

# Itasca Medical Care QUALITY ASSURANCE EXAMINATION

### **Final Report**

For the Period: August 1, 2018 to April 30, 2021

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# MINNESOTA DEPARTMENT OF HEALTH EXECUTIVE SUMMARY

The Minnesota Department of Health (MDH) conducted a Quality Assurance Examination of Itasca Medical Care (IMCare) to determine whether it is operating in accordance with Minnesota Law. Our mission is to protect, maintain and improve the health of all Minnesotans. MDH has found that IMCare is compliant with Minnesota and Federal law, except in the areas outlined in the "Deficiencies" and "Mandatory Improvements" sections of this report. "Deficiencies" are violations of law. "Mandatory Improvements" are required corrections that must be made to non-compliant policies, documents, or procedures where evidence of actual compliance is found or where the file sample did not include any instances of the specific issue of concern.

#### To address recommendations, IMCare should:

Break out medical record and Advance directive compliance by product and then aggregate results to give a better picture of where interventional efforts should be focused.

To address mandatory improvements, IMCare and its delegates must:

None identified.

To address deficiencies, IMCare and its delegates must:

None Identified.

This report including these deficiencies, mandatory improvements and recommendations is approved and adopted by the Minnesota Commissioner of Health pursuant to authority in Minnesota Statutes, chapter 62D.

Diane Rydrych, Director	Date
Health Policy Division	

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## I. Introduction

#### 1. History:

The Itasca Medical Care (IMCare) program was established in 1982 as a collaborative effort involving the MN Department of Human Services (DHS), Itasca County and the local community providers. Both DHS and Itasca County recognized the need for change surrounding the legacy Fee-For-Service health delivery system. IMCare began providing health care coverage for Itasca County residents eligible to receive services under the Minnesota General Assistance Medical Care program. IMCare was the first Medicaid Managed Care organization in the state and one of the first such organizations in the country.

In 1985, Public Law 99-272, The Consolidated Omnibus Budget Reconciliation Act of 1985 gave Itasca County federal authority to contract as a Managed Care entity. Also reference 42CFR434.20 (a) (5) and 42USC139u-2(a) (3) (C).

Itasca County was also authorized as a prepayment demonstration provider by Minnesota Statute 256B.69, Subd.2. (b) in 1985. Subsequently, IMCare was approved by the Minnesota Department of Health in 2002 to meet all regulatory compliance as a County-Based Purchasing entity per Minnesota Statute 256B.692.

In 1985, IMCare expanded to include the Medical Assistance program and in 1996 further extended our coverage to include MinnesotaCare. In 2005 IMCare brought on the Minnesota Senior Care Plus (MSC+) population. Finally, the Medicare population, Minnesota Senior Health Options (MSHO), was included in 2006.

IMCare currently serves approximately 9,500 enrollees in Itasca County, 395 of which are MSHO enrollees and 303 MSC+ enrollees. IMCare currently have 28 staff, a Medical Director, Pharmacy Director, and Dental Director. IMCare also contracts with other providers to deliver expert advice, professional input, and recommendations.

Being a County Based Purchasing (CBP) organization allows for integration and coordination with county efforts. IMCare works closely with many of the county departments to help facilitate care with a common enrollee. IMCare's goal with county collaboration is to not duplicate efforts or take away any functions that the county is already doing and doing well.

2. Membership: IMCare self-reported enrollment as of April 1, 2021, consisted of the following:

## **Self-Reported Enrollment**

Product	Enrollment	
Minnesota Health Care Programs – Managed Care (MHCP-MC)		
Families & Children	8202	
MinnesotaCare	558	
Minnesota Senior Care (MSC+)	305	

Product	Enrollment
Minnesota Senior Health Options (MSHO)	394
Total	9459

3. Virtual Onsite Examination Dates: July 12 to July 16, 2021

4. Examination Period: August 1, 2018, to April 30, 2021 File Review Period: May 1, 2020, to April 30, 2021

Opening Date: April 27, 2021

- 5. Sampling Methodology: Due to the small sample sizes and the methodology used for sample selection for the quality assurance examination, the results cannot be extrapolated as an overall deficiency rate for the health plan.
- 6. Performance Standard: For each instance of non-compliance with applicable law or rule identified during the quality assurance examination, which examination covers a three-year audit period, the health plan is cited with a deficiency. A deficiency will not be based solely on one outlier file if MDH had sufficient evidence obtained through: 1) file review; 2) policies and procedures; and 3) interviews, that a plan's overall operation is compliant with an applicable law.

