completed or complied with as required
5.	Failure to obtain approval of Member Materials as required by Section [4.14.1] of this Agreement	\$500 per day for each Calendar Day that HSD determines the CONTRACTOR has provided Member Material that has not been approved by HSD
6.	Failure to comply with the timeframe for resolving Grievances and Appeals required in Section [4.16] of this Agreement	\$1,000 per month that the CONTRACTOR's performance is 75-94% \$5,000 per month that the CONTRACTOR's performance is 74% or less
7.	Failure to submit timely reports in accordance with Section [4.21] of this Agreement	\$500 per report, per Calendar Day

LEVEL	PROGRAM ISSUES	DAMAGE
8.	Failure to submit accurate reports and/or failure to submit properly formatted reports in accordance with Section [4.21] of this Agreement	\$1,000 per report, per occurrence
9.	Failure to submit timely Summary of Evidence in accordance with Section [4.16] of this Agreement	\$150.00 per occurrence
10.	Failure to have legal counsel appear in accordance with Section [4.16] of this Agreement	\$250.00 per occurrence
11.	Failure to meet the HEDIS standard measure for the performance measures described in Section [4.12.8] of this Agreement	\$1,000,000 per measure per Agreement year

7.3.6 Payment of Liquidated Damages/Penalties

7.3.6.1 HSD shall provide the CONTRACTOR with notice of any liquidated damages/penalties assessed at least thirty (30) Calendar Days before deducting such amounts from the monthly capitation payment. The collection of liquidated damages by HSD shall be made without regard to any appeal rights the CONTRACTOR may have pursuant to this Agreement; however, in the event an appeal by the CONTRACTOR results in a decision in favor of the CONTRACTOR, any such funds withheld by HSD will be immediately returned to the CONTRACTOR. Any cure periods referenced in this Agreement shall not apply to the liquidated damages described in this Section.

7.3.6.2 Liquidated damages/penalties as described in Section [7.3.5] of this Agreement shall not be passed to a provider and/or subcontractor unless the damage was caused due to an action or inaction of the provider and/or subcontractor. Nothing described herein shall prohibit a provider and/or a subcontractor from seeking judgment before an appropriate court in situations where it is unclear that the provider and/or the subcontractor caused the damage by an action or inaction.

7.3.7 Waiver of Liquidated Damages/Penalties

HSD may waive the application of liquidated damages/penalties and/or withholds at its discretion if HSD determines that such waiver is in the best interests of the Centennial Care program and its Members.

7.3.8 Federal Sanctions

Payments provided for under this Agreement will be denied for new Members when, and for so long as, payment for those Members is denied by CMS in accordance with the requirements in 42 C.F.R. § 438.730.

7.4 Agreement Term

- 7.4.1 This Agreement, including any amendments and any changes made by notice to adjust the capitation rates, shall be effective commencing on [] and ending on [].
- 7.4.2 HSD reserves the right to extend this Agreement for an additional period or periods of time consistent with extensions of the 1115(a) Waiver; provided that HSD notifies the CONTRACTOR in writing of its intention to do so at least six (6) months prior to the Agreement expiration date. An extension of the term of this Agreement will be effected through an amendment to the Agreement.
- 7.4.3 At the option of HSD, the CONTRACTOR agrees to continue services under this Agreement when HSD determines that there is a public exigency that requires the services to continue. Continuation of services pursuant to this Section shall be in three (3) month increments, and the total of all public exigency extensions shall not exceed twelve (12) months. Thirty (30) Calendar Days written notice shall be given by HSD before this option is exercised.

7.5 Applicable Laws and Regulations

CONTRACTOR agrees to comply with all applicable federal and State statutes, rules and regulations, policies, consent decrees, executive orders and court orders, including Constitutional provisions regarding due process and equal protection of the law, including but not limited to:

- 7.5.1 All applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 7401 et seq.);
- 7.5.2 Title IV and VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto, 45 C.F.R. Part 80;
- 7.5.3 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance, and regulations issued pursuant thereto, 45 C.F.R. Part 84;
- 7.5.4 Age Discrimination Act of 1975, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance;
- 7.5.5 Americans with Disabilities Act, 42 U.S.C. 12101 et seq., and regulations issued pursuant thereto, 28 C.F.R. Parts 35, 36;
- 7.5.6 Title IX of the Education Amendments of 1972 regarding education programs and activities;

- 7.5.7 Equal Employment Opportunity (EEO) provisions;
- 7.5.8 Byrd Anti-Lobbying Amendment;
- 7.5.9 Indian Child Welfare Act (ICWA), 25 U.S.C. 1901 et seq., and the Indian Health Care Improvement Act;
- 7.5.10 Patient Protection and Affordable Care Act (PPACA);
- 7.5.11 New Mexico Human Rights Act (NMSA 1978, 28-1-1 et seq.);
- 7.5.12 The 1115(a) Waiver and all special terms and conditions agreed to with CMS that relate to the Waiver; and
- 7.5.13 Any and all consent decrees, court orders, legally binding agreements, federal program improvement plans and contracts related to Behavioral Health services entered into by the State.

7.6 Termination

In the event of termination, it is agreed that neither Party shall be relieved from any financial obligations each may owe to the other as a result of liabilities incurred during the course of this Agreement. For terminations pursuant to Sections [7.6.1, 7.6.2, 7.6.3, 7.6.4, or 7.6.6], HSD will assume responsibility for informing all affected Members of the reasons for their termination from the CONTRACTOR's MCO.

7.6.1 Termination Under Mutual Agreement

Under mutual agreement, HSD and the CONTRACTOR may terminate this Agreement for any reason if it is in the best interest of HSD and the CONTRACTOR. Both Parties will sign a notice of termination – which shall include, inter alia, the date of termination, conditions of termination, and extent to which performance of work under this Agreement is terminated.

7.6.2 Termination by HSD for Cause

7.6.2.1 The CONTRACTOR shall be deemed to have breached this Agreement if any of the following occurs:

- 7.6.2.1.1 The CONTRACTOR fails to perform in accordance with any term or provision of the Agreement;
- 7.6.2.1.2 The CONTRACTOR renders only partial performance of any term or provision of the Agreement; or
- 7.6.2.1.3 The CONTRACTOR engages in any act prohibited or restricted by the Agreement.

- 7.6.2.2 For purposes of Section [7.6], subsections [7.6.2.1.1 through 7.6.2.1.3] of this Agreement shall hereinafter be referred to as “Breach.”
- 7.6.2.3 In the event of a Breach by the CONTRACTOR, HSD shall have available any one or more of the following remedies in addition to, or in lieu of, any other remedies set out in this Agreement or available in law or equity:
- 7.6.2.3.1 Recover actual damages, including incidental and consequential damages, and any other remedy available at law or equity;
 - 7.6.2.3.2 Require that the CONTRACTOR prepare a plan to correct the cited deficiencies immediately, unless some longer time is allowed by HSD, and implement this plan;
 - 7.6.2.3.3 Recover any and/or all liquidated damages provided in Section [7.3] of this Agreement; and
 - 7.6.2.3.4 Declare a default and terminate this Agreement.
- 7.6.2.4 In the event of a conflict between any other Agreement provisions and Section [7.6.2.3] of this Agreement, Section [7.6.2.3] of this Agreement shall control.
- 7.6.2.5 In the event of Breach by the CONTRACTOR, HSD may provide the CONTRACTOR written notice of the Breach and thirty (30) Calendar Days to cure the Breach described in the notice. In the event that the CONTRACTOR fails to cure the Breach within the time period provided, then HSD shall have available any and all remedies described herein and available at law.
- 7.6.2.6 In the event the CONTRACTOR disagrees with the determination of noncompliance or designated corrective action described in the notice, the CONTRACTOR shall nevertheless implement said corrective action, without prejudice to any rights the CONTRACTOR may have to later dispute the finding of noncompliance or designated corrective action.

7.6.3 Termination for Unavailability of Funds

In the event that federal and/or State funds to finance this Agreement become unavailable, HSD may terminate the Agreement immediately in writing to the CONTRACTOR without penalty. The CONTRACTOR shall be entitled to receive and shall be limited to, just and equitable compensation for any satisfactory authorized work performed as of the termination date for uncompensated work performed on or after Go-Live. Availability of funds shall be determined solely by HSD. HSD’s decision as to whether sufficient funds are available shall be accepted by the CONTRACTOR and shall be final.

7.6.4 Termination for CONTRACTOR Financial Inviability, Insolvency or Bankruptcy

- 7.6.4.1 If HSD reasonably determines that the CONTRACTOR's financial condition is not sufficient to allow the CONTRACTOR to provide the services under this Agreement in the manner required by HSD, HSD may terminate this Agreement in whole or in part, immediately or in stages. Said termination shall not be deemed a Breach by either Party. The CONTRACTOR's financial condition shall be presumed not sufficient to allow the CONTRACTOR to provide the services described in this Agreement in the manner required by HSD if the CONTRACTOR cannot demonstrate to HSD's satisfaction that the CONTRACTOR has risk reserves and a net worth to meet the applicable net worth requirement specified in Section [4.18.1] of this Agreement.
- 7.6.4.2 CONTRACTOR insolvency or the filing of a petition in bankruptcy by or against the CONTRACTOR shall constitute grounds for termination for cause. In the event of the filing of a petition in bankruptcy by or against a principal subcontractor or provider or the insolvency of said subcontractor or provider, the CONTRACTOR shall immediately advise HSD.

7.6.5 Termination by HSD for Convenience

HSD may terminate this Agreement for convenience and without cause upon thirty (30) Calendar Days written notice. Said termination shall not be a Breach of the Agreement by HSD, and HSD shall not be responsible to the CONTRACTOR or any other party for any costs, expenses, or damages occasioned by said termination, e.g., without penalty.

7.6.6 Termination Related to the 1115(a) Waiver

- 7.6.6.1 In the event that CMS does not approve the 1115(a) Waiver by [], HSD may terminate the Agreement immediately in writing to the CONTRACTOR without penalty. In the event of a termination under this Section [7.6.6.1] of this Agreement, HSD shall not be liable or required to compensate the CONTRACTOR for any work performed or expenses incurred prior to termination.
- 7.6.6.2 The provisions of this Agreement are subject to the receipt of and continuation of a federal waiver granted to the State of New Mexico by CMS. Should the waiver cease to be effective, the State shall have the right to immediately terminate this Agreement.
- 7.6.6.3 In the event that there is a required modification, change or interpretation in State or federal law or the 1115(a) Waiver terms, because of court order, HSD may terminate this Agreement.
- 7.6.6.4 A termination under Section [7.6.6] of this Agreement shall not be a breach of this Agreement by HSD, and HSD shall not be responsible to the CONTRACTOR or any other party for any costs, expenses or damages occasioned by said termination.

- 7.6.6.5 In the event of a conflict between this Section [7.6.6] of this Agreement and any other term in this Agreement, Section [7.6.6] of this Agreement shall control.

7.6.7 Termination by the CONTRACTOR

- 7.6.7.1 The CONTRACTOR may terminate this Agreement, on at least ninety (90) Calendar Days prior written notice, in the event HSD fails to pay any amount due the CONTRACTOR hereunder within thirty (30) Calendar Days of the date such payments are due.

