

**NEW YORK**  
*state department of*  
**HEALTH**

Nirav R. Shah, M.D., M.P.H.  
Commissioner

Sue Kelly  
Executive Deputy Commissioner

November 30, 2012

Dear MLTC Plan:


Enclosed are documents specifically developed to provide Managed Long Term Care Plans with a standardized process to enter into agreements with entities for the provision of Care Management Services. The Care Management Administrative Services Agreement Guidelines and Standard Clauses allow MLTCs to establish such a relationship in a streamlined fashion. The processes and submission requirements are similar to existing Provider Contract and Management Services Agreement Guidelines. Please note that there are no changes to the contractual requirements for delegation of any management function as defined in Part 98-1.11.

The following three documents are to be utilized by MLTC plans for this process:

- **Care Management Administrative Services Contract Statement and Certification** - Plans will be required to complete this certification and submit the executed document with the proposed Care Management Administrative Services Agreement. Agreements must be submitted annotated with the MCO Unique Contract ID# as identified on the Certification Statement.
- **Standard Clauses for Care Management Administrative Services Contract** - Standard Clauses specific to Care Management Services Administrative Contracts have been developed, The clauses must be appended to each agreement, and expressly incorporated by reference in the body of the agreement.
- **Care Management Administrative Services Contract Guidelines for MLTC Plans** - Guidelines provide definitions, detailed process to obtain approval, general requirements and prohibitions, mandatory contract provisions, and implementation guidance.

Proposed agreements should be submitted to the attention of your Plan Manager, who should also be contacted if you have any questions regarding the process.

Sincerely,



Mark Kissinger  
Director, Division of Long Term Care  
Office of Health Insurance Programs

Enclosures

cc: DOH Plan Managers