

Proposed HARP Plan of Care (POC) Stopgap Measures – **WORKING**

The measures proposed below are based on the following understanding:

- Initially, plans will only be responsible for approving the POC for HARP enrollees for whom BH HCBS have been recommended. (Plans may still request—and health homes may still share—POCs for any other enrollee, as deemed clinically necessary.)
- POCs must still be integrated (covering medical and behavioral health needs, strengths, etc.).
- POCs will not need to be exchanged until around mid-November, 45 days prior to the first day of delivery of HCBS services (early January 2016).
- MAPP functionality related to POCs is unlikely to be in place until next year.

With this understanding in mind, the following measures are proposed:

POC Content

1. **Plans and health homes are to agree on one uniform list of POC elements / POC template**
 - See the *Required POC Data Elements* spreadsheet, which lists all POC elements required by the State and CMS, as well as those included in the State’s draft POC template.
 - See *Draft POC Template* (working).
2. **Health homes are to determine which of their *current* POC elements map to which of the required/agreed-upon POC elements**
 - The ‘mapping’ of elements does not need to be done by every single health home; health homes that share a platform (e.g., GSI) can and should utilize the same mapping.
 - Health homes are to work on adding any POC elements included in final POC template but *not* included in their current POCs. (Again, this can be done by platform.)

POC Sharing

1. **Plans are to develop Secure File Transfer Protocol (SFTP) sites for each health home with which they contract (e.g., a plan that contracts with 8 health homes in NYC should set up 8 SFTP sites)**
 - Health homes do not need to set up their own SFTP sites for the purposes of sharing POCs with plans—they will just need to be able to upload/download to each plan’s site.
 - Plans, in collaboration with health homes, will develop a uniform layout of the SFTP site so that all SFTP sites look the same (e.g., layout of folders, inclusion of “cover spreadsheet”)
 - As part of this, plans will have a uniform SFTP site “cover spreadsheet” that *may* include the following columns (with one row for each member in the plan-health home relationship) – **NOTE: This is a *working* list and still needs to be vetted/reviced by plans and health homes, but the basic idea of having some cover file to record the status of each member for each plan-health home relationship has been discussed and generally agreed upon by the group.**
 - Member Name
 - Member CIN
 - Member DOB
 - HH Name

- HH MMIS ID
 - CMA Name
 - CMA MMIS ID
 - Date POC Submitted
 - POC Approved? Y/N
 - If Yes: Date Approved by Plan
 - If No: Outstanding Items (aka reasons for non-approval)
 - Follow-up Recorded (open field for whatever notes needed)
 - Care Manager Name
 - Care Manager Email
 - Care Manager Phone #
 - Plan Point of Contact Name
 - Plan Point of Contact Email
 - Plan Point of Contact Phone #
 - *Possibly also to include additional columns (or rows?) for POC resubmissions*
- Health homes may choose to set up their *own* SFTP sites to receive POCs from their CMAs, if they wish.
- Outstanding questions include:
- Discuss/confirm what format the POCs will be transmitted in (e.g., one PDF for every member).
 - What other information should the “cover spreadsheet” include? Goal is to have a uniform SFTP site set up and cover file.
 - Discuss/confirm how plans, health homes and CMAs will have ongoing communication regarding the POCs.