

Equity Programs (EP) – Reporting Guidance

Last Edited: April 24, 2017



Document Purpose

The purpose of this document is to provide Equity Programs (EP) participants detailed instructions on EP reporting requirements. The guidance included herein covers both the Equity Infrastructure Program (EIP) and the Equity Performance Program (EPP). This document is designed to be useful to both Managed Care Organizations (MCOs) and Performing Provider Systems (PPS) participating in the programs. This document should be considered as a supplement to the Department's regularly released EP FAQs, slides, and guidance documents.

This document includes:

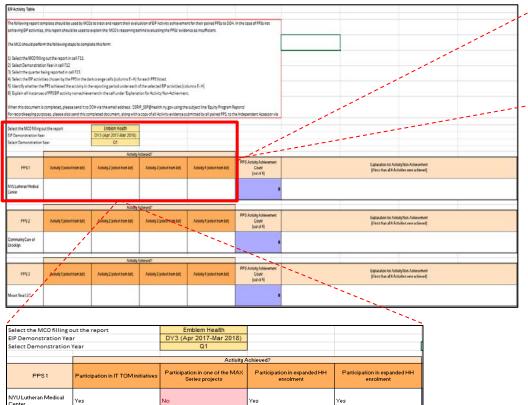
- 1. Detailed instructions on completing each of the required EP reports
- 2. Explanation of reporting deadlines
- 3. Reporting documents for MCOs
 - EIP Activity Table
 - EIP Payment Table
 - EPP Payment Table
 - EP Payment and Reporting Frequency Table
- 4. Optional reporting document for PPS
 - PPS EIP Activity Table

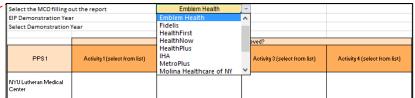


EIP Activity Table – Quarterly Report

The purpose of the EIP Activity Table is to document a MCOs determination of whether the evidence supporting the PPS' completion of activities is sufficient. A PPS must provide evidence of their activities to the MCOs within 30 days of the end of the reporting period. Within 30 days of a PPS submitting their evidence an MCO must make a determination on if the evidence is sufficient. An MCO must then submit an EIP activity table to the DOH for each of their paired PPS by the end of the quarter following the reporting period. For example, an MCO must submit their second quarter EIP Activity Tables to the DOH by the end of the third quarter.

The report should be provided to the DOH and IA via: DSRIP_SSP@health.ny.gov and DSRIP_IA@pcgus.com using the subject line 'Equity Payment Reports'.





- 1. Select the name of the MCO filling out the report from the dropdown menu in cell F11. The table will automatically populate the names of each of the MCOs paired PPS.
- 2. Select the Demonstration Year during which the reporting period takes place in cell F12.
- 3. Select the reporting period from the drop-down menu in cell G13.
- 4. The orange cells in columns E through H contain drop down menus which list each of the available EIP activities. Select the four activities chosen by each PPS.
- The MCO will then document their determination of PPS
 participation in each of their activities in columns E through H in
 the cell underneath the activity name.



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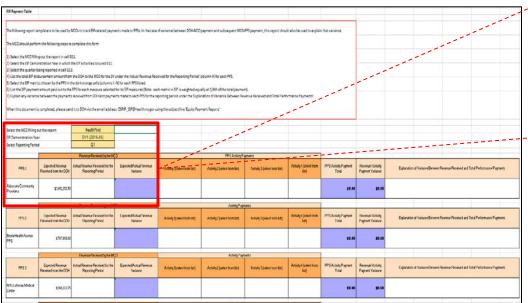
6. The table will calculate the number of completed activities in the purple cells in column I labeled 'PPS Activity Achievement Count'. If the activities achieved is less than 4, the MCO must provide a narrative for why a non-achievement determination was made in the 'Explanation for Activity non-achievement' column (column J).



EIP Payment Table – Quarterly Report

The EIP Payment table serves 2 purposes, (1) to document expected and actual revenue received by an MCO for the reporting period, as well as, (2) the amount paid to each of their paired PPS. This report will not only track any variances between actual vs. expected EIP funds paid to the MCO by the DOH but also track the variance between funds received by the MCO vs. funds paid out to the PPS for EIP performance. The EIP Payment table must be provided to the DOH by the end of the quarter following the reporting period and should be provided at the same time as the EIP Activity Table.

