DEPARTMENT OF HEALTH

Itasca Medical Care

TRIENNIAL COMPLIANCE ASSESSMENT

Triennial Compliance Assessment

Performed under Interagency Agreement for Minnesota Department of Human Services
Examination Period: November 1, 2015 – August 1, 2018
File Review Period: June 1, 2017 – May 31, 2018
On-Site: August 13-15, 2018
Examiners: Elaine Johnson, RN, BS, CPHQ and Kate Eckroth, MPH
Final Report Issue Date: February 21, 2019

Minnesota Department of Health
Managed Care Systems Section
PO Box 64882
St. Paul, MN 55164-0882
651-201-5100
health.mcs@state.mn.us
www.health.state.mn.us

As requested by Minnesota Statute 3.197: This report cost approximately $125.00 to prepare, including staff time, printing and mailing expenses.
Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.

Contents

Triennial Compliance Assessment

Executive Summary

Federal statutes require the Department of Human Services (DHS) to conduct on-site assessments of each contracted Managed Care Organization (MCO) to ensure they meet minimum contractual standards. Beginning in calendar year 2007, during the Minnesota Department of Health's (MDH's) managed care licensing examination (MDH QA Examination) MDH began collecting (on-behalf of DHS) on-site supplemental compliance information. This information is needed to meet the federal Balanced Budget Act's external quality review regulations and is used by the External Quality Review Organization (EQRO) along with information from other sources to generate a detailed annual technical report (ATR). The ATR is an evaluation of MCO compliance with federal and state quality, timeliness and access to care requirements. The integration of the MDH QA Examination findings along with supplemental information collected by MDH (triennial compliance assessment- TCA) meets the DHS federal requirement.

TCA Process Overview

DHS and MDH collaborated to redesign the SFY TCA processes, simplifying timelines and corrective action plan submissions, and adding a step to confirm MCO compliance with corrective action plans. The basic operational steps remain the same however; when a TCA corrective action plan is needed, the MCO will submit the TCA Corrective Action Plan to MDH following the MDH corrective action plan submission timelines. When the final QA Examination Report is published, the report will include the final TCA Report. Although the attachment of the final TCA Report to the QA Examination Report is a minor enhancement, this will facilitate greater public transparency and simplify finding information on state managed care compliance activities. Below is an overview of the TCA process steps:

- The first step in the process is the collection and validation of the compliance information by MDH. MDH's desk review and on-site QA Examination includes the collection and validation of information on supplemental federal and public program compliance requirements. To facilitate this process the MCO is asked to provide documents as requested by MDH.

- DHS evaluates information collected by MDH to determine if the MCO has "met" or "not met" contract requirements. The MCO will be provided a Preliminary TCA Report to review DHS' initial "met/not met" determinations. At this point, the MCO has an opportunity to refute erroneous information, but may not submit new or additional documentation. Ample time and opportunities are allowed during the QA Examination to submit documents, policies and procedures, or other information to demonstrate compliance. The MCO must refute erroneous TCA finding within 30 days. TCA challenges will be sent by the MCO to MDH. MDH will forward the MCO's TCA rebuttal comments to DHS for consideration.

- Before making a final determination on "not-met" compliance issues, DHS will consider TCA rebuttal comments by the MCO. DHS will then prepare a final TCA Report that will be sent to MDH and attached to the final QA Examination Report. As a result of attaching the final TCA Report to the QA Examination Report, greater public transparency will be achieved by not separating compliance information and requiring interested stakeholder to query two state agencies for managed care compliance information.

- The MCO will submit to MDH a corrective action plan (CAP) to correct not-met determinations. The MCO TCA CAP must be submitted to MDH within 30 days. If the MCO fails to submit a CAP, and/or address contractual obligation compliance issues, then financial penalties will be assessed.

- Follow-up on the MCO TCA CAP activities to address not-met issues by MDH. During the on-site MDH Mid-cycle QA Exam, MDH will follow-up on TCA not-met issues to ensure the MCO has corrected all issues addressed in the TCA Corrective Action Plan. CAP follow-up findings will be submitted to DHS for review and appropriate action will be initiated by DHS if needed.