# II. Quality Program Administration Quality Program

## Minnesota Rules, Part 4685.1110

Subparts	Subject	Met	Not Met
Subp. 1.	Written Quality Assurance Plan	⊠Met	□ Not Met
Subp. 2.	Documentation of Responsibility	⊠Met	□ Not Met
Subp. 3.	Appointed Entity	⊠Met	□ Not Met
Subp. 4.	Physician Participation	⊠Met	□ Not Met
Subp. 5.	Staff Resources	⊠Met	□ Not Met
Subp. 6.	Delegated Activities	⊠Met	□ Not Met
Subp. 7.	Information System	⊠Met	□ Not Met
Subp. 8.	Program Evaluation	⊠Met	□ Not Met
Subp. 9.	Complaints	⊠Met	□ Not Met
Subp. 10.	Utilization Review	⊠Met	□ Not Met
Subp. 11.	Provider Selection and Credentialing	⊠Met	□ Not Met
Subp. 12.	Qualifications	⊠Met	□ Not Met

Subparts	Subject	Met	Not Met
Subp. 13.	Medical Records	⊠Met	□ Not Met

#### Finding: Delegated Activities

<u>Subp. 6</u>. Minnesota Rules, part 4685.1110, subpart 6, states the HMO must develop and implement review and reporting requirements to assure that the delegated entity performs all delegated activities. The standards and processes established by the National Committee for Quality Assurance (NCQA) for delegation are considered the community standard and, as such, were used for the purposes of this examination. The following delegated entities and functions were reviewed.

#### **Delegated Entities and Functions**

Entity	им	UM Appeals	QM	Grievances	Cred	Claims	Network	Care Coord	Customer Service
CVS/Caremark (PBM)					х	х	x		
Itasca County								х	

Review of delegation oversight indicated a comprehensive oversight of all delegated functions.

### Finding: Provider Selection and Credentialing

<u>Subp. 11</u>. Minnesota Rules, part 4685.1110, subpart 11, states the plan must have policies and procedures for provider selection, credentialing and recredentialing that, at a minimum, are consistent with community standards. MDH recognizes the community standard to be NCQA.

MDH reviewed a total of 32 credentialing and recredentialing files as indicated in the table below. All files met the credentialing standards.

## **Credentialing File Review**

File Source	# Reviewed
Initial	
Physicians	7
Allied	8
Re-Credential	
Physicians	8
Allied	8
Organizational	1
Total	32

#### Finding: Medical Records

Subp. 13. Minnesota Rules 4685.1110, subpart 13, states the quality assurance entity appointed under subpart 3 shall conduct ongoing evaluation of medical records.

Medical record audit consists of a random sample of 30 enrollees from each primary care clinic who had three or more clinic visits during the measurement year. Medical record results are reported annually to each individual clinic, in Provider newsletters, and reported to the Provider Advisory Subcommittee. Medical record audits are comprehensive with excellent follow up and interventions as appropriate.

IMCare may want to break out medical record and Advance directive compliance by product and then aggregate results to give a better picture of where interventional efforts should be focused. (Recommendation #1)

#### **Activities**

#### Minnesota Rules, part 4685.1115

Subparts	Subject	Met	Not Met
Subp. 1.	Ongoing Quality Evaluation	⊠Met	☐ Not Met
Subp. 2.	Scope	⊠Met	☐ Not Met

## **Quality Evaluation Steps**

#### Minnesota Rules, part 4685.1120

Subparts	Subject	Met	Not Met
Subp. 1.	Problem Identification	⊠Met	☐ Not Met
Subp. 2.	Problem Selection	⊠Met	☐ Not Met
Subp. 3.	Corrective Action	⊠Met	☐ Not Met
Subp. 4.	Evaluation of Corrective Action	⊠Met	☐ Not Met

## **Focus Study Steps**

#### Minnesota Rules, part 4685.1125

Subparts	Subject	Met	Not Met
Subp. 1.	Focused Studies	⊠Met	□ Not Met
Subp. 2.	Topic Identification and Selections	⊠Met	☐ Not Met

