

ICF/DD Carve-In Stakeholder Workgroup

Session 12

Friday, September 29, 2023

Workgroup Agenda

- » Introductions
- » Deliverables Update
- » Credentialing
- » TAR 20-1
- » MCP ICF/DD Home Prior Authorization Form
- » Communications and Outreach Update

How to Add Your Organization to Your Zoom Name

- » Click on the **Participants** icon at the bottom of the window.
- » Hover over your name in the **Participants** list on the right side of the Zoom window.
- » Select **Rename** from the drop-down menu.
- » Enter your **name** and add your **organization** as you would like it to appear.
- » For example: Kevin Tolmich – Mercer

ICF/DD Carve-In Workgroup

- » Meetings are open to the public using the link from the LTC ICF/DD web page: [Intermediate-Care-Facility-for-Developmentally-Disabled-ICF-DD-Long-Term-Care-Carve-In](#).
- » Presentations and discussion are welcome from all Workgroup members and all other attendees.
- » Members of the public will remain in listen-only mode. Any member of the public may send an email regarding questions or comments they may wish to share for DHCS/DDS consideration: ICFDDworkgroup@dhcs.ca.gov.
- » Workgroup meetings will be a solution-focused, collegial environment for respectfully expressing different points of view.
- » Workgroup is for direct communication and problem solving with the DHCS for the ICF/DD carve-in to Medi-Cal managed care.

Roll Call: ICF/DD Workgroup Members

Name	Organization
Janet Davidson	Health Plan of San Mateo
Dennis Mattson	Independent Options
Brian Tremain	Inland Regional Center
Becky Joseph	JonBec Care Inc.
Linnea Koopmans	Local Health Plans of California
Jenn Lopez	Local Health Plans of California
Lori Anderson	Momentum
Stacy Sullivan	Mountain Shadows Support Group
Larry Landauer	Regional Center of Orange County
Mark Klaus	San Diego Regional Center
Olivia Funaro	San Gabriel/Pomona Regional Center
Robert Harris	Service Employees International Union
Matt Mourer	The Arc of SD
Deb Donovan	Valley Village

Roll Call: ICF/DD Workgroup Members

Name	Organization
Kim Mills	A Better Life
Beau Hennemann	Anthem
Amy Westling	Association of Regional Center Agencies
Susan Mahonga	Blue Shield of California
Ysobel Smith	Blue Shield of California
Craig Cornett	California Association of Health Facilities
Lorraine Espitallier	California Association of Health Facilities
Scott Robinson	CalOptima
Sylvia Yee	Consumer Voice
Kathy Mossburg	Developmental Services Network
Diane VanMaren	Developmental Services Network
Elizabeth Zirker	Disability Rights California
Edward Mariscal	HealthNet