I. QI Program Structure - 2017 Contract Section 7.1.1

The MCO must incorporate into its quality assessment and improvement program the standards as described in 42 CFR 438, Subpart D (access, structure and operations, and measurement and improvement)

TCA Quality Program Structure Data Grid

_____		
Access Standards 42 CFR § 438.206 Availability of Services 42 CFR § 438.207 Assurances of Adequate Capacity and Services 42 CFR § 438.208 Coordination and Continuity of Care 42 CFR § 438.210 Coverage and Authorization of Services	**Met**	
_____		
Measurement Improvement Standards 42 CFR § 438.236 Practice Guidelines 42 CFR § 438.240 Quality Assessment and Performance	**Met**	

Improvement Program 42 CFR § 438.242 Health Information System		

II. Information System – 2017 Contract Section 7.1.2 [1, 2]

The MCO must operate an information system that supports initial and ongoing operations and quality assessment and performance improvement programs.

Information System Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
The MCO must maintain a health information system that collects, analyzes, integrates, and reports data. During each of the past three years, all MCO MDH annual HEDIS performance measures have been certified reportable by an NCQA HEDIS audit.	Met	2015 - audited by METASTAR 2016 – audited by METASTAR 2017 – audited by METASTAR Final Audit Summary sates: *In our opinion, Itasca Medical Care submitted measures were prepared according to the HEDIS® Technical Specifications and presents fairly, in all material respects, the organization's performance with respect to these specifications*.

1 Families and Children, Seniors and SNBC Contract Section 7.1.2I

2 42 CFR 438.242

III. Utilization Management - 2017 Contract Section 7.1.3

The MCO shall adopt a utilization management structure consistent with state regulations and federal regulations and current NCQA "Standards for Accreditation of Health Plans."[3] Pursuant to 42 CFR §438.330(b)(3), this structure must include an effective mechanism and written description to detect both under and over utilization.

A. Ensuring Appropriate Utilization

TCA Utilization Management Data Grid for Under/Over Utilization

DHS Contractual Element and References	Met or Not Met	Audit Comments
The MCO shall facilitate the delivery of appropriate care and monitor the impact of its utilization management program to detect and correct potential under and over utilization. The MCO Shall: i. Choose the appropriate number of relevant types of utilization data, including one type related to behavioral health to monitor.	**Met**	IMCare reviewed the following utilization measures during 2017 • Children and Adolescent Access to PCP • Adults' Access to Preventive/Ambulatory Health Services • Well-child Visits for 0-15 months • Well-child Visits for 3rd-6th year of life • Adolescent Well Care • Timeliness of Prenatal Care

3 2016 *Standards and Guidelines for the Accreditation of Health Plans*, effective July 1, 2017

The MCO Shall: ii. Set thresholds for the selected types of utilization data and annually quantitatively analyze the data against the established thresholds to detect under and overutilization.	**Met**	
The MCO Shall: iv. Analyze data not within threshold by medical group or practice.	**Met**	
The MCO Shall: v. Take action to address identified problems of under or overutilization and measure the effectiveness of its	**Met**	

DHS Contractual Element and References	Met or Not Met	Audit Comments
interventions.4		

4 42 CFR 438.330(b)(3)

B. 2017 NCQA Standards and Guidelines UM 1 – 4, 10 – 12; QI 4

The following are the 2017 NCQA Standards and Guidelines for the Accreditation of Health Plans UM 1 – 4 and 10 – 12, and QI 4.

TCA Utilization Management Data Grid for NCQA Standards

Element A: Written Program Description	**Met**	
Element C: Behavioral Healthcare Practitioner Involvement	**Met**	
NCQA Standard UM 2: Clinical Criteria for UM Decision To make utilization decisions, the organization uses written criteria based on sound clinical evidence and specifies procedures for appropriately applying the criteria.		
Element A: UM Criteria	**Met**	
Element B: Availability of Criteria	**Met**	

NCQA Standard UM 3: Communication Services The organization provides access to staff for members and practitioners seeking information about the UM process and the authorization of care. Element A: Access to Staff	**Met**	
Element G: Affirmative Statement About Incentives	**Met**	
Element B: Description of Evaluation Process	**Met**	
NCQA Standard UM 11: Procedures for Pharmaceutical Management The organization ensures that its procedures for pharmaceutical management, if any, promote the clinically appropriate use of pharmaceuticals	**Met**	