Subparts	Subject	Met	Not Met
Subp. 3.	Study	⊠Met	□ Not Met
Subp. 4.	Corrective Action	⊠Met	☐ Not Met
Subp. 5.	Other Studies	⊠Met	□ Not Met

## Filed Written Plan and Work Plan

#### Minnesota Rules, part 4685.1130

Subparts	Subject	Met	Not Met
Subp. 1.	Written Plan	⊠Met	☐ Not Met
Subp. 2.	Work Plan	⊠Met	☐ Not Met
Subp. 3.	Amendments to Plan	⊠Met	☐ Not Met

Finding: Amendments to Written Plan (Program Description)

<u>Subp. 1 and 3.</u> Minnesota Rules, part 4685.1130, subparts 1 and 3, require HMOs have a written quality plan (quality program description) that is consistent with the requirements set forth in Minnesota Rules, 4685.1110, subparts 1 through 13. The written quality plan must be submitted to MDH for approval with any changes/revisions.

MDH reviewed Itasca Medical Care's 2021 Improvement Program Description during the exam, and it was found to have met all the criteria of Minnesota Rules, 4685.110, subparts 1 through 13 and was subsequently approved.

## III. Quality of Care

A total of two quality of care grievance files were reviewed.

## **Quality of Care File Review**

File Source	# Reviewed
Quality of Care Grievances – MHCP – MC Products	2

## **Quality of Care Complaints**

Minnesota Statutes, Section 62D.115

Subparts	Subject	Met	Not Met
Subd. 1.	Definition	⊠Met	□ Not Met
Subd. 2.	Quality of Care Investigations	⊠Met	☐ Not Met

# IV. Grievance and Appeal Systems

MDH examined IMCare's Minnesota Health Care Programs Managed Care Programs – Managed Care (MCHP-MC) grievance system for compliance with the federal law (42 CFR 438, subpart F) and the DHS 2021 Contract, Article 8.

MDH reviewed a total of 38 grievance system files which was the total universe of files.

## **Grievance System File Review**

File Source	# Reviewed
Grievances	
Oral and written	10
DTRs	10
Non-Clinical Appeals	9
Clinical Appeals	9
State Fair Hearing	0
Total	38

## **General Requirements**

#### **DHS Contract, Section 8.1**

Section	42 CFR	Subject	Met	Not Met
Section 8.1	§438.402	General Requirements		
Sec. 8.1.1		Components of Grievance System	⊠Met	□ Not Met

## **Internal Grievance Process Requirements**

#### **DHS Contract, Section 8.2**

Section	42 CFR	Subject	Met	Not Met
Section 8.2.	§438.408	Internal Grievance Process Requirements		
Section 8.2.1.	§438.402 (c)	Filing Requirements	⊠Met	□ Not Met

Section	42 CFR	Subject	Met	Not Met
Section 8.2.2.	§438.408 (b)(1), (d)(1)	Timeframe for Resolution of Grievances	⊠Met	□ Not Met
Section 8.2.3.	§438.408 (c)	Timeframe for Extension of Resolution of Grievances	⊠Met	□ Not Met
Section 8.2.4.	§438.406	Handling of Grievances		
8.2.4.1	§438.406 (b)(1)	Written Acknowledgement	⊠Met	☐ Not Met
8.2.4.2	§438.416	Log of Grievances	⊠Met	☐ Not Met
8.2.4.3	§438.402 (c)(3)	Oral or Written Grievances	⊠Met	☐ Not Met
8.2.4.4	§438.406 (a)	Reasonable Assistance	⊠Met	☐ Not Met
8.2.4.5	§438.406 (b)(2)(i)	Individual Making Decision	⊠Met	☐ Not Met
8.2.4.6	§438.406 (b)(2)(ii)	Appropriate Clinical Expertise	⊠Met	□ Not Met
Section 8.2.5.	§438.408 (d)(1)	Notice of Disposition of a Grievance		
8.2.5.1	§438.404 (b) §438.406 (a)	Oral Grievances	⊠Met	□ Not Met
8.2.5.2	§438.404 (a), (b)	Written Grievances	⊠Met	☐ Not Met