The report should be provided to the DOH and the IA via: DSRIP_SSP@health.ny.gov and DSRIP_IA@pcgus.com using the subject line "Equity Payment Report".

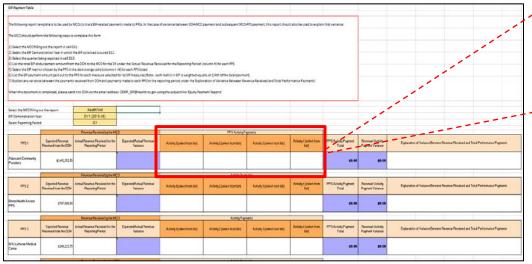


Select the MCO filling o	ut the report	HealthFirst	
EIP Demonstration Yea	r	DY1 (Apr 2015- Mar 2016)	_
Select Reporting Period	i	Q1	
		Revenue Received by the MC	00
PPS1	Expected Revenue Received from the DOH	Actual Revenue Received for the Reporting Period	Expected/Actual Revenue Variance
Advocate Community Providers	\$3,412,352.50		

- Select the name of the MCO filling out the report from the dropdown menu in cell G11. The table will automatically populate names and expected EIP funds for each of a MCOs paired PPS.
- Select the EIP Demonstration Year from the drop-down menu in cell G12.
- 3. Select the reporting period from the drop-down menu in cell G13.
- Input the actual revenue received during the reporting period in column G under 'Actual Revenue Received for the Reporting Period'.



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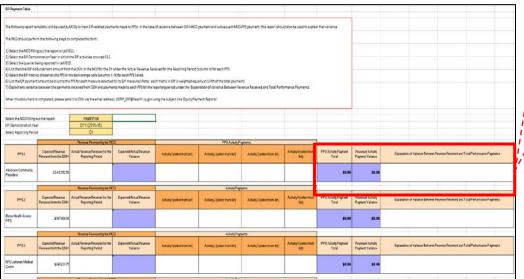




- 5. The orange cells in columns I through L contain drop down menus which list each of the available EIP activities. Select the four activities chosen by each PPS.
- 6. Underneath each activity, the MCO will enter the total dollars paid out for demonstration of activity participation during the reporting period.



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į	PPS Activity Payment Total	Revenue/ Activity Payment Variance	Explanation of Variance Between Revenue Received and Total Performance Payments
<i>[</i>	\$198,068.75	\$0.00	

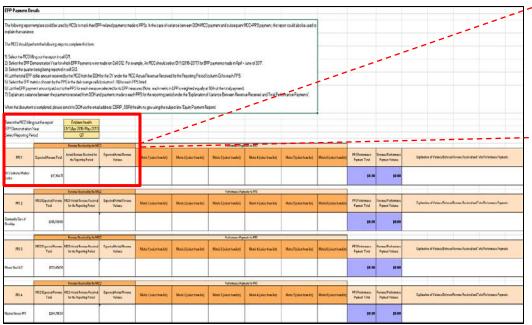
7. The table will calculate the total payments made to the PPS by the MCO during the reporting period in the purple cell under 'PPS Activity Payment Total' in column M. The table will also calculate any variance between the 'PPS Activity Payment Total' and the 'Actual Revenue Received for the Reporting Period' and display the variance in the purple cell in column N under 'Revenue/Activity Payment Variance'. The MCO must provide an explanation for variance between 'PPS Activity Payment Total' and 'Actual Revenue Received for the Reporting Period'.



EPP Payment Table – Quarterly Report

The EPP Payment table serves 2 purposes, (1) to document expected and actual revenue received by an MCO for the reporting period, as well as, (2) the amount paid to each of their paired PPS. This report will not only track any variances between actual vs. expected EPP funds paid to the MCO by the DOH but also track the variance between funds received by the MCO vs. funds paid out to the PPS for EPP performance. The EPP Payment table must be provided to the DOH by the end of the guarter following the reporting period.

The report should be provided to the DOH and the IA via: DSRIP_SSP@health.ny.gov and DSRIP_IA@pcgus.com using the subject line 'Equity Payment Reports'.