7.6.8 Termination Procedures

- 7.6.8.1 The Party initiating the termination shall render written notice of termination to the other Party by certified mail, return receipt requested, or in person with proof of delivery. The notice of termination shall specify the provision of this Agreement giving the right to terminate, the circumstances giving rise to termination, and the date on which such termination shall become effective.
- 7.6.8.2 Upon termination or expiration, HSD shall pay the CONTRACTOR all amounts due for service from Go-Live through the effective date of such termination. HSD may deduct from amounts otherwise payable to the CONTRACTOR monies determined to be due by HSD from the CONTRACTOR. Any amounts in dispute at the time of termination shall be placed by HSD in an interest-bearing escrow account with an escrow agent mutually agreed to by HSD and the CONTRACTOR.
- 7.6.8.3 Upon receipt of notice of termination, and subject to the provisions of this Section, on the date and to the extent specified in the notice of termination, the CONTRACTOR shall:
- 7.6.8.3.1 Not incur additional financial obligations for materials, services or facilities under this Agreement, without prior written approval of HSD;
 - 7.6.8.3.2 Terminate all purchase orders or procurements and subcontracts and stop all work to the extent specified in the notice of termination, except as HSD may direct for orderly completion and transition or as required to prevent the CONTRACTOR from being in breach of its existing contractual obligations;
 - 7.6.8.3.3 At the point of termination, assign to HSD in the manner and extent directed by HSD all the rights, title and interest of the CONTRACTOR in the subcontracts, in which case HSD shall have the right, in its discretion, to settle or pay any of the claims arising out of the termination of such agreements and subcontracts;

- 7.6.8.3.4 Complete the performance of such part of the Agreement that shall have not been terminated under the notice of termination;
- 7.6.8.3.5 Take such action as may be necessary, or as a contracting officer may direct, for the protection of property related to this Agreement that is in possession of the CONTRACTOR and in which HSD has or may acquire an interest;
- 7.6.8.3.6 In the event the Agreement is terminated by HSD, continue to serve or arrange for provision of services to the Members in the CONTRACTOR's MCO for up to forty-five (45) Calendar Days from the Agreement Termination Date or until the Members can be transferred to another MCO, whichever is longer. During this transition period, HSD shall continue to make payments as specified in Section [6] of this Agreement;
- 7.6.8.3.7 Promptly make available to HSD, or its designated entity, any and all records, whether medical, behavioral, related to Long-Term Care services or financial, related to the CONTRACTOR's activities undertaken pursuant to this Agreement. Such records shall be in a usable form and shall be provided at no expense to HSD or its designated entity;
- 7.6.8.3.8 Promptly supply all information necessary to HSD or its designated entity for reimbursement of any outstanding Claims at the time of termination;
- 7.6.8.3.9 Submit a termination plan to HSD for review, which is subject to HSD written approval. This plan shall, at a minimum, contain the provisions in Sections [7.6.8.3.10 through 7.6.8.3.16] below. The CONTRACTOR shall agree to make revisions to the plan as necessary in order to obtain approval by HSD. Failure to submit a termination plan and obtain written approval of the termination plan by HSD shall result in the withhold of ten percent (10%) of the CONTRACTOR's monthly capitation payment;
- 7.6.8.3.10 Agree to maintain Claims processing functions as necessary for a minimum of twelve (12) months in order to complete adjudication of all Claims;
- 7.6.8.3.11 Agree to comply with all duties and/or obligations incurred prior to the actual termination date of the Agreement, including but not limited to, the Appeal process as described in Section [4.16.3] of this Agreement;
- 7.6.8.3.12 File all reports concerning the CONTRACTOR's operations during the term of the Agreement in the manner described in this Agreement;

- 7.6.8.3.13 Take whatever other actions are necessary in order to ensure the efficient and orderly transition of Members from coverage under this Agreement to coverage under any new arrangement developed by HSD;
 - 7.6.8.3.14 In order to ensure that the CONTRACTOR fulfills its continuing obligations both before and after termination, maintain the financial requirements (as described in this Agreement as of the CONTRACTOR's date of termination notice), fidelity bonds and insurance set forth in this Agreement until HSD provides the CONTRACTOR written notice that all continuing obligations of this Agreement have been fulfilled;
 - 7.6.8.3.15 The CONTRACTOR shall be responsible to HSD for liquidated damages arising out of CONTRACTOR's breach of this Agreement; and
 - 7.6.8.3.16 Upon expiration or termination of this Agreement, submit reports to HSD every thirty (30) Calendar Days detailing the CONTRACTOR's progress in completing its continuing obligations under this Agreement. The CONTRACTOR, upon completion of these continuing obligations, shall submit a final report to HSD describing how the CONTRACTOR has completed its continuing obligations. HSD shall within twenty (20) Calendar Days of receipt of this report advise in writing whether HSD agrees that the CONTRACTOR has fulfilled its continuing obligations. If HSD finds that the final report does not evidence that the CONTRACTOR has fulfilled its continuing obligations, then HSD shall require the CONTRACTOR to submit a revised final report. HSD shall in writing notify the CONTRACTOR once the CONTRACTOR has submitted a revised final report evidencing to the satisfaction of HSD that the CONTRACTOR has fulfilled its continuing obligations.
- 7.6.8.4 In the event that HSD terminates the Agreement for cause in full or in part, HSD may procure services similar to those terminated and the CONTRACTOR shall be liable to HSD for any excess costs for such similar services for any calendar month for which the CONTRACTOR has been paid for providing services to Members. In addition, the CONTRACTOR shall be liable to HSD for administrative costs incurred by HSD in procuring such similar services. The rights and remedies of HSD provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- 7.6.8.5 Any payments advanced to the CONTRACTOR for coverage of Members for periods after the date of termination shall be promptly returned to HSD. If termination of this Agreement occurs mid-month, the capitation payments for that month shall be apportioned on a daily basis. The CONTRACTOR shall

be entitled to capitation payments for the period of time prior to the date of termination, and HSD shall be entitled to a refund for the balance of the month. All terminations shall include a final accounting of capitation payment received and number of Members during the month in which termination is effective.

7.7 Agreement Modification/Amendments

7.7.1 Mutual Agreement

This Agreement may be amended at any time by mutual agreement of the Parties, except for rates, which may be amended in accordance with Sections [6.7, 6.9]. The amendment must be in writing and signed by individuals with authority to bind the Parties.

7.7.2 Changes in Law or Appropriation(s)

If federal or State statutes, rules, regulations, policies or guidelines are adopted, promulgated, judicially interpreted or change, or changes in federal or State appropriation(s) or other circumstances require a change in the way HSD manages its Medicaid program, this Agreement shall be subject to modification by amendment. Such election shall be effected by HSD sending written notice to the CONTRACTOR. HSD's decision as to the requirement for change in the scope of the Medicaid program shall be final and binding.

7.7.3 Modification Process

- 7.7.3.1 If HSD seeks modification to the Agreement, it shall provide notice to the CONTRACTOR that specifies those modifications, which may include the rates, or other terms and conditions.
- 7.7.3.2 The CONTRACTOR must respond to HSD's notice of proposed modification within ten (10) Business Days of receipt unless otherwise provided by HSD. If the CONTRACTOR fails to respond, HSD shall consider the proposed modification(s) acceptable to the CONTRACTOR and shall implement the proposed modification(s) as soon as practicable. Upon receipt of the CONTRACTOR's response to the proposed modifications, HSD may enter into negotiations with the CONTRACTOR to arrive at mutually agreeable amendments. In the event that HSD determines that the Parties will be unable to reach agreement on mutually satisfactory modifications, then HSD will provide written notice to the CONTRACTOR of its intent to terminate this Agreement, or not to extend the Agreement beyond the current term.

7.7.4 CMS Approval of the State's 1115(a) Waiver

In the event that approval of the State's 1115(a) Waiver is contingent upon amendment of this Agreement, the CONTRACTOR agrees to make any necessary amendments to obtain such waiver approval; provided, however, that the

CONTRACTOR shall not be required to agree if the modification is a substantial change to the business arrangement anticipated by the CONTRACTOR in executing this Agreement. Failure of the Parties to agree upon capitation payment rates to be incorporated by amendment will be deemed a substantial change to the business arrangement anticipated by the Parties. Notwithstanding the foregoing, any material change in the cost to the CONTRACTOR of providing the Covered Services herein that is caused by CMS in granting the waiver shall be negotiated and mutually agreed to between the Parties. The results of the negotiation shall be made in writing and incorporated into this Agreement.

7.7.5 CMS Approval of Amendments

Amendments, modifications and changes to this Agreement are subject to the approval of CMS.

7.7.6 Required Compliance with Amendment and Modification Procedures

No different or additional services, work, or products will be authorized or performed except as authorized by this Section. No waiver of any term, covenant, or condition of this Agreement will be valid unless executed in compliance with this Section. The CONTRACTOR will not be entitled to payments for any services, work or products that are not authorized by a properly executed amendment or modification.

7.8 Intellectual Property and Copyright

7.8.1 Infringement and Misappropriation

- 7.8.1.1 The CONTRACTOR warrants that all materials provided by the CONTRACTOR will not infringe or misappropriate any right of, and will be free of any claim of, any third person or entity based on copyright, patent, trade secret or other intellectual property rights.
- 7.8.1.2 The CONTRACTOR will, at its expense, defend with counsel approved by HSD, indemnify, and hold harmless HSD, its employees, officers, directors, contractors, and agents from and against any losses, liabilities, damages, penalties, costs and fees from any claim or action against HSD that is based on a claim of breach of the warranty set forth in Section [7.8.1.1] of this Agreement. HSD will promptly notify the CONTRACTOR in writing of the claim, provide the CONTRACTOR a copy of all information received by HSD with respect to the claim, and cooperate with the CONTRACTOR in defending or settling the claim. HSD will not unreasonably withhold, delay or condition approval of counsel selected by the CONTRACTOR.
- 7.8.1.3 If materials are held to constitute an infringement or misappropriation, or the use thereof is enjoined or restricted or if a proceeding appears to the CONTRACTOR to be likely to be brought, the CONTRACTOR will, at its own expense, either:

7.8.1.3.1 Procure for HSD the right to continue using the materials; or

7.8.1.3.2 Modify or replace the materials to comply with this Agreement and to not violate any intellectual property rights.

7.8.2 Exceptions

7.8.2.1 The CONTRACTOR is not responsible for any claimed breaches of the warranties set forth in Section [7.8.1], above, to the extent caused by:

7.8.2.1.1 Modifications made to the item in question by anyone other than the CONTRACTOR or its subcontractors, or modifications made by HSD or its contractors working at HSD's direction or in accordance with the specifications;

7.8.2.1.2 The combination, operation or use of the item with other terms if the CONTRACTOR did not supply or approve for use with the item; or

7.8.2.1.3 HSD's failure to use any new or corrected versions of the item made available by the CONTRACTOR.

7.8.3 Ownership and Licenses

7.8.3.1 The Parties agree that any materials, including without limitation the Custom Software, developed by the CONTRACTOR for HSD will be the exclusive property of HSD.

7.8.3.2 HSD will own all right, title, and interest in and to its Confidential Information and the materials provided by the CONTRACTOR, including without limitation the Custom Software and associated documentation. For purposes of this Section, the materials will not include the CONTRACTOR's Proprietary Software or Third Party Software. The CONTRACTOR will take all actions necessary and transfer ownership of the materials to HSD, including, without limitation, the Custom Software and associated documentation prior to the termination of this Agreement.

7.8.3.3 The CONTRACTOR will furnish such material, upon request of HSD, in accordance with applicable State law. All materials, in whole and in part, will be deemed works made for hire of HSD for all purposes of copyright law, and the copyright will belong solely to HSD. To the extent that any materials do not qualify as a work for hire under applicable law, and to the extent that the materials include items subject to copyright, patent, trade secret, or other proprietary right protection, the CONTRACTOR agrees to assign, and hereby assigns, all right, title and interest in and to the materials, including without limitation all copyrights, inventions, patents, trade secrets, and other proprietary rights therein (including renewals thereof) to HSD.

7.8.3.4 The CONTRACTOR will, at HSD's expense, assist HSD or its nominee to obtain copyrights, trademarks, or patents for all such materials in the United States and any other countries. The CONTRACTOR agrees to execute all papers and to give all facts known to it necessary to secure United States or foreign copyrights and patents, and to transfer or cause to transfer to HSD all the right, title, and interest in and to such materials. The CONTRACTOR also agrees not to assert any moral rights under applicable copyright law with regard to such materials.