Element B: Pharmaceutical Restrictions/Preferences	**Met**	
Element D: Reviewing and Updating Procedures	**Met**	
NCQA Standard UM 12: Triage and Referral to Behavioral Health The organization has written standards to ensure that any centralized triage and referral functions for behavioral health services are appropriately implemented, monitored and professionally managed. *This standard applies only to organizations with a centralized triage and referral process for behavioral health, both delegated and non-delegated.* Element A: Triage and Referral Protocols	**Not Met**	IMCare incorrectly stated in the 2018 UM Program Description that they have a Behavioral Health Triage and Referral system. During onsite discussions it was determined that while IMCare does offer triage and referral services for behavioral health, IMCare does not require members to schedule through the behavioral health triage and referral system. IMCare must revise their UM Program Description to indicate that this NCQA standard is not applicable.
NCQA Standard QI 4: Member Experience The organization monitors member experience with its services and identifies areas of potential improvement. Element G: Assessing experience with the UM process	**Met**	

IV. Special Health Care Needs - 2017 Contract Section 7.1.4 A-C[5, 6]

The MCO must have effective mechanisms to assess the quality and appropriateness of care furnished to Enrollees with special health care needs.

Special Health Care Needs Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
A. Mechanisms to identify persons with special health care needs, B. Assessment of enrollees identified, (Senior and SNBC Contract – care plan) and C. Access to specialists D. Annual Reporting to the State	**Met**	IMCare tracks the following identified special health care needs; • at least one inpatient stay with the primary diagnosis of asthma, CHF, COPD, dehydration, hypertension, bacterial pneumonia or UTI; • more than four Emergency Department visits during the measurement year • at least one hospital readmission within five days for same or similar diagnosis; • enrollment in complex case management or the IMCare disease management program; • use of home care services; and/or • total claims exceeded $100,000. See Table below. ED claims increase due to change in methodology from 2 visits/month to >4 visits/year. DM program changed from opt in to opt out All enrollees identified are referred to case management, DM or other intervention.

5 42 CFR 438.330 (b)(4)

6 MSHO, MSC+ Contract section 7.1.4 A, C; SNBC Contract section 7.1.4

Special Health Care Needs	2015	2016	2017
ED Visits*	80	68	230
Complex Case Management/Disease Management	205	354	556

V. Practice Guidelines -2017 Contract Section 7.1.5[7, 8]

The MCO shall adopt, disseminate and apply practice guidelines consistent with current NCQA "*Standards and Guidelines for the Accreditation of Health Plans,*" QI 7 Clinical Practice Guidelines.

Practice Guidelines Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
Element A: Adoption of practice guidelines. The MCO shall adopt guidelines based on scientific evidence or professional standards for at least two medical and two behavioral conditions; and • Update the guidelines at least every two years • Distribute the guidelines to the appropriate practitioners	**Met**	Adopts guidelines for American Academy of Family Physicians and UpToDate (clinical resource support system) 1. *Summary of Recommendations for Clinical Preventive Services* *2. Establishing and Maintaining a Therapeutic Relationship in Psychiatric Practice* 3. *Guidelines for Adolescent Preventive Services* *4. Overview of Hypertension in Adults* *5. Overview of Medical Care in Adults with Diabetes Mellitus* 6. *Prenatal Care: Initial Assessment* 7. *Prenatal Care: Second and Third Trimesters* *8. Preventive Care In Adults: Recommendations* 9. *Screening Tests in Children and Adolescents*

7 42 CFR 438.340 (b) (1)

8 MSHO/MSC+ Contract section 7.1.5 A-C; SNBC Contract section 7.1.5A-C

Element B: Adoption of preventive health guidelines. MCO shall adopt preventive health guidelines based on scientific evidence or professional standards for members of all ages; and • Update the guidelines at least every two years; • Distribute the guidelines to the appropriate practitioners.	**Met**	
Element D: Performance Measurement. MCO shall annually measure performance against at least two key aspects of two of the following: • Clinical practice guidelines for chronic or acute conditions; or • Clinical practice guidelines for behavioral health conditions; or • Preventive health guidelines.	**Met**	