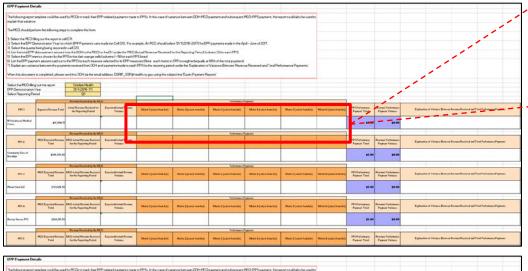


7	Select the MCO filling	out the report	Emblem Health	
Ţ	EPP Demonstration Y	'ear	DY1 (Apr 2016-May 2017)	
1	Select Reporting Peri	iod	Q1	
L			Revenue Received by the MC	0
	PPS 1	Expected Revenue Total	Actual Revenue Received for the Reporting Period	Expected/Actual Revenue Variance
- 11	NYU Lutheran Medical Center	\$37,904.75		

- Select the name of the MCO filling out the report from the drop-down menu in cell G11. The table will automatically populate names and expected EIP funds for each of a MCOs paired PPS.
- 2. Select the EPP Demonstration Year for which EPP Payments were made in Cell G12.
- 3. Select the reporting period from the drop-down menu in cell G13.
- 4. Input the actual revenue received during the reporting period in column G under 'Actual Revenue Received for the Reporting Period'.



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		Performano	+ Pagments		
hildren's Access to Primary Care – 25 months to 6 years	Children's Access to Primary Care - 7 to Tigears	Prenatal and Postpartum Care - Postpartum Visits	Comprehensive Diabetes Care	Lead Screening in Children	Follow up on Alcohol and Other Drug Dependence Treatment (ET) within 30 days of initial engagement
\$402,145.00	\$500,007.20	\$250,300.00	\$175,000.00	\$135,000.00	Diabetes screening for pr Diabetes monitoring for Adherence to anti-psycho
		Performano	e Pagments		Behavioral Health - follo
Metric 1 (select from list)	Metric 2 (select from list)	Metric 3 (select from list)	Metric 4 (select from kist)	Metric 5 (select from list)	Initiation and Engageme Follow-up on Alcohol an

- 5. The orange cells in columns I through N contain drop down menus which list each of the available EPP measures. Select the six activities chosen by each PPS.
- 6. Underneath each measure, the MCO will enter the total dollars paid out for EPP performance during the reporting period.

EPP Payment Der	als											
heloloving report		th-MCOsrcrack her EF	Prelied payments made	to PPSs. In the case of sar	rance bets een DOH-MCO	payment and outcoquent	MCO-PPS payment, Nave	gort co.ád also be used to				
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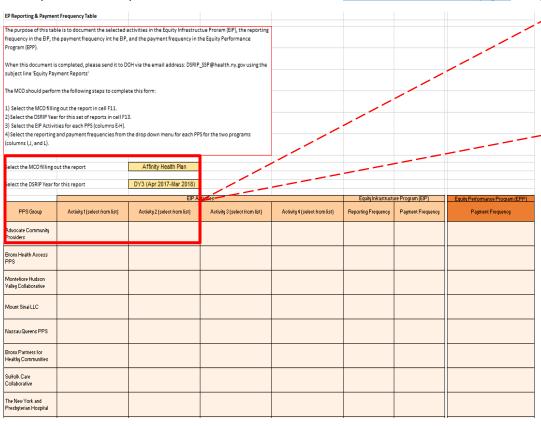
7. The table will calculate the total payments made to the PPS by the MCO during the reporting period in the purple cell under 'PPS Performance Payment Total' in column O. The table will also calculate any variance between the 'PPS Performance Payment Total' and the 'Actual Revenue Received for the Reporting Period' and display the variance in the purple cell in column P under 'Revenue/Performance Payment Variance'. The MCO must provide an explanation for variance between 'PPS Performance Payment Total' and 'Actual Revenue Received for the Reporting Period'.



EP Reporting & Payment Frequency Table – Annual Report

The purpose of the EP Reporting and Payment Frequency Table is to document payment and reporting frequency for each of an MCOs paired PPS for both Equity Programs for the upcoming Demonstration Year (DY). The EP Reporting and Payment Frequency Table must be provided annually to the DOH prior to the beginning of the DY.

The report should be provided to the DOH and the IA via: DSRIP_SSP@health.ny.gov and DSRIP_IA@pcgus.com using the subject line "Equity Payment Reports".