7.8.3.5 License Rights

HSD will have a royalty-free and non-exclusive license to access the CONTRACTOR's Proprietary Software and associated documentation during the term of this Agreement. HSD will also have ownership and unlimited rights to use, disclose, duplicate or publish all information and data developed, derived, documented or furnished by the CONTRACTOR under or resulting from this Agreement. Such data will include all results, technical information, and materials developed for and/or obtained by HSD from the CONTRACTOR in the performance of the services hereunder, including but not limited to all reports, surveys, plans, charts, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, computer printouts, notes and memoranda, and documents (whether finished or unfinished) that result from or are prepared in conjunction with this Agreement.

7.8.3.6 Proprietary Notices

The CONTRACTOR will reproduce and include HSD's copyright and other proprietary notices and product identifications provided by the CONTRACTOR on such copies, in whole or in part, or on any form of the materials.

7.8.3.7 State and Federal Governments

In accordance with 45 C.F.R. § 95.617, all appropriate State and federal agencies will have a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate or otherwise use – and to authorize others to use for federal government purposes – all materials, the Custom Software and modifications thereof, and associated documentation designed, developed or installed with federal financial participation under this Agreement, including but not limited to those materials covered by copyright, all software source and object code, instructions, files and documentation.

7.9 Appropriations

7.9.1 The terms of this Agreement are contingent upon sufficient appropriations or authorizations being made by the New Mexico Legislature, CMS, or the U.S. Congress for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the New Mexico Legislature, CMS, or the U.S. Congress, this

Agreement shall be subject to termination or amendment. Subject to the provisions of Section [7.9] of this Agreement, the State's decision as to whether sufficient appropriations or authorizations exist shall be accepted by the CONTRACTOR and shall be final and binding. Any changes to the scope of work and compensation to CONTRACTOR affected pursuant to this Section [7.9] shall be negotiated, reduced to writing and signed by the Parties in accordance with Section [7.7] of this Agreement and any other applicable State or federal statutes, rules or regulations.

- 7.9.2 To the extent CMS, legislation or congressional action impacts the amount of appropriation available for performance under this Agreement, HSD has the right to amend the CONTRACTOR's scope of work, in its discretion, which shall be effected by HSD sending written notice to the CONTRACTOR. Any changes to the scope of work and compensation to CONTRACTOR affected pursuant to this Section [7.9] shall be negotiated, reduced to writing and signed by the Parties in accordance with Section [7.7] of this Agreement and any other applicable State or federal statutes, rules or regulations.

7.10 Governing Law

This Agreement shall be governed by the statutes of the State of New Mexico. All legal proceedings arising from unresolved disputes under this Agreement shall be brought before the First Judicial District Court in Santa Fe, New Mexico.

7.11 Disputes

- 7.11.1 The entire agreement shall consist of: (i) this Agreement, including all attachments and any amendments; (ii) the RFPs, HSD's written clarifications to the RFPs and CONTRACTOR's responses to RFP questions where not inconsistent with the terms of this Agreement or its amendments; and (iii) the CONTRACTOR's additional responses to the RFPs where not inconsistent with the terms of this Agreement or its amendments, all of which are incorporated herein or by reference.
- 7.11.2 In the event of a dispute under this Agreement, the various documents shall be referred to for the purpose of clarification or for additional detail in the order of priority and significance, specified below:
- 7.11.2.1 Amendments to the Agreement in reverse chronological order followed by;
 - 7.11.2.2 The Agreements, including all attachments followed by;
 - 7.11.2.3 The Request for Proposals, including attachments thereto and HSD's written responses to written questions and HSD's written clarifications, and the CONTRACTOR's response to the Request for Proposals, including both technical and cost portions of the response (but only those portions of the CONTRACTOR's response including both technical and cost portions of the response that do not conflict with the terms of this Agreement and its amendments).

7.11.3 Dispute Procedures for Other than Contract Termination

- 7.11.3.1 Except for termination of this Agreement, any dispute concerning remedies, sanctions and/or damages imposed under Section [7.3] of this Agreement shall be reported in writing to the MAD Director within fifteen (15) Calendar Days of the date the reporting Party receives notice of the sanction. The decision of the MAD Director regarding the dispute shall be delivered to the Parties in writing within thirty (30) Calendar Days of the date the MAD Director receives the written dispute. The decision shall be final and conclusive unless, within fifteen (15) Calendar Days from the date of the decision, either Party files with the Secretary of HSD a written appeal of the decision of the MAD Director.
- 7.11.3.2 Any other dispute concerning performance of the Agreement shall be reported in writing to the MAD Director within thirty (30) Calendar Days of the date the reporting Party knew of the activity or incident giving rise to the dispute. The decision of the MAD Director shall be delivered to the Parties in writing within thirty (30) Calendar Days and shall be final and conclusive unless, within fifteen (15) Calendar Days from the date of the decision, either Party files with the Secretary of HSD a written appeal of the decision of the MAD Director.
- 7.11.3.3 Failure to file a timely appeal shall be deemed acceptance of the MAD Director's decision and waiver of any further claim.
- 7.11.3.4 In any appeal under this Section, the CONTRACTOR and HSD shall be afforded an opportunity to be heard and to offer evidence and argument in support of their position to the Secretary of HSD or his or her designee. The appeal is an informal hearing that shall not be recorded or transcribed, and is not subject to formal rules of evidence or procedure.
- 7.11.3.5 The Secretary of HSD, or his or her designee, shall review the issues and evidence presented and issue a determination in writing within thirty (30) Calendar Days of the informal hearing that shall conclude the administrative process available to the Parties. The Secretary of HSD shall notify the Parties of the decision within thirty (30) Calendar Days of the notice of the appeal, unless otherwise agreed to by the Parties in writing or extended by the Secretary of HSD for good cause. Either Party may appeal to the District Court; however, the appeal will be subject to a record rather than de novo review.
- 7.11.3.6 Pending decision by the Secretary of HSD, both Parties shall proceed diligently with performance of this Agreement, in accordance with the terms of this Agreement.
- 7.11.3.7 Failure to initiate or participate in any part of this process shall be deemed waiver of any claim.

7.11.4 Dispute Procedures for Contract Termination

- 7.11.4.1 In the event HSD seeks to terminate this Agreement, the CONTRACTOR may appeal the termination to the Secretary of HSD within ten (10) Business Days of receiving the HSD's termination notice.
- 7.11.4.2 The Secretary of HSD will conduct a formal hearing on the termination within thirty (30) Calendar Days after receipt of the written appeal. Either Party may appeal to the District Court; however, the appeal will be subject to a record rather than de novo review.

7.12 Status of CONTRACTOR and CONTRACTOR's Personnel

7.12.1 Status of CONTRACTOR

- 7.12.1.1 The CONTRACTOR is an independent contractor performing professional services for HSD and is not an employee of the State of New Mexico. The CONTRACTOR shall not accrue leave, retirement, insurance, bonding, use State vehicles, or any other benefits afforded to State employees. The CONTRACTOR acknowledges that all sums received hereunder are reportable by the CONTRACTOR for tax purposes.
- 7.12.1.2 The CONTRACTOR shall be solely responsible for all applicable taxes, insurance, licensing and other costs of doing business. Should the CONTRACTOR default in these or other responsibilities, jeopardizing the CONTRACTOR's ability to perform services, this Agreement may be terminated for cause in accordance with the terms of this Agreement.
- 7.12.1.3 The CONTRACTOR shall not purport to bind HSD, its officers, directors, or employees nor the State of New Mexico to any obligation not expressly authorized herein unless HSD has expressly given the CONTRACTOR the authority to do so in writing.

7.12.2 No Third-Party Beneficiaries

Only the Parties to this Agreement and their successors in interest and assigns have any rights or remedies under or by reason of this Agreement.

7.12.3 Conduct of the CONTRACTOR's Personnel and Subcontractors

- 7.12.3.1 While performing the services required under this Agreement, the CONTRACTOR's personnel and subcontractors must:
 - 7.12.3.1.1 Comply with applicable federal and State statutes, rules, regulations and program guidelines and HSD's requests regarding personal and professional conduct; and
 - 7.12.3.1.2 Otherwise conduct themselves in a businesslike and professional manner.

7.12.3.2 Notwithstanding Section [3.3] of this Agreement, if HSD determines in good faith that a particular employee or subcontractor is not conducting himself or herself in accordance with this Agreement, HSD may provide the CONTRACTOR with notice and documentation concerning such conduct. Upon receipt of such notice, the CONTRACTOR shall promptly investigate the matter and take appropriate action, which may include:

7.12.3.2.1 Removing the employee or subcontractor;

7.12.3.2.2 Providing HSD with written notice of such removal; and

7.12.3.2.3 Replacing the employee or subcontractor with a similarly qualified individual acceptable to HSD.

7.12.3.3 The CONTRACTOR agrees that anyone employed or retained by the CONTRACTOR to fulfill the terms of this Agreement remains under the CONTRACTOR's sole direction and control.

7.12.4 The CONTRACTOR must have policies regarding disciplinary action for all employees who have failed to comply with federal and/or State statutes and the CONTRACTOR's standards of conduct, policies and procedures, and requirements under this Agreement. The CONTRACTOR must have policies regarding disciplinary action for all employees who have engaged in illegal or unethical conduct.

7.13 Assignment

With the exception of provider agreements or other subcontracts expressly permitted under this Agreement, the CONTRACTOR shall not assign, transfer or delegate any rights, obligations, duties or other interest in this Agreement or assign any claim for money due or to become due under this Agreement except with the prior written consent of HSD.

7.14 Subcontracts

7.14.1 Prohibited Subcontracting Relationships

7.14.1.1 The CONTRACTOR shall not subcontract the provision of Centennial Care services under a risk-bearing arrangement.

7.14.1.2 The CONTRACTOR shall not subcontract Member services or Utilization Management to any other entity.

7.14.2 Subcontract Relationships and Delegation

7.14.2.1 If the CONTRACTOR delegates responsibilities to a subcontractor, the CONTRACTOR shall ensure that the subcontracting relationship and subcontracting document(s) comply with federal requirements, including but

not limited to compliance with the applicable provisions of 42 C.F.R. §§ 438.230(b) and 434.6:

- 7.14.2.1.1 The CONTRACTOR shall evaluate and certify to HSD that the prospective subcontractor has the ability to perform the activities to be delegated;
 - 7.14.2.1.2 The CONTRACTOR shall require that the agreement be in writing and specify the activities and report responsibilities delegated to the subcontractor and provide for revoking delegation or imposing other sanctions if the subcontractor's performance is inadequate;
 - 7.14.2.1.3 The CONTRACTOR shall monitor the subcontractor's performance on an ongoing basis and subject it to formal review, on at least an annual basis, consistent with NCQA standards and State MCO statutes and regulations;
 - 7.14.2.1.4 The CONTRACTOR shall identify deficiencies or areas for improvement, and the CONTRACTOR and the subcontractor shall take corrective action as necessary; and
 - 7.14.2.1.5 If the subcontract is for purposes of providing or securing the provision of Covered Services to Members, the CONTRACTOR shall ensure that all requirements described in Section [4.9] of this Agreement are included in the subcontract and/or a separate provider agreement executed by the appropriate Parties.
- 7.14.2.2 The CONTRACTOR shall have and implement policies and procedures to ensure that the subcontractor meets all standards of performance mandated by HSD for the Centennial Care program. These include, but are not limited to, use of appropriately qualified staff, the application of clinical practice guidelines and Utilization Management, reporting capability, and ensuring Members' access to care.
 - 7.14.2.3 The CONTRACTOR shall have and implement policies and procedures for the oversight of the subcontractor's performance of the subcontracted functions.
 - 7.14.2.4 The CONTRACTOR shall maintain policies and procedures for verifying that the credentials of all its Contract Providers and subcontractors meet applicable standards as stated in this Agreement, including all Attachments.
 - 7.14.2.5 The CONTRACTOR must provide the information specified in 42 C.F.R. § 438.10(g)(1) about its Grievance and Appeals system to all subcontractors at the time they enter into mutual contract.
 - 7.14.2.6 The CONTRACTOR must conduct an annual evaluation of its subcontractors that includes policies and procedures, an audit of applicable files or records

and implementation of a corrective action plan if warranted. If a subcontractor is under a corrective action plan, the CONTRACTOR must conduct the annual review onsite.