VI. Annual Quality Assurance Work Plan – 2017 Contract Section 7.1.7

The MCO shall provide the STATE with an annual written work plan that details the MCO's proposed quality assurance and performance improvement projects for the year. This report shall follow the guidelines and specifications contained in Minnesota Rules, part 4685.1130, subpart 2, and current NCQA "*Standards and Guidelines for the Accreditation of Health Plans.*"

Annual Quality Assurance Work Plan Data Grid

B. Current NCQA "*Standards and Guidelines for the Accreditation of Health Plans.*" **NCQA QI, Element A:** An annual work plan that reflects ongoing progress on QI activities throughout the year and addresses: (1) Yearly planned QI activities and objectives for improving: • Quality of clinical care • Safety of clinical care • Quality of service • Members' experience (2) Time frame for each activity's completion (3) Staff members responsible for each activity (4) Monitoring of previously identified issues (5) Evaluation of the QI program	**Met**	

VII. Annual Quality Assessment and Performance Improvement Program Evaluation – 2017 Contract Section 7.1.8[9,10]

The MCO must conduct an annual quality assessment and performance improvement program evaluation consistent with state and federal regulations and current NCQA "Standards and Guidelines for the Accreditation of Health Plans."

Annual Quality Assessment and Performance Improvement Program Evaluation Data Grid

NCQA QI 1, Element B: Annual Evaluation	**Met**	

9 42 CFR 438.330(b), (d)

10 MSCHO/MSC+ Contract Section 7.1.8 requires that the MCO, in conducting its annual quality evaluation, assure consistency with the "Quality Framework for the Elderly Waiver" and current NCQA "Standards and Guidelines for the Accreditation of Health Plans."

The organization conducts an annual written evaluation of the QI program that includes the following information: 1. A description of completed and ongoing QI activities that address quality and safety of clinical care and quality of service. 2. Trending of measures to assess performance in the quality and safety of clinical care and quality of services. 3. Analysis and evaluation of the overall effectiveness of the QI program and of its progress toward influencing network-wide safe clinical practices.		

VIII. Performance Improvement Projects-2017 Contract Section 7.2[11, 12, 13, 14, 15]

The MCO must conduct PIPs designed to achieve, through ongoing measurements and intervention, significant improvement, sustained over time, in clinical care and non-clinical care areas that are expected to have a favorable effect on health outcomes and Enrollee satisfaction. Projects must comply with 42 CFR § 438.30(b)(1) and (d) and CMS protocol entitled "*Protocol for Use in Conducting Medicaid External Quality Review Activities: Conducting Performance Improvement Projects*." The MCO is encouraged to participate in PIP collaborative initiatives that coordinate PIP topics and designs between MCOs.

Performance Improvement Projects Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
7.2.1 Final PIP Report. Upon completion of the 2015 PIP the MCO shall submit to the STATE for review and approval a final written report by September 1, 2018, in a format defined by the STATE.	**Met**	Reviewed/discussed the following: *Elimination of Race and Ethnic Disparities in Management of Depression*

11 42 CFR 438.330 (b)(1), 42 CFR 438.330(d)

12 MSHO/MSC+ Contract section 7.2; SNBC Contract section 7.2

13 CMS Protocols, EQR Protocol 3: Validating Performance Improvement Projects

14 42 CFR 438.330(b)(1), 438.330(d)

15 CMS Protocols, EQR Protocol 3: Validating Performance Improvement Projects

DHS Contractual Element and References	Met or Not Met	Audit Comments
7.2.1 New Performance Improvement Project Proposal. The STATE will select the topic for the PIP to be conducted over the next three years (calendar years 2018, 2019 and 2020). The PIP must be consistent with CMS' published protocol entitled *"Protocol for Use in Conducting Medicaid External Quality Review Activities: Conducting Performance Improvement Projects"*, STATE requirements, and include steps one through seven of the CMS protocol.	**Met**	New project discussion regarding *Opioid Prescribing Improvement Project*
PIP Proposal and PIP Interim Report Validation Sheets. DHS uses these tools to review and validate MCOs' PIP proposals and annual status reports.	**Met**	Validation sheet reviewed and discussed with plan the issues of low volume in the PIP

IX. Disease Management - 2017 Contract Section 7.3[16]

Disease Management Program. The MCO shall make available a Disease Management Program for its enrollees with diabetes, asthma and heart disease. The MCO may request the state to approve an alternative Disease Management Program topic other than diabetes, asthma or heart disease. The MCO must submit to the state appropriate justification for the MCO's request.