Introductions: DHCS

DHCS

Susan Philip, Deputy Director, HCDS

Bambi Cisneros, Assistant Deputy Director, Managed Care, HCDS

Beau Bouchard, Assistant Division Chief, CRDD

Stephanie Conde, Branch Chief, MCOD

Tyra Taylor, Assistant Chief, CAD

Shanell White, Branch Chief, CAD

Dana Durham, Division Chief, MCQMD

Stacy Nguyen, Branch Chief, MCQMD

Alek Klimek, Chief, FFSRDD

Rafael Davtian, Deputy Director, HCF

Michelle Retke, Division Chief, MCOD

Jesse Delis, Assistant Division Chief, CRDD

Christie Hansen, LTC Rates Section Chief FFSRDD

Phi Long (Phil) Nguyen, Research Data Supervisor, FFSRDD

Tracy Meeker, Consultant, MCQMD

Jalal Haddad, Project Manager, HCDS

Introductions: DHCS

DDS

Jim Knight, California Department of Developmental Services

Caroline Castaneda, California Department of Developmental Services

Jane Ogle, Consultant for California Department of Developmental Services

Consultants

Kathy Nichols, Mercer

Brittany van der Salm, Mercer

Kayla Whaley, Mercer

Kevin Tolmich, Mercer

Eva Velez, Mercer

Branch McNeal, Mercer

Kristal Vardaman, Aurrera Health Group

Becky Normile, Aurrera Health Group

Winter Koifman, Aurrera Health Group

Brendan Finn, Aurrera Health Group

Workgroup Charge and Goals

- » To provide an opportunity for stakeholders to collaborate and provide advisory feedback on DHCS' policy and operational efforts in carving in ICF/DD homes from FFS into Medi-Cal managed care.
- » The ICF/DD Workgroup will focus on issues specific to Medi-Cal beneficiaries with developmental disabilities, and the ICF/DD homes and providers who serve this population.
- » The goal of the workgroup will be to create an ICF/DD Promising Practices/FAQ document, which DHCS may use to inform development of an APL focused on the ICF/DD carve-in.

Deliverables Update

» Billing and Invoicing Guide

- Will be posted the first week of October at [Intermediate-Care-Facility-for-Developmentally-Disabled-ICF-DD-Long-Term-Care-Carve-In](#)

» Plain Language Fact Sheet

- Will be posted the first week of October at [Intermediate-Care-Facility-for-Developmentally-Disabled-ICF-DD-Long-Term-Care-Carve-In](#)
- The Fact Sheet will be translated in Spanish.

Deliverables Update (con't)

» FAQs

- ICF/DD FAQ version 1 document has been posted.
 - This will continue to be updated based on ongoing feedback and questions raised in the ICF/DD Workgroups and the ICF/DD 101 series.
- Updated FAQs can be found on [the ICF/DD Carve-In website](#).

» Updated LTSS Liaison List

Policy Guide- Promising Practices

Promising Practice	Focus
Internal Knowledge Building by MCPs	<ul style="list-style-type: none">• MCPs should build internal capacity specifically for the ICF/DD Carve-in• Should be familiar with the new population as well as the Home and Community Based services available to those members
Innovative Communications/ LTC Liaison	<ul style="list-style-type: none">• "Goodwill Tours" as provided by MCPs during the CCI transition• Specialized LTSS Liaison as well as general health plan contact for various needs (e.g. billing, network decision, etc.)
Learning Collaboratives	<ul style="list-style-type: none">• MCPs, Regional Centers, and ICF/DD Home should create and participate in learning collaboratives to better understand themes such as:<ul style="list-style-type: none">• Person-centered planning, Role of the Human Rights Committee in ICF/DD Home requirement, Problem solve authorization and billing requirements

Policy Guide- Promising Practices

Promising Practice	Focus
Proactive Integrated Transition Planning	<ul style="list-style-type: none">• MCPs and ICF/DD Homes should meet ahead of the transition to discuss potential barriers and plan for the transitions<ul style="list-style-type: none">• Example topics may include identifying any potential continuity of care for specific members; discussing "day one"; LTSS Liaison contacts
MCP's Engagement with the Regional Centers	<ul style="list-style-type: none">• MCPs and Regional Centers may want to share information/documentation outside of what is required to help support care and person-centered planning<ul style="list-style-type: none">• e.g. ISP and IPP

Proposed Credentialing Process for Discussion

Initial Documentation submission:

- » W-9 Request for Taxpayer Identification Number and Certification
- » MCP Network Provider Application
- » Certificates of Insurance (Professional and General Liability)
- » City or County Business License (excludes ICF/DD-H and -N homes with 6 or less residents)
- » Disclosure of Ownership
- » Attestation

Annual Attestation to include:

- » Completion of the MCP's specific Provider Training within the last 2 years
- » Facility Site Audit from State Agency
- » No Change in 5% Ownership Disclosure
- » Possession of an Active CDPH License and Certification
- » Good Standing as a Regional Center Vendor

LTC TAR 20-1

- » The LTC TAR 20-1 is used in Fee for Service for prior authorizations
- » For Managed Care, the form will be the **MCP ICF/DD Prior Authorization Form**
- » The same data elements are being collected on new form as are collected in the 20-1. We are not collecting any new or additional data elements. Only the form template will change
- » MCPs will have the option to use the new standard form template or a form template of their own, as long as it contains the same data elements and does not create any additional administrative burden
- » All references to the 20-1 form will be updated, including the APL, MCL, and Policy Guide

*No edits to the FAQ or Billing and Invoicing Guide are required, as they do not reference the 20-1 form.