7.14.2.7 The CONTRACTOR must notify HSD, and the Collaborative to the extent Behavioral Health services are involved, if any of the subcontractors are under a corrective action plan.

7.14.2.8 HSD maintains the right to review all transactions from a subcontractor to the CONTRACTOR at any time.

7.14.3 Legal Responsibility

7.14.3.1 The CONTRACTOR is solely responsible for fulfillment of this Agreement. HSD shall make payments only to the CONTRACTOR. In the event that any subcontractor is incapable of performing the service contracted for by the CONTRACTOR, the CONTRACTOR shall assume responsibility for providing the services that the subcontractor is incapable of performing. Upon HSD's request, the CONTRACTOR shall provide any Covered Services directly until the CONTRACTOR identifies and contracts with a provider to provide such services.

7.14.4 Prior Approval

7.14.4.1 The CONTRACTOR shall give HSD prior notice with regard to its intent to subcontract certain significant contract requirements as specified herein or in writing by HSD, including, but not limited to, credentialing, and Claims processing. HSD reserves the right to disallow a proposed subcontracting arrangement if the proposed subcontractor has been formally restricted from participating in a federal entitlement program (e.g., Medicare, Medicaid) for other good cause.

7.14.4.2 All subcontracts and revisions thereto shall be approved in advance in writing by HSD. The CONTRACTOR shall revise subcontracts as directed by HSD. Once a subcontract has been executed by all of the participating parties, a copy of the fully executed subcontract shall be sent to HSD within thirty (30) Calendar Days of execution. This written prior approval requirement does not relieve the CONTRACTOR of any responsibilities to submit all proposed material modifications of the CONTRACTOR's MCO operations to HSD for prior review and approval.

7.14.5 Minimum Requirements for Subcontracts

The CONTRACTOR's subcontracts shall include the following:

7.14.5.1 The requirements in Section [4.9] of this Agreement, as applicable;

- 7.14.5.2 The relationship between the CONTRACTOR and the subcontractor including if the subcontractor is a subsidiary of the CONTRACTOR or within the CONTRACTOR's corporate organization;
- 7.14.5.3 The responsibilities of the CONTRACTOR and the subcontractor;
- 7.14.5.4 The frequency of reporting (if applicable) to the CONTRACTOR;
- 7.14.5.5 The process by which the CONTRACTOR evaluates the subcontractor;
- 7.14.5.6 Certification language as described in Section [7.23.3] of this Agreement;
- 7.14.5.7 Subcontracts in excess of one hundred thousand dollars (\$100,000) shall require compliance with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. Part 15);
- 7.14.5.8 The requirements for submission of Encounter Data, as applicable;
- 7.14.5.9 The remedies, including the revocation of the delegation, available to the CONTRACTOR if the delegate does not fulfill its obligations; and
- 7.14.5.10 That subcontractors agree to hold harmless the State and the CONTRACTOR's Members in the event that the CONTRACTOR cannot or shall not pay for services performed by the subcontractor pursuant to the subcontract. The hold harmless provision shall survive the effective termination of the CONTRACTOR/subcontractor contract for authorized services rendered prior to the termination of the contract, regardless of the cause giving rise to termination and shall be construed to be for the benefit of the Members.

7.14.6 Disclosure Requirements

As required by 45 C.F.R. Part 76 or other applicable federal regulations, the CONTRACTOR shall require each proposed first-tier subcontractor whose subcontract will equal or exceed twenty-five thousand dollars (\$25,000) to disclose to the CONTRACTOR, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any federal department or agency. The CONTRACTOR shall make such disclosures available to HSD when it requests subcontractor approval from HSD pursuant to [Section 7.14.4]. If the subcontractor, or its principals, is debarred, suspended, or proposed for debarment by any federal department or agency, HSD may refuse to approve the use of the subcontractor.

7.14.7 Notice of Subcontractor Termination

- 7.14.7.1 When a subcontract related to the provision of services to Members or Claims processing services is being terminated, the CONTRACTOR shall give at least thirty (30) Calendar Days prior written notice of the termination to HSD.
- 7.14.7.2 If the CONTRACTOR changes vendors for a specific subcontracted function during the term of this Agreement, the CONTRACTOR shall pay an independent monitor, as selected by HSD, to determine whether the new vendor is ready to perform the contracted function. The CONTRACTOR shall not make any payments to the new vendor until the vendor has been determined ready.

7.14.8 Cooperation with Other Contractors

HSD, the Collaborative, or the State may undertake or award other agreements for work related to the tasks described in this document or any portion therein if the CONTRACTOR's available time and/or priorities do not allow for such work to be provided by the CONTRACTOR. The CONTRACTOR shall fully cooperate with such other contractors and with HSD or the State in all such cases.

7.15 **Release**

- 7.15.1 Upon final payment of the amounts due under this Agreement, unless the CONTRACTOR objects in writing to such payment within one hundred eighty (180) Calendar Days, the CONTRACTOR shall release HSD, its officers and employees and the State of New Mexico from all such payment obligations whatsoever under this Agreement. The CONTRACTOR agrees not to purport to bind the State of New Mexico. If the CONTRACTOR objects in a timely manner to such payment, such objection shall be addressed in accordance with the dispute provisions provided for in this Agreement.
- 7.15.2 Payment to the CONTRACTOR by HSD shall not constitute final release of the CONTRACTOR. Should audit or inspection of the CONTRACTOR's records or the CONTRACTOR's Member Grievances subsequently reveal outstanding CONTRACTOR liabilities or obligations, the CONTRACTOR shall remain liable to HSD for such obligations. Any payments by HSD to the CONTRACTOR shall be subject to any appropriate recoupment by the State.
- 7.15.3 Notice of any post-termination audit or investigation of complaint by HSD shall be provided to the CONTRACTOR, and such audit or investigation shall be initiated in accordance with CMS requirements. HSD shall notify the CONTRACTOR of any claim or demand within thirty (30) Calendar Days after completion of the audit or investigation or as otherwise authorized by CMS or applicable regulations. Any payments by HSD to the CONTRACTOR shall be subject to any appropriate recoupment by the State in accordance with the provisions of Section [7.15.2] of this Agreement.

7.16 **Records and Audit**

7.16.1 Maintenance of Medical Records

The CONTRACTOR shall maintain and shall require its subcontractors, including its Contract Providers, to maintain appropriate records in accordance with federal and State statutes and regulations relating to the CONTRACTOR's performance under this Agreement, including but not limited to records relating to services provided to Members, including a separate medical record for each Member. Each medical record shall be maintained on paper and/or in electronic format in a manner that is timely, legible, current and organized, and that permits effective and confidential patient care and quality review.

7.16.2 Financial Records

7.16.2.1 The CONTRACTOR agrees to maintain, and requires its subcontractors, including its Contract Providers, to maintain records, books, documents, and information that are adequate to ensure that services are provided and payments are made in accordance with the requirements of this Agreement, including applicable federal and State requirements (e.g., 45 C.F.R. § 74.53).

7.16.2.2 The CONTRACTOR shall retain and require its subcontractors, including its Contract Providers, to retain records identified in Section [7.16.2.1] of this Agreement for a period of five (5) years after this Agreement is terminated or until the resolution of all litigation, Claims, financial management reviews or audits pertaining to this Agreement, whichever is longer.

7.16.3 Grievance and/or Appeal Files

7.16.3.1 All Grievance and/or Appeal files shall be maintained in a secure, designated area and be accessible to HSD upon request, for review. Grievance and/or Appeal files shall be retained for ten (10) years following the final decision by the CONTRACTOR, HSD, judicial appeal, or closure of a file, whichever occurs later.

7.16.3.2 The CONTRACTOR will have procedures for assuring that files contain sufficient information to identify the Grievance and/or Appeal, the date it was received, the nature of the Grievance and/or Appeal, notice to the Member of receipt of the Grievance and/or Appeal, all correspondence between the CONTRACTOR and the Member, the Member's Representative(s) and/or the provider, the date the Grievance and/or Appeal is resolved, the resolution, and notices of final decision to the Member, the Member's Representative(s) and/or provider and all other pertinent information.

7.16.3.3 Documentation regarding the Grievance and/or Appeal shall be made available to the Member, if requested.

7.16.4 Access to Records, Books and Documents

- 7.16.4.1 Upon reasonable notice, the CONTRACTOR must provide, and cause its subcontractors, including its Contract Providers, to provide, the officials and entities identified in this Section with prompt, reasonable and adequate access to any records that are related to the scope of work performed under this Agreement.
- 7.16.4.2 The CONTRACTOR and its subcontractors must provide the access described in this Section upon HSD's request. This request may be for, but is not limited to, the following purposes:
 - 7.16.4.2.1 Examination;
 - 7.16.4.2.2 Audit;
 - 7.16.4.2.3 Investigation;
 - 7.16.4.2.4 Agreement administration; or
 - 7.16.4.2.5 The making of copies, excerpts, or transcripts.
- 7.16.4.3 The access required must be provided to the following officials and/or entities:
 - 7.16.4.3.1 The United States Department of Health and Human Services or its designee;
 - 7.16.4.3.2 The Comptroller General of the United States or its designee;
 - 7.16.4.3.3 HSD personnel or its designee;
 - 7.16.4.3.4 HSD's Office of Inspector General;
 - 7.16.4.3.5 The Collaborative's personnel or designee;
 - 7.16.4.3.6 MFEAD or its designee;
 - 7.16.4.3.7 Any independent verification and validation contractor, audit firm or quality assurance contractor acting on behalf of HSD;
 - 7.16.4.3.8 The Office of the State Auditor or its designee;
 - 7.16.4.3.9 A State or federal law enforcement agency;
 - 7.16.4.3.10 A special or general investigating committee of the New Mexico Legislature or its designee; and
 - 7.16.4.3.11 Any other State or federal entity identified by HSD, or any other entity engaged by HSD.

- 7.16.4.4 The CONTRACTOR agrees to provide the access described wherever the CONTRACTOR maintains such books, records and supporting documentation. The CONTRACTOR further agrees to provide such access in reasonable comfort and to provide any furnishings, equipment or other conveniences deemed necessary to fulfill the purposes described in this Section. The CONTRACTOR will require its subcontractors, including its Contract Providers, to provide comparable access and accommodations.
- 7.16.4.5 Upon request, the CONTRACTOR must provide copies of the information described in this Section free of charge to HSD and the entities described in this Section.