## DTR Notice of Action to Enrollees

## **DHS Contract, Section 8.3**

Section	42 CFR	Subject	Met	Not Met
Section 8.3.	§438.10 §438.404	DTR Notice of Action to Enrollees		
Section 8.3.1.	§438.10(c), (d) §438.402(c) §438.404(b)	General Requirements	⊠Met	□ Not Met
Section 8.3.2	§438.402 (c), §438.404 (b)	Content of DTR Notice of Action	⊠Met	□ Not Met
8.3.2.1	§438.404	Notice to Provider	⊠Met	□ Not Met
Section 8.3.3.	§438.404 (c)	Timing of DTR Notice		
8.3.3.1	§431.211	Previously Authorized Services	⊠Met	□ Not Met
8.3.3.2	§438.404 (c)(2)	Denials of Payment	⊠Met	□ Not Met
8.3.3.3	§438.210 (c)(d)	Standard Authorizations		
(1)		As expeditiously as the enrollee's health condition requires	⊠Met	□ Not Met
(2)		To the attending health care professional and hospital by telephone or fax within one working day after making the determination	⊠Met	□ Not Met
(3)		To the provider, enrollee, and hospital, in writing, and must include the process to initiate an appeal, within ten (10) business days following receipt of the request for the service, unless the MCO receives an extension of the resolution period	⊠Met	□ Not Met
8.3.3.4	§438.210 (d)(2)(i)	Expedited Authorizations	⊠Met	☐ Not Met
8.3.3.5	§438.210 (d)(1)	Extensions of Time	⊠Met	□ Not Met
8.3.3.6	§438.210(d)(3) and 42 USC 1396r-8(d)(5)	Covered Outpatient Drug Decisions	⊠Met	□ Not Met
8.3.3.7	§438.210 (d)(1)	Delay in Authorizations	⊠Met	☐ Not Met

## **Internal Appeals Process Requirements**

### **DHS Contract, Section 8.4**

Section	42 CFR	Subject	Met	Not Met
Section 8.4.	§438.404	Internal Appeals Process Requirements		
Sec. 8.4.1.	§438.402 (b)	One Level Appeal	⊠Met	☐ Not Met
Sec. 8.4.2.	§438.408 (b)	Filing Requirements	⊠Met	☐ Not Met
Sec. 8.4.3.	§438.408	Timeframe for Resolution of Appeals		
8.4.3.1	§438.408 (b)(2)	Standard Appeals	⊠Met	☐ Not Met
8.4.3.2	§438.408 (b)(3)	Expedited Appeals	⊠Met	☐ Not Met
8.4.3.3	§438.408 (c)(3)	Deemed Exhaustion	⊠Met	☐ Not Met
Sec. 8.4.4.	§438.408 (c)	Timeframe for Extension of Resolution of Appeals	⊠Met	☐ Not Met
Sec. 8.4.5.	§438.406	Handling of Appeals		
8.4.5.1	§438.406 (b)(3)	Oral Inquiries	⊠Met	☐ Not Met
8.4.5.2	§438.406 (b)(1)	Written Acknowledgment	⊠Met	☐ Not Met
8.4.5.3	§438.406 (a)	Reasonable Assistance	⊠Met	☐ Not Met
8.4.5.4	§438.406 (b)(2)	Individual Making Decision	⊠Met	☐ Not Met
8.4.5.5	§438.406 (b)(2)	Appropriate Clinical Expertise (See Minnesota Statutes, sections 62M.06, and subdivision 3(f) and 62M.09	⊠Met	□ Not Met
8.4.5.6	§438.406 (b)(4)	Opportunity to Present Evidence	⊠Met	☐ Not Met
8.4.5.7	§438.406 (b)(5)	Opportunity to Examine the Care File	⊠Met	☐ Not Met
8.4.5.8	§438.406 (b)(6)	Parties to the Appeal	⊠Met	☐ Not Met
8.4.5.9	§438.410 (b)	Prohibition of Punitive Action Subsequent Appeals	⊠Met	☐ Not Met
Sec. 8.4.6.		Subsequent Appeals		
Sec. 8.4.7.	§438.408 (d)(2)	Notice of Resolution of Appeals		
8.4.7.1	§438.408 (d)(2)	Written Notice Content	⊠Met	☐ Not Met
8.4.7.2	§438.210 (c)	Appeals of UM Decisions	⊠Met	☐ Not Met
8.4.7.3	§438.410 (c) and .408 (d)(2)(ii)	Telephone Notification of Expedited Appeals (Also see Minnesota Statutes section 62M.06, subd.2)	⊠Met	□ Not Met
Sec. 8.4.8.	§438.424	Reversed Appeal Resolutions	⊠Met	☐ Not Met
Sec. 8.5.	§438.420 (b)	Continuation of Benefits Pending Appeal or State Fair Hearing	⊠Met	□ Not Met

Finding: Extension of Resolution of Appeals

<u>Sec. 8.4.4</u>. 42 CFR §438.408 (c) (DHS Contract section 8.4.4), states The MCO must make reasonable efforts to provide prompt oral notice, and provide written notice within two (2)

calendar days to the Enrollee of the reason for the decision to extend the timeframe if the MCO determines that an extension is necessary.