Disease Management Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
A. Disease Management Program Standards. The MCO's Disease Management Program shall be consistent with current NCQA "Standards and Guidelines for the Accreditation of Health Plans" pursuant to the QI Standard for Disease Management. B. Waiver of Disease Management Program Requirement. If the MCO is able to demonstrate that a Disease Management Program: 1) is not effective based upon Provider satisfaction, and is unable to achieve meaningful outcomes; or 2) would have a negative financial return on investment, then the MCO	**Met**	

16 MSHO/MSC+ Contract Section 7.3, requires only diabetes and heart disease DM programs, SNBC Contract Section 7.2.6

Element A: Program Content	**Met**	
Element C: Frequency of Member Identification	**Met**	
Element E: Interventions Based on Assessment	**Met**	
	Met	Recommendation:
Element G: Informing and Educating Practitioners	**Met**	
Element I:Experience with Disease Management	**Met**	
Element J: Measuring Effectiveness	**Met**	

X. Advance Directives Compliance - 2017 Contract Section 16[17, 18]

The MCO agrees to provide all Enrollees at the time of enrollment a written description of applicable State law on Advance Directives and the following:

Advance Directives Compliance Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
A. Information regarding the enrollee's right to accept or refuse medical or surgical treatment; and to execute a living will, durable power of attorney for health care decisions, or other advance directive. B. Written policies of the MCO respecting the implementation of the right; and C. Updated or revised changes in State law as soon as possible, but no later than 90 days after the effective date of the change; D. Information that complaints concerning noncompliance with the Advance Directive requirement may be filed with the State survey and certification agency (i.e. Minnesota	**Met**	

17 Pursuant to 42 U.S.C. 1396a(a)(57) and (58) and 42 C.F.R. 489.100-104 and 42 C.F.R. 422.128

18 MSC/MSC+ Contract Article 16; SNBC Contract Article 16

Providers. To require MCO's providers to ensure that it has been documented in the enrollee's medical records whether or not an individual has executed an Advance Directive.	**Met**	IMCare audited 30 files (if 30 were available) from each primary care clinic for calendar year 2016 to evaluate if a health care directive was documented in the medical record. A total of 183 files for those 18+ were reviewed and 55% were in compliance with documenting a health care directive.
Compliance with State Law. To comply with State law, whether statutory or recognized by the courts of the State on Advance Directives, including Minnesota Statutes Chapters 145B and 145C.	**Met**	
Education. To provide, individually or with others, education for MCO staff, providers and the community on Advance Directives.	**Met**	IMCare utilizes quarterly Provider newsletters, quarterly member newsletters, and staff and provider training presentations to ensure ongoing education.

XI. Validation of MCO Care Plan Audits for MSHO, MSC[19] - 2017 Seniors Contract Sections 7.1.4D, 7.8.3, and 9.3.7

MDH will collect information for DHS to monitor MCO Care Plan Audit activities as outlined in the DHS/MCO MSHO/MSC+ Contract.

Validation of MSHO and MSC Care Plan Audits Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
A. DHS will provide MDH with Data Collection Guide for the random sample of 30 MCO enrollees (plus an over sample of 10 MCO enrollees for missing or unavailable enrollee records) for MSHO and MSC+ program. Of the 40 records sampled, 20 records will be for members new to the MCO within the past 12 months and other 20 records will be for members who have been with the MCO for more than 12 months. B. MDH will request the MCO make available during the MDH QA Examination on-site audit the identified enrollee records. A copy of the data collection instruction sheet, tool and guide will be included with MDH's record request. C. An eight-thirty audit methodology will be used to complete a data collection tool for each file in each sample consistent with the Data Collection Guide. D. Within 60 days of completing the on-site MDH QA Examination, MDH will provide DHS with a brief report summarizing the data collection results, any other appropriate	Met	See Attachment at end of report

19 Pursuant to MSHO/MSC+ 2017 Contract sections 6.1.4(A)(2), 6.1.4(A)(3), 6.1.4(A)(4), 6.1.5(B)(4), 6.1.5(B)(5), 7.1.4D, 7.8.3 and 9.3.7.

