

Health Home Assignment and Referral Subcommittee Call Minutes

Monday July 29,2013

12:30– 1:30 PM

Attendees: Andrea Swire, Danika Mills, Hyunsook Song, Jim Dolan, Joseph Todora, Julie Notaro, Kevin Muir, Lena Johnson , Matthew Bastien, Maria Payne, Neil Pessin, Peggy Leonard, Shawna Craigmile, Shari Suchoff, Anand David

Unable to Attend: Darcie Miller, Kenza Martin

Recorder: Lena Johnson

Meeting Called to Order: 12:34 PM

Agenda Item	Discussion
Approval of 07/15/2013 minutes	The minutes were approved as presented
Request for today’s minute recorder	No volunteers
Meeting topics/scheduling	<p>In an effort to maximize meeting time and group productivity, the subcommittee will spend a designated amount of time and calls on each previously identified charge.</p> <p>07/29-08/12 - Assignment and Referrals Process</p> <ul style="list-style-type: none">• Definitions• Multi-level flow-chart of process <p>08/13- 09/02 – Eligibility and Enrollment Status</p> <ul style="list-style-type: none">• HCS data accuracy• Participation in tracking process by all• Batch look-ups• Eligibility exclusions (Lack of HH/Plan contracts, MLTC, Family Health Plus, etc) <p>09/03-09/16 - Upward enrollment</p> <ul style="list-style-type: none">• Pre-authorization requirements• Challenges/Concerns <p>09/17-09/30 - Volume Management</p> <ul style="list-style-type: none">• Coordination of assignment flow• Strategic / planned growth

Assignment and Referrals Process	<ul style="list-style-type: none"> • Definitions – The terms assignment and referral are commonly used when discussing Health Home processes and may be interpreted differently by each party. <p>i.e. :</p> <table border="1" data-bbox="638 282 1906 691"> <thead> <tr> <th data-bbox="638 282 1062 321">Term</th> <th data-bbox="1062 282 1314 321">Party</th> <th data-bbox="1314 282 1906 321">Interpretation</th> </tr> </thead> <tbody> <tr> <td data-bbox="638 321 1062 506" rowspan="3" style="text-align: center; vertical-align: middle;">Assignment</td> <td data-bbox="1062 321 1314 506" style="text-align: center;">MCO</td> <td data-bbox="1314 321 1906 506">The process by which a member is assigned to a HH contracted with the MCO. Assignments can be received by the MCO from the DOH and/or identified by the MCO and assigned to the HH.</td> </tr> <tr> <td data-bbox="1062 506 1314 581" style="text-align: center;">HH</td> <td data-bbox="1314 506 1906 581">The process by which a member is received by the HH from a contracted MCO</td> </tr> <tr> <td data-bbox="1062 581 1314 691" style="text-align: center;">CMA</td> <td data-bbox="1314 581 1906 691">The process by which a member is received by the CMA from a HH contracted with the CMA</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Scrubbing Eligibility and actual assignment process takes time. Removing all ineligible lost coverage, exclusion/exceptions that would make them ineligible for Health Home. Ensuring member isn't already enrolled with another Health Home/Care Management • Multi-level flow-chart of process Subcommittee members with documented workflows may send to Kevin and will be distributed to the group prior to next meeting. 	Term	Party	Interpretation	Assignment	MCO	The process by which a member is assigned to a HH contracted with the MCO. Assignments can be received by the MCO from the DOH and/or identified by the MCO and assigned to the HH.	HH	The process by which a member is received by the HH from a contracted MCO	CMA	The process by which a member is received by the CMA from a HH contracted with the CMA
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Next Steps	The group expressed a need for an in-person meeting as soon as possible. The meeting has tentatively been scheduled for August 12, 2013 at Hudson Health Plan located in Tarrytown, NY. Kevin and Lena will work together to coordinate meeting details.										

The meeting adjourned at 1:33 p.m.