In one non-clinical appeal file, there was no evidence that reasonable efforts to provide prompt oral notice was made.

## State Fair Hearings

#### **DHS Contract, Section 8.8**

Section	42 CFR	Subject	Met	Not Met
Section 8.8	§438.416 (c)	State Fair Hearings		
Sec. 8.8.2.	§438.408 (f)	Standard Hearing Decisions	⊠Met	□ Not Met
Sec. 8.8.5.	§438.424	Compliance with State Fair Hearing Resolution	⊠Met	□ Not Met

# V. Access and Availability

## **Geographic Accessibility**

#### Minnesota Statutes, Section 62D.124

Subdivision	Subject	Met	Not Met
Subd. 1.	Primary Care, Mental Health Services, General Hospital Services	⊠Met	☐ Not Met
Subd. 2.	Other Health Services	⊠Met	☐ Not Met
Subd. 3.	Exception	⊠Met	☐ Not Met

## **Essential Community Providers**

### Minnesota Statutes, Section 62Q.19

Subdivision	Subject	Met	Not Met
Subd. 3.	Contract to Essential Community Providers	⊠Met	□ Not Met

## Availability and Accessibility

#### Minnesota Rules 4685.1010

Subparts	Subject	Met	Not Met
Subp. 2.	Basic Services	⊠Met	☐ Not Met
Subp. 5.	Coordination of Care	⊠Met	☐ Not Met
Subp. 6.	Timely Access to Health Care Services	⊠Met	☐ Not Met

## **Emergency Services**

#### Minnesota Statutes, Section 62Q.55

Subdivision	Subject	Met	Not Met
Subd. 1	Access to Emergency Services	⊠Met	☐ Not Met
Subd. 2	Emergency Medical Condition	⊠Met	☐ Not Met

## **Licensure of Medical Directors**

## Minnesota Statutes, Section 62Q.121

Section	Subject	Met	Not Met
62Q.121	Licensure of Medical Directors	⊠Met	□ Not Met

# Coverage of Nonformulary Drugs for Mental Illness and Emotional Disturbance

#### Minnesota Statutes, Section 62Q.527

Subdivision	Subject	Met	Not Met
Subd. 2.	Required Coverage for Anti-psychotic Drugs	⊠Met	☐ Not Met
Subd. 3.	Continuing Care	⊠Met	☐ Not Met
Subd. 4.	Exception to Formulary	⊠Met	☐ Not Met

## Coverage for Court-Ordered Mental Health Services

## Minnesota Statutes, Section 62Q.535

Subdivision	Subject	Met	Not Met
Subd. 1.	Mental Health Services	⊠Met	☐ Not Met
Subd. 2.	Coverage required	⊠Met	☐ Not Met

## Continuity of Care

#### Minnesota Statutes, Section 62Q.56

Subdivision	Subject	Met	Not Met	N/A
Subd. 1.	Change in health care provider, general notification	⊠Met	☐ Not Met	
Subd. 1a.	Change in health care provider, termination not for cause	⊠Met	☐ Not Met	
Subd. 1b.	Change in health care provider, termination for cause	⊠Met	☐ Not Met	
Subd. 2.	Change in health plans (applies to group, continuation and conversion coverage)	⊠Met	☐ Not Met	□ N/A
Subd. 2a.	Limitations	⊠Met	☐ Not Met	
Subd. 2b.	Request for authorization	⊠Met	☐ Not Met	
Subd. 3.	Disclosures	⊠Met	☐ Not Met	

## VI. Summary of Findings

### **Recommendations**

1. To better comply with Minnesota Rules 4685.1110, subpart 13, IMCare may want to break out medical record and Advance directive compliance by product and then aggregate results to give a better picture of where interventional efforts should be focused.

## **Mandatory Improvements**

None Identified.

## **Deficiencies**

None Identified.