DHS Contractual Element and References	Met or Not Met	Audit Comments
information and the completed data collection tools.		

XII. Subcontractors-2017 Contract Sections 9.3.1 and 9.3.16 (F&C), and 9.3.1 and 9.3.22 (MSHO/MSC+)[20]

A. Written Agreement; Disclosures

All subcontracts must be in writing and must include a specific description of payment arrangements. All subcontracts are subject to STATE and CMS review and approval, upon request by the STATE and/or CMS. Payment arrangements must be available for review by the STATE and/or CMS.

Written Agreement and Disclosures Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
A. Disclosure of Ownership and Management Information (Subcontractors). In order to assure compliance with 42 CFR § 455.104, the MCO, before entering into or renewing a contract with a subcontractor, must request the following information: (1) The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a	**Met**	

20 Families and Children Contract Sections 9.3.1A

DHS Contractual Element and References	Met or Not Met	Audit Comments
corporation) of each Person, with an Ownership or Control Interest in the disclosing entity or in any subcontractor in which the disclosing entity has direct or indirect ownership of five percent (5%) or more. The address for corporate entities must include primary business address, every business location and P.O. Box address; (2) A statement as to whether any Person with an Ownership or Control Interest in the disclosing entity as identified in 9.3.1(A) is related (if an individual) to any other Person with an Ownership or Control Interest as spouse, parent, child, or sibling; (3) The name of any other disclosing entity in which a Person with an Ownership Control Interest in the disclosing entity also has an ownership or control interest; and The name, address, date of birth, and social security number of any managing employee of the disclosing entity. (4) The name, address, date of birth and social security number of any managing employee of the disclosing entity. (5) For the purposes of section 9.3, subcontractor means an individual, agency, or organization to which a disclosing entity has contracted, or is a person with an employment, consulting or other arrangement with the MCO for the provision of items and services that are significant and material to the MCO's obligations under its contract with the STATE. (6) MCO Disclosure Assurance. The MCO must submit to the STATE by September 1st of the Contract Year a letter of assurance stating that the disclosure of ownership information has been requested of all subcontractors, and reviewed by the MCO prior to MCO and subcontractor contract renewal.		
B. Upon request, subcontractors must report to the MCO information related to business transactions in accordance with 42 CFR §455.105(b). Subcontractors must be able to submit this information to the MCO within fifteen (15) days of the date of a written request from the STATE or CMS. The MCO must report the information to the STATE within ten (10) days of the MCO's receipt from the subcontractor.	**Not Met**	The Disclosure by Providers: Information Related to Business Transactions policy and procedure states this requirement correctly. However, the Participation Provider Agreement on page 16 (of 27) states 15 business days. This agreement must be revised to indicate 15 days (not business days).

B. Exclusions of Individuals and Entities; Confirming Identity[21]

Exclusion of Individuals Data Grid

DHS Contractual Element and References	Met or Not Met	Audit Comments
A. Pursuant to 42 CFR § 455.436, the MCO must confirm the identity and determine the exclusion status of Providers and any Person with an Ownership or Control Interest or who is an agent or managing employee of the MCO or its subcontractors through routine checks of Federal databases, including the Social Security Administration's Death Master File and the National Plan and Provider Enumeration System (NPPES), and also upon contract execution or renewal, and credentialing.	**Met**	IMCare indicates in their Exclusions and Convictions policy and procedure that checks of exclusion status are done, but not all databases are listed. IMCare must update their policy and procedure to include all databases as listed to be consistent with the DHS contractual requirements.
B. The MCO and its subcontractors must search monthly, and upon contract execution or renewal, and credentialing, the OIG List of Excluded Individuals/Entities (LEIE) and the Excluded Parties List System (EPLS, within the HHS System for Awards Management) database (and may search the Medicare Exclusion Database), for any Providers, agents, Persons with an Ownership or Control Interest, and Managing Employees to verify that these persons: (1) Are not excluded from participation in Medicaid under Sections	**Met**	IMCare indicates in their Exclusions and Convictions policy and procedure that checks of exclusion status are done, but not all databases are listed. IMCare must update their policy and procedure to include all databases as listed to be consistent with the DHS contractual requirements.