7.17 Indemnification

- 7.17.1 The CONTRACTOR agrees to indemnify, defend and hold harmless the State of New Mexico, its officers, agents and employees from any and all claims and losses accruing or resulting from any and all CONTRACTOR employees, agents, or subcontractors in connection with the breach or failure to perform or erroneous or negligent acts or omissions in the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, association, partnership, entity or corporation who may be injured or damaged by the CONTRACTOR in the performance or failure in performance of this Agreement resulting from such acts of omissions. The provisions of this Section [7.17.1] shall not apply to any liabilities, losses, charges, costs or expenses caused by, or resulting from, in whole or in part, the acts of omissions of the State of New Mexico or any of its officers, employees or agents.
- 7.17.2 The CONTRACTOR shall at all times during the term of this Agreement, indemnify and hold harmless the State against any and all liability, loss, damage, costs or expenses that the State may sustain, incur or be required to pay (i) by reason of any Member suffering personal injury, death or property loss or damage of any kind as a result of the erroneous or negligent acts or omissions of the CONTRACTOR either while participating with or receiving care or services from the CONTRACTOR under this Agreement, or (ii) while on premises owned, leased, or operated by the CONTRACTOR or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for or in the control of the CONTRACTOR or any officer, agent, subcontractor or employee thereof. The provisions of this Section shall not apply to any liabilities, losses, charges, costs or expenses caused by, or resulting from, the acts or omissions of the State of New Mexico, or any of its officers, employees, or agents. In the event that any action, suit or proceeding, related to the services performed by the CONTRACTOR or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the CONTRACTOR, the CONTRACTOR shall, as soon as practicable but no later than two (2) Business Days after it receives notice thereof, notify the legal counsel of the HSD and the Risk Management Division of the New Mexico General Services Department by certified mail.
- 7.17.3 The CONTRACTOR shall agree to indemnify and hold harmless the State, its agents and employees from any and all claims, lawsuits, administrative proceedings,

judgments, losses, or damages, including court costs and attorney fees, or causes of action, caused by reason of the CONTRACTOR's erroneous or negligent acts or omissions, including the following:

- 7.17.3.1 Any claims or losses attributable to any persons or firm injured or damaged by erroneous or negligent acts, including without limitation, disregard of federal or State Medicaid regulations or statutes by the CONTRACTOR, its officers, employees, or subcontractors in the performance of the Agreement, regardless of whether the State knew or should have known of such erroneous or negligent acts; unless the State of New Mexico, or any of its officers, employees or agents directed in writing to the performance of such acts; and
- 7.17.3.2 Any claims or losses attributable to any person or firm injured or damaged by the publication, translation, reproduction, delivery, performance, use, or disposition of any data processed under the Agreement in a manner not authorized by the Agreement or by federal or State regulations or statutes, regardless of whether the State knew or should have known of such publication, translation, reproduction, delivery, performance, use, or disposition unless the State of New Mexico, or any of its officers, employees or agents directed or affirmatively consented in writing to such publication, translation, reproduction, delivery, performance, use or disposition.
- 7.17.4 The provisions of this Section [7.17] shall not apply to any liabilities, losses, charges, costs or expenses caused by, or resulting from, the acts or omissions of the State of New Mexico, or any of its officers, employees, or agents and is not deemed to be a waiver of any and all of the CONTRACTOR's legal rights to pursue indemnity actions and/or disputed claims arising from allegations involving the actions of the State and the CONTRACTOR.
- 7.17.5 The CONTRACTOR, including its subcontractors, agrees that in no event, including but not limited to nonpayment by the CONTRACTOR, insolvency of the CONTRACTOR or breach of this Agreement, shall the CONTRACTOR or its subcontractor bill, charge, collect a deposit from, seek compensation, remuneration, or reimbursement from or have any recourse against a Member or persons (other than the CONTRACTOR) acting on their behalf for services provided pursuant to this Agreement except for any Medicaid population required to make copayments under HSD's policy. In no case, shall HSD and/or Members be liable for any debts of the CONTRACTOR.
- 7.17.6 The CONTRACTOR agrees that the above indemnification provisions shall survive the termination of this Agreement, regardless of the cause giving rise to termination. This provision is not intended to apply to services provided after this Agreement has been terminated.
- 7.17.7 HSD shall notify the CONTRACTOR of any Claim, loss, damage, suit or action as soon as HSD reasonably believes that such Claim, loss, damage, suit or action may give rise to a right to indemnification under this Section. The failure of HSD, however, to deliver such notice shall not relieve the CONTRACTOR of its obligation to indemnify HSD

under this Section. Prior to entering into any settlement for which it may seek indemnification under this Section, HSD shall consult with the CONTRACTOR, but the CONTRACTOR need not approve the settlement. Nothing in this provision shall be interpreted as a waiver of the State's right to indemnification. HSD shall permit the CONTRACTOR, at the CONTRACTOR's option and expense, to assume the defense of such asserted Claim(s) using counsel acceptable to HSD and to settle or otherwise dispose of the same, by and with the consent of HSD. Failure to give prompt notice as provided herein shall not relieve the CONTRACTOR of its obligations hereunder, except to the extent that the defense of any Claim for loss is prejudiced by such failure to give timely notice.

7.18 Liability

- 7.18.1 The CONTRACTOR shall be wholly at risk for all Covered Services. No additional payment shall be made by HSD, nor shall any payment be collected from a Member, except for copayments authorized by HSD or State statutes or regulations.
- 7.18.2 The CONTRACTOR is solely responsible for ensuring that it issues no payments for services for which it is not liable under this Agreement. HSD shall accept no responsibility for refunding to the CONTRACTOR any such excess payments unless the State of New Mexico, or any of its officers, employees or agents directed such services to be rendered or payment made.
- 7.18.3 The CONTRACTOR, its successors and assignees shall procure and maintain such insurance and other forms of financial protections as are identified in this Agreement.

7.19 Rights to Property

All equipment and other property provided or reimbursed to the CONTRACTOR by HSD is the property of HSD and shall be turned over to HSD at the time of termination or expiration of this Agreement, unless otherwise agreed to in writing. In addition, in regard to the performance of experimental, developmental or research done by the CONTRACTOR, the State shall determine the rights of the federal government and the Parties to this Agreement in any resulting invention.

7.20 Erroneous Issuance of Payment or Benefits

In the event of an error that causes payment(s) to the CONTRACTOR to be issued by HSD, HSD shall deduct amounts from future capitation payments after thirty (30) Calendar Days of written notice of such error.

7.21 Excusable Delays

- 7.21.1 The CONTRACTOR shall be excused from performance hereunder for any period that it is prevented from performing any services hereunder in whole or in part as a result of an act of nature, war, civil disturbance, court order, or other cause beyond its reasonable control, and such nonperformance shall not be a default hereunder or ground for termination of the Agreement.

- 7.21.2 Suspensions under Force Majeure shall require the Party seeking suspension to give notification to the other Parties at least five (5) Business Days before the imposition of the suspension. The receiving Party will be deemed to have agreed to such suspension unless having posted to mail such objection or non-consent within five (5) Business Days of receipt of request for suspension. The performance of any Party's obligations under the Agreement shall be suspended during the period that any circumstances of Force Majeure persists, or for a consecutive period of ninety (90) Calendar Days, whichever is shorter, and such Party shall be granted an extension of time for performance equal to the period of suspension.
- 7.21.3 In addition, the CONTRACTOR shall be excused from performance hereunder for insufficient payment by HSD, provided that the CONTRACTOR notifies HSD in writing of its intent to suspend performance and HSD is unable to remedy the monetary shortfall within forty-five (45) Calendar Days.

7.22 Prohibition of Bribes, Gratuities and Kickbacks

- 7.22.1 Pursuant to the State of New Mexico statutes and regulations, the receipt or solicitation of bribes, gratuities and kickbacks is strictly prohibited.
- 7.22.2 No elected or appointed officer or other employee of the State of New Mexico shall benefit financially or materially from this Agreement. No individual employed by the State of New Mexico shall be admitted to any share or part of the Agreement or to any benefit that may arise there from.
- 7.22.3 HSD may, by written notice to the CONTRACTOR, immediately terminate the right of the CONTRACTOR to proceed under the Agreement if it is found, after notice and hearing by the Secretary of HSD or his or her duly authorized representative, that gratuities in the form of entertainment, gifts or otherwise were offered or given by the CONTRACTOR or any agent or representative of the CONTRACTOR to any officer or employee of the State of New Mexico with a view toward securing the Agreement or securing favorable treatment with respect to the award or amending or making of any determinations with respect to the performing of such Agreement. In the event the Agreement is terminated as provided in this Section, the State of New Mexico shall be entitled to pursue the same remedies against the CONTRACTOR as it would pursue in the event of a breach of contract by the CONTRACTOR and as a penalty in addition to any other damages to which it may be entitled by law.

7.23 Lobbying

- 7.23.1 The CONTRACTOR certifies by signing this Agreement to the best of its knowledge and belief, that federal funds have not been used for lobbying in accordance with 45 C.F.R. Part 93 and 31 U.S.C. § 1352. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under 31 U.S.C. § 1352. Any person who fails to file the required

certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for such failure.

7.23.2 The CONTRACTOR shall disclose any lobbying activities using non-federal funds in accordance with 45 C.F.R. Part 93.

7.23.3 The CONTRACTOR shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

7.24 Conflict of Interest

7.24.1 The CONTRACTOR represents and warrants that it has complied with, and during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the New Mexico Government Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in any ways limiting the generality of the foregoing, the CONTRACTOR specifically represents and warrants that:

7.24.1.1 In accordance with NMSA 1978, § 10-16-4.3 the CONTRACTOR does not employ, has not employed, and will not employ during the term of this Agreement any HSD employee while such employee was or is employed by HSD and participating directly or indirectly in HSD's contracting process;

7.24.1.2 This Agreement complies with NMSA 1978, § 10-16-7(A) because:

7.24.1.2.1 The CONTRACTOR is not a public officer or employee of the State of New Mexico;

7.24.1.2.2 The CONTRACTOR is not a member of the family of a public officer or employee of the State of New Mexico;

7.24.1.2.3 The CONTRACTOR is not a business in which a public officer or employee or the family of a public officer or employee of the State of New Mexico has a substantial interest; or

7.24.1.2.4 If the CONTRACTOR is a public officer or employee of the State of New Mexico, a member of the family of a public officer or employee of the State of New Mexico, or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

7.24.1.3 In accordance with NMSA 1978, § 10-16-8(A):

7.24.1.3.1 The CONTRACTOR is not, and has not been represented by a person who has been a public officer or employee of the State of New Mexico

within the preceding year and whose official act directly resulted in this Agreement; and

7.24.1.3.2 The CONTRACTOR is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State of New Mexico whose official act, while in State employment, directly resulted in HSD's or the Collaborative's making this Agreement;

7.24.1.4 This Agreement complies with NMSA 1978, § 10-16-9(A) because:

7.24.1.4.1 The CONTRACTOR is not a legislator;

7.24.1.4.2 The CONTRACTOR is not a member of a legislator's family;

7.24.1.4.3 The CONTRACTOR is not a business in which a legislator or a legislator's family has a substantial interest; or

7.24.1.4.4 If the CONTRACTOR is a legislator, a member of a legislator's family, or a business in which a legislator or legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-9(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code, NMSA 1978, 13-1-28 et seq.;

7.24.1.5 In accordance with NMSA 1978, § 10-16-13, the CONTRACTOR has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

7.24.1.6 In accordance with NMSA 1978, §§ 10-16-3 and 10-16-13.3, the CONTRACTOR has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of HSD.

7.24.2 The CONTRACTOR's representation and warranties in Section [7.24.1] are material representations of fact upon which HSD relied when this Agreement was entered into by the Parties. The CONTRACTOR shall provide immediate written notice to HSD if, at any time during the term of this Agreement, the CONTRACTOR learns that the CONTRACTOR's representations and warranties in Section [7.24.1] of this Agreement were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it later determined that the CONTRACTOR's representations and warranties in Section [7.24.1] of this Agreement were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to HSD and notwithstanding anything in this Agreement to the contrary, HSD may immediately terminate this Agreement.

7.25 Health Insurance Portability and Accountability Act ("HIPAA") Compliance

- 7.25.1 The CONTRACTOR must comply with applicable provisions of HIPAA. This includes, but is not limited to, the requirement that the CONTRACTOR's management information system (MIS) complies with applicable certificate of coverage and data specification and reporting requirements promulgated pursuant to HIPAA. The CONTRACTOR must comply with HIPAA electronic data interchange (EDI) requirements.
- 7.25.2 The CONTRACTOR must comply with HIPAA notification requirements, including those set forth in the HITECH Act. The CONTRACTOR must notify HSD of all breaches or potential breaches of unspecified protected health information, as defined by the HITECH Act, without unreasonable delay and in no event later than thirty (30) Calendar Days after discovery of the breach or potential breach. If, in HSD's determination, the CONTRACTOR has not provided notice in the manner or format prescribed by the HITECH Act, then HSD may require the CONTRACTOR to provide such notice.