MCP ICF/DD Prior Authorization Form

» Standard elements would be:

- Member Name
- Medi-Cal ID and eligibility
- Facility address & contact information
- ICD diagnoses codes
- Differentiation between reauthorization vs new or re-admission
- Physician name and license # who is prescribing these services
- Prior Authorization history for duplicate dates of service
- Prior Authorization history for duplicate dates of service
- Level of Care requested – either ICF/DD-H or ICF/DD-N
- The admit date
- The 'from' date
- The 'through' date

*HS231 and DHCS 6013A will also still be required

Communications and Outreach Updates

» **Member Communications**

- ICF/DD Carve-In Member Information webpage includes the following resources:
 - Member Enrollment Notices
 - Spanish-language versions of the notices are forthcoming.
 - Notice of Additional Information (NOAI)
 - Versions of the NOAI in the threshold languages are forthcoming.
 - Plain Language Flyer
 - Information on Where Members Can Go for Help

» **Provider Communications**

- DHCS will post information about the ICF/DD Carve-in via provider bulletins in October-December 2023 and weekly newsflashes in December 2023.

Educational Webinars and Office Hours

DHCS and DDS are hosting a series of educational webinars and office hours to support overall readiness for the transition; all sessions are open to the public.

Topic	Audience	Date
ICF/DD Carve-In 101 for MCPs	MCPs	July 12, 2023
ICF/DD Carve-In 101 for ICF/DD Homes	ICF/DD Homes and RCs	August 21, 2023
Office Hours	ICF/DD Homes, RCs, and MCPs	September 8, 2023
Promising Practices	ICF/DD Homes, RCs, and MCPs	October 6, 2023
Billing and Payment	ICF/DD Homes, RCs, and MCPs	November 17, 2023
Office Hours	ICF/DD Homes, RCs, and MCPs	December 1, 2023
How Medi-Cal Supports ICF/DD & Subacute Residents	ICF/DD Homes, RCs, Subacute Facilities and MCPs	December 15, 2023

Promising Practices Webinar

- » The Promising Practices webinar on October 6, 2023, will build on the Policy Guide.
- » Topics to be covered include:
 - Communications and Outreach
 - Contracting
 - Credentialing
 - LTSS Liaison
 - Authorizations
 - Leaves of Absences and Bed Holds
 - Introduction to billing and payment policies and processes, including the Billing and Invoice Guide

Trainings for Trusted Advisors

- » The following groups, which are listed as resources in the DHCS ICF/DD member notices, have been offered two training date options – September 25 and October 20, 2023:
 - Health Care Options
 - Medi-Cal Managed Care Ombudsman
 - Medi-Cal Help Line (CA-MMIS)
 - LTC Ombudsman
 - Medicare Medi-Cal Ombudsman
 - Health Insurance Counseling and Advocacy Program (HICAP)
- » A training for Regional Centers will be held in October/November.