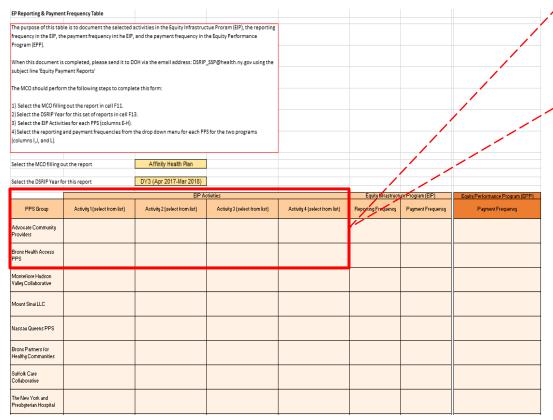


Select the MCO filling o	ut the report	Affinity Health Plan
Select the DSRIP Year fo	or this report	DY3 (Apr 2017-Mar 2018) -
		DY1 (Apr 2015-Mar 2016) DY2 (Apr 2016-Mar 2017)
PPS Group	Activity 1 (select from list)	DY3 (Apr 2017-Mar 2018) DY4 (Apr 2018-Mar 2019)
Advocate Community Providers		DY5 (Apr 2019-Mar 2020)

- 1. Select the name of the MCO filling out the report from the drop-down menu in cell F11. The table will automatically populate the names of each of the MCOs paired PPS.
- 2. Select the reporting period from the drop-down menu in cell F13.



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	EIP Activities							
PPS Group	Activity 1 (select from list)	Activity 2 (select from list)	Activity 3 (select from list)	Activity 4 (select from list)	B			
Advocate Community Providers	Participation in IT TOM initiatives	Participation in expanded HH enrolment	Capital spending on primary / behavioral health integration		*			
Bronx Lebanon Hospital Center				Participation in IT TOM initi Participation in one of the Participation in expanded h	MA) HH e			
Montefiore Hudson Valley Collaborative				EHR implementation invest Capital spending on primal Participation in a state reco	y/l			
				Participation in state effort	s to			

3. The orange cells in columns E through H contain drop down menus which list each of the available EIP activities. Select the four activities chosen by each PPS.



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EP Reporting & Paymer	nt Frequency Table						
		activities in the Equity Infrastruc and the payment frequency in t					
When this document is subject line 'Equity Pay		OH via the email address: DSRIP	_SSP@health.ny.gov using the				
The MCO should perfor	m the following steps to comple	te this form:					
2) Select the DSRIP Yea 3) Select the EIP Activit	g out the report in cell F11. r for this set of reports in cell F1 ties for each PPS (columns E-H). and payment frequencies from	3. the drop down menu for each PP	S for the two programs				
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
Select the MCO filling o	ut the report	Affinity Health Plan					
Select the DSRIP Year fo	or this report	DY3 (Apr 2017-Mar 2018)					
		EIP Ac	ctivities		Equity Infrastruct	ure Program (EIP)	Equity Performance Program (EPP)
PPS Group	Activity 1 (select from list)	Activity 2 (select from list)	Activity 3 (select from list)	Activity 4 (select from list)	Reporting Frequency	Payment Frequency	Payment Frequency
Advocate Community Providers							
Providers Bronx Health Access PPS Montefiore Hudson							
Providers Bronx Health Access PPS							
Providers Bronx Health Access PPS Montefiore Hudson							
Providers Bronx Health Access PPS Montefiore Hudson Valley Collaborative							
Providers Bronx Health Access PPS Montefiore Hudson Valley Collaborative Mount Sinai LLC							
Providers Brons Health Access PPS Montefiore Hudson Yalley Collaborative Mount Sinal LLC Nassau Queens PPS Brons Patriers for							
Providers Brons Health Access PPS Monteficre Hudson Valley Collaborative Mount Sinal LLC Nassau Queens PPS Brons Patriers for Healthy Communities Suifolk Care							