7.26 Disclosure and Confidentiality of Information

7.26.1 Confidentiality

- 7.26.1.1 The CONTRACTOR, its employees, agents, subcontractors, consultants or advisors must treat all information that is obtained through providers performance of the services under this Agreement, including, but not limited to, information relating to Members, potential recipients of HSD and the Collaborative programs, as Confidential Information to the extent that confidential treatment is provided under State and federal law, rules, and regulations.
- 7.26.1.2 The CONTRACTOR is responsible for understanding the degree to which information obtained through the performance of this Agreement is confidential under State and federal law, rules, and regulations.
- 7.26.1.3 The CONTRACTOR and all subcontractors, consultants, advisors or agents shall not use any information obtained through performance of this Agreement in any manner except as is necessary for the proper discharge of obligations and securing of rights under this Agreement.
- 7.26.1.4 Within sixty (60) Calendar Days of the effective date of this Agreement, the CONTRACTOR shall develop and provide to HSD for review and approval written policies and procedures for the protection of all records and all other documents deemed confidential under this Agreement.
- 7.26.1.5 Any disclosure or transfer of Confidential Information by the CONTRACTOR, including information required by HSD and/or the Collaborative, will be in accordance with applicable law. If the CONTRACTOR receives a request for information deemed confidential under this Agreement, the CONTRACTOR will immediately notify HSD of such

request, and will make reasonable efforts to protect the information from public disclosure.

- 7.26.1.6 In addition to the requirements expressly stated in this Section, the CONTRACTOR must comply with any policy, rule, or reasonable requirement of HSD that relates to the safeguarding or disclosure of information relating to Members, the CONTRACTOR's operations, or the CONTRACTOR's performance of this Agreement.
- 7.26.1.7 In the event of the expiration of this Agreement or termination thereof for any reason, all Confidential Information disclosed to and all copies thereof made by the CONTRACTOR must be returned to HSD or, at HSD's option, erased or destroyed. The CONTRACTOR must provide HSD certificates evidencing such destruction.
- 7.26.1.8 The CONTRACTOR's contracts with practitioners and other providers shall explicitly state expectations about the confidentiality of HSD's Confidential Information and Member records.
- 7.26.1.9 The CONTRACTOR shall afford Members and/or Representatives the opportunity to approve or deny the release of identifiable personal information by the CONTRACTOR to a person or entity outside of the CONTRACTOR, except to duly authorized subcontractors, providers or review organizations, or when such release is required by law, regulation or quality standards.
- 7.26.1.10 The obligations of this Section must not restrict any disclosure by the CONTRACTOR pursuant to any applicable law, or under any court or government agency, provided that the CONTRACTOR must give prompt notice to HSD of such order.

7.26.2 Disclosure of HSD's Confidential Information

- 7.26.2.1 The CONTRACTOR will immediately report to HSD any and all unauthorized disclosures or uses of Confidential Information of which it or its subcontractors, consultants, or agents is aware or has knowledge. The CONTRACTOR acknowledges that any publication or disclosure of Confidential Information to others may cause immediate and irreparable harm to HSD and may constitute a violation of State or federal statutes. If the CONTRACTOR, its subcontractors, consultants, or agents should publish or disclose Confidential Information to others without authorization, HSD will immediately be entitled to injunctive relief or any other remedies to which it is entitled under law or equity. HSD will have the right to recover from the CONTRACTOR all damages and liabilities caused by or arising from the CONTRACTOR's, its subcontractors', providers', representatives', consultants', or agents' failure to protect Confidential Information. The CONTRACTOR will defend with counsel approved by HSD, indemnify and hold harmless HSD from all damages,

costs, liabilities, and expenses caused by or arising from the CONTRACTOR's, or its subcontractors', providers', representatives', consultants' or agents' failure to protect Confidential Information. HSD will not unreasonably withhold approval of counsel selected by the CONTRACTOR.

7.26.2.2 The CONTRACTOR will require its subcontractors, consultants, and agents to comply with the terms of this Section.

7.26.3 Member Records

7.26.3.1 The CONTRACTOR must comply with the requirements of State and federal statutes, including the HIPAA requirements set forth in this Agreement, regarding the transfer of Member records.

7.26.3.2 The CONTRACTOR shall have an appropriate system in effect to protect substance abuse Member records from inappropriate disclosure in accordance with 42 U.S.C. § 300x-53(b), and 45 C.F.R. § 96.13(e).

7.26.3.3 If this Agreement is terminated, HSD may require the transfer of Member records, upon written notice to the CONTRACTOR, to another entity, as consistent with federal and State statutes and applicable releases.

7.26.3.4 The term "Member record" for this Section means only those administrative, enrollment, case management and other such records maintained by the CONTRACTOR and is not intended to include patient records maintained by participating Contract Providers.

7.26.4 Requests for Public Information

7.26.4.1 When the CONTRACTOR produces reports or other forms of information that the CONTRACTOR believes consist of proprietary or otherwise Confidential Information, the CONTRACTOR must clearly mark such information as Confidential Information or provide written notice to HSD that it considers the information confidential.

7.26.4.2 If HSD receives a request, filed in accordance with the New Mexico Inspection of Public Records Act, NMSA 1978, 14-2-1 et seq. ("IPRA") seeking information that has been identified by the CONTRACTOR as proprietary or otherwise confidential, HSD will deliver a copy of the IPRA request to the CONTRACTOR.

7.26.5 Unauthorized Acts

7.26.5.1 Each Party agrees to:

7.26.5.1.1 Notify the other Parties promptly of any unauthorized possession, use, or knowledge, or attempt thereof, by any person or entity that may become

known to it, of any Confidential Information or any information identified as confidential or proprietary;

- 7.26.5.1.2 Promptly furnish to the other Parties full details of the unauthorized possession, use, or knowledge, or attempt thereof, and use reasonable efforts to assist the other Parties in investigating or preventing the reoccurrence of any unauthorized possession, use, or knowledge, or attempt thereof, of Confidential Information;
- 7.26.5.1.3 Cooperate with the other Parties in any litigation and investigation against third parties deemed necessary by such Party to protect its proprietary rights; and
- 7.26.5.1.4 Promptly prevent a recurrence of any such unauthorized possession, use, or knowledge of such information.

7.26.6 Information Security

- 7.26.6.1 The CONTRACTOR and all its subcontractors, consultants, representatives, providers and agents must comply with all applicable statutes, rules, and regulations regarding information security, including without limitation the following:
 - 7.26.6.1.1 Health and Human Services Enterprise Information Security Standards and Guidelines;
 - 7.26.6.1.2 HIPAA;
 - 7.26.6.1.3 HITECH Act; and
 - 7.26.6.1.4 NMAC 1.12.20 et seq.

7.27 Cooperation Regarding Fraud

- 7.27.1 The CONTRACTOR shall make an initial report to HSD, and the Collaborative to the extent the activities relate to Behavioral Health, within five (5) Business Days when, in the CONTRACTOR's professional judgment, suspicious activities may have occurred. The CONTRACTOR shall then take steps to establish whether or not, in its professional judgment, potential Fraud has occurred. The CONTRACTOR will then make a report to HSD and submit any applicable evidence in support of its findings. If HSD decides to refer the matter to the MFEAD or another State or federal investigative agency, HSD will notify the CONTRACTOR within five (5) Business Days of making the referral. The CONTRACTOR shall cooperate fully with any and all requests from MFEAD or other State or federal investigative agency for additional documentation or other types of collaboration in accordance with applicable law.
- 7.27.2 The CONTRACTOR shall cooperate fully in any investigation by the MFEAD or other State or federal agency as well as any subsequent legal action that may result from such

investigation. The CONTRACTOR and its subcontractors and providers shall, upon request, make available to the MFEAD or other State or federal agency conducting an investigation any and all administrative, financial and medical records relating to the delivery of items or services for which State monies are expended, unless otherwise provided by law. In addition, the MFEAD or other State or federal agency shall be allowed to have access during normal business hours to the place of business and all records of the CONTRACTOR and its subcontractors and Contract Providers, except under special circumstances when after hours access shall be allowed. Special circumstances shall be determined by the MFEAD or other State or federal agency.

- 7.27.3 The CONTRACTOR shall disclose to HSD, the Collaborative, MFEAD, and any other State or federal agency charged with overseeing the Centennial Care program, full and complete information regarding ownership, significant financial transactions or financial transactions relating to or affecting the Centennial Care program between the CONTRACTOR and persons related to the CONTRACTOR convicted of criminal activity related to Medicaid, Medicare, or the federal Title XX programs.
- 7.27.4 The CONTRACTOR shall refer any actual or potential conflict of interest to MFEAD. The CONTRACTOR also shall refer to MFEAD any instance where a financial or material benefit is given by any representative, agent or employee of the CONTRACTOR to HSD, or any other Party with direct responsibility for this Agreement. In addition, the CONTRACTOR shall notify MFEAD if it hires or enters into any business relationship with any person who, within two (2) years previous to that hiring or contract, was employed by HSD in a capacity relating to the Centennial Care program or any other Party with direct responsibility for this Agreement.
- 7.27.5 Any recoupment received from the CONTRACTOR by HSD pursuant to the provisions of Section [7.3] of this Agreement herein shall not preclude the Collaborative, MFEAD or any other State or federal agency from exercising its right to criminal prosecution, civil prosecution, or any applicable civil penalties, administrative fines or other remedies. Any Medicaid funds identified in any action by MFEAD or other prosecutorial agency, whether the action is civil or criminal, shall be returned to HSD. The funds shall not be retained by the CONTRACTOR. The amount returned to HSD shall be determined according to the adjudicated claims retained from the time the suspension of payment was initiated.
- 7.27.6 Upon request to the CONTRACTOR, MFEAD or any other State or federal agency shall be provided with copies of all Grievances and resolutions affecting Members.
- 7.27.7 Should the CONTRACTOR know about or become aware of any investigation being conducted by MFEAD or another State or federal agency, the CONTRACTOR, and its representatives, agents and employees, shall maintain the confidentiality of this information.
- 7.27.8 The CONTRACTOR shall have in place and enforce policies and procedures to educate Members of the existence of, and role of, MFEAD.

7.27.9 The CONTRACTOR shall have in place and enforce policies and procedures for the detection and deterrence of Fraud. These policies and procedures shall include specific requirements governing who within the CONTRACTOR's organization is responsible for these activities, how these activities shall be conducted, and how the CONTRACTOR shall address cases of suspected Fraud and Abuse.

7.27.10 All documents submitted by the CONTRACTOR to HSD and/or the Collaborative, if developed or generated by the CONTRACTOR, or its agents, shall be deemed to be certified by the CONTRACTOR as submitted under penalty of perjury.

7.28 Waivers

7.28.1 No term or provision of this Agreement shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing by the Party claimed to have waived or consented.

7.28.2 A waiver by any Party hereto of a breach of any of the covenants, conditions, or agreements to be performed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition, or agreement herein contained.

7.29 Suspension, Debarment and Other Responsibility Matters

7.29.1 Pursuant to either 7 C.F.R. Part 3017 or 45 C.F.R. Part 76, as applicable, and other applicable federal regulations, the CONTRACTOR certifies by signing this Agreement, that it and its principals, to the best of its knowledge and belief and except as otherwise disclosed in writing by the CONTRACTOR to HSD prior to the execution of this Agreement: (i) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal department or agency; (ii) have not, within a three (3) year period preceding the effective date of this Agreement, been convicted of or had a civil judgment rendered against them for: commission of Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) contract or subcontract; violation of federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; (iii) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with, commission of any of the offenses enumerated above in this Section [7.29]; (iv) have not, within a three (3) year period preceding the effective date of this Agreement, had one or more public agreements or transactions (federal, State or local) terminated for cause or default; and (v) have not been excluded from participation from Medicare, Medicaid, federal health care programs or federal Behavioral Health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7 and other applicable federal statutes. The CONTRACTOR may not knowingly have a relationship with the following:

- 7.29.1.1 An individual who is an affiliate, as defined in the Federal Acquisition Regulations Systems 48 C.F.R. Part 1 et seq., who is debarred, suspended, or otherwise excluded from participating in procurement activities under the Federal Acquisition Regulation or from participating in non-procurement activities under regulations issued under Executive Order No. 12549 or under guidelines implementing Executive Order No. 12549; or
- 7.29.1.2 For purposes of this Section, an individual who is an affiliate, as defined in the Federal Acquisition Regulation, has a “relationship” if such individual is:
 - 7.29.1.2.1 A director, officer or partner of the CONTRACTOR;
 - 7.29.1.2.2 A person with beneficial ownership of five percent (5%) or more of the CONTRACTOR’s equity; or
 - 7.29.1.2.3 A person with an employment, consulting or other arrangement with the CONTRACTOR obligations under this contract with HSD.