Upcoming Workgroup Meetings

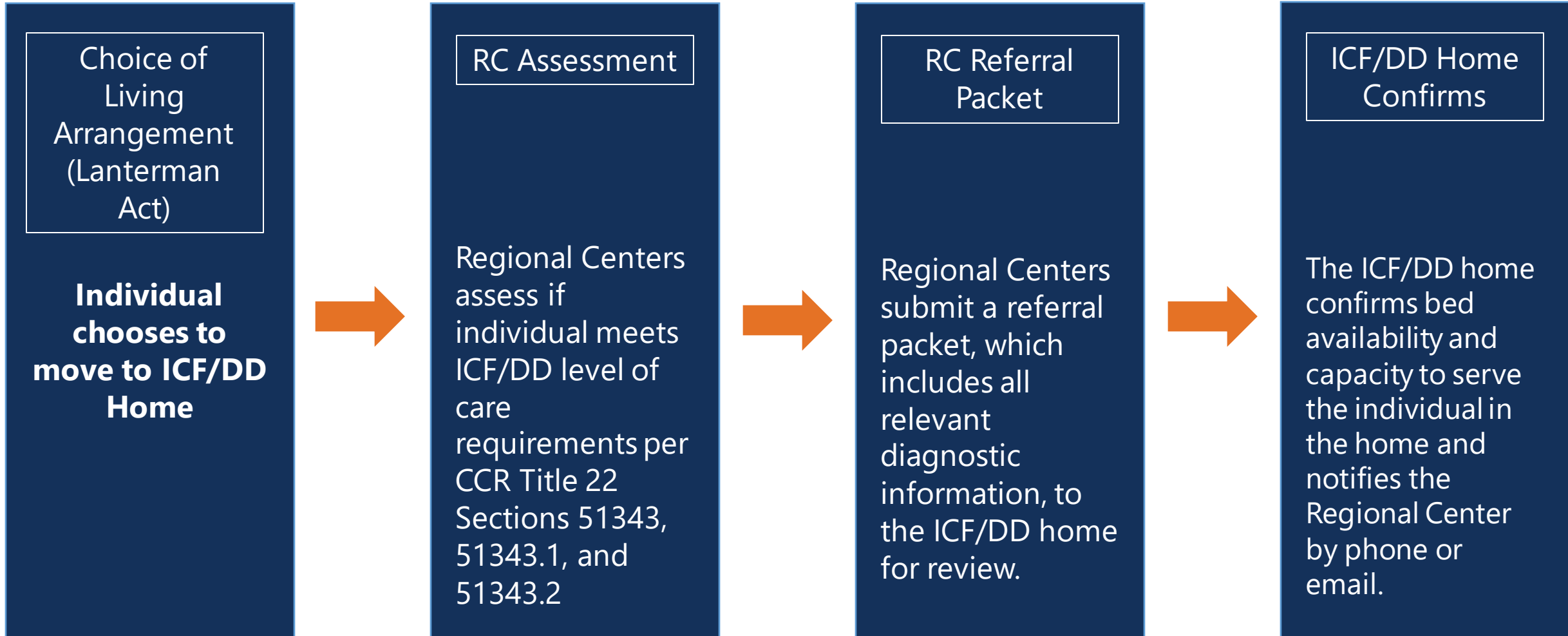
- » Future Topics:
 - October and December: Quality Plan
 - November: Network readiness update
- » Monthly for one hour until February 2024 to hear post transition concerns
- » New LTC Transition Email
 - DHCS has set-up a new inbox for stakeholders to contact with questions about the ICF/DD Carve-In: LTCtransition@dhcs.ca.gov.
 - ICF/DD Stakeholder Workgroup Members should continue to use the ICFDDworkgroup@dhcs.ca.gov for questions or feedback related to Workgroup activities.

Appendix



TAR Process for ICF/DD Homes

TAR Process Flowchart — *Current*



TAR Process Flowchart — *Current*

ICF/DD Home Completes Packet

The ICF/DD home completes and submits to DHCS or COHS plan, the following information for authorization:

- A Certification for Special Treatment Program Services form (HS 231) signed by the Regional Center with the same time period requested as the TAR (shows LoC met).
- A Treatment Authorization Request (TAR) form [Long Term Care Treatment Authorization Request (LTC TAR, 20-1)]
- A Medical Review/Prolonged Care Assessment (PCA) form (DHCS 6013A) OR the information found on the PCA form in any format (e.g., a copy of the Individual Program Plan (IPP) or Individual Service Plan (ISP)).
- ICF/DD-N homes are required to include an ISP whenever a TAR reauthorization is submitted as mandated in the Medi-Cal Provider Manual (TAR for Long Term Care: 20-1 Form (tar ltc) page 3).
- ISP submissions are required as part of the periodic review of ICF/DD-N homes as mandated by CCR Title 22, Section 51343.2(k).