21 Families and Children Contract Section 9.3.16, Seniors and SNBC Contract Sections 9.3.22 and 9.3.23

1128 or 1128A of the Social Security Act; and (2) Have not been convicted of a criminal offense related to that person's involvement in any program established under Medicare, Medicaid or the programs under Title XX of the Social Security Act.		
C. The MCO must require subcontractors to assure to the MCO that no agreements exist with an excluded entity or individual for the provision of items or services related to the MCO's obligation under this Contract.	**Met**	
D. The MCO shall require all subcontractors to report to the MCO within five (5) days any information regarding individuals or entities specified in (A) above, who have been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the programs under Title XX of the Social Security Act, or that have been excluded from participation in Medicaid under §§ 1128 or 1128A of the Social Security Act.	**Met**	
E. The MCO shall this information to the STATE within seven (7) days of the date the MCO receives the information	**Not Met**	The 1.05.22 Exclusions and Convictions policy and procedure on page 2 indicates this will be reported within 10 working days. This must be changed to 7 days.
F. In addition to complying with the provisions of section 9.9, the MCO shall not enter into any subcontract that is prohibited, in whole or in part, under § 4707(a) of the Balanced Budget Act of 1997 or under Minnesota Statutes, § 62J.71.	**Met**	

Attachment A: MDH 2018 EW Care Plan Audit

Audit Protocol	Product Description	2018 MDH Audit Initial Charts Met	2018 MDH Audit Reassessment Charts Met	2018 MDH Audit Total % Charts Met	2018 IMCare Total Charts % Met (2017 data)
1 **INITIAL HEALTH RISK ASSESSMENT**	For members new to the MCO or product within the last 12 months	8/8	N/A	100%	2/2 100%
2 **ANNUAL HEALTH RISK ASSESSMENT**	Been a member of the MCO for > 12 months [Only for plans with separate HRA]	N/A	N/A	N/A	N/A
3 **LONG TERM CARE CONSULTATION – INITIAL**	If member is new to EW in the past 12 months, an LTCC assessment completed within required timelines.	8/8	N/A	100%	8/8 100%
4 **REASSESSMENT OF EW**	For members open to EW who have been a member of the MCO for more than 12 months, an LTCC completed within 365 days or prior assessment.	N/A	8/8	100%	14/16 88%
5 **PERSON-CENTERED PLANNING**	Opportunities for choice in the person's current environment are described	8/8	8/8	100%	8/8 (includes all assessments) 100%
PERSON-CENTERED PLANNING	Current rituals and routines are described (quality, predictability, preferences)	8/8	8/8	100%	AS ABOVE
PERSON-CENTERED PLANNING	Social, leisure, or religious activities the person wants to participate in are described. Decision about employment/volunteer opportunities has been documented	8/8	8/8	100%	AS ABOVE