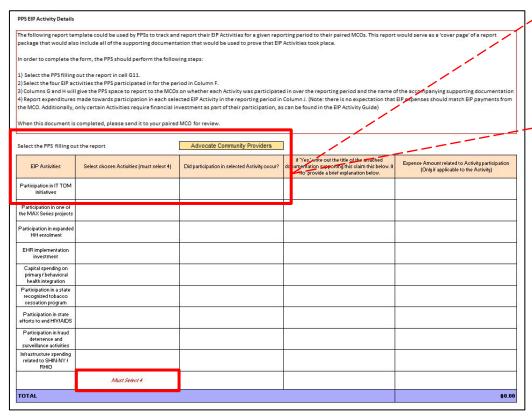
Equity Infrastruct	Equity Performance		
Reporting Frequency	Payment Frequency	Payment Frequency	
Quarterly	Quarterly		*
		onthly uarterly	

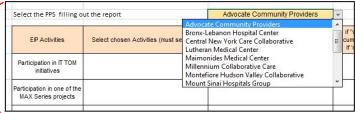
74. The MCO will then fill out the selected reporting and payment frequencies for EIP, as well as the payment frequency for EPP, as specified in the contract (shown above).



PPS EIP Reporting Table – Optional Report Format

The PPS EIP reporting table is provided by the DOH as a tool which can be used by the PPS to report on EIP performance to their paired MCO. The PPS EIP Reporting Table is not required to be used. The purpose of the report is to document participation in each of a PPS' chosen EIP activities, identify what documents demonstrate participation, and identify any expenses related to participation, if applicable. A PPS must provide their evidence of EIP activity participation to their paired MCOs within 30 days of the end to the reporting period.





- 1. Select the name of the PPS filling out the report from the drop-down menu in cell G11.
- 2. Using the drop-down menu in column F to mark which EIP activities have been selected. At least four activities must be marked 'selected' or an error message will remain underneath the column.
- 3. Using the drop-down menu in column G mark if participation in the selected activity occurred.
- 4. If participation did occur, enter the title of the appropriate attachment(s) in column H.
- 5. List expenditures for each EIP activity in column I (if applicable).



EPP Payment and Reporting Timeline (April – September 2017)

April	May	June	July	August	September				
	EPP Year 2 Q1		EPP Year 2 Q2						
	Monthly EPP Payments to MCOs								
PPS DSRIP Y2 Q4 Reports Due									
			Montly EPP Year 2 Payment	Montly EPP Year 2 Payment	Montly EPP Year 2 Payment				
		MCOs Receive EPP Achievement for DSRIP Y2							
		MCO-to-DOH EPP Payment Report			MCO-to-DOH EPP Payment Report				



EIP Payment and Reporting Timeline (April – September 2017)

April	May	June	July	August	September					
	EIP Year 3 Q1		EIP Year 3 Q2							
	·									
	Monthly EIP Payments to MCOs									
PPS Provides DY2 Q4 EIP			PPS Provides DY3 Q1 EIP							
Evidence to MCO			Evidence to MCO							
	MCO Reviews Evidence and			MCO Reviews Evidence and						
	Makes Payment			Makes Payment						
		MCO-to DOH EIP Activity and			MCO-to DOH EIP Activity and					
		Payment Reports			Payment Reports					



EP Reporting EPP Payment and Reporting Timeline

MCOs and PPS should be reporting at the frequency defined at the table below.

Report	Completed by	Submitted to	Frequency	Location
EP Contract Modifications	PPS & MCO	IA & DOH	Annually, as Needed	dsrip_ia@pcgus.com dsrip_ssp@health.ny.gov
EP Reporting and Payment Frequency Table	мсо	IA & DOH	Annually, March 31st	dsrip_ia@pcgus.com dsrip_ssp@health.ny.gov
EIP ActivityTable	MCO	IA & DOH	Quarterly	dsrip_ia@pcgus.com dsrip_ssp@health.ny.gov
EIP Payment Table	MCO	IA & DOH	Quarterly	dsrip_ia@pcgus.com dsrip_ssp@health.ny.gov
EPP Payment Table	MCO	IA & DOH	Quarterly	dsrip_ia@pcgus.com dsrip_ssp@health.ny.gov
Supporting Documentation for EIP Activity participation/PPS EIP Reporting Table	PPS	MCOs	Based on EP Contracts	MCO contact emails
Supporting Documentation for EIP Activity participation	MCO (reviewed by MCO after being sent by PPS)	IA	Based on EP Contracts	dsrip_ia@pcgus.com
MMCOR Submission	MCO	DOH	Quarterly	Health Commerce System