DHCS or COHS Plan Completes Review

DHCS or COHS Plan reviews the submitted TAR form, HS231 form, 6013A form (or alternative information) and any attached documentation showing medical necessity, current care needs, and recipient prognosis, and makes a medical necessity determination and authorization decision (approval or denial).

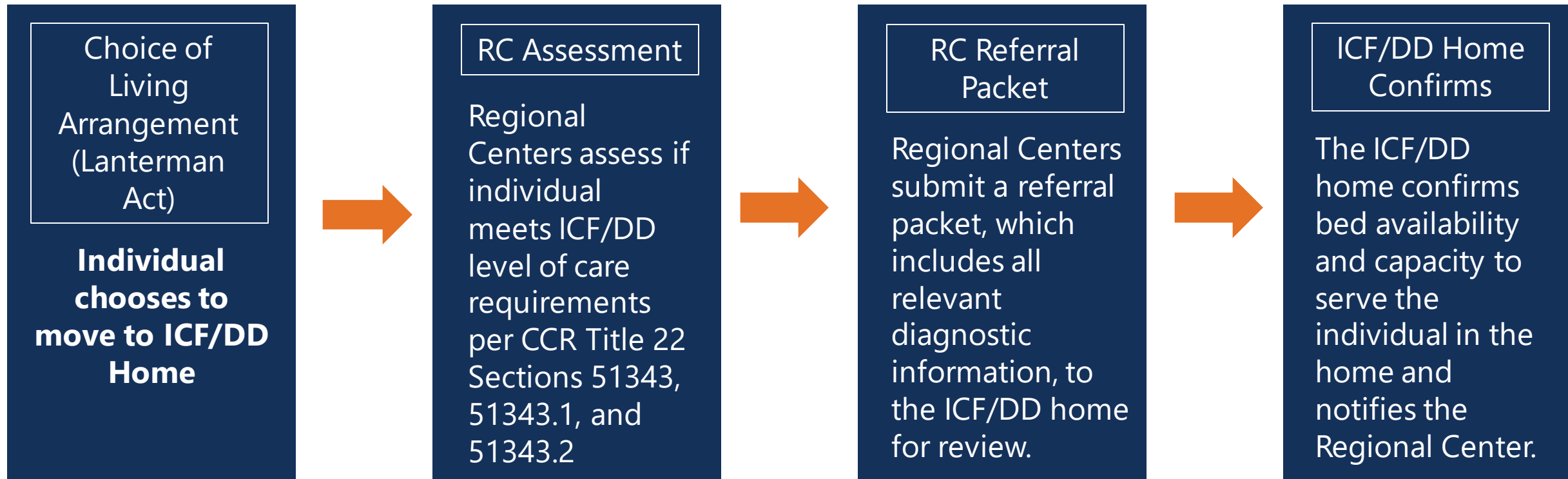


Authorization Communicated to ICF/DD Home

DHCS or COHS Plan communicates the authorization decision to the ICF/DD home.

Pre-Authorization Process Flowchart — *Post-Carve-In*

» **What is changing?** Following the ICF/DD Carve-In MCPs (not DHCS) will receive, process, and render medical necessity decisions for ICF/DD services.



MCPs and ICF/DD homes will be required to follow the Medi-Cal Provider Manual requirements related to long-term care services for ICF/DD services: MCP ICF/DD Home Prior Authorization Form and [Utilization Review: ICF/DD, ICF/DD-H and ICF/DD-N Facilities \(util review\) \(ca.gov\)](#) (list of services).