7.29.2 The CONTRACTOR’s certification in [Section 7.29.1] is a material representation of fact upon which HSD and the Collaborative relied when this Agreement was entered into by the Parties. The CONTRACTOR shall provide immediate written notice to HSD and the Collaborative, if, at any time during the term of this Agreement, the CONTRACTOR learns that its certification in [Section 7.29.1] was erroneous on the effective date of this Agreement or has become erroneous by reason of new or changed circumstances. If it is later determined that the CONTRACTOR’s certification in [Section 7.29.1] was erroneous on the effective date of this Agreement or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to HSD and the Collaborative, HSD and the Collaborative may terminate the Agreement.

7.30 New Mexico Employees’ Health Coverage

- 7.30.1 If the CONTRACTOR has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least twenty (20) hours per week over a six (6) month period during the term of this Agreement, the CONTRACTOR certifies, by signing this Agreement, to have in place, and agree to maintain for the term of this Agreement, health insurance for those employees and offer that health insurance to those employees.
- 7.30.2 The CONTRACTOR agrees to maintain a record of the number of employees who have:
 - 7.30.2.1 Accepted health insurance;
 - 7.30.2.2 Declined health insurance due to other health insurance coverage already in place; or
 - 7.30.2.3 Declined health insurance for other reasons.

7.30.3 These records are subject to review and audit by a representative of the State.

7.30.4 The CONTRACTOR agrees to advise all employees of the availability of State publically financed health coverage programs by providing each employee with, as a minimum, the following web link to additional information
<http://www.insurenewmexico.state.nm.us/>.

7.31 Duty to Cooperate

The Parties agree that they will cooperate in carrying out the intent and purpose of this Agreement. This duty includes specifically, an obligation by the Parties to continue performance of the Agreement in the spirit it was written, in the event they identify any possible errors or problems associated with the performance of their respective obligations under this Agreement.

7.32 Entire Agreement/Merger

This Agreement incorporates all the agreements, covenants, and understandings between the Parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Agreement. Except for those revisions required by CMS, State or federal requirements, revisions to the original Agreement shall require an amendment agreed to by both Parties.

7.33 Penalties for Violation of Law

The Procurement Code, sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation.

7.34 Workers' Compensation

The CONTRACTOR agrees to comply with State statutes and rules applicable to workers' compensation benefits for its employees.

7.35 Severability

If any provision of this Agreement is construed to be illegal, invalid or unenforceable, such interpretation and/or determination will not affect the legality or validity of any other provisions. The illegal, invalid or unenforceable provision will be deemed stricken and deleted to the same extent and effect as if never incorporated into this Agreement with all other provisions remaining in full force and effect.

7.36 Technical Assistance

Technical assistance shall be provided to the CONTRACTOR when deemed appropriate by HSD or the Collaborative.

7.37 Use of Data

HSD and the Collaborative shall have unlimited but not exclusive rights to use, disclose, or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the CONTRACTOR resulting from this Agreement. However, HSD and the Collaborative shall not disclose proprietary information that is afforded confidential status by State or federal law.

7.38 Titles/Headings

Titles of paragraphs or section headings used in this Agreement are for the purpose of facilitating use or reference only and shall not be considered in the interpretation of this Agreement.

7.39 Attorneys' Fees

In the event that any Party deems it necessary to take legal action to enforce any provision of this Agreement or HSD or the Collaborative prevails, the CONTRACTOR agrees to pay all expenses of such action, including attorneys' fees and the cost of all State litigation as may be set by the court or hearing officer. Legal actions are defined to include administrative proceedings.

7.40 Authority

If CONTRACTOR is other than a natural person, the individual(s) signing this Agreement on behalf of CONTRACTOR represents and warrants that he or she has the power and authority to bind CONTRACTOR, and that no further action, resolution, or approval from CONTRACTOR is necessary to enter into a binding contract.

7.41 State Contract Administrator

The Contract Administrator shall be designated by HSD. HSD shall notify the CONTRACTOR of any changes in the identity of the Contract Administrator. The Contract Administrator is empowered and authorized as the agent of HSD and the Collaborative to represent the State in all matters related to this Agreement except those reserved to other State personnel by this Agreement. Notwithstanding the foregoing, the Contract Administrator does not have the authority to amend the terms and conditions of this Agreement. All events, problems, concerns or requests affecting this Agreement shall be reported by the CONTRACTOR to the Contract Administrator.

7.42 Survival of Terms

Termination or expiration of this Agreement for any reason will not release any Party from any liabilities or obligations set forth in this Agreement that:

7.42.1 The Parties have expressly agreed shall survive any such termination or expiration; or

- 7.42.2 Remain to be performed or by their nature would be intended to be applicable following any such termination or expiration.

7.43 Calculation of Time

Any time period herein calculated by reference to “days” means Calendar Days unless further defined and provided; however, if the last day for a given act falls on a Saturday, Sunday or a holiday observed by the State of New Mexico, the day for such act shall be the first day following that is not a Saturday, Sunday or such observed holiday.

7.44 No Implied Authority

- 7.44.1 The authority delegated to the CONTRACTOR by HSD and the Collaborative is limited to the terms of this Agreement. The CONTRACTOR may not rely upon implied authority and specifically is not delegated authority under this Agreement to:

7.44.1.1 Make public policy;

7.44.1.2 Promulgate, amend or disregard administrative regulations or program policy decisions made by the State and federal agencies responsible for administration of HSD’s or the Collaborative’s programs; or

7.44.1.3 Unilaterally communicate or negotiate with any federal or State agency or the New Mexico State Legislature on behalf of HSD or the Collaborative regarding HSD’s or the Collaborative’s programs.

- 7.44.2 The CONTRACTOR is required to cooperate to the fullest extent possible to assist HSD and the Collaborative in communications and negotiations with State and federal governments and agencies as directed by HSD.

7.45 No Waiver of Sovereign Immunity

The Parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver by the State of any immunities from suit or from liability that the State of New Mexico may have by operation of law.

7.46 NOTICE

- 7.46.1 A notice shall be deemed duly given upon delivery, if delivered by hand, or three (3) Calendar Days after posting if sent by first-class mail, with proper postage affixed. Notice may also be tendered by facsimile transmission, with original to follow by first-class mail.

- 7.46.2 All notices required to be given to the State under this Agreement shall be sent to the [] or his or her designee:

[]

7.46.3 All notices required to be given to CONTRACTOR under this Agreement shall be sent to:

[]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of execution by the State Agreements Officer, below.

CONTRACTOR

By: _____

Date: _____

Title: _____

STATE OF NEW MEXICO

By: _____

Date: _____

Approved as to Form and Legal Sufficiency:

By: _____

Date: _____

The records of the Taxation and Revenue Department reflect that the CONTRACTOR is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross Receipts and compensating taxes.

TAXATION AND REVENUE DEPARTMENT

ID Number: _____

By: _____

Date: _____

Attachments

Attachment 1: Deliverable Requirements

General

This is a preliminary list of deliverables. The CONTRACTOR and HSD shall agree to the appropriate deliverables, deliverable formats, submissions and approval timeframes (unless otherwise specified in this Agreement), and technical assistance as required. Deliverables shall be submitted to HSD unless otherwise specified.

HSD will review and/or approve some or all deliverables during the readiness review and/or during operations. As specified by HSD, material modifications to certain deliverables must be reviewed and approved by HSD.

Deliverable Items

Agreement Section Reference	Deliverable	Due Date
3.3.3	Listing of Key Personnel	
3.3.4.1.9	Policies and procedures that have been mutually agreed upon with the Non-Medicaid Contractor regarding information sharing, billing procedures and participation in non-Medicaid initiatives	
3.3.5	Staff training plan and evaluation plan	
3.4.1	Policies and procedures regarding distribution and development of Marketing Materials	
3.5.1.1/ 4.21.3.1	Cultural Competency/Sensitivity Plan	
3.5.1.2	Policies and procedures to ensure Covered Services are provided in a Culturally Competent manner	
3.5.1.4	Plan for interpretive services/written materials for Members	
3.5.2	Initial organizational self-assessment of culturally and linguistically competent-related activities	
4.1.2.2/ 4.4.5.7.1	Tools and processes for conducting nursing facility level of care determinations	
4.2.10.2	Policies and procedures for mass transfer	
4.4.2.5	HRA tool	
4.4.5.4/	Comprehensive needs assessment tool	

Agreement Section Reference	Deliverable	Due Date
4.4.5.5		
4.4.8.1	Policies and procedures for ongoing identification of Members who may be eligible for higher levels of care coordination	
4.4.10.1.7	Policies and procedures for identifying, responding to and resolving service gaps pursuant to a care plan in a timely manner	
4.4.10.5	Policies and procedures regarding care coordinator involvement in discharge planning from hospitals or institutional settings	
4.4.12.3	Policies and procedures regarding qualifications, experience and training of members of the care coordination team	
4.4.12.8	Care coordination staffing plan	
4.4.12.14	Policies and procedures for distributing notices to Members regarding care coordination changes	
4.4.12.16	Training plan for newly hired care coordinators	
4.4.13.3	Policies and procedures regarding electronic case management system for care coordination	
4.4.16.1.1	Policies and procedures to ensure that Members are contacted in a timely manner in accordance with the timeframes prescribed in this Agreement	
4.4.17	Policies and procedures regarding individuals transitioning from Qualified Health Plans on the Health Insurance Exchange.	
4.5.3.2.3	Policies and procedures regarding objections to providing counseling or referral services on moral or religious grounds	
4.5.4.3	Policies and procedures regarding emergency and non-emergency use of services in outpatient settings	
4.5.6	Policies and procedures regarding Advance Directives	
4.5.8.1	Policies and procedures for educating Members on their rights to family planning services	
4.6.3.2	Policies and procedures regarding the roles and responsibilities of care coordinators and supports brokers	
4.6.5.1	Form for Member statement to participate in the Self-Directed Community Benefit	
4.7.2	Value Added Services offered by the CONTRACTOR	

Agreement Section Reference	Deliverable	Due Date
4.8.1.1	Policies and procedures regarding compliance with State requirements for provider networks	
4.8.1.2/ 4.21.5.1.5	Annual provider network and development management plan	
4.8.2.1	Policies and procedures regarding provider recruitment, retention and termination	
4.8.3	Mechanisms to monitor provider activities to ensure compliance with the CONTRACTOR's and State's policies	
4.8.6	Policies and procedures regarding the process for Member selection of PCPs and requests for change	
4.8.7	Certification of provider network	
4.8.7.1	Policies and procedures to ensure that Members and Contract Providers understand how to access services and prior authorization requirements	
4.8.14.1.1	Policies and procedures regarding credentialing and recredentialing of providers	
4.8.14.1.1	Policies and procedures to ensure that providers have appropriate licenses and certifications	
4.8.16.1.4	Policies and procedures to comply with federal and State security and procedure guidelines for Telehealth	
4.9.1.1	Templates/sample contracts for each type of Contract Provider	
4.9.1.2	Policies and procedures to comply with 42 C.F.R. § 438.214	
4.10.6	Physician Incentive Plan, if applicable	
4.11.1	Provider handbook	
4.11.2.2	Policies and procedures for the provider service call center line	
4.11.3	Screenshots of provider website portal	
4.11.3.3	Policies and procedures to ensure provider website is updated and accurate	
4.11.5.1	Provider Training and Outreach Plan	
4.11.5.2/ 4.21.5.2.1	Policies and procedures to implement Provider Training and Outreach Plan	

