



Whole Person Care Pilot

Second Round Application Process – Legacy Lead Entity Pilot Expansion Instructions January 13, 2017

Overview

DHCS is accepting applications from currently approved Whole Person Care (WPC) pilot Lead Entities (Legacy LEs) to expand their WPC pilot during this second round of applications. This document serves as supplemental instructions for Legacy LEs intending to submit a WPC pilot expansion application. These instructions are only for use by Legacy LEs proposing to expand their WPC pilot.

In addition to these instructions for expansion, Legacy LEs must review and apply application and budget instructions, as revised for round 2, as appropriate. The revised application instructions and revised budget instructions can be found here:

<http://www.dhcs.ca.gov/services/Pages/WholePersonCarePilots.aspx>.

Legacy LEs who are seeking to submit an expansion proposal should not submit a new/separate WPC application. Instead, Legacy LEs should submit a revised version of their approved WPC application that includes additions and modifications to the application shown in track changes. Legacy LEs must use their previously approved WPC application that is represented in their executed WPC agreement. Upon DHCS approval of the expansion proposal and application documents, the Legacy LE will be required to submit clean (without track changes), ADA compliant versions of the WPC application, budget narrative and budget summary documents.

Legacy LEs seeking WPC pilot expansion must complete the WPC pilot expansion application package and submit it to 1115wholepersoncare@dhcs.ca.gov no later than end of day **March 1, 2017**.

Legacy LE Expansion Application Allowances and Disallowances

The following types of modifications are allowed to be made in LE Expansion applications:

- Additions to target populations (either type or number of beneficiaries served);
- Additions to allowable services;
- Modifications associated with additions to target populations and/or services such as appropriate changes or additions to performance measures, data and information sharing, or appropriate budget changes.

The following changes to currently approved WPC applications are not allowable:

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- An increase to Incentive Payments, Pay for Reporting, or Pay for Outcomes above the currently approved number and amount without target population demographic or services modification;
- Changes to currently approved budget dollars without adjustment to target population, services, or other significant aspects of the pilot.

What to include in the WPC Pilot Expansion Application Submission?

Legacy LEs should refer to the revised application instructions and budget instructions for general guidelines to be followed when submitting an expansion application. Complete expansion applications must include the following documents to be considered complete:

- Change Memo
- Revised WPC Application (track change version)
- Revised Budget Narrative (track changed version)
- Revised Budget Summary (track changed version)

Incomplete applications will not be considered. All revisions to the WPC Application, Budget Narrative and Budget Summary must be shown by using ~~striketrough~~ for deletions and **bold underline** for additions.

Change Memo

Each Legacy LE must submit a change memo which describes the changes included in the expansion proposal. The change memo must include the following:

- A high-level overview of the expansion application changes;
- A table summarizing each substantive modification including location (document name, section, and page number) and explanation of modification.

Revised WPC Application

Each Legacy LE seeking to expand their current WPC pilot must submit a revised WPC application that includes all applicable additions and modifications shown throughout the WPC application in track changes. When determining what revisions are necessary, Legacy LEs should consider the effect of the expansion proposal on all sections of the WPC application. Legacy LEs must review and apply the revised application instructions and revised budget instructions, as appropriate, when revising the WPC application. It is not the intent that Legacy LEs will restructure their entire previously approved application to conform to new instructions. However, please conform to the new instructions where applicable and appropriate when including the proposed expansions. Legacy LEs who are seeking to submit an expansion proposal will be required to sign a final agreement upon approval by DHCS.

For purposes of revising the WPC application, Legacy LEs must use their final approved WPC application that is represented in WPC agreement. Use of a version other than the final

approved WPC application will not be accepted and will be cause for application rejection. Deletions to the WPC application that are not essential to the expansion proposal will not be accepted and will be cause for application rejection.

All revisions to the WPC application must be shown in track changes with the exception of formatting changes. Please accept all formatting changes. Margin comments should not be included in the revised WPC application. Any necessary comments should be included in the accompanying change memo.

Examples of appropriate modification information to provide may include, but are not limited to:

- Description of the purpose and structure of additional information sharing delivery infrastructure.
- Description of proposed new or revised target population and description of reasons for covering the proposed target population.
- Expected number of WPC enrollees for the proposed new or revised target population.
- Revision to the total number of expected WPC enrollees.
- Description of additional services that will be provided to the proposed target population, if applicable.

Revised Budget Narrative

Similar to the WPC application described above, Legacy LEs must also make any necessary revisions to the budget narrative associated with the expansion proposal. Legacy LEs must use their final approved budget narrative that is represented in WPC agreement. In addition, Legacy LEs must review and apply the revised application instructions and revised budget instructions, as appropriate, when revising their budget narrative.

All modifications to the budget narrative must be shown in track changes with the exception of formatting changes. Please accept all formatting changes. Margin comments should not be included in the revised budget narrative. Any necessary comments may be included in the accompanying change memo.

Examples of modifications to the budget narratives that may be included as part of the proposed expansion include, but are not limited to:

- Budget details for new proposed services in accordance with revised budget instructions.
- Applicable modifications to Per Member Per Month bundles if new services are being added to existing bundles.

Revised Budget Summary and Detail

Legacy LEs must also submit a revised budget summary document that aligns with the revised WPC application and budget narrative. Legacy LEs must use their final approved

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budget summary and input changes to address the proposed expansion components. For reference, the top budget summary sheet of the final approved document is represented in the WPC agreement.

All revisions to the budget summary must be shown by using ~~striketrough~~ for deletions and **bold underline** for additions, with the exception of formatting changes. Please do not show formatting changes. Margin comments should not be included in the revised budget summary. Any necessary comments may be included in the accompanying change memo.