Pre-Authorization Process Flowchart — *Post-Carve-In*

ICF/DD Home Completes Packet

The ICF/DD home completes and submits to the **MCP** the following information for authorization:

- A Certification for Special Treatment Program Services form (HS 231) signed by the Regional Center with the same time period requested as the TAR (shows LoC met).
- MCP ICF/DD Prior Authorization form.
- A Medical Review/Prolonged Care Assessment (PCA) form (DHCS 6013A) OR the information found on the PCA form in any format (e.g., a copy of the IPP or ISP).
- ISP submissions are required as part of the periodic review of ICF/DD-N homes as mandated by CCR Title 22, Section 51343.2(k).



MCP Completes Review

The MCP reviews the submitted MCP ICF/DD Prior Authorization form, HS231 form, 6013A form (or alternative information) and any attached documentation showing medical necessity, current care needs, and recipient prognosis, and makes a medical necessity determination and authorization decision (approval or



MCP Communicates Authorization to ICF/DD Home

The MCP communicates the authorization decision to the ICF/DD home.

TAR Process Flowchart — *Post-Carve-In*

MCPs and ICF/DD homes will be required to follow the Medi-Cal Provider Manual requirements related to long-term care services for ICF/DD services:

- [TAR Completion for Long Term Care \(tar comp ltc\)](#) (pp. 4-6)
- MCP ICF/DD Prior Authorization form; and
- [Utilization Review: ICF/DD, ICF/DD-H and ICF/DD-N Facilities \(util review\) \(ca.gov\)](#) (list of services).

Previous Meeting Materials

- » As a reminder, previous ICF/DD Carve-in Workgroup meeting materials are linked from the LTC ICF/DD web page.
- » [Intermediate-Care-Facility-for-Developmentally-Disabled-ICF-DD-Long-Term-Care-Carve-In](#)

Glossary

Term	Definition
APL	All Plan Letter
CAD	Clinical Assurance Division
CAHF	California Association of Health Facilities, a professional organization of providers of long-term care services
CAHP	California Association of Health Plans
CalAIM	California Advancing and Innovating Medi-Cal (CalAIM) is a long-term commitment to transform and strengthen Medi-Cal, offering Californians a more equitable, coordinated, and person-centered approach to maximizing their health and life trajectory.
CCR	California Code of Regulations
CDPH	California Department of Public Health
Choice Packets	Packets of information mailed to members notifying them of their rights and responsibilities pertaining to ICF/DD carve-in.
COHS	County Organized Health System
CRDD	Capitated Rates Development Division
DDS	Department of Developmental Services
DHCS	Department of Health Care Services

Glossary

Term	Definition
DSN	Developmental Services Network - An association of community-based ICF/DD Home providers (mainly 4-6 beds)
ECM	Enhanced Care Management
FFS	Fee-for-Service
FFSRDD	Fee-for-Service Rate Development Division
HCDS	Health Care Delivery and Systems
HCF	Health Care Financing
ICF	Intermediate Care Facility
ICF/DD	Intermediate Care Facility for Developmentally Disabled
ICF/DD-H	Intermediate Care Facility for Developmentally Disabled-Habilitative
ICF/DD-N	Intermediate Care Facility for Developmentally Disabled-Nursing
IPP	Individual Program Plan
ISP	Individual Service Plan

Glossary

Term	Definition
LHPC	Local Health Plans of California
LOA	Leave of Absence
LTC	Long Term Care
MCP	Managed Care Plan
MCOD	Managed Care Operations Division
MCQMD	Managed Care Quality and Monitoring Division
Medi-Cal	California's Medicaid Program
MOU	Memoranda of Understanding
NOAI	Notice of Additional Information (in the context of member noticing)
P&P	Planning & Policy
QI	Quality Improvement
RC(s)	Regional Center(s)
TAR	Treatment Authorization Request