Audit Protocol	Product Description	2018 MDH Audit Initial Charts Met	2018 MDH Audit Reassessment Charts Met	2018 MDH Audit Total % Charts Met	2018 IMCare Total Charts % Met (2017 data)
6 **COMPREHENSIVE CARE PLAN-TIMELINESS**	CCP is completed and sent to member with 30 calendar days of the date of a completed LTCC.	8/8	8/8	100%	8/8 100%
7 **COMPREHENSIVE CARE PLAN-IDENTIFIED NEEDS**	The CCP must have an interdisciplinary, holistic, and preventive focus. Enrollee's identified needs and concerns related to primary care, acute care, long-term care, mental and behavioral health, and social service needs and concerns are addressed.	8/8	8/8	100%	28/30 93%
8 **COMPREHENSIVE CARE PLAN-GOALS**	The enrollee's goals/skills to be achieved are included in the plan, related to enrollee's preferences and how enrollee wants to live their life. Goals have target dates and outcome/achievement dates.	8/8	8/8	100%	28/30 93%
9 **COMPEREHENSIVE CARE PLAN-Choice**	Enrollee was given a choice between Home and Community-Based Services (HCBS) and Nursing Home Services (also indicates enrollee involvement in care planning).Information to enable choice among providers of HCBS.	8/8	8/8	100%	26/30 87%
10 **COMPREHENSIVE CARE PLAN-Safety Plan/Personal Risk Management Plan**	Identification of enrollee needs and concerns, including identification of health and safety risks, and what to do in the event of an emergency Goals and target dates identified Interventions identified Monitoring of outcomes and achievement dates are documented	8/8	8/8	100%	8/8 100%

Audit Protocol	Product Description	2018 MDH Audit Initial Charts Met	2018 MDH Audit Reassessment Charts Met	2018 MDH Audit Total % Charts Met	2018 IMCare Total Charts % Met (2017 data)
11 **COMPREHENSIVE CARE PLAN-Informal and Formal Services**	Coordinated Services and Support Plan developed and contains at a minimum the type of services to be furnished, the amount, frequency, duration and cost of each service and the type of provider furnishing each service including non-paid caregivers and other informal community supports or resources	8/8	8/8	100%	8/8 100%
12 **CAREGIVER SUPPORT PLAN**	If a primary caregiver is identified in the LTCC. If interview completed then caregiver needs and supports incorporated into the care plan.	3/3	1/1	100%	1/1 100%
13 **HOUSING AND TRANSITION**	For people who have been identified as having a transition, the enrollee has a transition plan to support housing choice. The LTCC assessment items relate to housing choices and support, and if enrollee indicates they want assistance in exploring housing options the transition plan reflects a goal, steps to be taken and potential barriers	0/0	0/0	N/A	0/0
14 **COMMUNICATIONS OF CARE PLAN/SUMMARY-Physician**	Evidence of care coordinator communication of care plan elements with Primary Care Physician (PCP)	8/8	8/8	100%	8/8 100%
15 **COMMUNICATION OF CARE PLAN/SUMMARY-Enrollee**	The support plan is signed and dated by the enrollee or authorized representative	8/8	8/8	100%	24/29 83%

Audit Protocol	Product Description	2018 MDH Audit Initial Charts Met	2018 MDH Audit Reassessment Charts Met	2018 MDH Audit Total % Charts Met	2018 IMCare Total Charts % Met (2017 data)
16 **COMPREHENSIVE CARE PLAN-Enrollee Requests for Updates**	The plan includes a method for the individual to request updates to the plan, as needed	8/8	8/8	100%	8/8 100%
17 **CARE COORDINATOR FOLLOW-UP PLAN**	Follow-up plan for contact plan related to identified concerns or needs, and plan is implemented.	8/8	8/8	100%	25/29 86%
18 **ANNUAL PREVENTIVE HEALTH EXAM**	Documentation in enrollee's Comprehensive Care Plan that substantiates a conversation was initiated	8/8	8/8	100%	8/8 100%
19 **ADVANCE DIRECTIVE**	Evidence that a discussion was initiated, enrollee refused to complete, was culturally inappropriate, or AD was completed	8/8	14/15	96%	8/8 100%
20 **APPEAL RIGHTS**	Appeal rights information provided to member	8/8	8/8	100%	27/30 90%
21 **DATA PRIVACY**	Data privacy information provided to member	8/8	8/8	100%	27/30 90%

Summary:

MDH received the EW audit sample lists from DHS per audit protocol. Eight initial EW audits were reviewed and 8 re-assessments. Since one re-assessment file did not contain evidence of advance directive discussion, the entire sample of 15 were reviewed for that element. Only one file did not have advance directive discussion.

IMCare EW audit results showed 8 out of the 21 areas not at 100%. Follow up and CAP were done for those areas of < 95% compliance. To review and follow up on audit compliance IMCare periodically monitors Case Tracker, a documentation system used by IMCare and the Care Coordinators.