Agreement Section Reference	Deliverable	Due Date
4.11.5.3.4	Policies and procedures addressing needs and service delivery for people with special health care needs	
4.12.4.1/ 4.21.9.3	QM/QI annual program description	
4.12.4.9/ 4.21.9.3	QM/QI annual work plan	
4.12.5.3.1	Policies and procedures for conducting Member surveys	
4.12.7	Practice guidelines	
4.12.9.2.4/ 4.21.9.2	Disease management protocols and description	
4.12.10.4	Annual UM edits	
4.12.10.5/ 4.21.8.1	Annual UM program description	
4.12.10.7	UM clinical criteria	
4.12.10.13	Policies and procedures regarding Appeals of UM decisions	
4.12.10.16	Policies and procedures regarding extended prior authorizations for Covered Services provided to address chronic conditions that require care on an ongoing basis	
4.12.16.1	Policies and procedures to address, respond to and report Critical Incidents	
4.14.2.1	Policies and procedures regarding the development and distribution of Member Materials	
4.14.3.1	Member handbook	
4.14.4.2	Policies and procedures regarding Members' and Representatives' rights	
4.14.5.3	Provider directory	
4.14.8	Sample Member ID card	
4.14.9	Screenshots of Member website portal	
4.14.10/ 4.21.2.1.1	Health Education Plan	

Agreement Section Reference	Deliverable	Due Date
4.15.1.2	Policies and procedures regarding the Member service call center line	
4.15.1.12	Protocols related to transferring Member service line calls	
4.16.1.2.1	Policies and procedures regarding Member Grievances and Appeals	
4.16.8	Policies and procedures regarding provider Grievances and Appeals	
4.17.1.8	Policies and procedures regarding Program Integrity	
4.17.3	Annual Fraud and Abuse compliance plan	
4.18.13.2	Policies and procedures regarding TPL responsibilities	
4.18.14.1	Policies and procedures, where applicable, regarding patient liability payments for Members residing in residential facilities	
4.20.5/ 4.21.10.1	Business Continuity and Disaster Recovery Plan (BC-DR)	
4.21.12.14	Reinsurance policy report	
4.21.12.13	Annual report on fidelity bond and insurance protections	
7.12.4	Policies and procedures regarding disciplinary action for all employees who fail to comply with federal and State statutes, and the CONTRACTOR's standards of conduct policies and procedure requirements under this Agreement	
7.14.2.2	Policies and procedures to ensure that subcontractors meet standards of performance under Centennial Care	
7.14.2.3	Policies and procedures regarding the CONTRACTOR's oversight of subcontractors	
7.14.2.4	Policies and procedures for verifying the credentials of subcontractors	
7.16.3.2	Procedures regarding Grievances and Appeals files	
7.26.1.4	Policies and procedures for protection of records and all other documents deemed confidential	
7.27.8	Policies and procedures to educate Members on MFEAD	
7.27.9	Policies and procedures to detect and deter Fraud	

Attachment 2: Centennial Care Covered Services

Services Included Under Centennial Care
Accredited Residential Treatment Center Services
Acupuncture
Adaptive Skills Building (Autism)
Adult Day Health
Adult Psychological Rehabilitation Services
Ambulatory Surgical Center Services
Anesthesia Services
Assertive Community Treatment Services
Assisted Living
Behavior Support Consultation
Behavior Management Skills Development Services
Behavioral Health Professional Services: outpatient behavioral health and substance abuse services
Care Coordination
Case Management
Chiropractors
Community Transition Services
Community Health Workers
Comprehensive Community Support Services
Day Treatment Services
Dental Services
Diagnostic Imaging and Therapeutic Radiology Services
Dialysis Services
Durable Medical Equipment and Supplies
Emergency Response
Emergency Services (including emergency room visits and psychiatric ER)
Employment Supports
Environmental Modifications
Experimental or Investigational Procedures, Technology or Non-Drug Therapies
Early and Periodic Screening, Diagnosis and Treatment (EPSDT)
EPSDT Personal Care Services
EPSDT Private Duty Nursing
EPSDT Rehabilitation Services
Family Planning
Family Support
Federally Qualified Health Center Services
Hearing Aids and Related Evaluations
Home Health Aide
Home Health Services
Homemaker
Hospice Services
Hospital Inpatient (including Detoxification services)
Hospital Outpatient
Indian Health Services
Inpatient Hospitalization in Freestanding Psychiatric Hospitals
Intensive Outpatient Program Services
ICF/MR

Services Included Under Centennial Care
IV Outpatient Services
Laboratory Services
Medical Services Providers
Medication Assisted Treatment for Opioid Dependence
Midwife Services
Multi-Systemic Therapy Services
Non-Accredited Residential Treatment Centers and Group Homes
Nursing Facility Services
Nutritional Counseling
Nutritional Services
Occupational Services
Outpatient Hospital based Psychiatric Services and Partial Hospitalization
Outpatient and Partial Hospitalization in Freestanding Psychiatric Hospital
Outpatient Health Care Professional Services
Personal Care Services
Pharmacy Services
Physical Health Services
Physical Therapy
Physician Visits
Podiatry Services
Pregnancy Termination Procedures
Preventive Services
Private Duty Nursing for Adults
Prosthetics and Orthotics
Psychosocial Rehabilitation Services
Radiology Facilities
Recovery Services
Rehabilitation Option Services
Rehabilitation Services Providers
Related Goods
Reproductive Health Services
Respite
Rural Health Clinics Services
School-Based Services
Skilled Maintenance Therapy Services
Smoking Cessation Services
Specialized Therapies
Speech and Language Therapy
Swing Bed Hospital Services
Telehealth Services
Tot-to-Teen Health Checks
Transplant Services
Transportation Services (medical)
Transportation Services (non-medical)
Treatment Foster Care
Treatment Foster Care II
Vision Care Services

Agency-Based Community Benefit Services Included Under Centennial Care
Adult Day Health
Assisted Living
Behavior Support Consultation
Community Transition Services
Emergency Response
Employment Supports
Environmental Modifications
Home Health Aide
Personal Care Services
Private Duty Nursing for Adults
Respite
Skilled Maintenance Therapy Services

Self-Directed Community Benefit Services Included Under Centennial Care
Behavior Support Consultation
Emergency Response
Employment Supports
Environmental Modifications
Home Health Aide
Homemaker
Nutritional Counseling
Private Duty Nursing for Adults
Related Goods
Respite
Skilled Maintenance Therapy Services
Specialized Therapies
Transportation (non-medical)

Attachment 3: Delivery System Improvement Targets

Delivery System Improvements for Year One (1) of Implementation of Centennial Care

Delivery System Improvement Objective	Delivery System Improvement Target for Release of Withhold	Number of Points out of 100
Payment Reform Section [4.10.7] of this Agreement	-HSD approval for implementation of (i) the Adult diabetes project, (ii) the asthma project, and (iii) the bundled rates project.	25
Health Homes Section [4.13.2] of this Agreement	-A minimum of eight (8) Health Homes operating in the CONTRACTOR's network, with a minimum of four (4) Behavioral Health Homes.	25
Patient-Centered Medical Homes Section [4.13.1] of this Agreement	-A minimum of five percent (5%) of the CONTRACTOR's Members being served by Patient-Centered Medical Homes (including both PCMHs that have achieved NCQA accreditation and those that have not).	25
Emergency Room Diversion	-A minimum of a ten percent (10%) reduction in non-emergent use of the emergency room. The baseline to determine the reduction will be provided to the CONTRACTOR by HSD based on historical data.	25

The CONTRACTOR shall submit a report no later than [], describing the results of (i) the payment reform projects, (ii) Health Homes and (iii) Patient-Centered Medical Homes based on the targets established for Year One set forth in this Attachment [3].

The CONTRACTOR shall submit a report no later than [], describing the results of the emergency room diversion based on the targets established for Year One set forth in this Attachment [3].

Attachment 4: List of Reports

Report Name	Frequency of Submission
Health Education Plan	Annually
Health Education Evaluation Report	Annually
Member Enrollment Materials Report	Monthly
Member Satisfaction Survey Report	Annually
Native American Members Report	Quarterly
Cultural Competency/Sensitivity Plan	Annually
Native American Meeting Report	(10) Calendar Days following each meeting
Program Integrity Report	Quarterly
Payment Reform Pilot Project Updates	Monthly
Activities of the Member Advisory Committee	(10) Calendar Days following each meeting
Call Center Report	Monthly
Hiring Report	Quarterly
Privacy/Security Incident Report	Annually
Network Adequacy Report	Quarterly
Geographic access	As specified by HSD
PCP Report	Monthly
Telehealth Report	Quarterly
Provider Network Development and Management Plan	Annually
Provider Network Development and Management Evaluation Report	Annually
Provider Suspensions and Terminations Report	Quarterly
Provider Training and Outreach Plan	Annually
Provider Training and Outreach Evaluation Report	Annually
Provider Satisfaction Survey Report	Annually
Medicaid School-Based Health Centers (SBHC) Report	Quarterly
Value Added Services Report	Quarterly
Self-Directed Report	Quarterly
Developmental Disabilities Specialty Dental Report	Quarterly
Jackson Class Members Report	Quarterly
Facilities Readmission Report	Quarterly
Member Incentive Report	Quarterly
Care Coordination Report	Quarterly
Care Transitions Report	Quarterly
Level of Care (LOC) Report	Quarterly
Community Benefit Report	Quarterly
Caseload and Staffing Ratio Report	Monthly
Unreachable Members Report	Monthly
Patient Centered Medical Homes Report	Quarterly
Health Homes Report	Quarterly

Report Name	Frequency of Submission
Electronic Visit Verification Report	Monthly
UM Program Description and an associated work plan	Annually
UM Program Evaluation	Annually
Over/Under Utilization of Services Report	Quarterly
Utilization Management Report	As specified by HSD
Denied/Deferred Prior Authorization Requests	Quarterly
CMS 416 Reports	As specified by HSD
Pharmacy Report	Monthly
Institutional Utilization Report	As specified by HSD
Grievances and Appeals	Quarterly
Disease Management Description	Annually
Disease Management Annual Evaluation	Annually
QM/QI Program Description and associated work plan	Annually
QM/QI Program Annual Evaluation	Annually
Report on Performance Improvement Projects	Annually
NCQA Accreditation Report	Immediately upon receipt
Reevaluation of Accreditation Status based on HEDIS	Immediately upon receipt
Report of Audited CAHPS Results and Audited HEDIS Results	Annually
Critical Incidents Report	Quarterly
Business Continuity and Disaster Recovery (BC-DR) Plan	At least fifteen (15) Calendar Days prior to their proposed incorporation
Systems Availability and Performance Report	Monthly
Encounter Data Files	Weekly
Encounter Data	As specified by HSD
Claims Payment Accuracy Report	Monthly
Claims Activity Report	Weekly
Encounter Report	Monthly
Member Care Coordination Activities Report	Quarterly
Audited Financial Statements	Annually by April 1 st
Medicaid Specific Audited Schedule of Revenue and Expenses Report	Annually by April 1 st
Recovery and Cost Avoidance Report	Monthly, Quarterly, and Annually
Medicaid Specific Unaudited Schedule of Revenue and Expenses	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter
Division of Insurance Reports	Quarterly and Annually Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month the quarter and March 1 for the annual statement
Patient Liability Information Reports	Quarterly and Annually Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) Calendar Day of the second month the quarter and March 1 for the annual statement
Expenditures by Category of Services Report	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the

Report Name	Frequency of Submission
	end of the quarter
Utilization by Category of Services Report	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter
FQHC/RHC Payment Reports (Check Register)	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter
Payments to IHS and Tribal 638 Providers Reports	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter
Subcapitation Expenditure and Utilization report	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter
Withholding Bank Statement for Performance Measures	Monthly Report is due forty-five (45) Calendar Days after month end
Fidelity Bond or Insurance Protection	Annually
Reinsurance Policy Report	Annually
Cash Reserve Statement Reports	Quarterly Report is due forty-five (45) Calendar Days from the end of the quarter or the fifteenth (15th) day of the second month following the end of the quarter
Business Restructuring	No later than sixty (60) Calendar Days following the change of ownership
Risk Withholding Report	Annually by April 1 st

Attachment 5: Rates